

# Careers at NIH

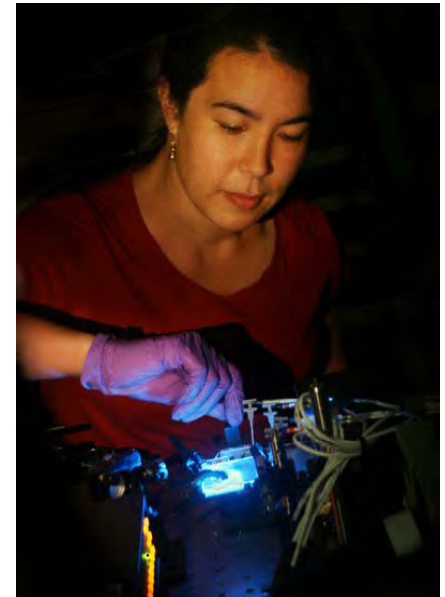
Alison McBride

Lab of Viral Diseases

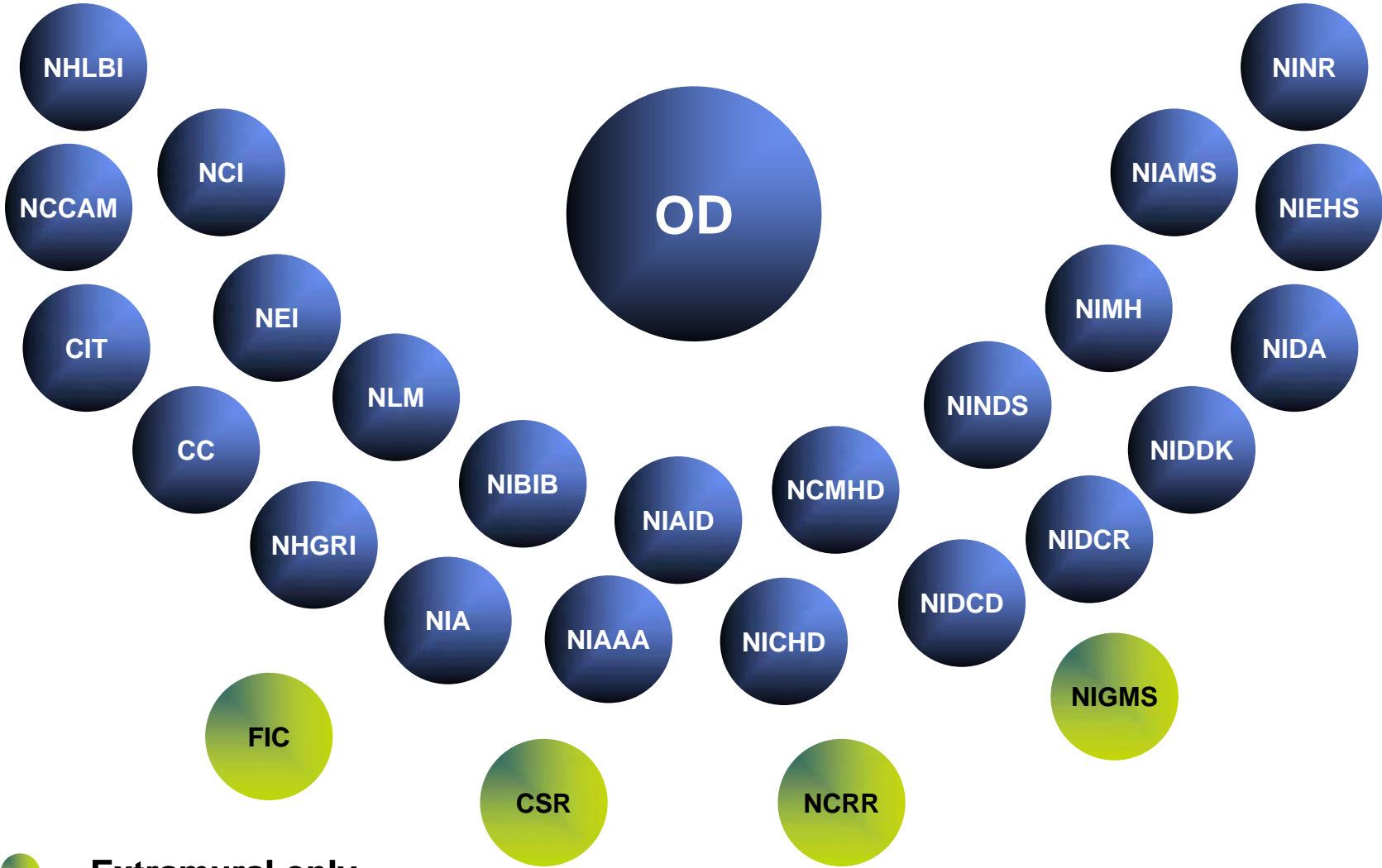
National Institute of Allergy and Infectious Diseases

# Core Components of the NIH Mission

- Conducting research in its own laboratories and on its own projects (**intramural research**)
- Providing support for research conducted outside the NIH (**extramural research**)
- Training research investigators
- Fostering the communication of medical information

