

## **Level 3 Rating Justification**

### **Critical Element 1: Administrative Requirements for Supervisors**

As Director of the xxxxxxxxxxxxxxxxxxxx, IC, Mr./Ms. XXXXX supervises X employees and is responsible the xxxxxxxxxxxxxxxx management of over 1 billion dollars annually and the salaries and expense account for over 100 FTE's. She/he ensures employees are aware of developmental opportunities and appropriately recognizes and rewards employee performance. Mr./Ms. XXXXX treats all IC employees fairly, both those under her/his immediate supervision and the wider client base. She/he fosters a cooperative work environment where diverse opinions are solicited and respected.

### **Critical Element 2: Budget Obligation**

Mr./Ms. ensures funds are allocated with established allotments and statutory limits. She/he manages these and all other fiduciary responsibility in accordance with applicable requirements. Fiscal year close-out was managed by Mr./Ms. XXXXX and her/his staff ensuring funds (both IC and Roadmap) obligated with a minimum lapse balance and in accordance with Congressional direction and priorities of the NIH and IC.

### **Critical Element 3: Data Calls**

Mr./Ms. XXXXX responds to the annual budget request and ad hoc requests with timely and accurate data. She/he provides clear and consist data usually within extremely short time frames.

### **Critical Element 4: Advice and Guidance**

She/he meets regularly with Division Directors and program staff to plan and project funding requirements, both in the operating year and for future budget needs. She/he takes the time to explain complex requirements to customers in a consistently effective manner. Mr./Ms. XXXXX's efforts allow IC to maintain xxxxxxxx excellence and efficiency.

### **Critical Element 5: Audits and internal controls**

Submission of analyses, reports, and other requested information is consistently submitted in a timely and accurate manner.

### **Critical Element 6: Utilization of Information Technology**

Mr./Ms. XXXXX continually encourages staff to increase reliance on electronic technology to reduce paperwork and appropriately manage complex data on shared drives. She/he meets regularly with IT and grants management staff to develop and enhance tools to track and project expenditures.