



CHARTER

BOARD OF SCIENTIFIC COUNSELORS, DIVISION OF TRANSLATIONAL TOXICOLOGY

NATIONAL INSTITUTE OF ENVIRONMENTAL HEALTH SCIENCES

COMMITTEE'S OFFICIAL DESIGNATION

Board of Scientific Counselors, Division of Translational Toxicology, National Institute of Environmental Health Sciences

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 established in accordance with the Federal Advisory Committee Act, as amended (5 U.S.C. §§ 1001-1014).

OBJECTIVES AND SCOPE OF ACTIVITIES

The National Institute of Environmental Health Sciences (NIEHS) Division of Translational Toxicology's (DTT) Intramural Research Program conducts biomedical health-related research and provides advice to the Institute in carrying out its programs with respect to mechanistic and applied toxicological 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 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. For the intramural program, 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 research programs 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 the DTT/NIEHS strategic objectives.

The Board, after conducting the requested review, will prepare a written description of the research, the results of the review, and the Board's recommendations as to the intramural research programs and scientists that were considered during the course of the review.

AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS

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

SUPPORT

Management and support services will be provided by the Intramural Research Program, DTT/NIEHS.

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 \$23,334. The estimate of annual person-years of staff support required is 0.6, at an estimated annual cost of \$84,219.

DESIGNATED FEDERAL OFFICER

The Director, NIEHS, will assign a full-time or permanent part-time NIEHS 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 NIEHS or NIH employees will be assigned as DFO and carry out 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 Board 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.

ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

Meetings will be held approximately twice within a fiscal year. Meetings will be open to the public except as 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. 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, an annual report will be prepared of closed or partially-closed meetings which will contain, at a minimum, a list of members and 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.

DURATION

Continuing.

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 this 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 alternative methods, cell biology, computational and data science, environmental health sciences, epidemiology, exposure science, informatics, pathology, predictive science, research translation, risk communication, risk assessment, and toxicology related to the research activities of the DTT/NIEHS.

Members will be invited to serve for overlapping terms of up to five years. Federal employees are not eligible to be members of this committee; all members of this committee will serve as Special Government Employees, as defined by 18 U.S.C. § 202. 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/working group 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/working group 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 given 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 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.

ESTABLISHMENT FILING DATE

December 4, 2023

APPROVED:

Date

Lawrence A. Tabak -S
Digitally signed by
Lawrence A. Tabak -S
Date: 2023.11.13
12:04:34 -05'00'

Principal Deputy Director, NIH