

Memorandum

DATE: 16 December 2019

TO: Linnea Avallone
Senior Staff Associate and COV Coordinator, Office of Integrative Activities (OIA)

FROM: Arthur Lupia
Assistant Director, Directorate for Social, Behavioral & Economic Sciences (SBE)

SUBJECT: SBE Division of Behavioral & Cognitive Sciences (BCS) Committee of Visitors (COV):
Committee Member Diversity and Conflicts of Interest Management

2019 BCS COV Meeting & Committee Membership

The Committee of Visitors (COV) for SBE’s Division of Behavioral & Cognitive Sciences (BCS) met at NSF on September 11-13, 2019; the COV report was approved at the SBE Advisory Committee meeting on December 12 & 13, 2019 at NSF. The BCS COV consisted of twenty-five members selected for their expertise related to one or more of the programs within the Division. The COV members provided a balance with respect to the geographic location of institutions, gender, and inclusion of members from underrepresented groups.

| Summary of Diversity of BCS COV Membership | | # of COV Members |
|--|---------------------------------------|------------------|
| Member of SBE Advisory Committee | | 1 |
| Organization Type | University, 4-year | 23 |
| | Independent nonprofit organization | 1 |
| | Public/Private Foundation | 1 |
| Geographic Location | Northeast (New England, Mid-Atlantic) | 8 |
| | Midwest | 5 |
| | Southeast | 2 |
| | Southwest | 3 |
| | West | 7 |
| Gender | Male | 9 |
| | Female | 16 |
| Race/ Ethnicity | White | 14 |
| | Black or African American | 1 |
| | Asian | 4 |
| | American Indian or Alaskan Native | 1 |
| | Native Hawaiian or Pacific Islander | 0 |
| | Hispanic or Latino | 5 |
| Persons with Disabilities | | 0 |

Conflicts of Interest (COI) Management

COV Members were briefed via webinar prior to the meeting, as well as at the start of the COV meeting on issues relating to Conflict of Interest (COI). COI briefings are critical as the COV reviews actions that include the reading of proposals, reviews, and award recommendations (or proposal declinations), as well as commenting on the management of the merit review process in general.

Each COV member completed, signed and returned the NSF Conflicts of Interest and Confidentiality Statement (NSF form 1230P) prior to viewing any proposal actions. Known conflicts of interest (such as those involving the home institutions of COV members), as well as reported conflicts of interest by COV members were entered into the Electronic Jacket (eJacket) COV module prior to granting COV members access to the electronic system for COV review. Other COIs were documented and entered into eJacket as they became known over the course of the review. Entering these COIs prevented COV members from electronically accessing proposals with which they were conflicted. COV members who had a COI with particular proposals or awards were not allowed access to the records associated with those proposals or awards, and those members were not allowed to participate in discussions of the actions with which they had a COI.

The BCS Division Director, Deputy Division Director, and Associate Program Manager were available to answer questions and resolve issues regarding conflicts of interest at all times prior to and during the COV meeting.