



AMENDED CHARTER

NATIONAL HUMAN GENOME RESEARCH INSTITUTE INITIAL REVIEW GROUP

COMMITTEE'S OFFICIAL DESIGNATION

National Human Genome Research Institute Initial Review Group

AUTHORITY

Authorized by 42 U.S.C. 282(b)(16), section 402(b)(16) of the Public Health Service (PHS) Act, as amended. The National Human Genome Research Institute Initial Review Group (IRG) is governed by the provisions of the Federal Advisory Committee Act (FACA), as amended (5 U.S.C. §§ 1001-1014).

OBJECTIVES AND SCOPE OF ACTIVITIES

The IRG reviews funding applications and proposals, including but not limited to grant and cooperative agreement applications and contract proposals for research projects and for research and training activities in areas relevant to the Human Genome Project.

DESCRIPTION OF DUTIES

The IRG provides advice and recommendations on funding applications and proposals, including but not limited to the scientific and technical merit of applications for grants-in-aid for research, research training, or research-related grants and cooperative agreements, or contract proposals relating to scientific areas relevant to the Human Genome Project, including construction of genetic maps, development of physical maps, determination of DNA sequences, management and analysis of the resulting data, development of innovative technologies required to achieve these goals, and development of tools and resources supportive of this effort, as well as in areas relevant to the ethical, legal, and social implications of the Human Genome Project.

AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS

The IRG will advise the Director, National Institutes of Health (NIH) and the Director, National Human Genome Research Institute (NHGRI).

SUPPORT

Management and support services will be provided by the Scientific Review Branch, NHGRI.

ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS

The estimated annual cost for operating the IRG, including compensation and travel expenses for members, but excluding staff support, is \$29,004. The estimated annual person-years of staff support required is 0.9, at an estimated annual cost of \$140,911.

DESIGNATED FEDERAL OFFICER

The Director, NHGRI will assign a full-time or permanent part-time NHGRI employee as the Designated Federal Officer (DFO) of the IRG. In the event that the DFO cannot fulfill the assigned duties, one or more full-time or permanent part-time NHGRI or NIH employees will be assigned as DFO to carry out these duties on a temporary basis.

The DFO will approve or call all of the IRG's and subcommittees' meetings, prepare and approve all meeting agendas, attend all IRG 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 official to whom the committee reports.

Each scientific specialty covered by the IRG will also be assigned a full-time or permanent part-time NHGRI employee to serve as a Scientific Review Officer (SRO).

ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

Meetings will be held approximately 3-4 times within a fiscal year. Meetings will be open to the public unless determined by the Secretary of Health and Human Services (Secretary) at the request of the DFO in accordance with 5 U.S.C. 552b(c) and 41 C.F.R. 102-3.155 including specifying the specific exception(s) that justifies closure. 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 Federal Advisory Committee Act, a report of closed or partially-closed meetings will be prepared which will contain, at a minimum, a list of members and their business addresses, the IRG's functions, dates and places of meetings, and a summary of IRG activities and recommendations made during the fiscal year.

DURATION

Continuing.

TERMINATION

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

MEMBERSHIP AND DESIGNATION

Members and Chairs will be selected by the Director, NIH, or designee, from authorities knowledgeable in the various disciplines and fields relating to cytogenetics, human genetics, quantitative genetics, somatic cell genetics, molecular biology, cell biology, chemistry, biochemistry, physical biochemistry, computer science, engineering, bioethics, law, public policy, medical genetics, genetic counseling, nursing, education, and public outreach. Up to one-fourth of the IRG members, including temporary members, may be officers or employees of the Federal Government. All non-Federal members shall serve as NIH Peer Review Consultants. Federal members will serve as Regular Government Employees. Members will be invited to serve for overlapping terms of up to six years.

The permanent membership of the IRG may be supplemented at any meeting through temporary members who have experience or expertise in the disciplines and fields related to the IRG's function and are appointed to review some or all of the applications considered at that meeting. The individuals will have all the rights and obligations of IRG membership at that meeting, including the right to vote on recommendations in which the individual fully participated as a reviewer. Temporary members will not count towards a quorum.

SUBCOMMITTEES

As necessary, standing and ad hoc subcommittees/working groups composed of members drawn in whole or in part from the parent committee may be established by the DFO to perform specific functions within the IRG's jurisdiction. The advice/recommendations of a subcommittee/working group must be deliberated by the parent advisory committee. A subcommittee/working group may not report directly to a Federal official unless there is statutory authority to do so.

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. A quorum for each subcommittee will be five members.

RECORDKEEPING

Meetings of the IRG and its subcommittees will be conducted according to the Federal Advisory Committee Act, other applicable laws and NIH and Departmental policies. IRG 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 records will be available for public inspection and copying, subject to any applicable exemptions under the Freedom of Information Act, 5 U.S.C. 552(b) and 41 C.F.R. 102-3.170.

ORIGINAL ESTABLISHMENT DATE

November 20, 1985

DATE OF AMENDMENT**APPROVED:**

Date

Lawrence A.
Tabak -S

Digitally signed by
Lawrence A. Tabak -S
Date: 2023.05.02
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Performing the Duties of the NIH Director