

Announcement Text

Job Title	Social and Behavioral Scientist Administrator	Department	Department of Health And Human Services
Job Announcement Number	NIH-SR-DE-19-10397223	Agency	National Institutes of Health
Series & Grade	GS-0101-12/14	Hiring Organization	N/A
Promotion Potential	14	Application Count	N/A
Open Period	01/22/2019 to 01/31/2019	Duty Locations	Many vacancies - Montgomery County, Maryland
Service Type	Competitive	Hiring Paths	The public; You must be a U.S. Citizen or U.S. National. Foreign nationals or legal permanent residents are not eligible for consideration.
Salary Range	\$81,548.00 to \$148,967.00 Per Year	Travel Required	Yes: You may be expected to travel for this position.
Appointment Type	Permanent	Relocation Authorized	No
Work Schedule	Full-Time	Telework Eligible	Yes
Supervisory Status	No		
Security Clearance	Other		
Drug Test Required	No		

Marketing Message

The National Institutes of Health (NIH), a part of the U.S. Department of Health and Human Services (DHHS), is the largest biomedical research funding organization in the world. NIH is made up of 27 Institutes and Centers, with a specific research agenda, often focusing on particular diseases or body systems. NIH employs approximately 18,000 employees in varied occupations, all supporting research efforts that improve health and save lives. For more information on NIH's mission and goals, and its 27 Institutes and Centers, visit the [NIH website](#).

For additional information about Social and Behavioral Scientist Administrator (SBSA), Program Officer (PO), click [here](#).

For additional information about Social and Behavioral Scientist Administrator (SBSA), Scientific Review Officer (SRO), click [here](#).

These positions are located within multiple Institutes/Centers or the Office of the Director.

While not required, a post-baccalaureate degree (Ph.D.) or advanced training in an academic field related to the social or behavioral sciences is preferred. Please see the "Qualifications" section for position requirements.

To learn more about the grants process, types of grant programs, and the peer review process, visit the website for the [Office of Extramural Research](#)

Marketing Link

<https://hr.nih.gov/working-nih/work-life>

Benefits Link

<https://hr.nih.gov/benefits>

Summary

As an SBSA Program Officer you will provide advice in program planning, solicitation, and evaluation to perform day-to-day administrative functions related to research grants and interagency agreements supporting research projects in your assigned area.

As a SBSA Scientific Review Officer you will initiate, plan, advise, direct, and evaluate program activities for a portfolio of research projects and programs.

Duties

As a Program Officer, you will:

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- provide technical leadership and guidance in a major subject-matter area while coordinating the review activities of the Office of Extramural Research Grants Review Committee and Special Emphasis Panels;
- evaluate the availability and level of resources that can be applied to program area needs and stimulate interest in projects and special activities through communication with the social science community;
- organize and conduct discussions with social science and/or behavioral researchers concerning an overall agenda for the assigned program area;
- provide suggested recommendations concerning program direction, priorities and funding levels for areas of responsibility;
- perform scientific and administrative reviews;
- analyze applications and proposals from a programmatic viewpoint;
- prepare information for and attend advisory review committee or panel meetings and respond to issues and concerns about specific applications and proposals;
- consult with and advise grantees and contractors during application preparation and provide guidance on program matters;
- collaborate with other Branch and Division staff and NIH offices, as required;
- organize and conduct workshops, conferences, symposia or similar activities to foster the aims of the Branch or Division;
- perform other duties as assigned.

As a Scientific Review Officer, you will:

- provide policy direction and coordination for the planning and execution of initial scientific and technical review;
- utilize scientific knowledge and expertise to perform a variety of management functions associated with the scientific peer review of research and research training support activities and other contract activities;
- manage the initial scientific and administrative review of grant, program project grant, and training grant application as well as research project applications submitted in response to requests for applications;
- appoint and manage review panels;
- establish the criteria and standards for the review panel to follow;
- prepare summary statements of review committee findings and recommendations;
- act as the sole Federal official and agency representative by guiding the activities of a review committee and ensure continuity of approach toward evaluating applications, proposals, and adherence to peer review policies and procedures;
- perform other duties as assigned.

