

[date to be autopenned]

[first name] [last name], [degree(s)]

[title]

[organization]

[address]

[city], [state] [zip]

Dear [honorific] [last name]:

On behalf of Francis S. Collins, M.D., Ph.D., Director of the National Institutes of Health (NIH), I am pleased to invite you to serve as a member of the [name of BSC] of the [full name of IC followed by acronym in parentheses]. Should you accept, your term would begin on [date], and conclude on [date].

The Board of Scientific Counselors (BSC) evaluates the performance of intramural scientists and the quality of their research programs, which represent an integral part of the overall NIH mission. The BSC serves as the only formally constituted group of outside scientists to review [IC acronym]'s entire intramural program systematically and advise the [IC acronym] Scientific Director, [SD's first and last name], [degree(s)]. Although you will interact primarily with [SD's honorific plus last name], please be assured that the [IC acronym] Director, the NIH Director, and I will receive and discuss the results of the BSC's reviews.

Rigorous review is vital to maintaining the excellence of any scientific program, and the work of the BSC is vital to the continued excellence of NIH's intramural scientific research. In addition to specific evaluation of individual scientists and tenure actions under consideration, we also solicit the BSC's ideas and suggestions about the administration of [IC]'s intramural program, allocation of resources (budget, space, personnel), and specific projects, including new areas of development and ways to encourage higher risk, high pay-off projects in the intramural program.

I have enclosed an Administrative Fact Sheet that describes the information NIH is required to collect to appoint you as a Special Government Employee. The [IC acronym] Committee Management Officer [CMO's first and last name], will email you with instructions on how to access the ethics and personnel forms, many of which can be completed electronically. I would like to note that the Executive Branch Confidential Financial Disclosure Report (OGE 450) needs your prompt attention to allow for expeditious review by ethics officials. Please note that you must complete and return all forms to us before we can finalize your appointment.

I hope you will agree to serve on the [IC acronym] BSC so we may gain the benefit of your expert advice. If you need assistance or have questions concerning any of the enclosed materials, please do not hesitate to contact [honorific plus CMO's last name], at [insert

telephone number/e-mail address]. [honorific plus CMO's last name] will be pleased to assist you.

[desired closing],
[name of signatory], [degree(s)]
[title of signatory]

Enclosures

New BSC Invitation Template