

2008 Spring Increases and Performance Bonuses for “NIH Senior Investigators”

Below is guidance concerning Spring increases and performance bonuses for Title 42(f) “NIH Senior Investigators,” who are selected from the top two or three percent of Senior Investigators at the NIH and paid in Band IV, Tier 4 of the NIH Title 42 Pay Model. This guidance is separate from the guidance that is issued for other scientists paid under the NIH Title 42 Pay Model due to the unique recommendation and approval requirements associated with the Spring increases and performance bonuses for this professional designation. As required by NIH policy,” the Director, NIH, must approve all compensation increases for “NIH Senior Investigators” following review and recommendation by the NIH Senior Investigator Review Subcommittee and the NIH Compensation Committee (NCC).

The Spring increases received by “NIH Senior Investigators” will **not** be included in the 4 percent IC average of all increases for eligible Title 42(f) scientists.

1. Limits on Increases (Annual and Quadrennial)

Base pay for “NIH Senior Investigators” ranges from \$230,001 to \$250,000. Increases may not cause an “NIH Senior Investigator’s” base pay to exceed \$250,000. Because HHS policy limits Title 42 (f) scientists to one annual pay increase, scientists are eligible for either an annual Spring increase OR a quadrennial increase, but not both in one year.

A. Annual Spring Increases

Annual Spring increases for Title 42(f) scientists should not exceed 6% of current base pay for individual NIH Senior Investigators.

B. Quadrennial Increases

The IC Director may propose quadrennial increases of greater than 6 percent every 4 years, following review by the IC Standing Committee and based on pay factors as described in the Title 42 Pay Model as well as the criteria and requirements as defined in the OIR Sourcebook.

2. Performance Bonuses

In accordance with the provisions of the Performance Management Appraisal Process (PMAP), “NIH Senior Scientists” who are eligible may be recommended by the IC Director for a performance bonus. The Director, NIH must approve performance bonuses, following review by the NIH Senior Investigator Review Subcommittee and the NCC.

3. Required Documentation

As required by HHS policy, all pay increases for NIH Senior Investigators must be performance-based, must be consistent with the scientist’s annual performance appraisal, and must be fully documented and justified.

Ten complete and collated sets of the following documents must be submitted in hard copy through the servicing Human Resources Branch, CSD, Office of Human Resources (OHR), and to the Special Programs Branch, OHR (Wendy Winter), Building 31, Room 1C39, by **Monday, April 7th**:

- A. Completed and signed 2007 performance plan including the narrative justification that supported the rating
- B. Brief (no more than three pages) narrative justifying a proposed base pay increase (if such an increase is being recommended)
- C. A separate narrative justifying a performance bonus (if a PMAP award is being recommended)
- D. CV
- E. Bibliography
- F. Salary history (both base pay and additional compensation) for the past four years
- G. Verification of review and agreement by the IC Standing Committee and the IC Director
- H. BSC report – please provide the most current report (date must be indicated)

4. Approval and Processing

All compensation increases for NIH Senior Investigators must be approved by the Director, NIH. Annual Spring increases, quadrennial increases, and performance bonuses will be processed (keyed) centrally, by the Office of Human Resources (OHR).

Questions regarding increases for NIH Senior Investigators may be addressed to Wendy Winter, Special Programs Branch, OHR, at winterw@mail.nih.gov or (301) 451-7339 or Sarah Hochuli, Special Programs Branch, OHR at hochulis@mail.nih.gov or (301) 451-7345.