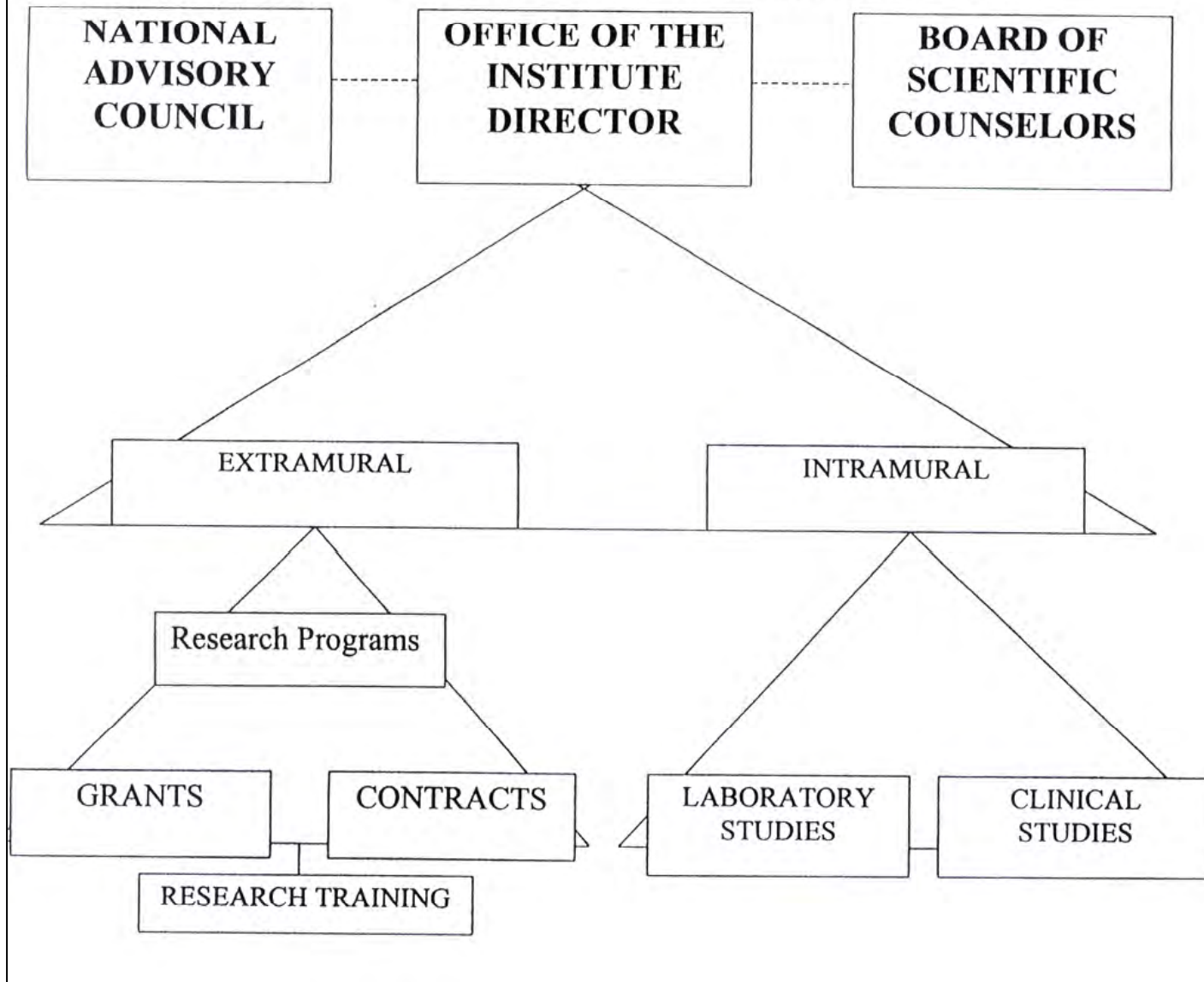


# 27 NIH Institutes and Centers



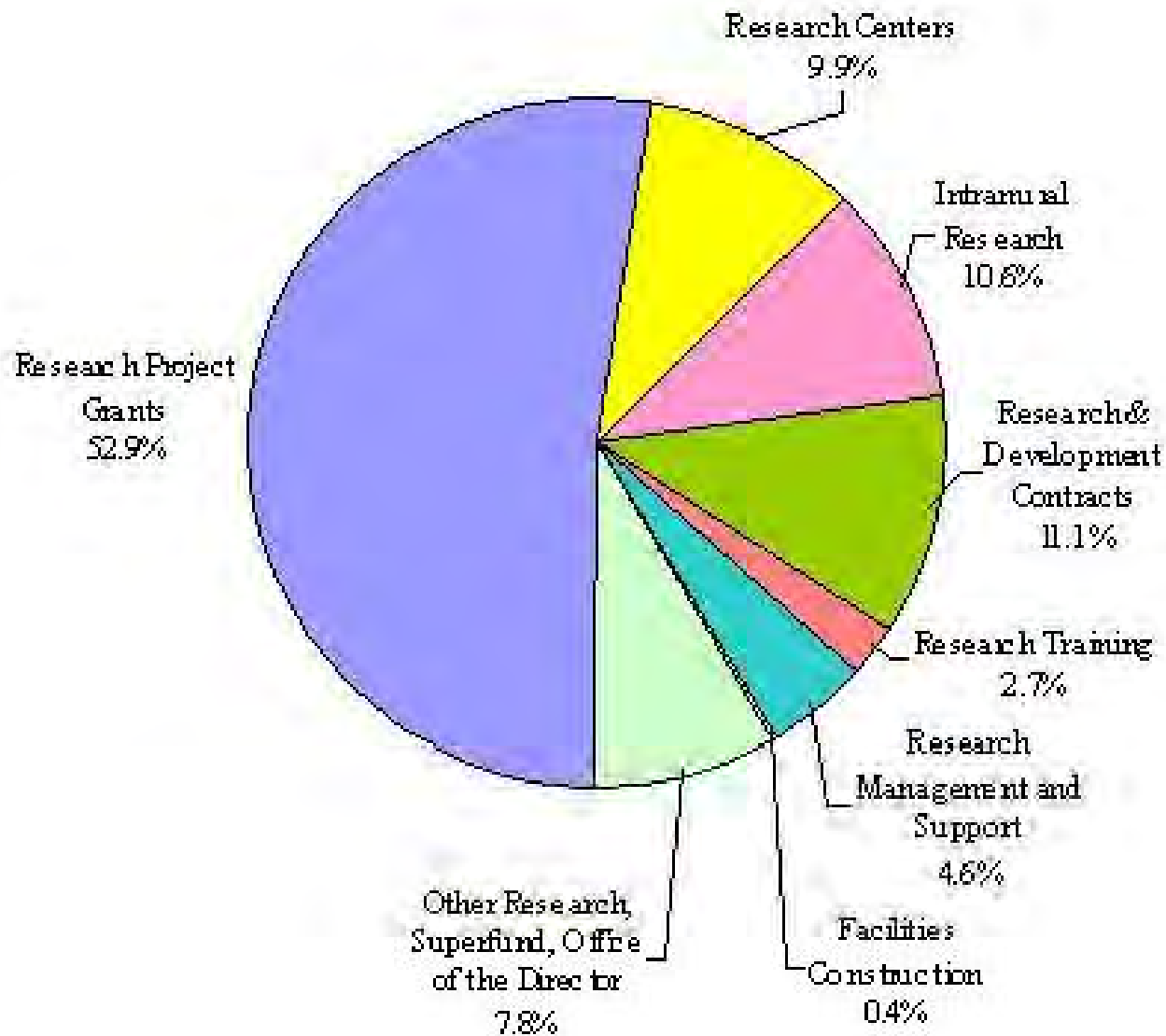
 = Extramural only

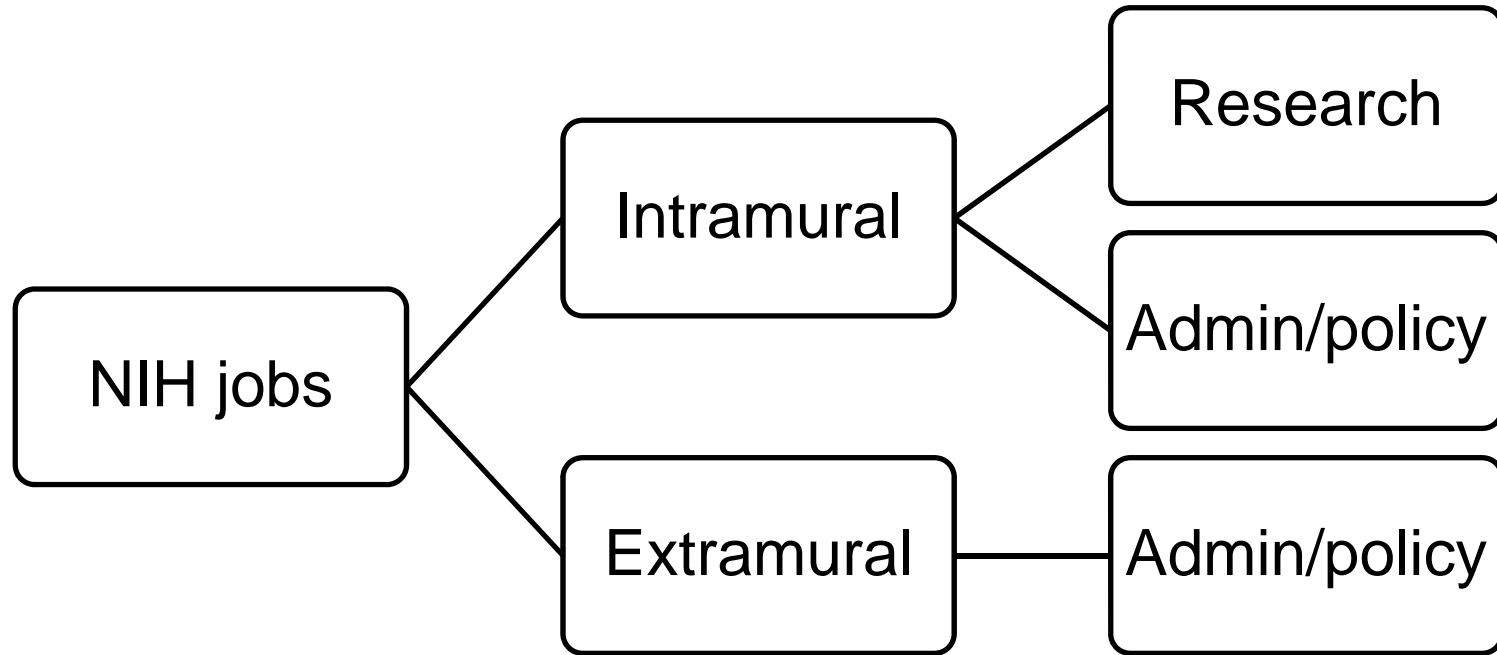
# A TYPICAL INSTITUTE



# FY 2010 NIH Budget

## \$31.0 Billion – Percent Total by Mechanism





baccalaureate

PhD

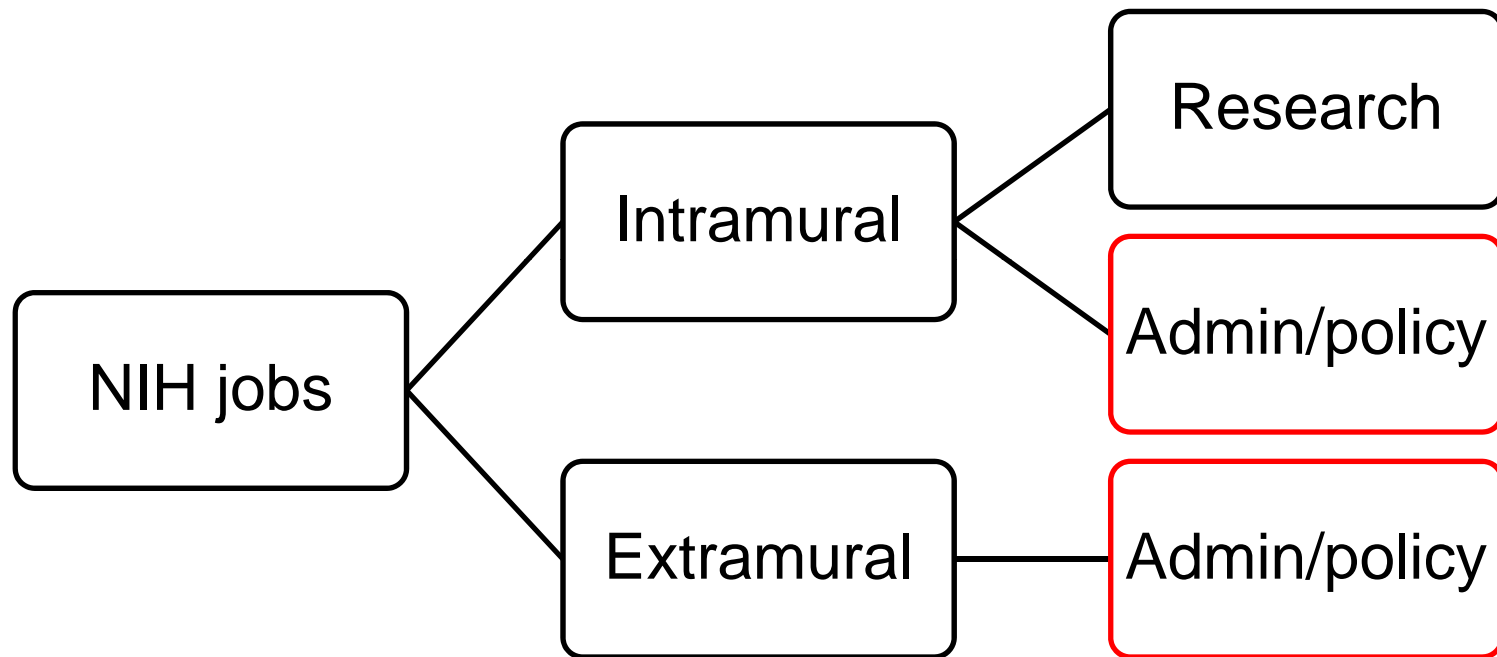
postdoc

US  
Citizen

# Locations



- Frederick Cancer Research Center, Frederick, Maryland
- Baltimore Bayview Campus, Baltimore, Maryland
- National Institute of Environmental Health Sciences, Research Triangle Park, North Carolina
- Rocky Mountain Laboratories, Hamilton, Montana



# Office of Extramural Research (OER) The NIH Extramural Nexus



Where grants policy, program coordination, compliance and electronic research administration converge.

[http://nexus.od.nih.gov/all/nexus\\_archives/0106Nexus.htm](http://nexus.od.nih.gov/all/nexus_archives/0106Nexus.htm)

## Examples

Managing portfolios of research grants in the role of scientific program officer or grants manager

Analyzing NIH's investments in various fields, and synthesizing the results for the annual Congressional Budget Justification

Working in science policy offices to help interpret or implement scientific legislation and executive orders

Working in communication offices to translate scientific research into layman's terms for the general public

Working with the Center for Information Technology to help develop new programs and tools to be used by the scientists on campus.

## Administrative Careers at NIH

### Intern/Fellow Programs

[Administrative Fellows Program \(AFP\)](#)

[Emerging Leaders Program \(ELP\)](#)

[Management Intern Program \(MI\)](#)

[Presidential Management Fellows \(PMF\)](#)

<http://www.jobs.nih.gov/vacancies/administrative.htm>

## JOB DESCRIPTIONS

Click on the individual occupations below for more information about their job functions and to link to open vacancies in those disciplines. This list is not comprehensive and represents only currently and recently advertised positions.

