

# Procedure for Requesting a Third Year Extension for a Postbac IRTA/CRTA

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Postbac IRTA/CRTA appointments will be for one year, with the possibility of renewal for a second year. It is expected that Postbacs will and should move on to their graduate/professional education after two years. ICs may request an exception to this policy to allow a Postbac to remain at the NIH for a third year. This will require (1) submission of a plan for the third year that demonstrates that the Postbac will make good use of the time and (2) signatures of their PI and SD indicating support for the plan and belief that the Postbac possesses the talent and potential to make good use of the time. Plans must be submitted to the OITE at least six months in advance of the requested third year extension. Under no circumstances will a Postbac be permitted an extension at the NIH for a fourth year.

**Procedure:** Requests for exceptional renewal of a Postbac's appointment for a third year should be submitted via email to Dr. Yewon Cheon in the OITE with the following materials:

- A memorandum from the responsible IRP PI (Senior Investigator, Investigator, Senior Clinician, Senior Scientist, or Assistant Clinical Investigator) through the Scientific Director (SD) explaining the circumstances that led to the request for a third Postbac year. This document should also outline the research that will be completed during the year and the career development plan (complete with a timeline) that has been developed to ensure that the additional time spent at the NIH will contribute in a positive way to the Postbac's future career
- The memorandum must contain the signatures of the Postbac's PI and SD indicating their support for the proposed third year plan (NOTE: ICs are encouraged to develop their own processes, including participation of the Training Director in the request and coordination with AOs.)

Requests to remain at the NIH for a third year should be submitted at least 6 months prior to the end of the Postbac's second year at the NIH.

If the material submitted does not speak for itself, Dr. Cheon will convene a small committee in the OITE to discuss the request with the Postbac and the PI; the Postbac and PI may also request such a discussion. Dr. Cheon will then recommend a course of action to Dr. Milgram: approval, approval with conditions, or denial of the request. "Conditions" might include, for example, a requirement that the Postbac meet with a career counselor in the OITE during the first two months of the third year or that the Postbac complete informational interviews that will enable her/him to make an informed career decision. Dr. Milgram will make the final decision. Appeals of the OITE decision may be submitted to Dr. Michael Gottesman, DDIR.

NOTE: a postbac may remain at the NIH for an automatic **terminal extension** of no more than 3 months or for a third year. Under no circumstances will a postbac be permitted both.