Role in Extramural Scientific Program Management or Scientific Review

This optional document is for applicants who are government program officers or directors, scientific review officers, regulatory agency officers, or private foundation grantors. It supplements the Publications, Grants and Patents section of the Associate Member and Member Application by providing details of your accomplishments more specific to your position. Please only answer if applicable, and please be concise, using only 2-3 sentences per item.

Nominee Name:

1.

a. List your primary performance metrics, each with titles, brief descriptions, and relevant dates. For example: funding opportunities (topics/initiatives/announcements) for which you are the creator and/or contact person (include whether or not money was set aside for each project); investigational new drug applications (INDs) you are responsible for; study sections you are responsible for and/or special study sections you have overseen for requests for application (RFAs), etc.
b. Indicate the *average* size of the work portfolio you have been responsible for over the last 2-3 years. For example: grant portfolios in numbers of grants and total budget; INDs and new drug/device approvals, study sections and grant reviews, etc.
c. Describe the three (3) most important programs you have initiated or administered to date and how they have led to or supported research opportunities relating to the mission of the College.

2.

a. Describe (or list) your administrative leadership roles and/or accomplishments of specific functions *within* your institution, such as would appear in an annual performance appraisal. Please include beginning and end dates for various items, or indicate yearly averages where appropriate. Examples: supervisory responsibilities, memberships or chairmanships of internal committees, assigned controlled correspondence, presentation of scientific, policy, or advisory content to institutional directors, presentation of specific drugs or devices for approval, etc.
b. Describe (or list) your administrative leadership roles and/or accomplishments of specific functions *outside* your institution, such as would appear in an annual performance appraisal. Please include beginning and end dates for various items and venues where appropriate. Examples: memberships or chairmanships of committees outside your institution, organization of scientific meetings/workshops/symposia/speaker series, manuscript reviews or editorial boards, written guidance for the Federal Register and other policy papers, representing your institution as a spokesperson, etc.