

OFFICE OF INTERNATIONAL AFFAIRS
NATIONAL RESEARCH COUNCIL
Quarterly Performance Report to USAID
Period 13 of 16: June 20, 2001 - September 19, 2001

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

I. CURRENT STATUS

During this reporting period, special emphasis has been on 1) initiating the peer-review process for 33 full proposals from the CDR program, 2) processing the Response to Provisos from CDR21 and MERC21 reviews, and 3) replacing our Program Assistant. Some details and additional activities are listed below.

- Processed the Response to Provisos for CDR21, CDR/CAR21, and MERC21, and the MERC22 fast-tracks
- Processed decline letters for MERC21.
- Provided logistical support for three site-visit consultancies.
- In consultation with sponsor, developed alternative scenarios for CDR/CAR/MERC22 review, with consensus on four CDR review panels, two proposals for external review, and MERC22 review deferred until early 2002.
- Developed slates of potential reviewers for each panel and proposal (with assistance of Mike Hall of AAAS for Land Use and Restoration Panel), and arranged schedules, facilities, and mailings.
- Updated appropriate databases to reflect proposal confirmations, Response to Provisos, mission clearance, grant agreements, new grant information, reports, etc.
- Reconciled RSP final report filing system with USAID system.
- Mailed preproposal guidelines for CDR to all target country missions.
- Prepared a procedural manual for the new Program Assistant.

- Hired and initiated training of new Program Assistant.
- Summarized semi-annual and final reports in the PSTC, CDR, and CDR/CAR programs as well as quarterly reports in the MERC program.
- Started archiving of files of projects containing a final report and completed for more than three years.
- Provided information and handled routine correspondence to researchers regarding program guidelines and proposal preparation.

II. DISCUSSION

This period we lost our excellent Program Assistant, Anna Koppel, to graduate school (SAIS). We were fortunate to find a suitable replacement, Danielle Bird, who is rapidly learning the responsibilities of her new position while carrying out the full duties of her predecessor. The groundwork for the four AID/CDR peer-review sessions in October is progressing satisfactorily. At the end of this reporting period we have completed technical and logistical preparations, with an adequate number of confirmed reviewers for all submissions.

III. FUTURE ACTIVITIES

The primary focus of the next three months will be preparation of summary sheets for each of the peer-reviewed proposals, along with implementation of the other support activities associated with the decision-making process. In addition, the foundations will be laid for the February MERC meetings.

The unobligated balance of funds available as of 09/19/2001 was \$81,647.76, which we anticipate sufficient for operations through late November.