Conditions of Employment

U.S. Citizenship requirement or proof of being a U.S. National must be met by closing date.

Position is subject to a background investigation.

Please provide transcripts.

Applicants must meet all qualification requirements by the closing date of this announcement.

Males born after December 31, 1959 must be registered with the Selective Service.

Qualifications

Basic Position Requirements:

You meet the Basic Requirements for this position if you:

A. have a bachelor's or graduate/higher level degree in the behavioral or social sciences, or related disciplines appropriate to this position;

OR

B. have a combination of education and experience that provided me with the knowledge of one or more of the behavioral or social sciences equivalent to a major in the field;

OR

C. have four years of appropriate experience demonstrating that I have acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

AND

You have worked independently in planning, organizing, and conducting behavioral or social science health, or health-related research; served in research program administration in these fields; and acquired an understanding of the history, interests, internal dynamics, and relationships of organizations in which health research is conducted.

Additional Requirements for Applicants to the GS-12 level:

The requirements for fully qualifying at this level can be gained through any of the environments, or combination of the environments listed below provided they were performed for 52 weeks or 1-year:

A. Academic Environment - serving as principal investigator or equivalent on a grant or contract, which may include institutional grant support or foundation funds, but should have been obtained competitively; independent research, as evidenced by the development of a research project, and primary authorship of research publications in peer-reviewed journals; held position of Instructor, Assistant Professor, or equivalent.

B. Intramural Environment - independent research, as evidenced by the development of research projects, and primary authorship of research publications in peer-reviewed journals; evidence of responsibility for significant aspects of laboratory/research unit; held position of Staff Fellow, Senior Staff Fellow, Research Associate or equivalent.

C. Private or Public Sector (Profit/Nonprofit) Environment - conceptualization and implementation of a research project, primary authorship on internal research reports or patents and/or publications in peer-reviewed journals; held position of Research Scientist or equivalent.

D. Extramural Environment: review for completeness applications for research grants or contracts; study scientific literature in order to place the proposed research project in its relationship to the research being done in the subject matter area; respond to issues and concerns about specific applications or proposals pertaining to assigned program areas.

Additional Requirements for Applicants to the GS-13 level:

The requirements for fully qualifying at this level can be gained through any of the environments, or combination of the environments listed below provided they were performed for 52 weeks or 1-year:

A. Academic Environment - the management of significant independent research projects (analogous to an R01 and R21 grant) and supervision of graduate researcher or technicians; publications in refereed journals, presenting published work to scientific organizations and teaching graduate level courses in behavioral or social sciences or health-related disciplines; served as a reviewer on peer-review panels or journals; held position of Assistant or Associate Professor or equivalent.

B. Intramural Environment - responsible for multiple scientific projects, supervising graduate researchers or technicians; publications in refereed journals, presenting published work to scientific organizations and teaching graduate level courses in behavioral or social science or health-related disciplines; served as a reviewer on peer-reviewed panels or journals; held position of Research Scientist (permanent position), Section Chief, or equivalent.

C. Private or Public Sector (Profit/Nonprofit) Environment - evidence of increasing responsibility in research or research administration within the company; held position of Senior Research Scientist/Project Manager or equivalent.

D. Extramural Environment: review the technical and scientific merit of applications and proposals received requesting grant or contract funds; provide advice in program planning, solicitation, and evaluation to perform day-to-day administrative functions related to research grants and interagency agreements supporting research projects in your scientific area; identify new basic, translational and clinical research concepts, projects and initiatives to appropriate advisory groups and formulate and develop Program Announcements, RFAs, RFPs, or a combination of these, to achieve objectives.

Additional Requirements for Applicants to the GS-14 level:

The requirements for fully qualifying at this level can be gained through any of the environments, or combination of the environments listed below provided they were performed for 52 weeks or 1-year. At the GS-14 level, qualifying experience must demonstrate extensive scientific expertise incorporating research experience with varied responsibilities for providing leadership in a scientific area functioning as a leader for a variety of efforts, such as directing research and coordinating committee and teaching activities, and organizing and chairing sessions at national scientific meetings.

