

## ACTION ITEMS

CMMI will pursue the following action items will be undertaken by CMMI in pursuit of organizational excellence.

1. An ongoing effort will be training program directors in methods for reviewing and processing proposals, and in dealing with conflicts of interest. New program directors will be assigned a mentor to help bring them up to speed on NSF procedures and electronic systems, and training will be provided as available through the NSF Academy. In addition, during fiscal year 2007, CMMI will develop a set of training activities and provide training opportunities for all program directors.
2. Develop of a set of best practices for addressing program director conflict of interest in a panel meeting, or for dealing with other types of conflicts, or for selecting panelists, and so on. Best practices will be implemented through check lists for important activities, such as setting up and running panels. Best practices will be kept on a Web page accessible to CMMI staff.
3. Appoint search committees to begin the search process for replacing program director positions that are now or will soon be vacant. These committees will include standing committees available for recruitment actions as necessary. CMMI will likely need to replace four to five program director positions each year.
4. Recruit support staff to fill vacant positions. The goal is to fill any new all open positions within 90 days.
5. Train for program directors and program assistants on making travel arrangements. Because of problems with FedTraveler, CMMI will appoint a FedTraveler point-of-contact. This person will expedite all travel actions and trouble-shoot all problems. The divisional goal is to have all travel reimbursements for staff and panelists made within 30 days of the date of return from travel.
6. Establish themes and key topics for ENG and NSF, looking at the roles of new fields and their integration into CMMI programs, as well as the integration of CMMI technologies into emerging areas. CMMI will continue to improve and develop its means of enabling transformative research.