National Aeronautics and
Space Administration

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NASA Science Mission Directorate Codes of Conduct for Review Panels

Introduction

NASA's Science Mission Directorate (SMD) is strongly committed to ensuring that our peer-review panels are conducted with the highest possible levels of integrity, inclusion, and professional respect. To this end, SMD is adopting the following Codes of Conduct for Panelists and Chairs.

Code of Conduct for Panelists

1. Be prepared and contribute to the panel review.
2. Evaluate the merit of the proposals including the strength of the proposing team not the people as individuals.
3. Evaluate expertise and not "experience".
4. Be an active participant in the discussions.
5. Do not interrupt others or talk over others.
6. Keep comments succinct and to the point and thus give everyone the opportunity to contribute to the discussion.
7. Be mindful of bias in all contexts.
8. Step in to address abusive or bullying behavior.
9. Be respectful of all regardless of differences (professional or otherwise).
10. Actively help create an environment free of harassment.

At any time, please feel free to talk to a NASA Official if you have any concerns.

Code of Conduct for Panel Chairs

1. Lead by example in creating the appropriate environment for free and professional discussion.
2. Lead the panel in an inclusive and welcoming way and respond immediately to any abusive, bullying or unprofessional behavior.
3. Proactively encourage participation of reviewers who may be less experienced at panel reviews.
4. Proactively solicit input from each panel member in the discussion of each proposal; ensure that the discussion is not dominated by a few reviewers.
5. Keep the discussion moving and end on time to allow for sufficient time and discussion for all the proposals in the panel.
6. Keep the discussion focused on the strengths and weaknesses of the proposal, and not on the individuals or other tangential topics.

At any time, please feel free to talk to a NASA Official if you have any concerns.