PROPOSAL REVIEW PANEL FOR UNDERGRADUATE EDUCATION
NATIONAL SCIENCE FOUNDATION

Advisory Committee Charter

1. **Committee's Official Designation** Proposal Review Panel for Undergraduate Education (the Committee), #1214

2. **Authority** This Committee is established in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App. and the National Science Foundation Act of 1950, as amended, 42 U.S.C. §1861 et. seq.

3. **Objective and Scope of Activities** Advise the National Science Foundation (NSF) on the merit of proposals requesting financial support for research and education-related. The panel will review proposals submitted to NSF under the purview of the Division of Undergraduate Education (DUE).

4. **Description of Duties** Review and evaluate proposals, which may include site visits, and provide written recommendations on proposals as part of the selection process for awards. May evaluate and provide advice on the progress of awarded proposals.

5. **Official to Whom the Committee Reports** The Committee reports to the Division Director of Undergraduate Education.

6. **Agency Responsible for Providing the Necessary Support** The National Science Foundation will be responsible for financial and administrative support.

7. **Estimated Annual Operating Costs and Staff Years** The estimated annual operating cost of the Committee is about $923,539 that includes about $147,952 in staff support costs. Staff support is approximately 0.9 person-years.

8. **Designated Federal Officer** A full-time or permanent part-time NSF employee will serve as the Designated Federal Officer (DFO). The DFO will approve or call the Committee meetings, prepare and approve meeting agendas, attend committee meetings, and adjourn any meeting when the DFO determines adjournment to be in the public interest. The Division Director of DUE will serve as DFO. The alternate DFO is the program manager, director, or official running the review panel meeting or managing the site visit.

9. **Estimate Number and Frequency of Meetings** The committee will meet approximately 45 times a year.

10. **Duration** It is expected that the Committee will continue indefinitely with renewals of the charter every two years as required under FACA.

11. **Termination** The committee is subject to biennial review and will terminate 2 years from the date the charter is filed, unless the charter is renewed in accordance with Section 14 of FACA.

12. **Memberships and Designation** Membership is expected to consist of approximately 1,100 people annually. The subject and number of proposals to be reviewed determine the

number of members attending each meeting. Members are selected to achieve a balance of viewpoints and expertise in scientific areas encompassed by DUE activities. Every effort is made to achieve a diverse membership that includes individuals from underrepresented groups and different geographic regions.

Members will either be Special Government Employees (SGE) or Regular Government Employees (RGE).

13. Recordkeeping The records of the Committee and any subcommittee(s) shall be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552, and 5 U.S.C. App. 2 § 10, as appropriate.

14. Certification This Committee is determined to be necessary and in the public interest.

Susan Singer
Division Director
Division of Undergraduate Education

Joan Ferrini-Mundy
Assistant Director
Directorate for Education and
Human Resources

Date Filed with Congress:
July 1, 2016