Health Science Administrators at NIH: Insight Into This Exciting Career Choice

National Post-Doctoral Association Meeting
March 16-18, 2012
San Francisco, CA

Michael Humble, PhD
&
Danielle Carlin, PhD, DABT

Program Administrators
National Institute of Environmental Health Sciences
National Institutes of Health
Danielle’s Educational Background

• B.S. Animal Science
  – New Mexico State University, Las Cruces, NM

• M.S. Animal Science; Minor: Toxicology
  – New Mexico State University, Las Cruces, NM

• PhD. Anatomy and Physiology
  – Kansas State University, Manhattan, KS

• DABT - Diplomat of American Board of Toxicology
Post-Doctoral Research

- University of North Carolina – Chapel Hill, NC
  - Eshelman School of Pharmacy
- University of North Carolina – Chapel Hill, NC
  - Curriculum in Toxicology
  - US Environmental Protection Agency (USEPA) – Research Triangle Park, NC
Mike’s Educational Background

• B.S. Chemistry
  – St Olaf College, Northfield, MN

• M.S. Chemistry
  – Univ of Minnesota – Twin Cities, Minneapolis, MN

• PhD. Toxicology
  – Univ of North Carolina at Chapel Hill, Chapel Hill, NC
Prior Career and Post-Doctoral Research Experience

• HS Chemistry Teacher
  – General/Honors Chemistry
  – AP Chemistry
  – Biochemistry/Molecular Biology

• Post-Doctoral Research
  – National Institute of Environmental Health Sciences (NIEHS), Research Triangle Park, NC
Current Positions

• Health Science Administrator (HSA)
• Also known as
  – Program Administrator
  – Program Officer
  – Program Director
NIH consists of 27 Institutes and Centers
Human health and human disease result from three interactive elements:

- environmental factors
- individual susceptibility
- age

The mission of the NIEHS is to reduce the burden of human illness and dysfunction from environmental causes by understanding each of these elements and how they interrelate.
Important Personnel Associated with Grants

- Program Administrator
- Scientific Review Officer
- Grants Management Specialist
Important Personnel

Scientific Review Officer (SRO)

- Aka: Scientific Review Administrator (SRA)
- Manages activities of a scientific review group
  - Performs an initial administrative review of applications
  - Assembles study section panel and assigns applications to individual reviewers
  - Serves as the overall point of contact with applicants
  - Prepares Summary Statements
Important Personnel

Grants Management Specialist (GMS)

- Responsible for the business management aspects of grants
- Evaluate grant applications for administrative content and compliance with statutes, regulations and guidelines
- Negotiates grants
- Provides consultation and technical assistance
- Administers and closes out grants
Important Personnel

Program Administrator (PA)

Also known as:

- Program Director
- Program Official
- Health Scientist Administrator
Daily Activities

• Direct and develop research programs, funding opportunities (RFAs, PAs) and RFIs
• Develop programs and guidelines for various administrative supplements
• Attend study section meetings (grant reviews)
• Make grant funding recommendations
• Responsible for the programmatic, scientific and/or technical aspects of a grant
• Read and follow grantee’s research
• Provide advice and guidance to potential applicants and grantees
• Write and answer e-mails
• Attend meetings
• Serve on committees/working groups
• Organize scientific conferences
Part I Overview Information

Department of Health and Human Services

Participating Organizations

Components of Participating Organizations
National Institute of Environmental Health Sciences (NIEHS), [http://www.niehs.nih.gov](http://www.niehs.nih.gov)

Title: Short Term Educational Experiences for Research (STEER) in the Environmental Health Sciences for Undergraduates and High School Students (R25)

Announcement Type
New

We encourage your inquiries concerning this funding opportunity and welcome the opportunity to answer questions from potential applicants. Inquiries may fall into three areas: scientific research, peer review, and financial or grants management issues:

1. Scientific/Research Contacts:
   Michael C. Humble, PhD
   Division of Extramural Research and Training
   National Institute of Environmental Health Sciences
   P.O. Box 12233, EC-23
   111 T.W. Alexander Drive
   Research Triangle Park, NC 27709
   Telephone: (919) 541-4821
   Fax: (919) 541-5064
   Email: humble@niehs.nih.gov

