

# Science Policies

## Non-Renewal of Investigator Appointments (SC-750)

### Policy

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#### 1. Standard Phase-out Period

Under HHMI's standard procedures, an investigator with an unsuccessful HHMI scientific review will have a phase-out period of approximately two years after that review before his or her HHMI appointment ends. This phase-out period is intended to allow the investigator to achieve an orderly adjustment of laboratory operations to the scheduled cessation of HHMI research funding, including seeking new sources of research support.

For an investigator who has an unsuccessful HHMI scientific review and maintains an active research program at his or her current host institution, HHMI support during the phase-out period will include:

- The investigator's full salary and benefits from HHMI during his or her non-renewable phase-out appointment;
- Approximately two years of HHMI research support at the level of the investigator's operating budget during the final year of the current appointment period;
- After notice to the investigator of the non-renewal decision, the ability to carry forward up to \$500,000 of unspent operating budget funds;
- Occupancy payments to the host institution, consistent with the collaboration agreement between HHMI and the host institution; and
- If the investigator has at least \$100,000 of unspent operating budget funds at the end of the phase-out period, the ability to receive these unspent funds, up to a total of \$500,000, in the form of a gift to the host institution to support the investigator's continued research there. Please note that:
  - HHMI will not pay indirect costs with respect to any such gift, nor will HHMI agree to allow the host institution to charge indirect costs against the gift.
  - In order for a gift to be made, HHMI and the host institution must agree on gift terms at least one month before the investigator's appointment ends.
  - Generally, HHMI will make a first gift payment within two to four weeks after the investigator's HHMI appointment ends, followed by a final gift payment after all the obligations against the investigator's budget have been cleared.

If an investigator scheduled for a review already plans to leave HHMI and will maintain an active research program at an HHMI host institution, he or she may forego the formal review process and request the standard two-year phase-out. An investigator in this situation should discuss this option with the Vice President and Chief Scientific Officer. If a phase-out is approved, the investigator would continue to attend HHMI scientific meetings and otherwise participate in HHMI activities during the phase-out period.

As explained in the [Policy on Investigator Transfers](#), in the event of an unsuccessful review, an investigator may request to transfer with an intact phase-out period to another host institution. If an investigator's request to transfer during his or her phase-out period is approved, HHMI's support during the phase-out period will include the items listed above. Depending on the timing of the transfer, some support will be provided at the current host institution, and some (including any

payment of up to \$500,000 of unspent operating budget funds that remain at the end of the phase-out period) will be provided at the new host institution.

## 2. Expanded Phase-out Period

An expanded phase-out period may be available in the following circumstances:

- To retain HHMI's association with its most distinguished long-term investigators who do not wish to be reviewed but who maintain an active research program and would wish to continue to attend HHMI scientific meetings and otherwise contribute to HHMI activities, HHMI makes available an expanded phase-out option. Any investigator who at the end of her or his current term will have served for at least three full terms (typically spanning 15 years) and who is a member of the National Academy of Sciences or the Royal Society of London may request a non-renewable final term of five years. Periods of less than five years may also be requested.
- Any investigator who has served for at least two full terms (typically spanning 10 years) and who plans to discontinue or significantly reduce the size of his or her research program due to a serious personal health condition may choose to request a non-renewable final term of up to five years. These requests must provide sufficient information to show the existence of a serious health condition (e.g., a letter from a health care provider), and must describe the investigator's plans for his or her research program.

In all cases, the five-year option is available only in lieu of a scientific review; investigators who meet the expanded phase-out eligibility requirements, go through a scientific review, and are not recommended for renewal will receive the standard two-year phase-out appointment. An expanded phase-out period must be requested in writing no later than the due date for submission of materials for the scheduled scientific review. On or before that due date, the investigator should submit the documents required for the review and in support of the request. Approval of a request for an expanded phase-out period will be based on the outcome of HHMI's review of the submitted materials. If a request for an expanded phase-out period is denied, the investigator may submit revised materials for the scheduled scientific review within one week of receiving notice of the denial.

For an investigator who receives approval for an expanded phase-out period and maintains an active research program at his or her current host institution, HHMI support during the expanded phase-out period will include:

- The investigator's full salary and benefits from HHMI for all years of the phase-out appointment;
- Approximately two years of HHMI research support at the level of the investigator's operating budget during the final year of the current appointment period;
- Up to three years of additional HHMI research support at 65%, 50%, and 50% budget, respectively, relative to the second year phase-out budget;
- After HHMI approves this option, the ability to carry forward up to \$500,000 of unspent operating budget;
- Occupancy payments to the host institution for two years covering the existing HHMI space assignment prior to the final term, and then for up to three additional years at occupancy levels reduced in proportion to budget reductions;
- If the investigator has at least \$100,000 of unspent operating budget funds at the end of the phase-out period, the ability to receive these unspent funds, up to a total of \$500,000, in the form of a gift to the host institution to support the investigator's continued research there. Please note that:
  - HHMI will not pay indirect costs with respect to any such gift, nor will HHMI agree to allow the host institution to charge indirect costs against the gift.

- In order for a gift to be made, HHMI and the host institution must agree on gift terms at least one month before the investigator's appointment ends.
- Generally, HHMI will make a first gift payment within two to four weeks after the investigator's HHMI appointment ends, followed by a final gift payment after all the obligations against the investigator's budget have been cleared.

