

NATIONAL SCIENCE FOUNDATION

4201 Wilson Boulevard
Arlington, Virginia 22230



**Committee of Visitors Information
Division of Engineering Education and Centers
Directorate for Engineering**

COV Meeting Time and Location:

Start: 03/26/07 – 8:00 AM – 5:30 PM
03/27/07 – 8:00 AM – 5:30 PM
Expected Completion: 03/28/07 – 12:00 noon

Location: NATIONAL SCIENCE FOUNDATION
4201 Wilson Boulevard
Arlington, Virginia 22203
ROOM 380-Stafford I

COV MEETING ID:

COV MEETING ID: C071031

Travel and Accommodations:

Travel Contractor: Contact Fed Traveler, 1-800-741-9943 to make travel arrangements and use the COV meeting ID number given above.

Hotels: Hotel rooms have been blocked for the nights of **March 25-28**, at **The Westin Arlington Gateway at 801 North Glebe Road, Arlington Virginia 22203**. **You must guarantee your hotel reservation by credit card no later than Tuesday, March 6, 2007, or the room will be released.** We suggest you contact the hotel immediately and identify your room block as **the NSF ENG/EEC COV Meeting** block by calling the hotel directly at **1-703-717-6200 (Monday – Friday)**. When calling ask for the reservations department, give your name and credit card information, or you can confirm your reservation online at www.westin.com/arlington

Payments: Non-local panelists receive \$280 per travel day and \$480 per meeting day for official business
Local non-federal or virtual panelists receive \$280 per meeting day of official business and no transportation expenses

Auto: Mileage reimbursement at 48.5 cents per mile and cannot exceed the price of a roundtrip government air fare, can charge tolls

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- Receipts:** Receipts and travel vouchers are not required unless you are non-local government personnel traveling on per diem
- NSF information:** For general information about visiting NSF, please see <http://www.nsf.gov/about/visit>
- NSF computers:** Laptops for use during the meeting are provided
- Your computer:** If you would like to use your own personal laptop onsite, see https://www.fastlane.nsf.gov/documents/security/computer_policy.jsp. Your computer must meet the following conditions:
- Meets or exceeds the operating system minimum requirements for Windows, Macintosh, and Linux
 - Has all current operating system security patches installed
 - Is equipped with current, licensed anti-virus software
 - Has current virus table updates/patches
 - Has been fully scanned with virus detection software within one week of your visit
- Additional information about wireless access to the NSF guest network can be found at <https://www.fastlane.nsf.gov/fastlane.jsp;jsessionid=a830a092c00b583776f4?t=0&idx=6>
- Reimbursements:** Federal law requires that payments to COV members be made electronically. You will be able to provide Electronic Funds Transfer (EFT) information via the FastLane system once you receive your COV password. You will be receiving your COV password and further instructions the week of March 5, 2007.
- Conflict-of-Interest:** If you have an affiliation or financial connection with the organization or person submitting this proposal that might be construed as creating a conflict of interest, please describe those affiliations or interests on a separate page and attach it to your review. Regardless of any such affiliations or interests, we would like to have your review unless you believe you cannot be objective. An NSF program official will examine any statement of affiliations or interests for the existence of conflicts. We need to receive your statement before we can assign you proposals to review. Please fax your statement to 703-292-9051, attention Tammie Jennings, or send a signed pdf copy by email to TJenning@nsf.gov by **March 6, 2007**. Please see the attached form.
- Confidentiality:** The Foundation receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or post-doctoral or research associates, any material from any proposal you are asked to review. Unauthorized disclosure of confidential information could subject you to administrative sanctions. If you believe a colleague can make a substantial contribution to the

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review, please obtain permission from the NSF Program Officer *before* disclosing either the contents of the proposal or the name of any applicant or principal investigator. When you have completed your review, please be certain to destroy the proposal.