

OFFICE OF INTERNATIONAL AFFAIRS
NATIONAL RESEARCH COUNCIL
Quarterly Performance Report to USAID
Period 16 of 16: March 20, 2002 - June 19, 2002

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

I. CURRENT STATUS

Primary emphasis this quarter has been on preparing the revised 22 cycle approved projects for action. This included examining the responses to provisos and contacting PI's for additional information and/or documents where necessary. Other associated activities are described below.

- The mailing of decision packages for the Review 22 cycle has been initiated including mailing out approval letters for CDR22 (C22-003, 005,027) and MERC approvals-M22-034, 006,023,029 and CDR/CAR22.
- Processed and checked mission clearance request packages for approved CDR22 and CDR/CAR22 approved proposals to the corresponding missions;
- Updated the electronic files with Review 21 proposal and Review 22 preproposal decision letter information and transmitted them to the US Embassy in Israel;
- Prepared an updating of the OYB 2002 database to reflect recently granted projects, tracking the status of projects on hold (awaiting granting, in negotiations, etc.) and presented the results to the sponsor for use in funding decisions;
- Received checked and reviewed the responses to provisos for the CDR/CAR22, and MERC23 fasttrack proposals; took appropriate action when not complete and passed the material to the sponsor for appropriate action;
- Updated the Research Support Program website with current program guidelines;
- Continued to receive, process and summarize progress reports from researchers with active grants;
- Continued ongoing communications with researchers, providing them with program guidelines and answering questions about grants, the review process or program policy.
- Prepared position description and began necessary procedures for hiring a new staff member to replace Danielle Bird.
- Attended and provided technical and administrative support for the MERC executive committee full proposal meeting and processed notes of the meeting.
- Prepared draft approval and decline letters for MERC22, CDR22, CDR/CAR22 and CDR, CAR, and MERC 23 preproposal reject letters.
- Continued to update the REVIEW23 database regarding the researchers' confirmations for submitting full proposals.
- Provided draft conditions of the MERC preproposal review meeting to sponsor and processed MERC23 acceptance and reject letters.
- Processed all full proposal summaries for MERC (including declined projects) to check for compliance with preproposal conditions.

- Arranged a conference call for CDR project C22-021, had the call and prepared summary of the results of the conference call.
- Prepared full proposal summaries for the MERC22 full proposal review.
- Organized and held CAR23 preproposal review meetings. Began preparing conditions for acceptance letters
- Continued to update the funded database as copies of grant agreements for CAR and MERC arrive.

II. DISCUSSION

This quarter has been devoted to taking the myriad actions necessary to finalize grants for action by the sponsor, and preparing for the next round of reviews. We are current with all our responsibilities. A large amount of time has been devoted to the Response to Provisos that have been greater in number, much broader, and much more detailed than in previous years. These have required a sustained effort to keep apace. Unfortunately for us but fortunately for her our current project assistant, Danielle Bird has decided to continue her education and is leaving for law school. July 17 will be her last day. Her replacement requires the necessary steps for finding a replacement. These are being initiated.

This report marks the completion of four years of our cooperative agreement. We continue to take pride in being associated with such a worthwhile USAID program and are devoted to contributing to its success. WE have received a two-year extension and wish to indicate that we will continue to give the program our careful attention and full cooperation with AID.

III. FUTURE ACTIVITIES

While most of the responses to provisos are well advanced, the remaining ones will be completed in the next quarter. Most of our attention will be devoted to preparing for the next cycle of reviews. This will involve the formation of five panels and reviews of over forty proposals submitted in the CDR and CDR/CAR programs. Some seventy specialized scientists will be located who are available at the appropriate time and are willing to donate their time to the review process. Considerable amount of time will, of necessity, be devoted to recruitment of a replacement for our project assistant.