

**NATIONAL INSTITUTES OF HEALTH
COMMITTEE MANAGEMENT HANDBOOK**

NIH Letterhead – *Times New Roman 11point*
Revised February 2021

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**CHARTER (*Times New Roman 12 point*)
BOARD OF SCIENTIFIC COUNSELORS
NATIONAL INSTITUTE ON PODIATRY**

COMMITTEE'S OFFICIAL DESIGNATION

Board of Scientific Counselors, National Institute on Podiatry

AUTHORITY

Authorized by 42 U.S.C. §§282(b)(16), 289a, sections 402(b)(16) and 492 of the Public Health Service Act, as amended. The Committee is being established in accordance with the Federal Advisory Committee Act, as amended (5 U.S.C. App. 2).

OBJECTIVES AND SCOPE OF ACTIVITIES

The National Institute on Podiatry's (NIP) Intramural Research Program conducts biomedical health related research in its own laboratories and provides advice to the Institute in carrying out its programs with respect to basic and clinical podiatry research. In order to secure unbiased and objective evaluation of intramural research programs and of the work of the individual scientist, expert scientists from outside the National Institutes of Health (NIH) are invited to join the Board of Scientific Counselors.

DESCRIPTION OF DUTIES

The Board of Scientific Counselors, NIP (Board), will review and evaluate the intramural program and the work of tenured, tenure track and staff scientists and physicians and shall also, as requested by the Director, NIH, undertake peer review of extramural funding applications as required by section 492 of the Public Health Service Act, as amended. The Board will be provided with a written description of the overall research to be reviewed. This written description should present the overall past accomplishments of the laboratories and their investigators since the last review was conducted. The written description will also present: the general aims, objectives and projected directions of the research to be conducted; appropriate background information on possible future research projects; a brief summary of the general research plan; and an indication of the importance of the research projects to their specific clinical and scientific disciplines.

The Board, after conducting the review, will prepare a written description of the research, the results of the review, and the recommendations of the laboratory and scientists concerning the intramural research programs.

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AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS

The Board will advise the Director, NIH; the Deputy Director for Intramural Research, NIH; the Director, NIP; and the Scientific Director, NIP.

SUPPORT

Management and support services will be provided by the Intramural Research Program, NIP.

ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS

The estimated annual cost for operating the Board, 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 as the Designated Federal Officer (DFO) of the committee. In the event that the DFO cannot fulfill the assigned duties of the committee, one or more full-time or permanent part-time NIP or NIH employee **will be assigned as DFO and carryout these duties on a temporary basis.**

The DFO will approve or call all of the **committee's** and its subcommittees' meetings, prepare and approve all meeting agendas, attend all **committee** and subcommittee 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 Director, NIP.

ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

Meetings of the full Board will be held approximately **[Insert Number]** within a fiscal year. Meetings will be open to the public except as determined otherwise by the Secretary of Health and Human Services (Secretary) in accordance with subsection (c) of section 552b of Title 5 U.S.C. Notice of all meetings will be given to the public. In the event a portion of a meeting is closed to the public, as determined by the Secretary, in accordance with the Government in the Sunshine Act (5 U.S.C. 552b(c)) and the Federal Advisory Committee Act, a report will be prepared which will contain, as a minimum, a list of members and their business addresses, the Board's functions, the dates and places of meetings, and a summary of the Board's activities and recommendations made during the fiscal year. A copy of the report will be provided to the Department Committee Management Officer.

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DURATION

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

TERMINATION

In accordance with 42 U.S.C. §282(b)(16), section 402(b)(16) of the Public Health Service Act, as amended, the Federal Advisory Committee Act does not apply to the duration of the Board. The Director, NIH, determines if the Board should be terminated.

MEMBERSHIP AND DESIGNATION

The Board will consist of eight members, approximately, including the Chair, appointed by the Director, NIH, from authorities knowledgeable in the fields of basic and clinical sciences related to the research activities of the Institute.

Members will be invited to serve for overlapping terms of up to five years. Federal employees are not eligible to be members of this Board; all members of this Board will serve as Special Government Employees. A member will serve after the expiration of that member's term until a successor has taken office. The quorum for the conduct of business by the full Board will consist of a majority of the currently appointed members.

SUBCOMMITTEES

As necessary, subcommittees and ad hoc working groups may be established by the DFO within the Board's jurisdiction. The advice/recommendations of a subcommittee/working group must be deliberated by the parent advisory committee. A subcommittee/workgroup may not report directly to a Federal official unless there is statutory authority to do so.

Subcommittee membership may be drawn in whole or in part from the parent advisory committee. All subcommittee members may vote on subcommittee actions and all subcommittee members count towards the quorum for a subcommittee meeting. A quorum for a subcommittee will be three members. Ad hoc consultants are not members, do not count towards the quorum and may not vote. The Department Committee Management Officer will be notified upon establishment of each standing subcommittee and will be provided information on its name, membership, function, and estimated frequency of meetings.

RECORDKEEPING

Meetings of the Board and its subcommittees will be conducted according to the Federal Advisory Committee Act, other applicable laws and Departmental policies. Board and subcommittee records will be handled in accordance with General Records Schedule 6.2, Federal Advisory Committee Records, or other approved agency records disposition schedule. These

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records will be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

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FILING DATE

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APPROVED:

Date

Director, NIH