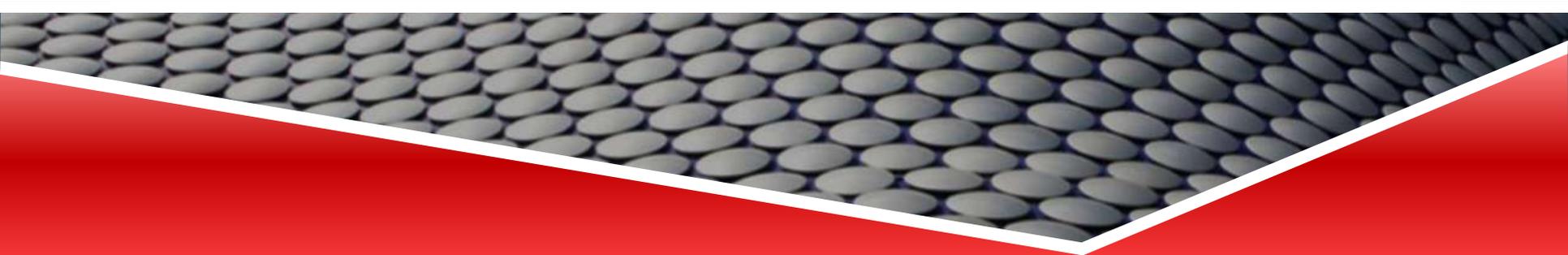




# PREPARING FOR THE GRANT REVIEW

2015 Senior Corps RSVP Review Orientation  
**Session 3**



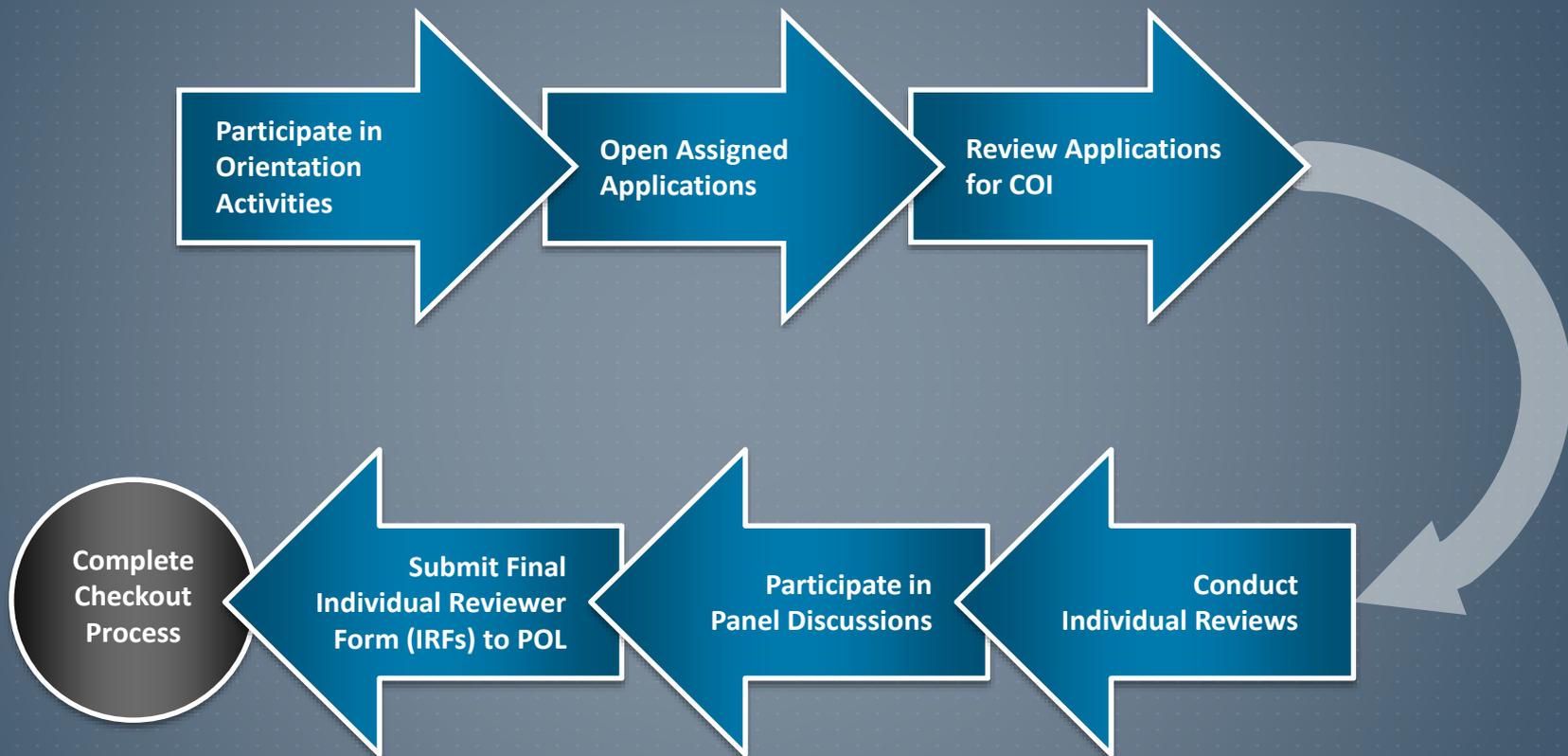


# OBJECTIVES

- ▶ Describe the steps of the CNCS Blended review process
- ▶ Define the roles and responsibilities of Review Participants
- ▶ Explain how technology is used in the Review



# BLENDDED REVIEW PROCESS





# EXPECTATIONS OF REVIEW PARTICIPANTS

## ▶ Review orientation and training materials

2015 RSVP  
Reviewer  
Handbook

Orientation  
Modules  
(webinar and  
pre-recorded)

Notice of  
Federal Funding  
Opportunity  
(Notice)

- ▶ Report any actual or potential conflicts of interest and comply with confidentiality expectations
- ▶ Produce high-quality deliverables
- ▶ Be responsive to requests from the GARP support staff
- ▶ Satisfactorily complete all Review Participant responsibilities



# KEY REVIEW FORMS

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Individual Reviewer Form (IRF)

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- 
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- 
- 
- 

Panel Discussion Reports (PDR)



