**Documents to Include in RGE-EDGE Submissions**

* Completed Research Scientist Record (RSR) or Development Scientist Record (DSR)
* Note there are different templates for Research and Development
* Approval Sheet (available in WORD or PDF version) signed by you, your supervisor, and your center director (or equivalent)
* Copies of three selected contributions
* Each contribution should be a specific product (paper, dataset, map, presentation, patent, etc.)
* Include no more than three items
* PDFs are preferred
* URLs ok for large products that are freely available for download
* Letter for conversion / reclassification to RGE or EDGE from Center Director
* Required only for scientists requesting conversion into RGE or EDGE
* Must state that the Center Director supports the review for conversion or reclassification into a Research or Development position
* Are you already an RGE or EDGE scientist? This letter is not needed.
* Optional – External Impact Statements
* May be used to demonstrate impact or value of science. These should come from non-USGS sources only.
* See guidance document
* Optional – Letter of support from supervisor or center director
* May be used to provide input to panel, on top of reference conversation with panel members.

*Not needed: Position Description and OF-8 cover sheet; do not include with your package.*

**Due dates**

* March 21 for Spring-Summer cycle
* September 21 for Fall-Winter cycle
* When these dates fall on weekends, use the following Monday

**Ready to submit your RGE / EDGE package?**

* Ready to submit your completed package? Email it to: submit\_rge-edge@usgs.gov
* You will receive confirmation of receipt
* Submit all files, *as attachments*, not links, in a single email, if possible
	+ Break into multiple emails if needed
	+ Contact us for extreme file size issues

Use RGE-EDGE@usgs.gov for general questions

Use submit\_rge-edge@usgs.gov ONLY to submit your documents