

**NATIONAL INSTITUTES OF HEALTH  
COMMITTEE MANAGEMENT HANDBOOK**

NIH Letterhead - *Times New Roman 11 point*  
Revised Sept. 2015

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**CHARTER  
NATIONAL INSTITUTE ON PODIATRY SPECIAL EMPHASIS PANEL**

**AUTHORITY**

**Authorized by** 42 U.S.C. 282 (b)(16), section 402(b)(16) of the Public Health Service Act, as amended. The National Institute on Podiatry Special Emphasis Panel (SEP) is governed by the provisions of the Federal Advisory Committee Act, as amended, (5 U.S.C. app.), which sets forth standards for the formation and use of advisory committees.

**OBJECTIVES AND SCOPE OF ACTIVITIES**

The SEP reviews grant and cooperative agreement applications and contract proposals for research projects and for research and training activities in areas relevant to foot disorders and foot diseases in the human foot.

**DESCRIPTION OF DUTIES**

The SEP provides concept review of proposed contract or grant solicitations and reviews grant and cooperative agreement applications and contract proposals for research projects and for research and training activities in the broad areas of podiatry research.

**AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS**

The SEP will advise the Director, National Institutes of Health (NIH), and the Director, National Institute on Podiatry (NIP).

**SUPPORT**

Management and support services will be provided by the Scientific Review Program, Division of Extramural Activities, NIP.

**ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS**

The estimated annual cost for operating the SEP, including compensation and travel expenses for members, but excluding staff support, is [Insert Amount]. The estimated annual person-years of staff support required is [Insert % of Time], at an estimated annual cost of [Insert Amount].

**DESIGNATED FEDERAL OFFICER**

The Director, NIP, will assign a full-time or permanent part-time NIP employee to serve as the Designated Federal Official (DFO) of the SEP. A Scientific Review Official (SRO) will be assigned to each individual SEP meeting. In the event that the DFO or SRO cannot fulfill the assigned duties, one or more full-time or permanent part-time NIP or NIH employee will be assigned these duties on a temporary basis.

The DFO or SRO will approve or call all of the committee's meetings, prepare and approve all meeting agendas, attend all committee meetings, adjourn any meeting when it is determined to be in the public interest, and chair meetings when directed to do so by the Director, NIH or the Director, NIP.

### **ESTIMATED NUMBER AND FREQUENCY OF MEETINGS**

Meetings of the SEP will be held as necessary.

### **DURATION**

Continuing. ~~This SEP is authorized by statute with no specified end date.~~

### **TERMINATION**

In accordance with 42 U.S.C. 282(b)(16), section 402(b)(16), the Federal Advisory Committee Act does not apply to the duration of this peer review group. The Director, NIH, determines if the committee should be terminated.

### **MEMBERSHIP AND DESIGNATION**

Members and Chairs will be selected on an "as needed" basis in response to specific applications, proposals, or proposed solicitations to be reviewed. Members and Chairs will be selected from outstanding authorities in the various fields of the human foot, disorders of the foot, diseases of the foot, and podiatry-related research. All non-Federal members serve as NIH Peer Review Consultants.

### **RECORDKEEPING**

Meetings of the SEP will be conducted according to the Federal Advisory Committee Act, other applicable laws and Departmental policies. SEP records will be handled in accordance with General Records Schedule 6.2, Federal Advisory Committee Records, or other approved agency records disposition schedule. These records will be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

### **FILING DATE**

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### **APPROVED:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, NIH