2. Peer Review Contacts:
   Linda Bass, PhD
   Division of Extramural Research and Training
   National Institute of Environmental Health Sciences
   P.O. Box 12233, EC-23
   111 T.W. Alexander Drive
   Research Triangle Park, NC 27709
   Telephone: (919) 541-1307
   Fax: (919) 541-2503
   Email: bass@niehs.nih.gov

3. Financial or Grants Management Contacts:
   Pamela Clark
   Division of Extramural Research and Training
   National Institute of Environmental Health Sciences
   P.O. Box 12233, EC-23
   111 T.W. Alexander Drive
Fellowships

Individual Research Fellowships Funded by NIEHS

The NIEHS supports a variety of Ruth L. Kirschstein Individual National Research Service Award (NRSA) Fellowships. These fellowship awards provide an annual stipend, an allowance for tuition and fees, and an institutional research allowance. Before submitting the fellowship application, the applicant must identify a sponsoring institution and an individual who will serve as a sponsor (mentor or supervisor) and who will supervise the training and research experience. The applicant’s sponsor should be an active investigator in the area of the proposed research. The applicant should work with his/her sponsor in preparing the application.

Fellowships supported by the NIEHS are expected to focus on the environmental health sciences and be responsive to the mission of the NIEHS, which is to reduce the burden of human illness and dysfunction from environmental causes by understanding how environmental factors, individual susceptibility and age interact in the disease process. Proposals should demonstrate a direct human health endpoint and address how an environmental exposure is, or might be, involved in that disease process. Applications should focus on a specific human disease, dysfunction, pathophysiologic condition, or relevant human biologic process and propose to study a specific environmentally relevant toxicant. Examples of environmentally relevant toxicants include industrial chemicals or manufacturing byproducts, metals, pesticides, herbicides, air pollutants and other inhaled toxicants, particulates or fibers, fungal, and bacterial or biologically derived toxins. Agents considered non-responsive to this announcement include, but are not limited to: alcohol, chemotherapeutic agents, radiation which is not a result of an ambient environmental exposure, drugs of abuse, pharmaceuticals, and infectious or parasitic agents, except when these are disease co-factors to an environmental toxicant exposure.

- Individual Fellowships for Senior Fellows (F33)
- Individual MD/PhD Fellowships (F30)
- Individual Postdoctoral Fellowships (F32)
- Individual Predoctoral Fellowships to Promote Diversity (F31)
- International Neuroscience Fellowship (F35)

Program Contact

Michael C. Humble, Ph.D.
Program Administrator
Division of Extramural Research and Training
National Institute of Environmental Health Sciences
National Institutes of Health
U.S. Department of Health and Human Services
P.O. Box 12233 (MD EC-23)
Research Triangle Park, North Carolina 27709
Contacts for Applicants

NIEHS Health Science Administrators (HSAs) are people knowledgeable about the NIH/NIEHS grant programs. Investigators interested in submitting a grant application to the NIEHS are encouraged to talk with an HSA. Contact information for HSAs are listed below by scientific areas of responsibility.

