



## CHARTER

### CENTER FOR SCIENTIFIC REVIEW ADVISORY COUNCIL

#### **COMMITTEE'S OFFICIAL DESIGNATION**

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 (PHS) Act, as amended. The Center for Scientific Review Advisory Council (Committee or CSRAC) is governed by the provisions of the Federal Advisory Committee Act, as amended (5 U.S.C. App. 2).

#### **OBJECTIVES AND SCOPE OF ACTIVITIES**

The Committee 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 Committee 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 Committee will also advise the Director, CSR concerning matters of policy and practice relating to the receipt, referral, and peer review of grant applications in CSR. The Committee'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, 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 \$17,509. The estimated annual person-years of staff support required is 0.2 at an estimated cost of \$40,426.

#### **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 assigned as DFO and carryout these duties on a temporary basis.

The DFO will approve or call all of the Committee'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 (Secretary) 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 (appointed members) 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. Appointed members may include experts such as physicians, basic and clinical investigators, directors of training programs, and individuals knowledgeable about small business concerns. All appointed members must be eligible to serve as and will serve as Special Government Employees. Appointed members will be invited to serve for overlapping four-year terms. An appointed member may serve 180 days 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 Committee's jurisdiction. The advice/recommendations of a subcommittee/working group must be deliberated by the parent advisory committee. A subcommittee/workgroup 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 are not members, 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. Committee 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, 2021

### **APPROVED**

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Date

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Principal Deputy Director, NIH