

# Memorandum

**TO:** Gisele Muller-Parker, NSF COV Coordinator, OD/OIA  
**FROM:** William J. (Jim) Lewis, Assistant Director (Acting), EHR  
**DATE:** September 25, 2018  
**SUBJECT:** Diversity and Conflicts of Interest — Committee of Visitors (COV) for the EHR Core Research (ECR) program

On October 24–25, 2016, a Committee of Visitors (COV) convened at NSF in Arlington, Virginia, to review the EHR Core Research (ECR) program, a directorate-wide program within the Directorate for Education and Human Resources (EHR). The COV report was discussed and accepted at the EHR Advisory Committee meeting on November 30, 2016. 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. Because all four EHR divisions participate in the ECR program, the Division Directors, Deputy Division Directors, and ECR program officers in all the divisions were consulted to identify potential candidates for the committee.

The COV consisted of seven members (including the chair) who were selected for their expertise related to the goals and activities supported by the program. 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 in comparison with the characteristics of the applicant pool for the program.

## Summary of Diversity of COV Membership

Characteristic	No. of COV Members
Member of EHR Advisory Committee	1
Organization Type	6
University	
Four-Year College	
Two-Year College	
College System	
K-12 School or Local Education Agency (LEA)	
Industry	
Non-Profit Research Organization/Foundation	1
Federal or State Government Agency	
Professional Society/Membership Organization	
Geographic Location	
Northeast (New England, Mid-Atlantic)	1
Midwest	
South	5
West	1
Gender	
Male	3
Female	4

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Race	
American Indian or Alaska Native	
Asian	1
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	6
Other/Unknown	
Ethnicity	
Hispanic or Latino	1
Not Hispanic or Latino	6
Unknown	
Persons with Disabilities	1

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.