[Account Technician](#)

[Administrative Clerk/Technician](#)

[Administrative Officer](#)

[Administrative Program Staff \(many occupations\)](#)

[Auditor](#)

[Budget Analyst](#)

[Computer Operator](#)

[Contract Specialist](#) ←

[Economist](#)

[Ethics Specialist](#) ←

[Grants Management Specialist](#) ←

[Human Resources Specialist](#)

[Human Resources Assistant](#)

[Information Technology Specialist](#) ←

[Management Analyst](#)

[Program Analyst](#) ←

[Program Support Assistant](#)

[Purchasing Agent](#)

[Secretary](#)

[Supply Clerk](#)

[Technical Writer/Editor](#) ←

[Training Specialist](#)

# Federal Hiring Mechanisms

- Title 5 positions (GS or General Schedule)
  - Classification/compensation system for white collar Federal jobs
  - Federal benefits and retirement
  - Requires US citizenship
- Title 42 positions (AD or Administratively Determined)
  - Many science positions and clinical research support positions
  - Federal benefits and retirement
  - No citizenship requirement
- Contract positions
  - Using a wide range of companies
  - Citizenship requirement varies
  - Not eligible for Federal benefits or retirement

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□ Fellowships

# GS Pay Schedule (Metro-DC)

| Grade | Step 1    | Step 2    | Step 3    | Step 4    | Step 5    | Step 6    | Step 7    | Step 8    | Step 9    | Step 10   |
|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1     | \$ 21,592 | \$ 22,313 | \$ 23,031 | \$ 23,746 | \$ 24,464 | \$ 24,886 | \$ 25,595 | \$ 26,310 | \$ 26,338 | \$ 27,013 |
| 2     | 24,277    | 24,854    | 25,657    | 26,338    | 26,633    | 27,416    | 28,199    | 28,981    | 29,764    | 30,547    |
| 3     | 26,487    | 27,370    | 28,253    | 29,135    | 30,018    | 30,901    | 31,783    | 32,666    | 33,548    | 34,431    |
| 4     | 29,736    | 30,727    | 31,718    | 32,709    | 33,700    | 34,691    | 35,682    | 36,673    | 37,664    | 38,655    |
| 5     | 33,269    | 34,378    | 35,487    | 36,596    | 37,706    | 38,815    | 39,924    | 41,033    | 42,142    | 43,251    |
| 6     | 37,084    | 38,320    | 39,556    | 40,792    | 42,028    | 43,263    | 44,499    | 45,735    | 46,971    | 48,207    |
| 7     | 41,210    | 42,584    | 43,958    | 45,332    | 46,705    | 48,079    | 49,453    | 50,827    | 52,201    | 53,574    |
| 8     | 45,639    | 47,161    | 48,682    | 50,204    | 51,725    | 53,247    | 54,768    | 56,290    | 57,811    | 59,333    |
| 9     | 50,408    | 52,089    | 53,769    | 55,449    | 57,129    | 58,810    | 60,490    | 62,170    | 63,851    | 65,531    |
| 10    | 55,512    | 57,362    | 59,212    | 61,063    | 62,913    | 64,763    | 66,613    | 68,463    | 70,313    | 72,164    |
| 11    | 60,989    | 63,021    | 65,053    | 67,086    | 69,118    | 71,151    | 73,183    | 75,215    | 77,248    | 79,280    |
| 12    | 73,100    | 75,537    | 77,973    | 80,409    | 82,845    | 85,281    | 87,717    | 90,154    | 92,590    | 95,026    |
| 13    | 86,927    | 89,825    | 92,723    | 95,620    | 98,518    | 101,416   | 104,314   | 107,211   | 110,109   | 113,007   |
| 14    | 102,721   | 106,145   | 109,570   | 112,995   | 116,419   | 119,844   | 123,269   | 126,693   | 130,118   | 133,543   |
| 15    | 120,830   | 124,858   | 128,886   | 132,914   | 136,941   | 140,969   | 144,997   | 149,025   | 153,053   | 153,200 * |

Pay varies by location

# Example 1: Program Director Roles and Responsibilities

- Provide guidance and assistance to applicants in constructing grant applications
- Review applications and assure grant applications are responsive to NIH's mission
- Attend review meetings
- Discuss review outcome (i.e., summary statements) with applicants
- Work with Scientific Review Administrator in the resolution of appeals
- Resolve issues impeding the award process
- Monitor research progress and scientific advances, phase-out or termination of supported projects/programs

# Example 1: Program Director

## Typical Day

- Communications: email, phone, discussions with colleagues
- Meetings: NSRG, project team, scientific seminars, training seminars, other groups, i.e., USDA
- Reading: scientific articles, grant applications, proposals, concepts, other
- Writing: concepts, proposals, review articles, summaries of research program areas, statement of work for contract activities, other
- Grant management activities: the paper pushing portion ...Databases to accept applications and assignment to program director; databases/software for funding decision on grants...
- Problem solving and analytical skills

## Example 2: Graduate Program Coordinator

- Graduate Program Coordinator, OITE
  - GS12
- First job out of postdoc
  - Contractor in OITE
  - Hired through Kelly Services
  - Pay comparable to GS11

# Example 2: Graduate Program Coordinator

## Why he was competitive for the job

- During his postdoc:
  - Was involved in NIH Fellows Committee
  - Assumed leadership positions during his last year
  - Helped his PI organize the Mid-Atlantic Diabetes Research Symposium
  - Got to know a number of influential NIH administrators
- During his interview:
  - Expressed a willingness to take on administrative responsibilities
  - Showed how his “science” would benefit the position

# Finding Jobs

- Jobs@NIH website (<http://www.jobs.nih.gov/>)
  - NIH jobs at and away from the bench
- USAJOBS
  - The official job site of the US Federal Government
- Contractor websites
  - Juju (<http://www.job-search-engine.com/>; keyword = NIH contractor)
  - Websites for Kelly Scientific, Lockheed Martin, SAIC, Discovery Logic, etc.

