

“NIH DISTINGUISHED INVESTIGATORS”

POLICIES & PROCEDURES FOR SELECTION AND PAY SETTING IN INTRAMURAL (BASIC OR CLINICAL), BAND IV, TIER 4

The honorific title of “NIH Distinguished Investigator,” formerly known as “NIH Senior Investigator,” is reserved for tenured intramural Senior Investigators at the highest level of accomplishment (top two or three percent of Senior Investigators at the NIH). Base pay is set within Intramural Categories (Basic or Clinical), Band IV, Tier 4 of the NIH Title 42 Pay Model and ranges between \$230,001 minimum and \$250,000 maximum, with total compensation not to exceed \$275,000. Selection requires a special NIH peer review and approval by the Director, NIH, as do all initial and subsequent compensation determinations.

ELIGIBILITY

To be selected, Senior Investigators must have made outstanding scientific contributions that have had a significant impact in their scientific field as evidenced by factors such as the following:

- Awards
- Election to prestigious organizations (e.g. Institute of Medicine and National Academy of Sciences or equivalent)
- Publications that have had a significant impact in their scientific field
- Invitations to present at national or international meetings
- Consistently outstanding Board of Scientific Counselors’ (BSC) reviews and/or record of research support
- Extraordinary service to the NIH or scientific community

Note: While some clinical Senior Investigators may qualify based on their career achievements and impact on their scientific field, the NIH Distinguished Investigator title and Tier 4 placement is not intended to address the pay issues that adversely impact NIH’s ability to recruit and retain intramural physicians who provide patient care in scarce and critical clinical specialties and subspecialties. Separate policies, provisions and procedures have been developed to address these issues.

An IC may resubmit a scientist’s name to be nominated to the NIH Distinguished Investigator title if the individual is not selected initially, but must wait at least two years before resubmitting the same individual for consideration..

The NIH Distinguished Investigator title is intended to recognize current Senior Investigators for their career achievements and impact on the scientific field. There is no expectation or requirement for nominees to have outside job offers in order to be nominated for this honor.

PROCEDURES FOR NOMINATIONS AND SUBSEQUENT COMPENSATION ADJUSTMENTS

A. Required Documentation, IC/OHR Review and Due Date

1. Nominations for selection as a NIH Distinguished Investigator are currently being accepted until **August 22, 2008**. ICs should submit nomination packages **electronically** to eocr@mail.nih.gov by **Friday, August 22nd**. Please attach each of the seven requested documents (listed as A through G on this page and page 3) as separate PDF files and send all documents as one e-mail. Before attaching a big PDF file to the e-mail, open the PDF in Adobe Acrobat, then go to “File” and click on “Reduce File Size”, rename the document, and save it in its new reduced-size version. This will reduce the PDF file’s size by about 80%, therefore, essentially eliminating any potential harm to the recipient’s e-mail system. Using the “Reduce File Size” tool will very slightly decrease the quality of any graphics in the file, but will not harm the narrative.

Memorandum of recommendation addressed to the Director, NIH, from the IC Scientific Director with endorsement by the IC Director and the Chair of the IC’s Title 42 Standing Committee, addressing:

- Nature of Action: Type of action proposed - e.g., selection for NIH Distinguished Investigator with placement in Tier 4; pay adjustment, recruitment or retention incentive, or total compensation above \$250,000 for NIH Distinguished Investigators already in Tier 4, etc.
- Position Information: Description of duties, responsibilities and challenges of the NIH position, including the importance of the research program to the IC’s mission, trans-NIH assignments and activities, etc.
- Candidate Information: The candidate’s specific qualifications, achievements, the scientific impact and importance of those achievements, and professional recognition as evidenced by the nomination factors listed above (i.e., awards, election to prestigious organizations, publications, etc.)
- Compensation Justification: Justification for the base pay and/or total compensation level proposed, benchmarked against comparable salaries in the private sector.

- B. Curriculum Vitae and Bibliography
- C. BSC Report or record of research support
- D. Listing of five most significant publications

- E. Salary history for the past four years
 - F. Organizational chart
 - G. Six references from outstanding scientific peers, the majority from outside the NIH. The reference letters should be from within the last two years. (Needed Only for Nomination Packages, not Compensation Adjustment Packages)
2. The complete nomination or compensation adjustment package must be reviewed by the IC Title 42 Standing Committee and the servicing OHR Branch Chief.
 3. After review by the IC Title 42 Standing Committee and the servicing OHR Branch Chief, a scanned copy of the package should be submitted electronically to eocr@mail.nih.gov. The NIH Distinguished Investigator Review Subcommittee (NDIRS) will meet to review nominations and other compensation adjustments for current NIH Distinguished Investigators.
 4. Annual adjustments to NIH Distinguished Investigators' base pay will be considered as part of the regular Spring process and will be reviewed by the NDIRS at the Spring meeting. Ad hoc NDIRS meetings may be called as necessary to consider other exceptional compensation requests for NIH Distinguished Investigators.

B. NDIRS Review Procedures

The Deputy Director for Intramural Research (DDIR) will serve as Chair of the NDIRS which is established as a subcommittee of the NIH Compensation Committee (NCC). The DDIR will select Senior Investigators to serve as permanent members of the NDIRS, and will invite others to serve on an ad hoc basis when scientific expertise not otherwise represented is required. NDIRS membership will include representatives of major laboratory research areas including Genetics, Biochemistry and Molecular Biology, Structural Biology, Cell Biology, Immunology, and Neurobiology, as well as clinical investigation.

The NDIRS will review candidates and will make a written recommendation to the NCC and to the Director, NIH, regarding selection as an NIH Distinguished Investigator and placement in Tier 4, and the appropriateness of the base pay and total compensation initially proposed. It will also review and make recommendations regarding all compensation adjustments subsequently proposed for scientists in this category (e.g., base pay increases, retention incentives, performance bonuses and cash awards, etc.)

C. Selections and Compensation Adjustments

All selections and initial and subsequent compensation adjustments (including base pay increases, retention incentives, performance bonuses and cash awards, etc.) proposed for NIH Distinguished Investigators must be approved by the Director, NIH, following review and recommendation by the NDIRS and the NCC. As needed, the Director, NIH, may request advice

from outside experts in the field or from members of the Advisory Committee to the Director prior to making final decisions.

Upon selection, successful candidates will be given the honorific title of “NIH Distinguished Investigator.” This title should be used on all future official personnel actions, replacing the previous “Senior Investigator” title.