

OFFICE OF INTERNATIONAL AFFAIRS  
NATIONAL RESEARCH COUNCIL  
Quarterly Performance Report to USAID  
Period 10 of 16: September 20, 2000 - December 20, 2000

RESEARCH SUPPORT PROGRAM  
PCE-A-00-98-00008-00

I. CURRENT STATUS

During this reporting period, emphasis has been on the preparation for the eight AID peer review panels. This was followed by proposal review meetings over a three-week period. At the conclusion of the panels, summaries were prepared of each panel, followed by summaries of each of the 54 proposals reviewed in the panels. Associated activities are described below.

- \* Completed processing of incoming FY2001 full proposal submissions and updated the database.
- \* Finished locating external reviewers for the review panels, and located alternate reviewers as reviewers dropped out.
- \* Set up and monitored a review of a proposal by a conference call involving four expert reviewers.
- \* Provided necessary logistical support for the USAID panel review meetings, including copying, faxing, room setup, and keeping contact with external reviewers and receiving information from them.
- \* Recorded pertinent meeting information, such as reviewer discussion, recommendations, rankings, and grades for each proposal.
- \* Collected reviewer comments, scanned, edited, and prepared them according to CDR and MERC program requirements.
- \* Began technical summaries of the proposals reviewed based on panel discussions.
- \* Prepared summaries of all MERC reviews (under accelerated deadline), reflecting the panel decision and the basis for the decision.

- \* Updated the Review 21 database to reflect post-panel review additions.
- \* Put together and mailed thank you letters and panel review summary to reviewers.
- \* Put together and distributed materials (guidelines, proposals, evaluation forms) to participants and relevant AID missions in preparation for the meeting of the MERC Executive Committee.
- \* Received and processed the CDR FY2002 preproposal submissions and updated the database accordingly.
- \* Continued to receive and process annual and management reports, updating the database accordingly, and notifying researchers of their receipt.
- \* Continued to communicate with researchers and answer appropriate questions regarding their submissions for FY2000 and FY20001.

## II. DISCUSSION

This period covered the second quarter of the review cycle 21. Over one hundred scientists were involved in the panel review process. Each reviewed proposals and attended a full day meeting, showing the support in the scientific community for the peer review process and these programs in particular. This unexpectedly large and complex review cycle was successfully completed. Four of the proposals were not suitable for review in any of the panels and a new procedure was devised of telephone conference reviews by four experts. One of these reviews has already been completed successfully.

## III. FUTURE ACTIVITIES

The day to day support activities for the CDR, CAR and MERC will continue. The next quarter will have as its major activity the oversight of preproposal review for CDR, CAR and MERC. Other major activities will include preparation of the documents required for drafting the USAID Decision Sheets for all of the proposals that were reviewed as well as the continuing summarization of semi-annual reports as they arrive. It is also anticipated that the groundwork will be laid for mid-term site-visits.