# USAJOBS

"WORKING FOR AMERICA"

USAJOBS is the official job site of the United States Federal Government.  
It's your one-stop source for Federal jobs and employment information.

HELP ?



Search Jobs

My USAJOBS

NEW  
Info Center

NEW  
Veterans

Forms

Employer Services



**NEW TO USAJOBS?** » [Your career in the U.S. Government starts here!](#)  
Explore the **36,798** Federal jobs in the USAJOBS database.

## SEARCH JOBS

What: (Job title, keywords)

Where: (City, State OR Zip Code)

SEARCH ▶

## CREATE RESUME

Create and store a resume for applying to Federal jobs. It's fast, and makes it easier for an employer to find you!

CREATE ▶

## What did you do at your job today?

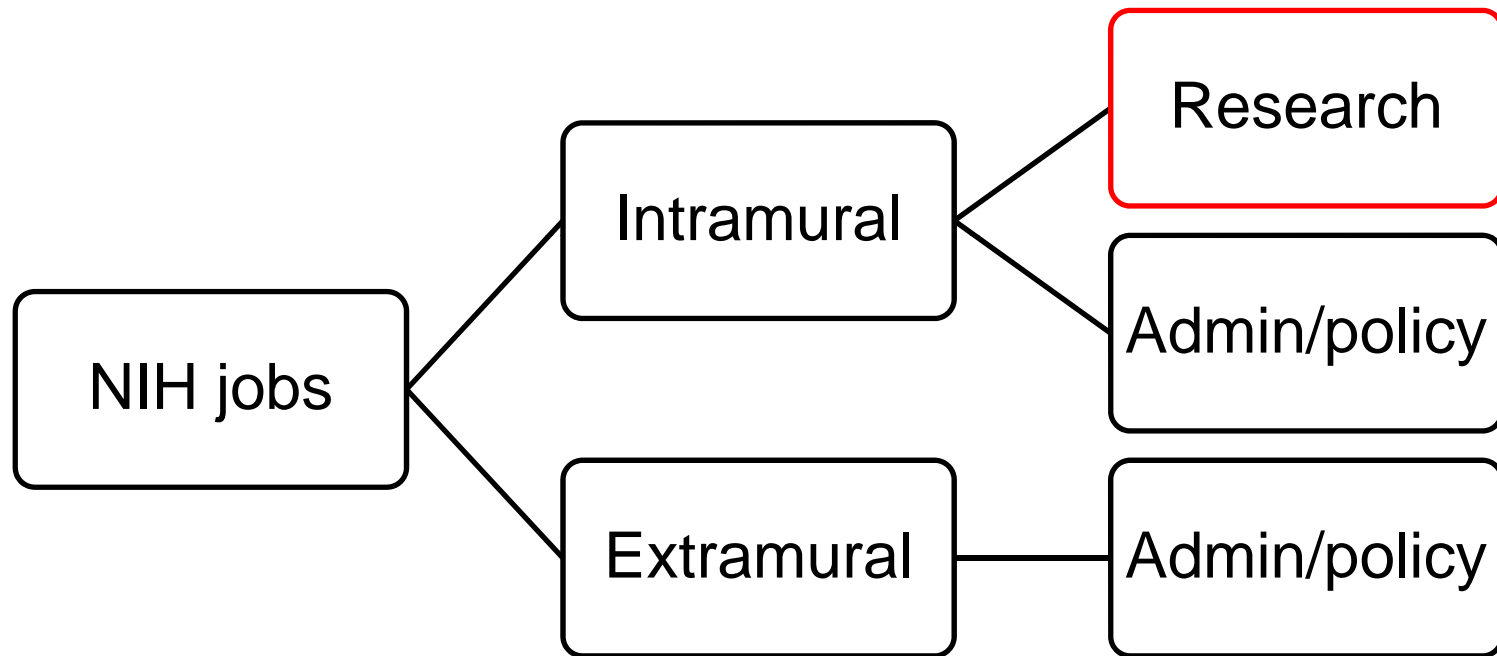
Discover an exciting job that [makes an impact!](#)