# ROLES AND RESPONSIBILITIES

## Panel Coordinator

**Manage logistics/schedule discussions**



**Support/monitor Reviewers**



**Strong RSVP background/subject matter expert**

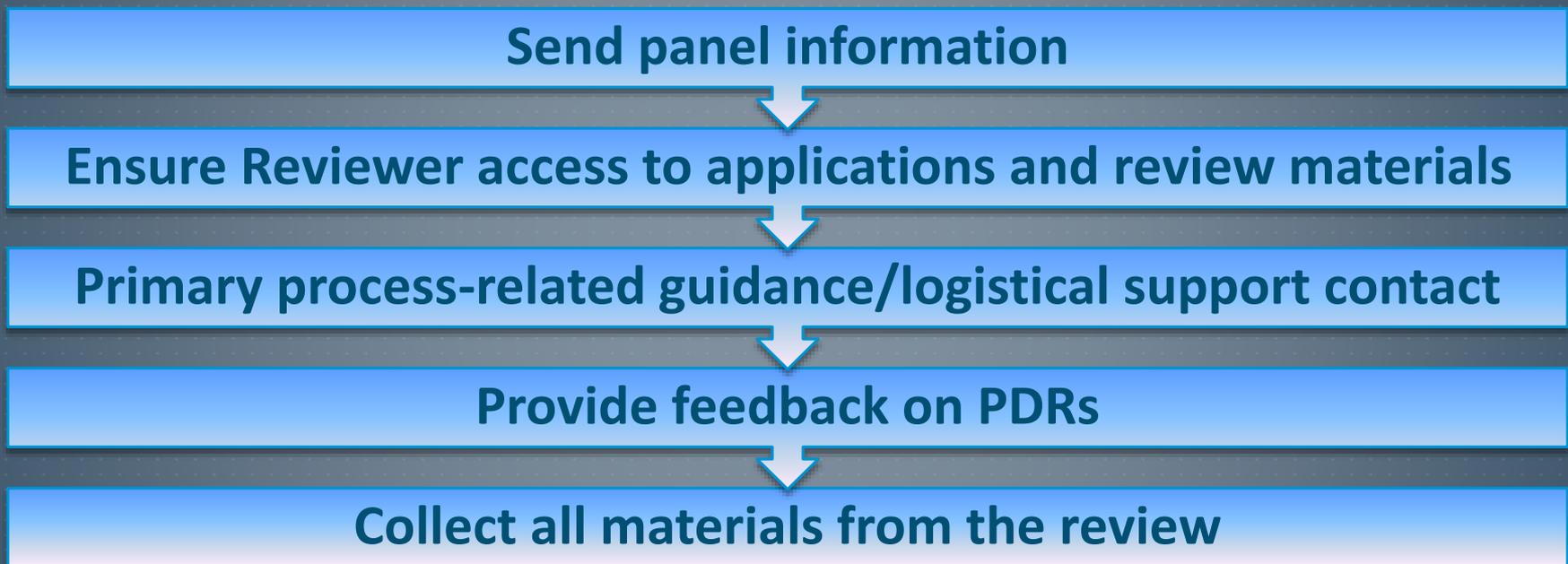


**Primary liaison between GARP Staff and panel**



# ROLES AND RESPONSIBILITIES (CONT.)

## Grant Application Review Process (GARP) Liaison





# ROLES AND RESPONSIBILITIES (CONT.)

## Lead Reviewer

**Rotating position on panel**



**Lead reviewer on 2 applications**



**Lead discussions**



**Develop Panel Discussion Reports**



# ROLES AND RESPONSIBILITIES (CONT.)

## Program Officer Liaison (POL)

**Provide guidance on Selection Criteria**



**Review and provide feedback on all IRFs**



**Approve all IRFs and saves to shared drive**



# ACCESSING APPLICATIONS IN eGRANTS

## EXTERNAL REVIEWERS ONLY

Sign into eGrants to download applications



3 attachments to every application

- 424 Facesheet
- Budget Narrative
- Budget



# REVIEW PREPARATION

Participate in  
Orientation  
Activities

- Individually complete all training requirements
- 2015 RSVP Blended Review Handbook
  - The Notice & Application Instructions
  - Orientation Sessions

Download  
Assigned  
Applications

Receive Panel Assignments

- Download applications from eGrants or access them on the 'shared' drive
- Participate in Panel Intro Call (reading order of applications is determined)

*Begin Review!*

Review  
Applications  
for COI

Sign and send the COI form, whether you think you have a COI or not



# REVIEW OF APPLICATIONS



# IRF DEVELOPMENT PROCESS



Download the IRF document from the Reviewer Website



Write draft IRFs for each application being discussed



Discuss IRFs in Panel Discussion



Send IRFs to POL for review and feedback after the Panel Discussion



Apply general feedback to subsequent IRFs



POL sends IRF to GL with APPROVED in subject line



# PANEL DISCUSSIONS

Participate in  
Panel  
Discussions

## Panel Discussions

- Led by Lead Reviewer
- 30 minutes per application