As explained in the [Policy on Investigator Transfers](#), an investigator may request to transfer with an intact phase-out period to another HHMI host institution. If an investigator's request to transfer during his or her phase-out period is approved, HHMI's support during the phase-out period will include the items listed above. Depending on the timing of the transfer, some support will be provided at the current host institution, and some (including any payment of up to \$500,000 of unspent operating budget funds that remain at the end of the phase-out period) will be provided at the new host institution.

### 3. Option for Final Year of Phase-Out Period

To provide investigators in phase-out periods with additional flexibility in managing their transition, HHMI is making the following alternative available: an investigator who is phasing out may request to end his or her HHMI appointment 12 months early and receive, as a gift to his or her host institution, research funding in the amount of what HHMI would have paid as his or her base salary (i.e., not including benefits), plus operating budget in the final 12 months of the phase-out (including up to \$500,000 of carry-forward), up to a maximum total payment of \$1.5 million.

For example, an investigator with an unsuccessful review in January, 2015 whose HHMI appointment will end on August 31, 2017 could request to end his or her appointment on August 31, 2016 and be the beneficiary of a gift from HHMI to the investigator's host institution of research funding in the amount of the investigator's (1) base salary as of August 31, 2016, plus (2) operating budget for fiscal year 2017, plus (3) carry-forward from fiscal 2016 up to a maximum of \$500,000, with the total gift to the host institution subject to a maximum of \$1.5 million.

If an investigator's request for this alternative is approved, HHMI will also make a separate unrestricted gift to the host institution in the amount of the occupancy fees that HHMI would have expected to pay for the investigator's space during the final 12 months of the phase-out.

These alternative arrangements will also be subject to the approval of the investigator's host institution, which will need to agree to accept the gift for research funding in the investigator's laboratory without charging indirect costs. For clarification, the host institution may use the funds to pay salary with standard fringe rates for the former investigator and his or her laboratory staff.

An investigator who wishes to elect this option for his or her final phase-out year must both inform the relevant Scientific Officer and request approval from the Vice President and Chief Scientific Officer, in writing, no later than 15 months before the originally scheduled end of the phase-out period. This timing allows three months for review by HHMI and negotiation of satisfactory arrangements with the host institution by the date the investigator's appointment ends. If the arrangements are approved by HHMI, and HHMI and the host institution agree to gift terms at least one month before the end of the investigator's appointment, a first gift payment will be made within two to four weeks after the investigator's HHMI appointment ends, followed by a final gift payment after all the obligations against the investigator's budget have been cleared. If the arrangements are not approved by HHMI or the host institution does not agree, or if there are unusual circumstances that make the proposed arrangements impractical, HHMI will follow the regular phase-out procedures that apply to the investigator.

For clarification, these arrangements are only available if an investigator is leaving HHMI due to a phase-out appointment, and not if an investigator is leaving for other reasons, for example to take a

high-level administrative position or to move his or her research program to a company or another institution to which the HHMI appointment cannot be transferred under HHMI policies.

#### 4. Option for Final Year of Phase-Out Period, with Transfer

If an investigator who is in a phase-out period wishes to transfer to another HHMI host institution, the investigator may request to end his or her HHMI appointment 12 months early and have HHMI make a gift for research support to his or her new host institution in lieu of the final 12 months of a phase-out appointment. If these arrangements are approved, HHMI will make a gift to the new host institution of research funding in the amount of what HHMI would have paid as the investigator's base salary (i.e., not including benefits) and operations budget at the former host institution in the final 12 months of the phase-out (including up to \$500,000 of carry-forward), up to a maximum total payment of \$1.5 million. However, HHMI will not make any payment, either to the former host institution or the new host institution, for or in lieu of the occupancy fees that would have been payable to the former host institution in the final 12 months of the phase-out.

An investigator who wishes both to transfer in accordance with HHMI's transfer policy and elect the final-year gift option must both inform the relevant Scientific Officer and request approval from the Vice President and Chief Scientific Officer, in writing, no later than 15 months before the originally scheduled end of the phase-out appointment. In this situation, the transfer must be completed earlier than otherwise; specifically, the transfer must be completed before the start of the final 12 months of the phase-out period.

Arrangements for a gift associated with a transfer will also be subject to the approval of the investigator's new host institution, which will need to accept the research funding without charging indirect costs. For clarification, the host institution may use the funds to pay salary with standard fringe rates for the former investigator and his or her laboratory staff. If the arrangements are approved by HHMI, and HHMI and the new host institution agree to gift terms at least one month before the end of the investigator's appointment, a first gift payment will be made within two to four weeks after the investigator's HHMI appointment ends, followed by a final gift payment after all the obligations against the investigator's budget have been cleared. If the new institution does not agree to the proposed arrangements at least one month before the transfer, or if there are unusual circumstances that make the proposed arrangements impractical, HHMI will follow its standard procedures for transfers following an unsuccessful review.

For clarification, these arrangements are only available if an investigator is leaving HHMI due to a phase-out appointment, and not if an investigator is leaving for other reasons.

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Related Document:

[Request for Gift to Host Institution in Connection with Phase-Out of HHMI Appointment](#) on [HHMI Investigator Portal](#)