### FEATURED JOB

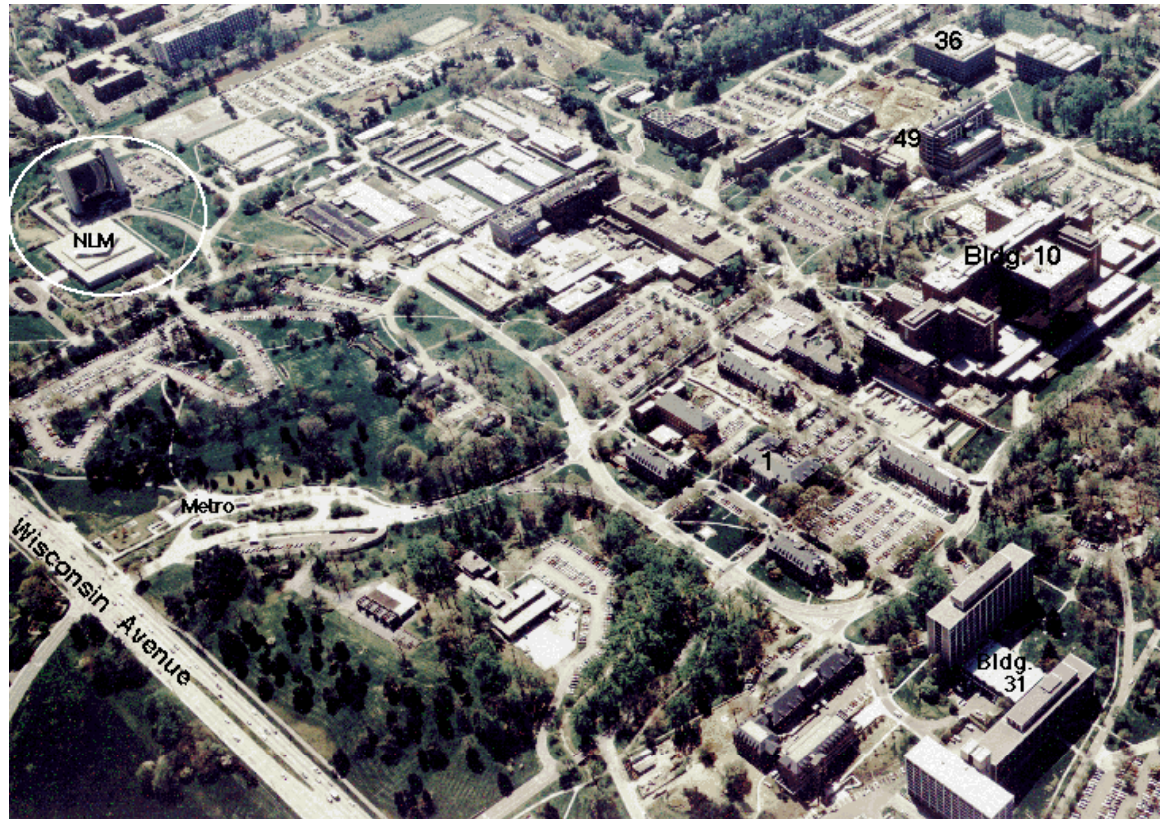
Minerals Management Service  
Seeking a leader

### FEATURED EMPLOYER

The Department of State  
Make a difference



# The Intramural Research Program



“The Nation’s biomedical research institution”

# Bench-To-Bedside Research At NIH



- 240 beds
- 7,000 inpatient admissions a year
- 72,600 outpatient visits a year
- 900 active clinical protocols
- 2500+ staff

# Science at NIH

- Core facilities and access to expertise in emerging technologies
- Scientific special interest groups to connect you with colleagues across campus
- A focus on high-risk, high-impact research opportunities
- World-class seminars on every imaginable topic

# How Many Researchers Are at the NIH?

- 3800 Postdoctoral Fellows
- 485 Graduate Students
- 700 Postbacs
- 1200 Summer Interns
- 75 Medical Students
- 250 Tenure-track Investigators
- 900 Tenured Investigators
- 1300 Staff Scientists
- 300 Staff Clinicians

# Types of Research Jobs

- Tenure track Investigator FTE US, Resident or H1B
- Staff Scientists FTE US, Resident or H1B
- Post-doc: Research Fellow FTE US, Resident or H1B
- Postdoc: IRTA-Visiting Fellow US, Resident or J1
- Graduate student US, Resident or F1
- Biologist (technical support) FTE (US) or contractor

# Types of Research Jobs

- Tenure track Investigator [National search, Science journals](#)
- Staff Scientists [NIH science job websites](#)
- Post-doc: Research Fellow [NIH training websites](#)
- Postdoc: IRTA-Visiting Fellow [NIH training websites](#)
- Graduate student [NIH training websites](#)
- Biologist (technical support) [USA Jobs or Contractor website](#)

# NIH IRTA (Intramural Research Training Award) and Visiting Fellow Postdoctoral Programs

- Positions in basic, translational and clinical research
- For US citizens and foreign nationals
- Must be within 5 yrs of receiving doctoral degree
- A number of competitive fellowships are available:
  - Intramural Fellowship to Promote Diversity
  - Intramural AIDS Research Fellowship
  - National Research Council
  - PRAT Program

**[https://www.training.nih.gov/programs/postdoc\\_irp](https://www.training.nih.gov/programs/postdoc_irp)**

## Other Postdoctoral Training Programs at the NIH

- National Institutes of Health (National Institute of Biomedical Imaging and Bioengineering)/National Institute of Standards and Technology Joint Postdoctoral Program
- International Research Career Transition Programs
- Fellowships in Cancer Epidemiology and Genetics
- Cancer Prevention Fellowship Program (CPFP)
- Cancer, Genetics, and Signaling Fellows Program (CGSFP)
- National Institute of General Medical Sciences Pharmacology Research Associate (PRAT) Program

# How to find a postdoc position at NIH

- Email\apply to Investigators directly
- Apply to Specific Investigators with current openings or the General Pool

