

Memorandum

TO: Steve Meacham, NSF COV Coordinator, OD/OIA
FROM: William J. (Jim) Lewis, Assistant Director (Acting), EHR
DATE: December 15, 2017
SUBJECT: Diversity and Conflicts of Interest — Committee of Visitors (COV) for the Division of Human Resource Development (HRD)

On November 29, 2016, a Committee of Visitors (COV) convened at NSF to review the programs managed by the Division of Human Resource Development (HRD)—specifically:

- ADVANCE
- Alliances for Graduate Education and the Professoriate (AGEP)
- Centers of Research Excellence in Science and Technology (CREST)
- Historically Black Colleges and Universities – Undergraduate Program (HBCU-UP)
- Louis Stokes Alliances for Minority Participation (LSAMP)
- Tribal Colleges and Universities Program (TCUP)

The COV report was discussed and accepted at the EHR Advisory Committee meeting on June 13, 2017. 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 HRD COV, the Division Director and Deputy Division Director of HRD were consulted regarding potential candidates. Program officers in HRD were also instrumental in identifying candidates.

The COV consisted of nine members who were selected for their expertise related to the mission of the division and the goals of 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	
Two-Year College	1
College System	1
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	4
South	1
West	3

(continued)

Gender	
Male	5
Female	4
Race	
American Indian or Alaska Native	1
Asian	
Black or African American	3
Native Hawaiian or Other Pacific Islander	
White	4
Other/Unknown	1
Ethnicity	
Hispanic or Latino	2
Not Hispanic or Latino	7
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.