

Charter – AGeS³ Review Committees

March 22, 2023



Purpose of Committees and Charge

The AGeS³ Review Committees evaluate, rank, and provide feedback on every proposal submitted to the three AGeS³ micro-award programs (Grad, DiG, TRaCE). The committees also act in an important advisory role, offering key feedback based on lessons learned during their review experience that will shape the requested content of proposals, the review criteria, evaluation rubrics, and the review process over the evolution of the AGeS³ program.

Membership

Separate Review Committees will be constituted for the AGeS-Grad, -DiG, and TRaCE programs. All committees will include geoscientists with a broad range of backgrounds, with oversight provided by the AGeS leadership team.

AGeS-Grad Review Committee: The number of members on the AGeS-Grad review committee is typically **ten**, with oversight provided by the AGeS leadership team.

AGeS-DiG and -TRaCE Review Committees: It is anticipated that these committees will initially consist of **six** review committee members, but this number may change depending on the numbers of proposals submitted to these relatively new (DiG) and brand new (TRaCE) micro-award programs. The DiG committee will include member(s) with expertise in BAJEDI topics.

Selection

AGeS leadership will seek community members to serve on the Review Committees by posting about the opportunity on various listservs, and by discussions with the AGeS Steering Committee to identify and nominate new members.

Term of Office

For the AGeS-Grad program, which will hold a proposal cycle every spring for 5 years, the typical term will be three years. Some of the initial appointments may need to be cycled to maintain a rotating membership.

For the AGeS-DiG and -TRaCE programs, which will hold proposal cycles in alternate falls for 5 years, the terms will vary from 1-3 years to maintain a balance of veteran and new committee members.

Member Responsibilities

Each member of the Review Committee is expected to:

1. Identify conflicts of interest (COI) at the start of the review process using the AGeS COI criteria. Members recuse themselves if conflicted on a proposal or if a COI is identified at any point over the course of the review process. Members are not given access to proposals with which they are conflicted. If participating in the review meeting, conflicted reviews must leave the virtual meeting room before discussion begins about that proposal.
2. Attend to the scheduled business of the Review Committee. Three to four 60-minute virtual meetings will be held in the spring or fall annually associated with each proposal cycle. The details of the review process for the AGeS-Grad, -DiG, and TRaCE programs will vary, but all will involve multiple phases of proposal evaluation, ranking, and discussion of submitted proposals. Unanimous support by the committee of final rankings and awards will be sought.
3. Evaluate and score all proposals assigned to the member within the timeframe agreed upon by the committee. Scoring will be accomplished using the rubric posted to the website in advance of the proposal deadline.
4. Provide thoughtful, clear, and constructive feedback on the evaluated proposals that the proposer can use to improve the proposal in a potential resubmission.
5. Engage actively in discussions about proposals during committee meetings.
6. Offer feedback to the AGeS leadership team based on their review experience that can be used to improve the AGeS micro-award programs.