



SEP -1 2006

TO: Deputy Director, NIH  
IC Directors

FROM: Deputy Director for Intramural Research, NIH  
Deputy Director for Management, NIH

SUBJECT: Policies and Procedures for Designation as "NIH Senior Investigator" and for Pay Setting in "Tier 4"

As part of his approval of the "NIH IC Directors/NIH Deputy Directors Compensation Model" the Director, NIH, also approved a modification of the NIH Title 42 Pay Model as follows:

- Extension of Band IV, Intramural (Basic) and (Clinical), covering tenured Senior Investigators appointed under Title 42 (f), from three terciles to four quartiles (now called tiers).
- Tier 4 will be reserved for NIH's most preeminent Senior Investigators (top two or three percent) at the highest level of career accomplishment, with entrance requiring a special peer review and approval by the Director, NIH.
- Successful candidates will receive the honorific Intramural Professional Designation of "NIH Senior Investigator," which will be used on all future official personnel actions.
- Base pay for Tier 4 will range between \$230,001 and \$250,000, with total compensation limited to \$275,000.

The attached policies and procedures have now been established to implement these provisions. To summarize:

1. Eligibility: Eligibility is limited to tenured intramural Senior Investigators who have an established record of career high achievements as measured by specific nomination factors. It is anticipated that only two or three percent of NIH's top Senior Investigators will qualify.
2. Required Documentation: Documentation requirements are the same as for cases requiring review by the NIH Compensation Committee (NCC), except that six letters of reference (majority from outside the NIH) and a list of the nominee's five most significant publications are also required. An original and 12 collated copies of the nomination documents are required.

3. Review Procedures: Nominations will be reviewed by the NIH Senior Investigator Review Subcommittee (NSIRS), which has been established as a subcommittee of the NCC. The Deputy Director for Intramural Research, NIH, will serve as Subcommittee Chair, and outstanding NIH scientists representing major research areas have been invited to serve as members.
4. Selections and Compensation Adjustments: The NSIRS will review candidates and will make written recommendations to the NCC and to the Director, NIH, regarding selection as an “NIH Senior 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 members of this group (e.g., base pay increases, retention incentives, performance bonuses and cash awards, etc.). All selections and compensation decisions will be made by the Director, NIH. At his discretion, the Director, NIH, may request further advice from outside experts before making final decisions.

Nominations for “NIH Senior Investigator” and placement in Tier 4 will be accepted on an ad hoc basis and should be forwarded to the Special Programs Branch, Office of Human Resources, NIH, in Building 31, Room 1C-39. If there are any questions, your staff may call Ms. Helen Lee or Ms. Sarah Hochuli on 301-402-9350 or 301-451-7345 respectively.

  
Colleen Barros  
Chair, NCC

  
Michael M. Gottesman, M.D.  
Chair, NSIRS

Attachment

cc:  
IC Scientific Directors  
IC Executive Officers  
CSD Branch Chiefs  
Members, NCC  
Members, NSIRS