NATIONAL SCIENCE FOUNDATION

Proposal Review Panels for «org\_long\_name» (#1192)

«progElemName» «panl\_name»

Panel ID: «panl\_id»

«panl\_bgn\_date» – «panl\_end\_date» 8:30am – 5:00pm

PRIVATE MINUTES

The panel “«panl\_name»” convened at the National Science Foundation, 2415 Eisenhower Avenue, Alexandria, VA in a closed session starting on «panl\_bgn\_date» to review and evaluate «Nprop» proposals («Nproj» projects). The proposals were submitted in response to the Computer and Information Science and Engineering (CISE) Computing and Communication Foundation «Pgm\_annc\_name», «pgm\_annc\_id».«panl\_loc»

Panel composition: «Nrevr» panel members participated in person.

These NSF staff served as Designated Federal Official(s) during the meeting:

«officiating»

«addl\_pd1»

«addl\_pd2»

The meeting began with «short\_name» welcoming the panelists followed by a description of «Pgm\_annc\_name», the review procedures, and conflict of interest (COI) rules. Panelists were cautioned about the confidentiality of the proposals under review and of the confidentiality of the identities of the panel members and the review discussions. All the panelists read and signed the NSF Conflict of Interests (COI) form.

Reviewers on the panel were identified as having conflict of interest with these proposals:

These program directors or observers had conflicts that caused them to absent themselves from discussions of proposals.

*Note: list names & proposal numbers. Delete if not applicable.*

Program directors obtained waivers for the following panelist conflicts:    
*Note: list conflicts and reason for waiver, or Delete if not applicable*

The closed sessions dealt with the review and evaluation of proposals. The proposals contained information of a proprietary or confidential nature, financial data (such as salaries), and personal information concerning individuals associated with the proposals. These matters fall within exemptions 4 and 6 US Code 552b(c), Government in Sunshine Act. A federal officer was present at every session.

The panel reviewed and evaluated proposals for suitability of funding. Prior to the panel meeting, all reviewers had been informed of the set of proposals they were to review electronically using FastLane. Panelists were requested to specifically address the intellectual merit and broader impact of each proposal, in both written reviews and in panel discussions. Each proposal had at least three members who had written individual reviews and assigned individual ratings of Excellent (E), Very Good (VG), Good (G), Fair (F) or Poor (P) to each proposal. Panelists had been asked to complete their initial reviews prior to the meeting, except for material related to the discussion. This was added to the reviews at the meeting.

All obvious conflicts of interest were prevented by prior assignment of proposals to panelists. The program officer present handled any other potential conflicts of interest that arose. Conflicts required the conflicted panelist to leave the room, or to log off from the virtual panel interface. Panelists did not participate in discussion of any proposals with which they had a conflict of interest.

In cases where a project received no on-time review rating higher than Good (G), and where all reviewers agreed that that the reviews provided adequate assessment of the project's merit and adequate feedback to the PI, the panel could opt not to discuss the project, to reserve the time to discuss higher rated proposals in greater detail. These proposals were noted as “Not Discussed by Panel” (NDP). For each proposal discussed by the panel, a scribe captured the discussion in a panel summary and the panel gave a recommendation to NSF for further consideration of Highly Competitive (HC), Competitive (C), Low Competitive (LC), and Not Competitive (NC). Copies of the individual reviews and panel summary (if applicable) will be sent to the principal investigator.

These minutes are an accurate summary of the matters discussed and conclusions reached at this meeting.

Certified by:

«signed» «today»

CISE/CCF

Panel Minutes must be completed and signed within 90 days of the panel.