A. Academic Environment - responsible for at least two concurrent research projects with separate staff and budgets and supervising doctoral level staff; held position of Associate Professor, Professor, or equivalent.

B. Intramural Environment - responsible for at least two concurrent research projects with separate staff and budgets and supervising doctoral level staff; held position of Section Chief or equivalent.

C. Private or Public Sector (Profit/Nonprofit) Environment - evidence of increasing responsibility in research or research administration within the company; held position of Senior Research Scientist/Project Manager or equivalent.

D. Extramural Environment: organize and conduct workshops, conferences, symposia or similar activities to foster the aims of the program, to facilitate communication among investigators, or to advise on the status of progress and emerging directions of research in the assigned program area; manage the initial scientific and administrative review of center grant, program project grant, and training grant applications, as well as research project applications submitted in response to requests for applications, multicenter clinical trial applications, and contract proposals assigned to the program area; plans, advises, and evaluates program activities for a portfolio of research project, research program and other grants/awards, cooperative agreements, and/or contracts in the assigned program area and the discovery, development and evaluation of associated prevention and therapeutic strategies; review and evaluate periodic and interim progress reports to determine effectiveness of support and achievement of objectives; recommend funding plans for initiatives; establish the criteria and standards for a review panel.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Preview assessment questionnaire before you apply: <https://apply.usastaffing.gov/ViewQuestionnaire/10397223>

Education

Please refer to the "Qualifications" section.

This position has an education requirement. You are strongly encouraged to submit a copy of your transcripts (or a list of your courses including titles, credit hours completed and grades). Unofficial transcripts will be accepted in the application package. Official transcripts will be required from all selectees prior to receiving an official offer. [Click here for information on Foreign Education.](#)

If you qualify based on education in lieu of specialized experience, you are strongly encouraged to submit a copy of your transcripts or a list of your courses including titles, credit hours completed and grades. Unofficial transcripts will be accepted in the application packages. Official transcripts will be required from all selectees prior to receiving an official offer. [Click here for information on Foreign Education](#)

Other Information

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#).

- This position is designated as a "[non-emergency teleworker](#)" position and the selected candidate will be considered a "[non-emergency/teleworker](#)" employee. In the event of a closure, you must be available to telework or request leave.
- A one-year probationary period may be required upon selection/placement.
- If selected, you will be required to complete a Confidential Financial Disclosure Report, OGE Form 450 to determine if a conflict or an

appearance of a conflict exists between your financial interest and your prospective position with the agency. This information is required annually. For information, visit the NIH Ethics website: <https://ethics.od.nih.gov/topics/fd.htm>.

- PHS Commissioned Officers interested in performing the duties of this position within the Commissioned Corps should also apply online to this announcement in order to receive consideration.
- We may make additional selections for similar positions within the commuting area(s) of the locations listed through this vacancy announcement. By applying, you agree to have your application shared with any interested selecting official(s).
- The National Institutes of Health participates in the USCIS Electronic Employment Eligibility Verification Program ([E-Verify](#)). E-Verify helps employers determine employment eligibility of new hires and the validity of their Social Security numbers.
- The NIH maintains a tobacco free work environment and campus.

How You Will Be Evaluated

If you meet the minimum qualifications for this position, your application and responses to the online questionnaire will be evaluated under Category Rating and selection procedures for placement in one of the following categories:

- Best Qualified - for those who are superior in the evaluation criteria
- Well Qualified - for those who excel in the evaluation criteria
- Qualified - for those who only meet the minimum qualification requirements

The Category Rating Process does not add veterans' preference points, but protects the rights of veterans by placing them ahead of non-preference eligibles within each category. Applicants determined to be Best Qualified will be referred for further consideration. Preference eligibles in the Best Qualified category are referred before all other applicants.

