

# Memorandum

**TO:** Gisele Muller-Parker, NSF COV Coordinator, OD/OJA  
**FROM:** Karen Marrongelle, Assistant Director, EHR *KM*  
**DATE:** May 14, 2019  
**SUBJECT:** Diversity and Conflicts of Interest - Committee of Visitors (COV) for the Division of Undergraduate Education (DUE)

On November 8- 9, 2018, a Committee of Visitors (COV) convened at NSF in Alexandria, Virginia, to review the programs managed by the Division of Undergraduate Education (DUE)- specifically:

- Advanced Technological Education (ATE)
- Improving Undergraduate STEM Education (IUSE : EHR)
- NSF Scholarships in STEM (S-STEM)
- Robert Noyce Teacher Scholarship Program
- I-Corps for Learning (I-Corps L)

The COV report was discussed and accepted at the EHR Advisory Committee meeting on April 25, 2019. This memo summarizes the diversity, independence, balance, and resolution of conflicts of interest of this COV.

The credibility of the COV mechanism rests, in large measure, on the selection of credible, independent experts who are able to provide balanced and impartial assessments to NSF. Before experts were invited to serve on the DUE COV, the Division Director and Deputy Division Director of DUE were consulted regarding potential candidates. Program officers in DUE were also instrumental in identifying candidates.

The COV consisted of 11 members (including the chair) who were selected for their expertise related to the mission of the division and the goals and activities supported by the programs. The chair of the COV represented the EHR Advisory Committee. In view of the relatively small size of the group, the COV was reasonably balanced with respect to the types of institutions supported through the programs, underrepresented groups, and geography.

## Summary of Diversity of COV Membership

Characteristic	No. of COV Members
Member of EHR Advisory Committee	1
Organization Type	
University	6
Four-Year College	2
Two-Year College	1
College System	
K-12 School or Local Education Agency (LEA)	
Business/Industry	
Non-Profit Research Organization/Foundation	2
Federal or State Government Agency	
Professional Society/Membership Organization	
Geographic Location	
Northeast (New England, Mid-Atlantic)	2
Midwest	2
South	2
West	5

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Gender	
Male	3
Female	8
Race	
American Indian or Alaska Native	
Asian	
Black or African American	2
Native Hawaiian or Other Pacific Islander	
White	8
Other	
Two or More Races	1
Unknown	
Ethnicity	
Hispanic or Latino	1
Not Hispanic or Latino	10
Unknown	
Persons with Disabilities	0

COV members were briefed about confidentiality and conflicts of interest (COIs) during an orientation webinar before the meeting, as well as at the beginning of the meeting at NSF. Each COV member completed a Conflicts-of-Interest and Confidentiality Statement (NSF Form 1230P) and identified his or her potential conflicts before beginning work. Conflicts were managed in the COV Module in the Electronic Jacket (eJacket) application. COV members who had a COI with particular proposals or awards were not allowed to view the related records or to participate in related discussions.