

Scientific Review Officer, Kelly Government Solutions, Bethesda, MD

We are currently seeking a Scientific Review Officer (Contractor) to work onsite with the National Institutes of Health in Bethesda, Maryland. Bethesda is in the Washington DC metro area.

This is a long-term contract position which offers:

Competitive salary with comprehensive benefit package

Tremendous growth opportunity

Opportunity to work at NIH, world's foremost medical research center

Learn more about what Kelly can do for you at www.kellygovernmentsolutions.com

To be considered for this position submit resume to siscoro@kellyservices.com.

The contractor shall:

Perform administrative review of research grant applications and contract proposals to ensure that they are complete, in the format specified in the Funding Opportunity Announcement.

Identify deficiencies in applications/proposals which must be addressed prior to peer review.

Identify specific areas of scientific expertise required for the peer review panel.

Identify involved persons in each application/proposal for preparation of a conflict of interest list.

Search available databases and resources for potential peer reviewers.

Prepare and prioritize lists of potential reviewers for review and approval by supervisor.

Make preliminary contacts with potential reviewers to ascertain interest and availability to help with a peer review project.

Attend peer review meetings to make note of key strengths and weaknesses for use when preparing final summary documentation of meeting proceedings.

Review the work of support staff to advise the NIAID staff of need for any changes.

Prepare preliminary drafts of summary statements.

Requirements:

The contractor must have:

Doctoral Degree in Microbiology, Immunology, Biomedical Sciences, Biochemistry or a related scientific discipline.

Minimum of five (5) years of related experience.

Must have scientific knowledge and research experience applicable to the microbiology and infectious diseases, HIV/AIDS, allergy immunology and transplantation and/or bio-defense research missions of the NIAID.

Possess excellent scientific writing and speaking skills in English.

Possess strong interpersonal skills.