



Center for
Scientific Review

Director, Division of Receipt and Referral

Center for Scientific Review

National Institutes of Health (NIH)

Department of Health and Human Services (DHHS)

THE POSITION: The Director of the Division of Receipt and Referral (DRR) serves as an important advisor to the Director, Center for Scientific Review (CSR); contributes to the development of major policies affecting funding announcements and the receipt, referral, and review of research grant applications; provides advice and consultation to NIH and other DHHS components and grantee institutions; and establishes effective procedures to ensure program operations and obligations of government funds and other resources are rendered consistent with statutory and regulatory requirements and within limitations imposed by DHHS and Executive Branch policies. The DRR Director coordinates efforts with the directors of the scientific divisions of CSR and with the extramural staff of the twenty-four institutes and centers at NIH that grant awards. The DRR Director works closely with the NIH Office of Extramural Research (OER) to assess and establish policies and procedures related to grant applications and communicate these to investigators, grantee organizations, and extramural staff. As part of those efforts, the DRR Director works closely with electronic Research Administration (eRA) and other NIH business systems to ensure the functionality of those systems reflects and supports NIH and DRR policies. Specifically, eRA provides mission-critical IT infrastructure to manage the receipt, processing, review, award, and monitoring of about \$47.1 billion in research and non-research grants awarded annually by NIH and other grantor agencies in support of the collective mission of improving human health. Working closely with the CSR Director and NIH-wide stakeholders, the DRR Director defines and implements DRR policy and practices for handling disputes and appeals from investigators and applicant organizations. The DRR Director is also responsible for the clearance of all Notices of Funding Opportunity related to receipt, referral, and review prior to publication in the NIH Guide for Grants and Contracts. The activities of DRR are dedicated to ensuring a smooth interface between investigators, grantee organizations, CSR, and the awarding components of NIH and DHHS.

The DRR Director supervises at least 10 federal employees and coordinates the work of seven contract staff. In addition, the DRR Director supervises 24 Referral Officers and Scientific Review Officers with collateral duties, assigning grant applications to review groups and institutes/centers for funding consideration. Additional information on CSR is available on our website: <https://public.csr.nih.gov/>.

QUALIFICATIONS REQUIRED: Applicants must possess an M.D., Ph.D., or equivalent degree, as well as senior-level management skills, scientific research experience, administrative process experience, and knowledge of research programs in one or more research areas supported by NIH. Candidates should be outstanding communicators, known and respected within their profession as individuals with recognized competence, and have supervisory skills or experience, including experience representing an organization with integrity and diplomacy. Experience in leading people, change management, and working with complex workflows, electronic systems, and processes is essential. Visionary leadership of people and processes is crucial to planning for the future and to attracting and nurturing outstanding professional staff to best serve the nation's biomedical scientific mission at the NIH. Applicants should demonstrate the ability to think strategically, work collaboratively, and use a consultative approach to problem solving and decision-making.

SALARY/BENEFITS: Salary is commensurate with qualifications and experience. Full federal benefits including leave, health and life insurance, long-term care insurance, retirement, and a savings plan (401K equivalent) will be provided. This position is subject to the conflict-of-interest statutes and regulations that govern activities with outside organizations. This position will require the completion of an annual public financial disclosure report and is subject to a background investigation.

HOW TO APPLY: Send your curriculum vitae, bibliography, and contact information for three to five references so they are received by August 29, 2024. You are also encouraged to submit a two-page vision statement and statement addressing your qualifications as noted above for this position. Application packages should be sent to csrddsearch@csr.nih.gov. For further information about the position or questions about the process, please contact Ms. Lisa Klingensmith at 301-435-1218/klingenl@csr.nih.gov or Ms. Ruba Tashman at 301-594-1690/ruba.tashman@nih.gov. All information provided by candidates will remain confidential and will not be released outside of the CSR search process without a signed release from the candidate.

DHHS and NIH are Equal Opportunity Employers