Mid-Level Leadership Program

Selection Criteria and Cohort Placement

* Employees must be at the GS 12–14 grade levels (or T 42/ AD equivalents).
* GS 12 employees must have at minimum one year of NIH experience.
* No additional requirements for GS 13–14 employees.
* Recent PMAP rating (within the last fiscal year) must be at minimum Level 3: Achieved Expected Results (AE).
* Applicants will be vetted by the nominating IC.
* The Mid-Level Leadership Program Manager will determine specifically which cohort applicants will join. A diverse cohort is an essential component of the program. Applicant preferences are taken in consideration during the placement process.

Submission of Application (*instructions for applicants*)

Do not submit your application directly to the NIH Training Center. Participation in the program requires the approval of the IC Executive Officer. All applications must be submitted to your Executive Office.

The internal application due date is determined by your IC. A complete application consists of two primary elements:

1. Applicant Information
   1. Demographic Information
   2. Cohort Preference(s)
   3. Desired Areas of Development
2. Supervisor Recommendation

Submit your application to your supervisor for inclusion with his/her recommendation and forward to the Executive Office or IC designee.

Submission of Nominations (*instructions for IC Executive Office*)

Please complete all fields for all nominees in the nomination spreadsheet and return to the NIHTC.

Mid-Level Leadership Program Application Form

Applicant Information Legal Name:

Preferred Name: Division/Office/Lab:

NED ID:

Job Series/Pay Plan/Pay Grade:

Title:

Date Employed by NIH: (mm/dd/yyyy)

Years of Federal Government Service: Recent PMAP Rating:

Have Mentor

How

How would you classify your current position? (Select One)

Scientific/Medical Professional Category

Scientific Administrator/Medical Business Category

Administrator Professional Category

Information Technologist

Intramural

Extramural

N/A

Contact Information Office Address: Office Email Address: Approval Information Supervisor Name: Email Address: Approving AO Name:

Office Phone:

Office Phone:

Indicate availability for each cohort and prioritize your preference using numbers 1, 2, and 3. First priority would be 1, and so forth.

See MLP program schedules at https://hr.nih.gov/training-center/leadership/nih-mid-level-leadership-program

Note: Please review your scheduled commitments (e.g., annual events, mandatory meetings, religious observances, and planned vacations) prior to making your selection.

Cohort 69

Cohort 70

Cohort 71

Cohort 72

Cohort 73

Cohort 74

Areas of Desired Professional Development

In 3–4 complete sentences, identify 3 areas of desired development, why this is important to your career and how it will benefit your IC. You can use the Mid-Level Leadership Program topics as a guide or identify areas of desired development not listed (see program overview).

1. Desired Professional Development
2. Desired Professional Development
3. Desired Professional Development

**Applicant Statement of Commitment / Supervisor Recommendation**

If selected for the Mid-Level Leadership Program, I declare that I am willing and able to attend all leadership activities as specified in the program overview. I further agree to make every effort to carry out the on-the-job learning assignments. Additionally, I agree to immediately communicate to my supervisor any conflicts between program demands and the execution of my job responsibilities that I cannot resolve myself.

In signing this Statement of Commitment, I agree to hold myself to the highest standard of professionalism in all of my work and activities. I also understand that participation in, and completion of, the NIH Mid-Level Leadership Program does not guarantee a promotion in grade or assignment to a next level leadership position.

Applicant Printed Name

Applicant Signature Date

Accommodation Needed:

Supervisor Recommendation

Please confirm by checking the boxes below.

I recommend the candidate for the Mid-Level Leadership Program.

The candidate’s current position can accommodate Mid-Level Leadership Program dates.

As required, the candidate’s workload will be adjusted to allow full participation in the program. I will meet with the candidate to discuss what they learn throughout the program.

Supervisor’s Printed Name

Supervisor's Signature Date

**Additional Supervisor Recommendation Comments (Optional)**