To determine your qualifications and referral status, a review of your resume and supporting documentation may be made and compared against your responses to the vacancy questionnaire. Because your rating is based on both your responses to the questionnaire and documentation you submit, please make sure that your self-ratings are supported by the information you provide in your application. Your qualifications and self-ratings may be verified at any time during the application and selection process through quality review, interview questions, work samples, demonstrations, reference checks, and any other means. Inflated or unsupported qualifications may affect your rating. Any misrepresentation or material omission of facts on the assessment questionnaire or in any other materials you submit in support of your candidacy (including but not limited to the application), or in any oral statements you may make during the selection process shall be sufficient cause to end further consideration of your candidacy. Persons listed as having knowledge of your past accomplishments or experience in your application may be contacted for verification purposes at any time. Verification may, but need not, begin prior to receiving an offer.

To be considered well qualified for the purposes of the Career Transition Assistance Program (CTAP) and the Interagency Career Transition Assistance Program (ICTAP), you must substantively exceed the basic qualifications by scoring at least an 85 on the assessment and meet all eligibility, physical, medical, suitability, and all other requirements.

Required Documents

REQUIRED FOR ALL APPLICANTS

RESUME:

Your resume must thoroughly describe how your skills and experiences align to the criteria defined in the "Qualifications" section of this announcement and it must support your responses to the assessment questionnaire. We cannot assume you have performed the necessary experience required for this position regardless of your employment history or academic career.

To ensure all of the essential information is in your resume, we encourage you to use the [USAJOBS online Resume Builder](#). **If you choose to use your own resume, you must ensure it contains all of the required information and you organize it so we can associate the following information for each experience/position:**

1. Job title
2. Name of employer
3. Beginning and ending dates of employment (month/day/year format)
4. Hours worked per week. We will assume full-time unless otherwise stated. We will prorate part-time employment in crediting experience.
5. Detailed description of job duties, accomplishments, related skills, and responsibilities to include any supervisory/managerial responsibilities and number of staff supervised (if applicable)
6. Series and grade or equivalent (if a federal position)

If the position has an education requirement or you are qualifying on the basis of education, you need to list your education history including the type of degree and your major of study. If the position requires a certain number of credit hours, you are strongly encouraged to list the relevant courses in your resume.

Do not include a photograph or video of yourself, or any sensitive information (age, date of birth, marital status, protected health information, religious affiliation, social security number, etc.) on your resume or cover letter. **We will not access web pages linked on your resume or cover letter to determine your qualifications.**

For resume writing guidance, please visit the following resources: [NIH Jobs website](#), [USAJOBS Resource Center](#), and the [USAJOBS Resume Writing Video Tutorial](#).

ASSESSMENT QUESTIONNAIRE:

You must submit a completed assessment questionnaire.

All of the above information is necessary to determine your qualifications for the position. Please help us make an informed decision regarding your eligibility by providing complete and thorough information on your experience and qualifications. Not providing all of required information may result in a determination that you do not meet minimum requirements for the position (e.g., an ineligible rating) or a lower rating.

REQUIRED DOCUMENTATION FOR PREFERENCE OR ELIGIBILITY CLAIMS

To claim veterans' preference, career transition selection priority, or Schedule A eligibility, you must provide the documentation listed below **AND** respond accordingly to the associated question on the online questionnaire.

- - [Veterans' preference](#) (DD-214, VA Disability Letter, etc.): Reference [Standard Form 15 \(SF-15\)](#) for required documentation for 10 point claims. Submission of SF-15 is not required, unless you are claiming derived preference (XP) as described in questions 7, 8, or 9 on the SF-15. In those cases, you must submit a completed SF-15 and the required documentation. For 5 point claims, you must submit your DD-214 (if separated) or any written documentation from the armed forces that certifies you are expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date the [certification](#) is submitted with your application package.
- - Visit our sites on [Career Transition Assistance Program \(CTAP\)/Interagency](#) / [Career Transition Assistance Program \(ICTAP\)](#) for more information and required documentation.

Required Documentation for Schedule A Eligibility (Applicants with Disabilities)

Applicants who are eligible to be considered under [Schedule A](#) must submit appropriate documentation to verify your eligibility. Such documentation can be obtained from a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits. The letter must be printed on a medical professional's letterhead and signed. Please note the Schedule A hiring authority neither guarantees employment, nor gives an individual preference in the hiring process.

