



**Division of Extramural Activities (DEA)
National Institute of Mental Health (NIMH)
National Institutes of Health (NIH)**

The **National Institute of Mental Health (NIMH)** is the lead federal agency for research on mental disorders. NIMH is one of the 27 Institutes and Centers that make up the **National Institutes of Health (NIH)**, the largest biomedical research agency in the world. NIH is part of the **U.S. Department of Health and Human Services (HHS)**.

Position Overview

The NIMH seeks superior candidates for the position of **Health Scientist Administrator (Scientific Review Officer) within the Extramural Review Branch in the Division of Extramural Activities (DEA)**. The Extramural Review Branch is responsible for the [initial scientific and technical merit review](#) of grant applications and contract proposals submitted to NIMH. This first level of review is carried out by a Scientific Review Group (SRG, or study section) composed primarily of non-federal scientists who have expertise in relevant scientific disciplines and current research areas. Each SRG is led by a **Scientific Review Officer (SRO)**.

The SRO is an extramural staff scientist and the Designated Federal Official responsible for ensuring that each application or contract proposal receives an objective and fair technical and scientific peer review and that all applicable laws, regulations, and policies are followed. The hired individual will primarily manage the peer review of grant applications that address NIMH-specific needs, including research grants (e.g., R01, R21, R33, R34, R61), cooperative agreements (e.g., U01, U19), center grants (P30, P50), research career awards (Ks), fellowships (F32), and institutional training grants (T32), in response to NIMH-initiated RFAs and PARs. These reviews will be conducted by convened Special Emphasis Panel [review meetings](#) for which groups of reviewers with specific expertise are invited to evaluate groups of applications. The hired individual will conduct initial planning for scientific peer review, including working with NIMH Program Staff to develop funding opportunity announcements (FOA) and maintain the [core values of peer review](#) (expert assessment, transparency, impartiality, fairness, confidentiality, integrity, and efficiency). The hired individual will coordinate instructional pre-review meeting teleconferences with reviewers, formulate and guide peer review strategies for new or unusual FOAs, coordinate review activities with Office of Committee Management and Grants Management, and participate in outreach efforts for the community.

Competitive candidates will possess a doctoral degree and/or postdoctoral experience in mental health research or a related field. Specifically, individuals with a background in mental health services research and/or research on the effectiveness of mental health interventions/treatments are encouraged to apply. Clinical expertise would be valuable but not essential. Specific areas of focus may include (but are not limited to) dissemination & implementation research, studies of treatment engagement and/or services utilization, global and/or cross-cultural studies, quality improvement, adherence, or mental health disparities.

Qualifications

Applicants must be U.S. Citizens and have a Ph.D., M.D., or equivalent degree from an accredited college or university. Knowledge of the NIH peer review process will be a plus.

How to Apply

The vacancy announcements will be posted on the NIMH Internet at [Careers at NIMH](#) and in various journals and listservs. If you would like to be notified when the announcement is live, please send your Letter of Interest and Curriculum Vitae to NIMHsearch@mail.nih.gov. Please contact [Melissa Kopyto](#) at (301) 827-2862 if you have any questions regarding this process or position.

**The NIH encourages the application and nomination of qualified women, minorities, and individuals with disabilities.
HHS and NIH are Equal Opportunity Employers.**