DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institutes of Health
Bethesda, Maryland 20892

www.nih.gov

CHARTER

CENTER FOR SCIENTIFIC REVIEW ADVISORY COUNCIL

AUTHORITY

Authorized by 42 U.S.C. 282(b)(16), section 402(b)(16) of the Public Health Service Act, as amended. The Center for Scientific Review Advisory Council (CSRAC) is governed by the provision of the Federal Advisory Committee Act, as amended (5 U.S.C. app.), which sets forth standards for the formation and use of advisory committees.

OBJECTIVE AND SCOPE OF ACTIVITIES

The CSRAC will provide advice to the Director, Center for Scientific review (CSR), on matters related to planning, execution, conduct, support, and evaluation of the peer review of grant applications.

DESCRIPTION OF DUTIES

The CSRAC will advise the Director, CSR, concerning matters of policy and practice pertaining to monitoring of, coordination of, and evaluation of peer review at CSR. The CSRAC will also advise the Director, CSR concerning matters of policy and practice relating to the receipt, referral, and peer review in CSR. CSRAC's recommendations and advice regarding CSR peer review operations will be made to the Director, CSR.

AGENCY OR OFFICIAL TO WHOM THE COUNCIL REPORTS

The CSRAC will advise, assist, consult with, and make recommendations to the Director, CSR.

SUPPORT

Management and support services will be provided by the Office of the Director, CSR.

ESTIMATED ANNUAL OPERATING COST AND STAFF YEARS

The estimated annual cost for operating the CSRAC, including compensation and travel expenses for members, but excluding staff support, is $145,453. The estimated annual person-years of staff support required is 0.3 at an estimated cost of $76,599.

DESIGNATED FEDERAL OFFICER

The Director, CSR, will assign a full-time or permanent part-time CSR employee as the Designated Federal Officer (DFO) of the committee. In the event that the DFO cannot fulfill the assigned duties of the committee, one or more full-time or permanent part-time CSR employees will be designated by the Director, CSR to fulfill these duties on a temporary basis.

The DFO will approve all of the CSRAC's and subcommittees' meetings, prepare and approve all meetings agendas, attend all committee and subcommittee meetings, adjourn any meeting when it is determined to be in the public interest, and chair meetings when directed to do so by the Director, CSR.

ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

Meetings of the full Council will be held approximately two times within a fiscal year. Meetings will be open to the public except as determined otherwise by the Secretary of Health and Human Services in accordance with subsection (c) of section 552b of Title 5 U.S.C. Notice of all meetings will be given to the public. In the event a portion of a meeting is closed to the public, as determined by the Secretary, in accordance with the Government in the Sunshine Act (5 U.S.C. 552b(c)) and the Federal Advisory Committee Act, a report will be prepared which will contain, as a minimum, a list of members and their business addresses, the Committee's functions, dates and places of meetings, and a summary of the Committee's activities and recommendations made during the fiscal year. A copy of the report will be provided to the Department Committee Management Officer.

DURATION

Continuing.

TERMINATION

Unless renewed by appropriate action, the Center for Scientific Review Advisory Council will terminate two years from the date the charter is filed.

MEMBERSHIP AND DESIGNATION

The CSRAC will consist of 11 members appointed by the Director, NIH and 1 non-voting ex officio member, the Director, CSR, who will serve as Chair. Appointed members will be selected from those who are knowledgeable in fields relevant to the peer review mission of NIH and have had experience with peer review. Members may include experts such as physicians, basic and clinical investigators, directors of training programs, and representatives of small business concerns. All non-Federal members serve as Special Government Employees. Members and the Chair will be invited to serve for overlapping terms of up to four years. A member may serve after the expiration of that member's term until a successor has taken office. A quorum for the conduct of business by the full Committee will consist of a majority of currently appointed members.

SUBCOMMITTEES

As necessary, subcommittees and ad hoc working groups may be established by the DFO within the CSRAC's jurisdiction. The advice/recommendations of a subcommittee/working group must be deliberated by the parent CSRAC. A subcommittee may not report directly to a Federal officer unless

there is statutory authority to do so.

Subcommittee membership may be drawn in whole or in part from the parent CSRAC. All subcommittee members may vote on subcommittee actions and all subcommittee members' count towards the quorum for a subcommittee meeting. Ad hoc consultants do not count towards the quorum and may not vote. A quorum for a subcommittee will be three members. The Department Committee Management Officer will be notified upon establishment of each standing subcommittee and will be provided information on its name, membership, function, and estimated frequency of meetings.

RECORDKEEPING

Meetings of the CSRAC and its subcommittees will be conducted according to the Federal Advisory Committee Act, other applicable laws and Departmental policies. CSRAC and subcommittee records will be handled in accordance with General Records Schedule 6.2, Federal Advisory Committee Records, or other approved agency records disposition schedule. These records will be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

FILING DATE

March 31, 2017

APPROVED

3/16/2017
Date

Director, NIH