If you do not provide the required information, we will assume you are not eligible or you do not wish to be considered for any preference or eligibility.

Please do not submit any other supplementary documentation that is not requested of you. To protect your personal information, we will only send your resume and cover letter to the selecting official or hiring manager.

How To Apply

To apply for this position, please read and follow all instructions in this announcement, complete the online application, and submit the documentation specified in the "Required Documents" section. Your complete application package must be submitted by 11:59 PM Eastern Time (ET) on 01/31/2019 to receive consideration.

1. **To begin, click Apply to access the online application.** You will need to be logged into your USAJOBS account to apply.
2. **Follow the prompts to select your resume and/or other supporting documents to be included with your application package** (see the "Required Documents" section for any additional forms and/or supplemental materials required). You will have the opportunity to upload additional documents to include in your application before it is submitted. You must submit your documents through the online application. Unfortunately, we cannot accept emailed or mailed documents. **NOTE:** that your uploaded documents may take several hours to clear the virus scan process.
3. **Read all Eligibility questions and respond accordingly to any Eligibility you wish to claim.** **NOTE:** You will only be considered for those Eligibility questions (Status Applicant, Reinstatement, Schedule A, etc.) you respond in the affirmative to, including veterans' preference, regardless of what documentation you submit. We use these questions to assist in determining your eligibility for appointment, preference, and consideration. We cannot assume you intended to respond differently to a question based on other information in your application package. We cannot accept responsibility for granting you eligibility for something you did not claim other than what you provided us in the questionnaire.
4. **Complete the assessment questionnaire.** Applicants are asked all questions regardless of their consideration preferences. **NOTE:** We will only consider you for the grades, series, and specialties that you self-identify as being qualified for. We cannot assume you intended to respond differently to a qualification question based on other information in your application package. Preview assessment questionnaire before you apply: <https://apply.usastaffing.gov/ViewQuestionnaire/10397223>
5. **Verify all required documentation is included in your application package**, review your responses to the assessment questionnaire for accuracy, and then submit your application.

In addition to the required documents, we encourage you to submit the following although they are not required at the time of application (these documents may be requested later in the process).

- - Cover letter
- - Copy of transcripts (if applicable). Official transcripts will be required if selected.
- - Copy of current, valid, unrestricted professional license/registration (if applicable).

To check your application status or to update your application, log into your [USAJOBS](#) account. Access the [USAJOBS help page](#) for guidance on

navigating the system.

We cannot assume responsibility or grant extensions for personal issues (e.g., power outage, loss of internet, not understanding a question) when applying to our announcements. For technical difficulties, contact HR Systems Support between 8:00 AM and 4:30 PM ET Monday through Friday at hrss@nih.gov.

If you need any other accommodation or assistance with applying please contact Sandra Loether at .loethers@mail.nih.gov. Requests for reasonable accommodations must be made before the announcement closing date.

[NIH's EEO and Diversity and Inclusion Policy Statement](#)

Visit the [NIH's Office of Equity, Diversity, and Inclusion site](#) for information on NIH's EEO program, Reasonable accommodation procedures, laws, policy statements, and the operation of the EEO complaint process.

Next Steps

Once you submit your application package, you will receive an acknowledgement email. Your application will be assessed to determine your qualifications and eligibility for the position. After the assessment is complete, you will be notified of the status via email. In addition, you can track the progress of your application package through your [USAJOBS account](#).

The selecting official, hiring manager, or someone acting on their behalf will review the applications of the referred candidates and determine who to interview. We may contact you for an interview or to provide additional information after a few days or up to several months from the closing date of the announcement. We may contact you through email or phone so please ensure you have provided us with your accurate and current contact information. To remain in consideration for this vacancy announcement, you must respond in a timely manner to our correspondence and requests for documentation or information throughout the selection and hiring process.

Agency Information

National Institutes of Health
2115 East Jefferson Street
Rockville, MD 20851

Questions about this job

Sandra Loether
Phone: 3014357787
Fax:
Email: loethers@mail.nih.gov

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/521994700>