<table>
<thead>
<tr>
<th>Scientific Responsibilities for Health Science Administrators</th>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Academic Research Enhancement Award (AREA)</td>
<td>Jerrold Heindel, Ph.D.</td>
<td>(919) 541-0791</td>
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<tr>
<td>Advanced Research Cooperation in Environmental Health</td>
<td>Frederick Tyson, Ph.D.</td>
<td>(919) 541-0176</td>
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<tr>
<td>Alternative Model Systems Development</td>
<td>Jerrold Heindel, Ph.D.</td>
<td>(919) 541-0781</td>
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<td>Autism</td>
<td>Cindy Lawler, Ph.D.</td>
<td>(919) 316-4671</td>
</tr>
<tr>
<td>Biomarkers of Exposure, Susceptibility &amp; Effect</td>
<td>Claudia Thompson, Ph.D.</td>
<td>(919) 541-4638</td>
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<tr>
<td>Breast Cancer and the Environment Research Centers</td>
<td>Elizabeth Maull, Ph.D.</td>
<td>(919) 316-4668</td>
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<td>Les Reinlib, Ph.D.</td>
<td>(919) 541-4688</td>
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<td>Cardiovascular Health</td>
<td>Srikant Nadadur, Ph.D.</td>
<td>(919) 541-5327</td>
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<td>Cellular and Genetic Toxicology</td>
<td>Les Reinlib, Ph.D.</td>
<td>(919) 541-4938</td>
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<td>Children's Environmental Health</td>
<td>Kimberly Gray, Ph.D.</td>
<td>(919) 541-0293</td>
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<td>Chemical Mixtures</td>
<td>Claudia Thompson, Ph.D.</td>
<td>(919) 541-4638</td>
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<td>Circulatory System Pathobiology</td>
<td>J. Patrick Mastin</td>
<td>(919) 541-3289</td>
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<tr>
<td>Community Outreach and Education Program</td>
<td>Liam O’Fallon, M.A.</td>
<td>(919) 541-7733</td>
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<tr>
<td>Conference Grant Program</td>
<td>Martha Barnes, M.S.</td>
<td>(919) 541-3330</td>
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<tr>
<td>CounterACT Pulmonary Program</td>
<td>Elizabeth Maull, Ph.D.</td>
<td>(919) 316-4668</td>
</tr>
<tr>
<td>Dermal Toxicology</td>
<td>Michael Humble, Ph.D.</td>
<td>(919) 316-4821</td>
</tr>
<tr>
<td>Developmental Pathobiology</td>
<td>Jerrold Heindel, Ph.D.</td>
<td>(919) 541-0781</td>
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<tr>
<td>Digestive Pathobiology</td>
<td>Carol Shreffler, Ph.D.</td>
<td>(919) 541-1445</td>
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<tr>
<td>DNA Repair</td>
<td>Les Reinlib, Ph.D.</td>
<td>(919) 541-4988</td>
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<tr>
<td>Endocrine and Endocrine Disrupting Chemicals</td>
<td>Danuel Shaughnessy, Ph.D.</td>
<td>(919) 541-2506</td>
</tr>
<tr>
<td>Environmental Epidemiology</td>
<td>Kimberly Gray, Ph.D.</td>
<td>(919) 541-0289</td>
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Danielle’s Current Activities

- P42 Center Grants
- R01 Grants
- SRP Training Activities
  - Wetterhahn Award
  - KC Donnelly Award
  - SRP Trainee Webinar Series
  - Training Core Leader Teleconferences
  - Occupational and Safety Training Opportunities
  - NIEHS CareerTrac
Mike’s Current Activities

• Skin Diseases
• Immunotox/Autoimmune
• R15 AREA Grants

Training Activities
– NRSA Fellowships
– NRSA T32 Programs
– International Training Programs
– Short Term Summer Research Opportunities
  • STEER Program
  • Summer Supplement Program
Characteristics of Successful PAs

• Good communication skills
  – Accessibility and willingness to work with applicants and grantees
• Overall knowledge of scientific field
  – Knowledge of NIH and other agency missions
• Flexible/ability to learn new fields
• Hard working
• Good time management
• Organized
• Willing to ask questions
• Willing to travel
The Fun Part!

• Learning new science
• Interacting with grantees
• Developing new scientific and activities
• Learning about NIH
• Traveling to various meetings, workshops, and conferences
• Hosting and participating in meetings, workshops, and conferences
Career Advice

• Get out of the lab – when you can!
• Leadership skills
• Pursuing career development opportunities during post-doc experience
• Get advice from your colleagues
• Informational interviews
• Career councilors
• Consider continuing education – e.g., certifications
• Be honest with yourself
Additional Information

• http://www.jobs.nih.gov/positions/admin/healthscienceadmin.htm
• http://www.jobs.nih.gov/announcement-links/healthadministrator.htm
• http://www.nsf.gov/about/career_opps/
• http://www.usajobs.gov/
• Other federal agencies: EPA, CDC, DHS, etc.
humble@niehs.nih.gov
danielle.carlin@nih.gov