



**NIH EXECUTIVE LEADERSHIP PROGRAM
(ExLP)
CANDIDATE APPLICATION**

INSTRUCTIONS TO APPLICANTS

- 1) Carefully read the program information, eligibility requirements and these instructions.

Eligibility

GS 15, SES and Title 42 (equivalent) employees aspiring to senior ranks of leadership at the NIH. The program is also available for existing and recently-hired “Top 6” leaders.

- 2) Complete the application package:
 - a) Navigate to different areas in the form by using your mouse or the tab key.
 - b) Complete all sections of the application “to be completed by applicant.” Allotted space for answering narrative questions is flexible. There are no min/max character counts and you may copy and paste responses from MS Word, if needed. After completing the application, forward electronically to your supervisor, who will then complete the “Supervisory Evaluation of Applicant Leadership Potential” and “Supervisor Endorsement” part of the application.
 - c) Keep a copy of the application package for your records.
 - d) The completed electronic **application package** must be signed by you and your supervisor.
- 3) Send your signed, electronic application package to your Institute’s Executive Officer. Application packages must be endorsed by Executive Officer.
- 4) **Deadline-Varies by IC. Please check with your EO. Applications must be submitted by the EO to Keisha Berkley at the NIH Training Center by May 1, 2024.**
- 5) **Responsibility for submission of all forms rests with the applicant.**
- 6) For questions or additional information, please contact Keisha Berkley at Keisha.Berkley@nih.gov.

2024-2025 NIH Executive Leadership Program (ExLP) Application

Applicant Information

(Completed by applicant.)

Full Name:

Last, First Middle

Preferred Name:

How you wish your name to appear on name badges, in directories, etc.

IC:

Position Title:

Length of Time in Current Position:

Degree Type (MD, Ph.D, JD, etc.)

Current Series/Grade:

Highest Series/Grade:

Supervisor: Yes No If yes, how many employees report to you?

Years at NIH:

Years of Government Service:

Intramural

Extramural

Scientist

Administrator

HHS ID #:

Work Phone:

(This is the 10-digit number located above the bar code on the back of your NIH ID/PIV Card)

Work Mailing Address:

Work Email Address:

Supervisor's Name:

Supervisor's Phone:

Supervisor's Email Address:

Supervisor's Job Title:

Applicant Background and Qualifications

(Completed by applicant. Resume/CV may be used in lieu of the form below. If submitting a resume/CV only, please ensure all sections below are covered on your resume.)

Educational Background

(List all colleges, universities, graduate and professional schools you have attended, in chronological order beginning with the most recent.)

School Name	Start Date	Graduation Date	Degree Earned	Major/Minor

Employment History

(List current assignment followed by previous assignments or employment periods. Time frame should not go back farther than 15 years. Include dates, job title, grade (if federal), location, and supervisor information.)

Dates	Job Title	Grade	Location	Supervisor's Name	Supervisor's Email Address

Previous Leadership Training

(List any formal, informal, internal or external training courses/programs that relate to your leadership, supervisory, or managerial development. If you participated in NIH's Senior Leadership Program, please include below.)

Program/Training Course	Date

Honors and Awards

(List significant honors or awards you have received.)

Organization or Grantor	Award or Honor

Business, Professional, and Community Membership and Affiliations

List the past and current offices and memberships held in organizations, service clubs, civic and government affiliations. List NIH-wide/IC specific committees.

Organization	Position, Office	Dates

Please respond to the following questions using the space provided. Note that there is no max/minimum character count. Feel free to copy and paste directly from MS Word into the text boxes below for ease of entry.

1. Where do you see yourself and your career within the next 3 to 5 years? How will your participation in the Executive Leadership Program Support these goals?

2. Share what you consider to be the most important internal and external challenges impacting NIH at this time. How can you help NIH solve these challenges?

(Completed by the Supervisor. Please note this section is not required for applicants in an IC Director role.)

1. Is the applicant an existing "Top 6" leader within your organization?

- Yes No (If "Yes", please skip questions 2-4 below.)

2. Why do you think this applicant is, or will soon be, ready to move to a position of increased responsibility?

3. For aspiring "Top 6" applicants, are you confident that this applicant can be successful as a senior "Top 5" leader within your IC? If yes, please check the appropriate career path:

- IC Director
- IC Deputy Director
- Scientific Director
- Clinical Director
- Scientific Executive
- Executive Officer
- OD Senior Leader

4. How will this applicant benefit from the ExLP?

Supervisor and Executive Officer Endorsement

Applicant's Name

has my support to participate in the NIH Executive Leadership Program and to

fulfill all the requirements of the program. This includes a commitment to attend approximately 25% of their time at work to various program activities and all scheduled session dates.

**Signatures Required. You can sign electronically in Adobe or if you prefer, print, ink sign and email the application with all signatures.*

Supervisor's Signature:

Supervisor's Title:

Executive Officer's Signature:

Applicant Certification:

I have read the eligibility requirements for participation in the Executive Leadership Program and give my permission for contacting my supervisor. I hereby certify that all statements made in this application are true and complete. I also understand that participation in, and completion of, the NIH Executive Leadership Program does not guarantee a promotion in grade or assignment to an executive leadership position. I recognize that participation in the ExLP is a significant investment and my current intention is to remain at the NIH for a period of at least 3-5 years. As an applicant, I certify that I am available and will attend each scheduled program day. Vacations, meetings and other events will not conflict with my participation at all 2024-2025 ExLP events.

Applicant Signature:

Date: