

**Office of Research Services
DIVISION OF INTERNATIONAL SERVICES**

IC DATA SHEET

NATIONAL INSTITUTE OF ENVIRONMENTAL HEALTH SCIENCES (NIEHS)

SCIENTIFIC DIRECTOR: Darryl Zeldin, M.D

**B-1 DELEGATE &
KEY CONTACT FOR:
BCBB, EB, CMB, RDBL
IIDL, ESCBL, DNTP** Barbara Morse

**B-1 DELEGATE &
KEY CONTACT FOR:
NL, GISBL, BCBB, CMB,
ESCBL, IIDL, RDBL, STL,
CRB, EAG*, OSD** Kristen Fisher

*EAG is a workgroup under CRB and is located in Bethesda, MD. Any visiting scientists working in EAG will attend a DIS check-in session on their start date.

Comments:

- NIEHS has its own appointing authorities:
 - Visiting Fellow cases must be signed by the Scientific Director (all new / renewals)
 - FTE cases must also be signed by the Scientific Director but also go through an additional office managed by a representative of the Office of Financial Management.
- Kent Stone is Lead Administrative Officer and may sign off on casework. Please send case-related inquiries to Key Contacts.
- FedEx documents to NIEHS at least once a week
- Key Contact will send envelope with requests as needed, may contain DS-2019's for emergency travel and checks
- Submit immigration paperwork to NIEHS Key Contact for individual's signature and collection of fees. **Send HR & sponsor copies of letters/forms to the Key Contact directly, who will forward to them. Please fax all time sensitive HR documents to Key**

Contact. NIEHS Key Contact/HR processes I-9 for Employees, & sends I-9s to our office for E-Verify. Send I-9 back to Key Contact, who will forward the form to HR.

- Key Contact completes Visiting Foreign Scientist Data Checklist.
- NIEHS Division of the National Toxicology Program is not under the usual NIEHS SD hierarchy. The DNTP Director has NIEHS authority to sign for 829 (assumedly for both nonFTE and FTE), employer letters, LCA attestation, etc.

NIEHS Mailing address:
111 T.W. Alexander Dr
NIEHS/(lab), Building 101
Research Triangle Park, NC 27709

Full List of Labs/Branches:

Barbara Morse

- EB - Epidemiology Branch
- BCBB - Biostatistics and Computational Biology Branch
- CMB - Comparative Medicine Branch
- RDBL- Reproductive & Developmental Biology Branch
- IIDL-Immunity, Inflammation and Disease Laboratory
- ESCBL- Epigenetics and Stem Cell Biology Laboratory
- DNTP - Division of the National Toxicology Program
 - CMPB - Cellular & Molecular Pathology Branch
 - BSB - Biomolecular Screening Branch
 - TB - Toxicology Branch
 - HSB - Host Susceptibility Branch
 - POB - Program Operations Branch

Kristen Fisher

- DIR - Division of Intramural Research
- EAG - Environmental Autoimmunity Group
- NL-Neurobiology Laboratory
- GISBL- Genomic Integrity and Structural Biology Laboratory
- STL- Signal Transduction Laboratory
- OSD - Office of the Scientific Director
- CRB - Clinical Research Branch

HR Specialists:

Nancy Delgais (Lead HR Specialist)
Angela Davis