- No pre-discussions
- Discussion agreements or disagreements documented in PDR
- Ensure discussion includes Clarification items

## Purpose

- Open forum
- Ensure fairness
- Ensure Selection Criteria is considered
- Identify agreements/disagreements
- Consider additional discussion points
- Reference IRF samples

## Effective Panel Member

- Prepared
- On time
- See Section 4.3.1, Reviewer Website for Reviewer Tips



# RESOURCES FOR QUALITY IRFs

## *IRF Guidance*

- ▶ Address Selection Criteria Only
- ▶ Consider Performance Measures/ Work Plan Appropriately
- ▶ Align Comments and Rating Selection
- ▶ Avoid Generic Comments



# RESOURCES FOR QUALITY IRFs

*Use reference material on Web site to help craft comments*

- ▶ Limit to application being reviewed
- ▶ Address Selection Criteria
- ▶ Be evaluative
- ▶ Comments are Strengths and Weaknesses with greatest impact on the Rating
- ▶ Align with the selected Rating for each section
- ▶ No inflammatory statements
- ▶ Avoid referencing Page Numbers
- ▶ Grammar and spelling are correct



# PANEL DISCUSSION REPORT

- ▶ Take preliminary notes
- ▶ Record initial scores from panel
- ▶ Summarize issues and disagreements
- ▶ Provide observations
- ▶ Record panel scores after discussion
- ▶ Send completed PDRs to GL and cc POL
- ▶ Apply feedback from GARP Liaison



# POL FEEDBACK ON IRFs

Send IRF  
to POL

POL  
reviews/  
approves  
IRF

Once approved  
by POL, POL  
sends IRF to GL  
with copy to  
reviewer



# CLOSE OUT PROCESS

- ▶ Complete the Blended Review Process Evaluation
- ▶ Protect/properly dispose of review materials (hard copy and electronic)
- ▶ Honorarium



# REFERENCES & REQUIRED READING

- ▶ For more information, Consult the Handbook:
  - ▶ Section 2.2.1 - Steps of the CNCS Blended review process
  - ▶ Section 2.2.2 - Roles and responsibilities of review participants
  - ▶ Section 4.1 - Reviewer timeline and milestones



# NEXT STEPS

- ▶ Continue Reading 2015 RSVP Review Handbook
- ▶ Participate in Orientation Session Ensuring Equitable Review