Reviewing the Comments:

- Comments are grounded in the External Review Selection Criteria.
- Comments address the applicant’s quality of response to the Selection Criteria, not the applicant’s suitability for funding or another inappropriate factor.
- Comments address what is strong or weak about a criterion.
  - Each comment should clearly state if something is good or not so good.
  - Ask Reviewers to revise any statements that are ambiguous.
- Comments are evaluative and do not rely heavily on summary information from the application.
- Comments are stated to demonstrate the significance of the strength or weakness.
- Comments support the rating selections for Program Design – Reviewers should not comment on Past Performance.
- Comments are not labeled or numbered, and do not include references to page numbers.
- Comments do not advocate for the application or the population to be served.
- IRF contains only information about the application in question:
  - There are no comparisons drawn to another applicant or application.
- IRF does not contain suggestions for improvement, e.g.:
  - “This application would be strengthened if the applicant would…”
  - “Providing clear statistics would have helped…”
- IRF does not reference other reviewers on the panel.
- IRF does not include inappropriate comments or inflammatory language, e.g.:
  - “I do not think the applicant should be funded.”
  - “The applicant failed to address any of the Selection Criteria.”
- Sentences are complete.
- IRF has no spelling errors.
- IRF contains proper grammar.

General Guidance for Quality Checking the Form:

Verify the Header:

- Ensure that the Reviewer has input their First Initial and Last Name appropriately.
  - It should appear as “JSmith.”
  - It should be void of periods, commas, etc.
- Confirm that the Application ID Number, Legal Applicant Name, and Program Name match an application assigned to your panel.
The Legal Applicant Name and Program Name fields are auto-generated after the Application ID is selected.

- The header should match what is listed on the Panel Assignment email.
- Confirm that the correct application is being assessed.

Verifying Sections 2 - 4:
- Confirm that each section says “Section [2 or 3] Complete” before submitting to the POL for review.
- Confirm that there are no comments written in Section 4. This section should only be used if instructed by the Review Coordinators (Femi & Cynthia).

Verifying the Comments & Feedback Tab:
- Ensure that each significant strength and weakness is separated by a line space.
  - To insert a line space between comments:
    - for PCs use: ALT + ENTER
    - for Macs use: CTRL + Option + Return
- Ensure that no comments are errantly copied from one IRF into another.
  - The comments should be appropriate for that application.
  - Sometimes when an IRF is “recycled,” comments from the previous iteration remain.
- Confirm that the Feedback Section for PCs and POLs is completed and initialed as appropriate.
- Complete the “PC Certification of the IRF” at the bottom of the page when the IRF is completely final.

Naming Convention:
- Remember to use the recommended Naming Convention when saving the IRF.
  - Legal Applicant Name_Application ID_Reviewer Name_Panel Number_IRF Version_Date
- Please only use dashes in the date:
  - Recommended: 2-5-15
  - Not recommended: 2.5.15