

# Checklist for SBRS Nominations Inside and Outside Nominees

Candidate: \_\_\_\_\_ IC: \_\_\_\_\_

Position: \_\_\_\_\_ Pay Plan: \_\_\_\_\_ Degree: \_\_\_\_\_

Please submit **an original and 35 collated copies** of the following documents for each nominee.

**Please note** that only a list of the nominee's significant publications and five collated copies of each is required. ICs may be asked to provide additional copies during the review process.

## DOCUMENTS REQUIRED FOR ALL NOMINEES:

- Completed "Documentation for SBRS Nomination Review" form
- CV
- Bibliography
- List of five most significant publications and five copies of each (35 collated sets are not required, please see note above for more information.)

## ADDITIONAL INFORMATION REQUIRED FOR INSIDE NOMINEES:

- Most recent Board of Scientific Counselor's report
- List of six or more possible referee names and addresses, at least three from outside NIH. Please use the [SBRS Referee Contact Information Spreadsheet](#) to input your information on referees.

## ADDITIONAL INFORMATION REQUIRED FOR OUTSIDE NOMINEES:

- Search History and summary of grant/funding history
- Information regarding research resources to be made available
- Nominee's plans and intentions regarding his or her laboratory
- Four or five letters of reference, at least three from outside NIH

## FOR ALL NOMINEES: IF NOT INCLUDED IN THE ABOVE INFORMATION, PLEASE INCLUDE INFORMATION REGARDING:

- Education
- Awards
- Other professional activities, such as requested editing