<http://www2.training.nih.gov/apps/publicForms/postdoctoral/forms/adIndex.aspx>

- Apply to attend the Annual National Graduate Student Research Festival

MY APPLICATIONS LOGIN

## POSTDOCTORAL FELLOWSHIP PROGRAM

CURRENT NIH POSTDOCTORAL OPENINGS

### Postdoctoral Openings Keyword Search

[Search Tips](#)

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Postdoctoral Ads Found: 97

| <a href="#">View Ad</a>   | Investigator           | IC    | ID#     | Select                   |
|---|------------------------|-------|---------|--------------------------|
| <a href="#">Advanced Studies of Iron and Cellular Development</a>                   | Dr. Jeffery Miller     | NIDDK | PD-4750 | <input type="checkbox"/> |
| <a href="#">Alcohol and Drug-Induced Mitochondrial Dysfunction and Organ Damage</a> | Dr. B J Song           | NIAAA | PD-4965 | <input type="checkbox"/> |
| <a href="#">Angiogenesis Research in the Zebrafish</a>                              | Dr. Brant Weinstein    | NICHD | PD-3803 | <input type="checkbox"/> |
| <a href="#">Antibody Diversity/DNA Repair</a>                                       | Dr. Patricia Gearhart  | NIA   | PD-4962 | <input type="checkbox"/> |
| <a href="#">Apoptosis Regulation &amp; Therapeutics in Cancer</a>                   | Dr. King Kwong         | NCI   | PD-4369 | <input type="checkbox"/> |
| <a href="#">Assembly and Release of HIV-1 and Other Retroviruses</a>                | Dr. Eric Freed         | NCI   | PD-2289 | <input type="checkbox"/> |
| <a href="#">Assembly and Replication of HIV and Other Retroviruses</a>              | Dr. Alan Rein          | NCI   | PD-3007 | <input type="checkbox"/> |
| <a href="#">Asthma Epidemiology</a>   | Dr. Darryl Zeldin      | NIEHS | PD-4096 | <input type="checkbox"/> |
| <a href="#">Bio-behavioral Applications in GI Disorders</a>                         | Dr. Wendy Henderson    | NINR  | PD-4146 | <input type="checkbox"/> |
| <a href="#">Biochemistry of Retina Proteins</a>                                     | Dr. S Patricia Becerra | NEI   | PD-4920 | <input type="checkbox"/> |
| <a href="#">Bioinformatics</a>  | Dr. Leping Li          | NIEHS | PD-4214 | <input type="checkbox"/> |

http://www2.training.nih.gov/apps/publicForms/postdoctoral/forms/adIndex.aspx

# National Graduate Student Research Conference

- For outstanding senior-level graduate students from across the country, an event held on the NIH campus, whose purpose is to bring together potential postdoctoral candidates and NIH investigators to share their science and discuss the exciting research being conducted at the NIH.
- One hundred-fifty advanced graduate students (individuals who received or will receive their doctoral degrees between March 2011 and the end of October 2012) of any nationality who are currently studying in the U.S. will be invited to attend.
- Deadline June 15<sup>th</sup>
- Takes place: October 2011
- [https://www.training.nih.gov/events/recurring/nih\\_national\\_graduate\\_student\\_research\\_festival](https://www.training.nih.gov/events/recurring/nih_national_graduate_student_research_festival)

# Research Fellow Postdoctoral Position

- Requires an FTE
- Can have > 5 years postdoctoral experience
- Three years maximum
- Requires H1B visa, residency or US citizenship

# 5/8 Year Rule

- 1. It is the general policy of the NIH that postdoctoral trainees should not remain at NIH for more than 5 years.
- 2. There is an overall limitation of not more than 8 years at NIH, regardless of appointment mechanism, unless a scientist is approved for tenure-track, tenure, staff scientist, staff clinician, or other permanent/continuing appointment.

# Eligibility Wizard

Office of Intramural  
**TRAINING & EDUCATION**  
*build your career, shape the future*

NATIONAL INSTITUTES OF HEALTH | U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

home training programs events career services about OITE for NIH staff

## ELIGIBILITY WIZARD

### Getting Started


To determine which NIH biomedical research training programs you are eligible for, please answer the following questions using information concerning your current educational and citizenship status.

To see what programs you might be eligible for in the future, respond based on your future educational status. For example, a current graduate student might select "I have received a doctoral degree".

Please note that some NIH training programs have application deadlines. Even if you are technically eligible for a program, you will not be able to apply if the deadline has passed.

Previous Next Start Over

YOUR PROGRESS



[https://www.training.nih.gov/eligibility\\_wizard](https://www.training.nih.gov/eligibility_wizard)

# Summary: NIH Jobs Obtained By Recent Postdocs

- Tenure-track PI
- Staff scientist
- Graduate Program Manager in OITE
- Science Policy Analyst
- Scientific Review Officer
- Science Communications Specialist
- Technology Transfer Intern

# Employers want employees who..

- Have the right technical expertise
- Are creative problem solvers
- Can work independently
- Can work in teams
- Communicate ideas effectively
- Understand the value of time (and money)
- Can see the big picture
- Can attend to the details
- Are willing to take educated risks
- Can lead and motivate people
- Have emotional intelligence and social awareness
- Are leaders

From the American Society for Training & Development and US Labor Dept.

# Acknowledgements for many of the slides

- Office of Intramural Education
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- Pat Sokolove