



# 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.
- While applicants' ICs will internally select their MLP nominees, the Mid-Level Leadership Program Manager will ultimately determine specifically which cohort applicants will join, based on cohort slot demand. Applicant preferences are taken into consideration during the placement process. To aid this process, applicants should only request those cohorts that they can fully attend.

## 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
  - a. Demographic Information
  - b. Cohort Preference(s)
  - c. 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.

Applicant Name and IC:

# 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:  Office Phone:

## Approval Information

Supervisor Name:

Email Address:  Office Phone:

Approving AO Name:

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 90     Cohort 91     Cohort 92     Cohort 93     Cohort 94     Cohort 95

Applicant Name and IC:

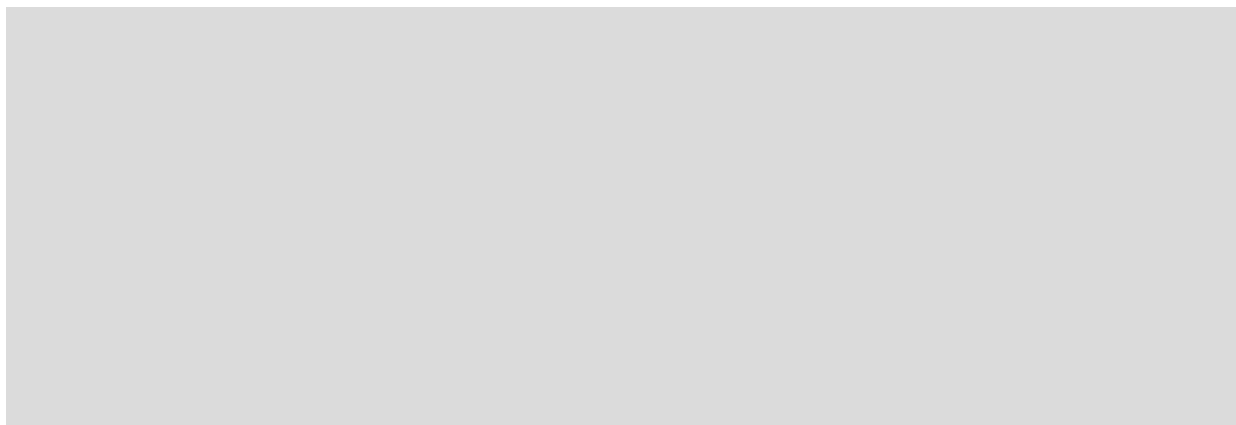
## Areas of Desired Professional Development

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).

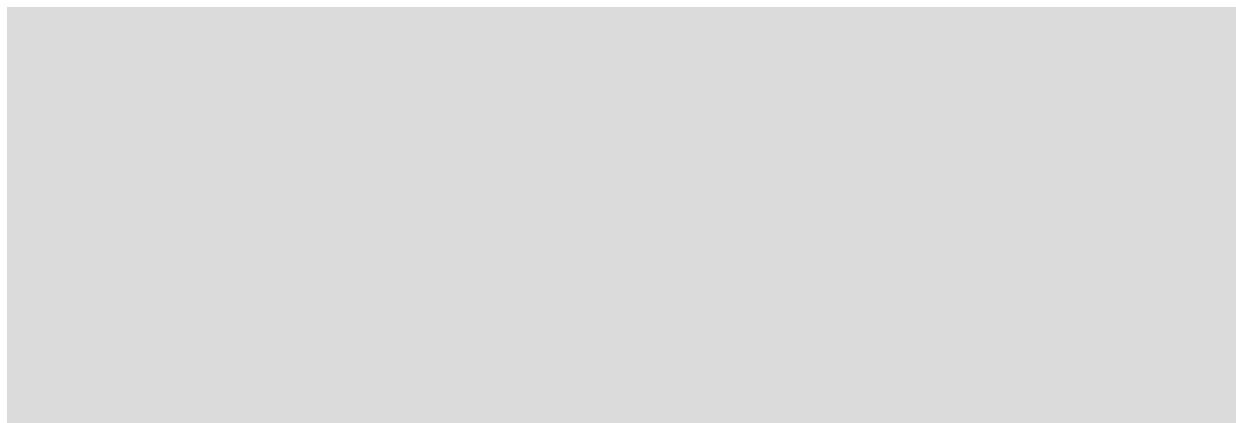
### 1. Desired Professional Development



### 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 program dates. 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 work load 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)**

Applicant Name and IC: