

**NASA Ames Research Center
Office of the Chief Scientist**

Directed Research Proposal Non-Advocate Review Panel Charge

BACKGROUND

The NASA Ames Office of the Chief Scientist (OCS) has been charged with implementing a Non-Advocate Review (NAR) for the _____.

This project is managed by NASA Ames Research Center and funded by _____. _____ has determined that the proposed study is programmatically relevant and feasible within the constraints of the program. The agency has decided to implement this as a directed research study and has allocated the resources to complete all relevant work.

The OCS seeks your expertise in evaluating the scientific and technical merit, as well as the validity of the goals and objectives in this study. The review process will require you to sign the *Conflicts of Interest and Confidentiality Certification Agreement*, which shall be presented in a separate document

OBJECTIVE AND SCOPE OF ACTIVITIES

The NAR goal is to maximize the science and technology return for the current proposal, given the specifics and constraints of the project. The OCS and NAR panel will prepare a *Conclusions and Recommendations* document that summarizes NAR's evaluation of the project. This document will be given to the project team and the stakeholders.

DESCRIPTION OF DUTIES

Review of this study is intended to be an iterative process; as such, the OCS requests your participation with constructive critique in the following NAR activities:

- Meet with OCS in the introductory kick-off meeting to discuss logistics of the NAR and charge participants with their responsibilities.
- Review rationale, scientific/technical merit, and methodology of the directed study in an initial meeting/teleconference with the project team.
- Evaluate feasibility of the proposed research plan and experimental design, based on whether it enables completion of the stated specific goals and objectives. Complete the evaluation form
- Identify, discuss, and report to OCS the major weaknesses and risks of the current project. Additional criteria for the review of this proposal: (1) At least one feasible design concept identified. (2) Approach to engineering organisms validated by subject matter experts.
- Participate in follow-up meetings/teleconferences to discuss scientific merit of the directed study as needed.
 - If the reviewers identify any risks, challenges, issues, or concerns associated with the directed study that must be addressed prior to resuming review of the proposal, they may be documented and sent to the project team for consideration.
 - The PI/project team may be asked to respond to each of the questions, issues, or concerns posed by the NAR panel.
 - The NAR will conduct any necessary meetings with the project team to reconcile outstanding issues or concerns.
- Prepare a final report, *Conclusions and Recommendations* document that summarizes meetings with the project team, collaborative changes to the directed study, and specific recommendations that would strengthen the project and improve its scientific and technical value for NASA.

TIMELINES OF NAR PROCESS

It is the intension of OCS to complete NAR process in approximately 1 month from the time of the first introductory meeting.

GENERAL SCIENTIFIC/TECHNICAL MERIT CRITERIA

General Scientific/Technical Merit Criteria are listed in the *Directed Research Proposal Non-Advocate Review Evaluation Form* below, and need to be addressed in a separate document.

Please copy the form, address the questions, and indicate your assessment.

The purpose of this form is two-fold:

1. The completed form will be due by the time of the second meeting with project team, so the PI and the team may address major issues noted (NAR will be notified on the exact due date);
2. The completed form will be incorporated into the final *Conclusions and Recommendations* document at the end of the review process.

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**Directed Research Proposal Non-Advocate Review
Evaluation Form**

Following review of the manuscript of the proposal, please provide feedback to the OCS by addressing each of the following questions:

1. Are the specific goals and objectives clearly stated/defined?
2. Taking into account unique NASA operational constraints discussed in the proposal, does the research design appropriately address study goals and objectives?
3. Are the deliverables that result from this study well-defined and feasible?
4. Are the statistical requirements/design appropriate (if applicable)?
5. Do the investigators have the necessary skills and abilities to carry out the study?
6. Please identify strengths, weaknesses, and potential solutions for the items above.