

Guidance for panel week

Confirmation of the non-discussion list (Monday morning)

- Primary and scribe panelists should be prepared to state whether or not you agree or disagree with the non-discussion designation of any proposal you are assigned.
- Panelists may also make additional ND suggestions at this time.

Proposal discussion process (20 minutes of discussion time is scheduled for each proposal)

1. The Program Officer introduces the proposal and ensures that conflicted individuals leave the room.
2. The Primary panelist provides a brief overview of the proposal and reviews. Informative and efficient delivery of comments keeps us on schedule. Please aim to complete this overview in six minutes or less.
 - Start with a short synopsis of objectives of the proposal.
 - Summarize the strengths and weaknesses of both the intellectual merit and broader impacts.
 - Summarize the main points from the ad hoc reviews; address wide spread ratings or outlier reviews.
 - Give your overall evaluation of the proposal.
 - Comment on whether or not the data management plan is in line with OCE or NSF requirements.
 - If there is postdoctoral funding, comment on whether or not the mentoring plan is adequate.
3. Scribe and Readers comments should provide **additional** insights on the merit of the research and note any other highlights from the reviews. This can include reinforcement of points already made, but not repeating them in detail. Questions and discussion are appropriate, but remember to be efficient.
4. Any unassigned panelist interested in the proposal can comment or ask questions.
5. Before discussion concludes, **the Scribe should ensure they have recorded the important points** so they can write the Panel Summary. Instructions for writing panel summaries will be provided at the beginning of panel deliberations.
6. Each assigned panelist will provide a rating and then we move on to the next proposal.
7. Panels for the four Ocean Sciences programs (Physical, Chemical, Biological Oceanography, and Marine Geosciences) occur simultaneously and allow for joint discussions of interdisciplinary proposals. Proposals that cross disciplinary boundaries within Ocean Sciences (e.g. BO and MGG) are co-reviewed in a joint panel discussion. If you are assigned to one of these you will discuss this with colleagues from the other panel in a different room. You are asked to assess the biological aspects of the proposal. Typically the discussion will alternate between panelists from the two (or more) panels. Try to limit your comments to aspects that have not already been stated, as these discussions often go longer than necessary.

Discussion tips:

- Each proposal must be evaluated on its own merit, therefore **avoid comparisons with other proposals**.
- **Budgets** should be discussed if they seem inappropriately high or low for the work proposed. Otherwise, such discussions are not time well spent.
- **Ship time and expenses** are fair game and important. While ships come out of a separate budget, they are a real expense and a finite resource that should weigh into consideration of funding. If you consider the ship expense too little bang for the buck, then we want to know it.

Panel wrap up (Friday)

- A summary of the highest ranked proposals will be presented and discussed.
- You will be asked to identify which proposals you consider transformative or high risk/high reward. More information on NSF's definition of transformative research is available here: https://www.nsf.gov/about/transformative_research/index.jsp