

## NIMH IRP Lab/Branch (L/B) Chief Evaluation Survey

### Introduction:

At NIMH, L/B chiefs will be evaluated by the NIMH Board of Scientific Counselors (BSC) in conjunction with their regular BSC review at least every four years. This applies to L/Bs including more than one Principal Investigator. The L/B Chief evaluation process should be one in which all Principal Investigators (PIs), trainees and other members of the L/B can speak or report freely about their concerns, including the option for providing anonymous feedback.

With this survey, we wish to collect anonymous feedback from trainees and staff (including all PIs)—who are current L/B members or were members in the past four years—about the performance of the L/B Chief. L/B members may also send anonymous comments to the BSC chair via the BSC Executive Secretary ([Jennifer.Mehren@nih.gov](mailto:Jennifer.Mehren@nih.gov)). A summary of the anonymous feedback will be shared with BSC Reviewers, NIMH Leadership, the Deputy Director for Intramural Research, as well as the L/B Chief.

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number (OMB# 0925-0648; Exp date 5/31/2021). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0648). Do not return the completed form to this address.

Take the Survey (clickable)

Example Survey Questions:

**Note:** Please answer regarding this scientist's role as Laboratory or Branch Chief, not their role as Principal Investigator (PI)/Chief of their own Research Section.

1. Currently, are you a member of the Laboratory of Brain and Cognition (Chief: Dr. Leslie Ungerleider)? This includes the Section on Neurocircuitry (PI: Dr. Leslie Ungerleider), Section on Cognitive Neuropsychology (PI: Dr. Alex Martin), Section on Functional Imaging Methods (PI: Dr. Peter Bandettini), and Section on Learning and Plasticity (PI: Dr. Chris Baker), of if your supervisor is Dr. Eli Merriam. [If yes, go to #2; if no, end survey]
2. What is your position in the Laboratory/Branch?
  - Principal Investigator
  - Scientific Support Staff

- Clinical Staff
  - Staff Scientist/Staff Clinician
  - Fellow (Postdoc, Clinical, Predoc, Postbac)
  - Other (if checked, enter position type)
3. How would you rate Dr. Leslie Ungerleider regarding her role as Chief, Laboratory of Brain and Cognition in the following areas? (Scale: Poor, Below Average, Average, Good, Excellent)
- a. Scientific Leadership
  - b. Mentorship
  - c. Ethical Leadership
  - d. Administrative Management
4. Enter any comments you would like to make regarding the L/B Chief's effectiveness. Feel free to include suggestions for improvement. [Open Comments box—limit 1000 characters]

Thank you for participating in this survey!

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"Information" buttons for each of 1a-d will include:

**a. Scientific Leadership**

- Provides scientific vision and leadership to the lab/branch, supporting innovative, independent science by members of the L/B.
- Creates an interactive and productive scientific environment conducive to creative, collaborative, and high-quality research (e.g., holds regular lab/branch meetings, etc.)
- Serves as an advisor to the Scientific Director and Clinical Director on policy and scientific issues
- Participates in recruiting exciting new science into the L/B, demonstrating a commitment to seek a diverse pool of applicants for open L/B positions.
- Fosters collaborations both within and outside the L/B that advance science and create productive teams both within the L/B and across the NIH.
- For Clinical Programs: The L/B Chief should oversee and evaluate new clinical research protocols, facilitate scientific and IRB review, and assure the diversity of clinical cohorts used in human subjects' research and compliance with human subject regulations.

**b. Mentorship**

- Encourages all staff to participate in training opportunities and identifies opportunities for L/B members to contribute to the NIMH mission.
- Serves as a mentor to all PIs in their lab/branch o Provides guidance during the preparation of BSC materials

- o Attends BSC presentations and Q&A sessions
- o Monitors Investigators' mentoring efforts for trainees
- Serves as a mentor for tenure-track investigators
  - o Assists them in establishment and managing their lab
  - o Assists during tenure process, including:
    - participating in mentoring committees
    - writing nominating memo to the Scientific Director to initiate the tenure process
    - guiding tenure track investigators during selection of referees who write letters of support for their promotion to tenure
    - attending the Central Tenure Committee meeting on behalf of their tenure track investigators going up for tenure

**c. Ethical Leadership**

- Exhibits ethical and professional behavior of the highest standards, demonstrates integrity and has strong interpersonal skills.
- Makes every possible effort to create and sustain an inclusive research environment in the L/B and to recruit a diverse pool of candidates for open L/B positions, including women and members of groups under-represented in biomedical research. The L/B Chief should be proactive in all aspects of recruitment activities, such as supporting implicit bias awareness training, and trans-NIH programs including the Distinguished Scholars Program.
- Fosters a climate of the highest research integrity
- Addresses interpersonal issues including harassment (both bullying and sexual harassment and other inappropriate behavior) and inappropriate relationships quickly, appropriately, and effectively, including required reporting or intervention at the level of Civil and/or OITE to resolve disputes.
- Facilitates and manages a workplace environment that is respectful of all individuals, regardless of sexual orientation, gender identity, religious affiliation, race, ethnicity, or national origin.

**d. Administrative Management**

- Manages any centralized L/B resources (including personnel, contracts, equipment, and space) in an equitable, merit-based, and transparent manner to encourage scientific advances and innovation without bias or favoritism.
- Meets or communicates regularly with the Scientific Director, the L/B Administrative Officer (AO) and administrative team, and communicates relevant information to members of the L/B.
- Supports a culture of laboratory safety, IT security and appropriate tech transfer practices, ensuring information is communicated and prescribed practices are followed.
- Participates in succession planning as appropriate to promote outstanding science.