

Frequently Asked Questions about Inclusion Plan Reviews

We know you are likely unfamiliar with this initiative, so we've created a FAQ that will hopefully answer your questions. If you have any additional questions not listed here or need further clarification on something, please email Erin-Kate Escobar at erin-kate.escobar@nasa.gov.

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What are the basic requirements for being a reviewer for the Inclusion Panel?

We seek reviewers :

1. With an advanced understanding of the applied concepts of Inclusion, diversity, equity, and accessibility (IDEA) and a basic understanding of the academic and STEM environments.
2. Who could be available to read all Inclusion Plans prior to the panel and be available for the panel review dates that are sent out no less than 4 weeks prior to panel dates.
3. Who could work collaboratively with a team of other IDEA experts and scientists to discuss the Inclusion Plans and provide feedback based on the assessment criteria.

I don't know much about STEM, can I still participate?

Reviewers will focus on the Inclusion Plan section of the scientific proposal. Inclusion Plan reviewers will not assess the scientific portion of the proposal. Reviewers do not need science-specific knowledge although curiosity and willingness to learn about the science is welcome. It would be beneficial for reviewers to know the inclusion efforts in STEM and academia. Reviewers should read through the following resources before beginning the review process:

1. [NASA's Policy Statement on IDEA](#)
2. [NASA's Vision for Scientific Excellence](#)
3. [Language for Inclusion Plan Submission](#)

I know a lot about STEM but I don't know much about IDEA, can I still participate?

This Inclusion Plan review panel is not for you but we welcome your participation in the science review panels (see below) that will also be reviewing the Inclusion Plans. Currently, this database is focused on including Inclusion, diversity, equity, and accessibility for those who are STEM and IDEA subject matter experts and practitioners.

How are the proposal reviews conducted?

Each NASA proposal call is reviewed by one or more science panels subdivided by subject areas. The science and the inclusion plan panels meet during a 3-5 consecutive days review session in a remote format. The inclusion plan will be reviewed by one or more panels that are comprised of a number of panelists (IDEA experts and so on), and will solely focus on this aspect of the proposal submitted material.

How often will I be contacted?

Inclusion panels are held throughout the year for different solicitations. You may be contacted for any of the time periods and can accept or decline based on your availability on the dates offered. Once you are included in the database of IDEA experts, you may be contacted multiple times in a year. If you are available on the dates requested, you will be assigned to a panel and provided information about payment and accessing the proposals to review in advance of the panel. If you are unable to serve for parts of the year, let us know and we will make a note of that in our database.

When are the panels?

Multiple panels run concurrently and at multiple times throughout the year. All panels are fully virtual and run on hybrid schedules to accommodate different time zones. While NASA would not ask you to participate in more than one panel at a time, you will be sent a series of dates/times for panels. We ask that you will share your availability for each panel session. This helps us assemble panels that are free of conflicts of interest and that can account for time zones.

How much time can I expect a panel to take?

A panel could take up to five days and is typically hosted Monday through Friday. You can expect three days of virtual meetings with fellow panelists and two days of working asynchronously to review selections and provide feedback. You will be briefed and trained on the panel review process once you accept to serve as Inclusion Panel meeting days and asynchronous days are usually alternated throughout the week.

As panelists may be in different time zones, panels will likely begin no earlier than 11 am ET/8 am PT and end no later than 6 pm ET/3 pm ET. On asynchronous days you can expect to use up to eight hours per day working on proposal feedback.

Each person will be asked to review a minimum of 20 and not more than 30 two-page Inclusion Plans and provide initial comments prior to the panel days.

How much will I be paid?

NASA does not pay you for the service or as an employee but you will receive an honorarium of \$350 per day of the panel review. The total amount could therefore range up to \$1,750 the total amount depends on the number of days of the panel (between 3-5 days).

How long will it take to get paid?

You can expect to receive your honorarium 4-6 weeks after submitting the appropriate paperwork once the panel is complete. You'll receive information when you accept a panel placement about how to receive the honorarium in a timely manner.

I have a colleague who may want to do this. Can they join my same panel?

Every panel is determined by availability, so we cannot accommodate requests to share panels with specific people at this time. If they have not already done so, please encourage them to fill out the [interest form](#).

What is the benefit of participating in one of these panels?

We are so glad you asked! By lending your expertise to the program, you will be playing a key role in ensuring that NASA-funded science activities through the research and analysis programs are aligned with its core value of inclusion and help advance equity, increase diversity, and improve inclusion in the sciences. This is a fantastic opportunity to help create cultural shifts towards more inclusive environments in STEM. All Inclusion Plans will be reviewed by both scientific and IDEA experts, so your expertise will play a role in ensuring that only proposals with adequate Inclusion Plans are rewarded with funding.

Can I share this opportunity with others who may be interested?

Please feel free to forward the interest form or include the names and emails of colleagues who would benefit from this experience as well as be a great addition to this IDEA experts database on your interest form. We are seeking IDEA practitioners who ideally have some experience working in academic or STEM communities and help evaluate and give feedback on these Inclusion Plans. Each person who fills out an interest form will be contacted to verify their eligibility/conflicts of interest before being invited to serve on a panel as well as to provide more information about the program.