

January 31, 2018

Dear Colleague:

As you are aware, confidential reviews are an integral part of the National Science Foundation (NSF) merit review process and are an important form of service. This e-mail is to determine your interest and availability in serving as a reviewer for Improving Undergraduate STEM Education: Hispanic-Serving Institutions (HSI Program) NSF 18-524 proposals. See: <https://www.nsf.gov/pubs/2018/nsf18524/nsf18524.htm>

We are estimating that we will schedule in-person panels April 23-24, 2018 and April 26-27, 2018 for the HSI Program, NSF 18-524. You will be expected to carefully read, write reviews and provide ratings for no more than 10-12 proposals before arriving to discuss the proposals with your panel members. You would receive the proposals approximately three weeks before you need to arrive in the DC area.

- If you or any member of your family is associated with a proposal submitted to the HSI Program, you may NOT serve as a reviewer.
- If your institution submits a proposal to the HSI Program, you may NOT serve as a reviewer. (If you do not know if your institution will be submitting a proposal to this program, you are welcome to indicate your interest in reviewing and then decline to review later if a proposal has been submitted from your institution.)

If you are interested (and the preceding prohibition does not apply to you), then please complete the information in the survey at https://www.surveymonkey.com/r/HSI_Program by **March 15, 2018**.

If you complete the potential reviewer survey, we will follow up with you via email regarding the use of your services as a reviewer for the April 2018 HSI Program proposals. The number and focus of proposals received will determine the expertise and the number of reviewers we will need for the Spring 2018 panels.

Please be encouraged to share this e-mail with your colleagues who you believe could serve as excellent reviewers.

Thanks in advance for your prompt response to this inquiry.

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Talitha (on behalf of the HSI Program Team)

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