



PREPARING FOR THE GRANT REVIEW

2014 Senior Corps RSVP Review Orientation
Session 3

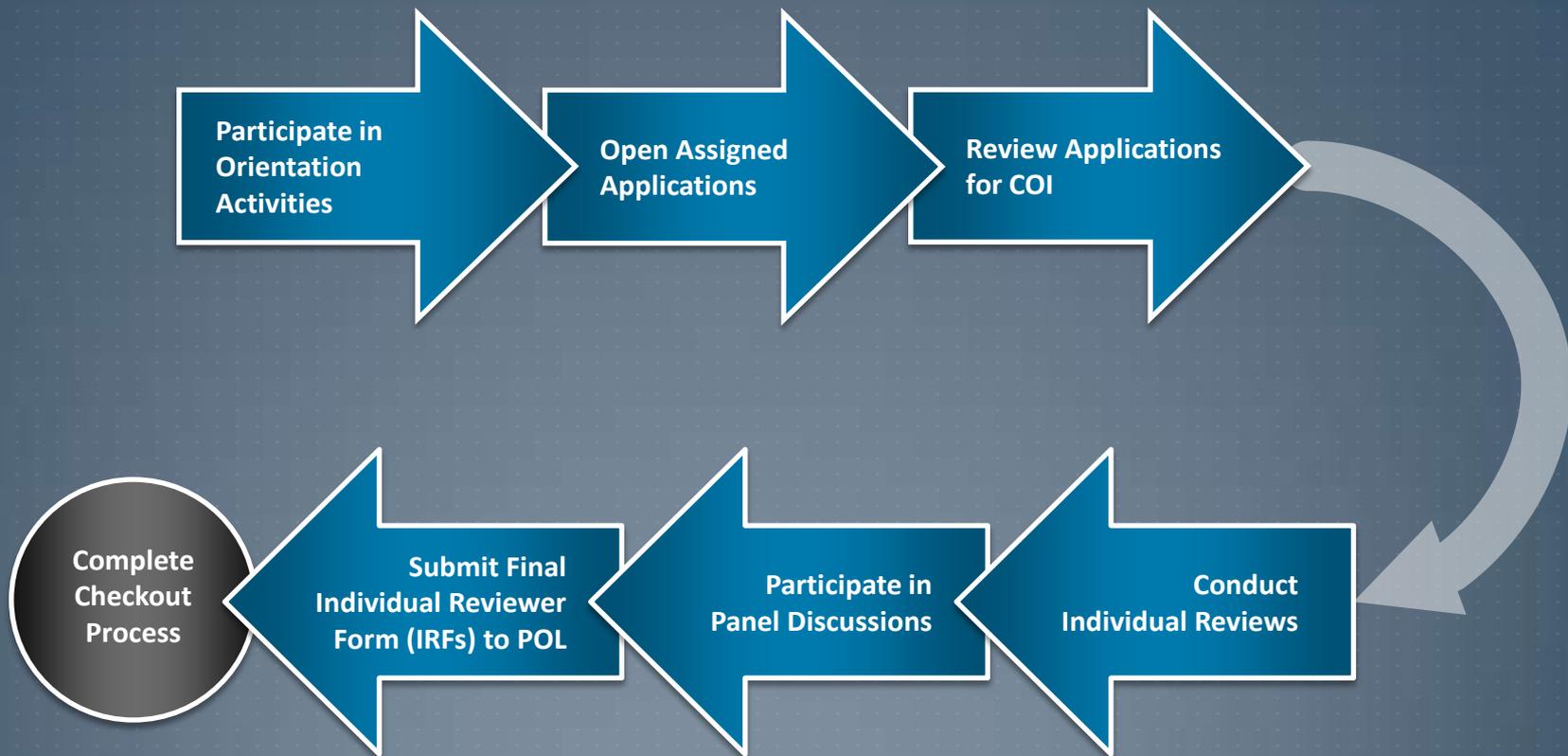


OBJECTIVES

- ▶ 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

2014 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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Panel Discussion Reports (PDR)



ROLES AND RESPONSIBILITIES

Reviewer

Evaluate/rate strengths and weaknesses



Complete IRFs



Participate in Panel Discussions



ROLES AND RESPONSIBILITIES (CONT.)

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

Send panel information



Ensure Reviewer access to applications and review materials



Primary process-related guidance/logistical support contact



Provide feedback on PDRs



Collect all materials from the review



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 to be entered into eGrants



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
- 2014 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

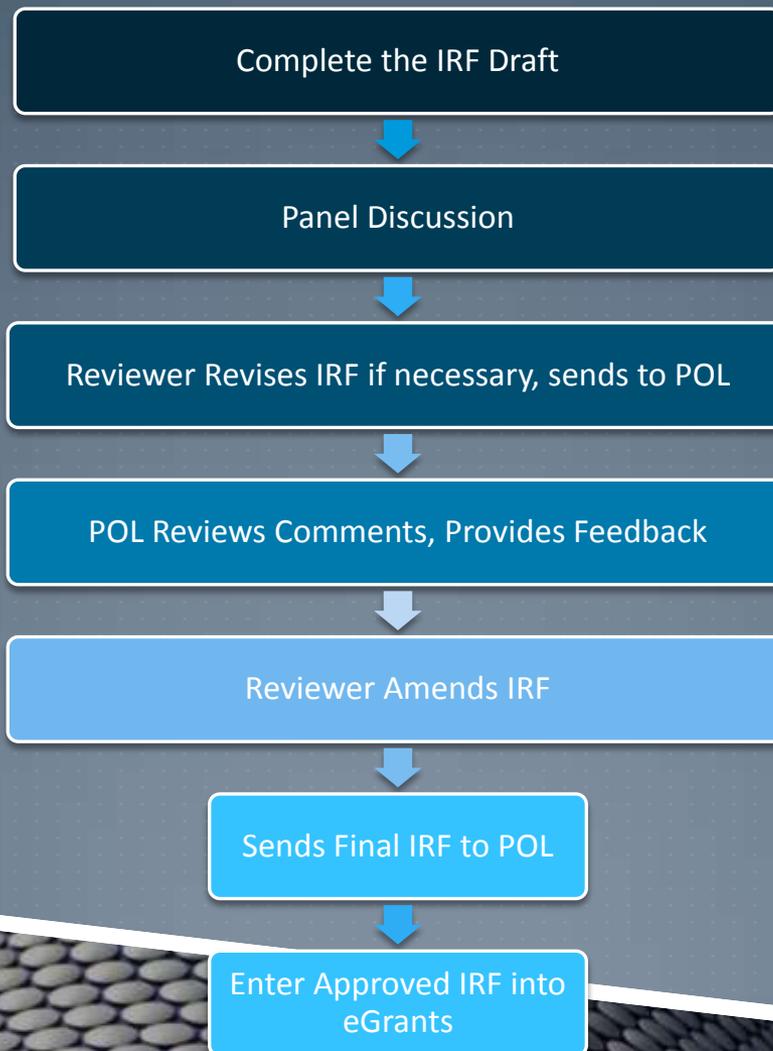


REVIEW OF APPLICATIONS





IRF DEVELOPMENT PROCESS





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

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, Appendix H 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



REVIEW DRAFT IRFs

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



Send final IRF to POL with FINAL in the Subject line

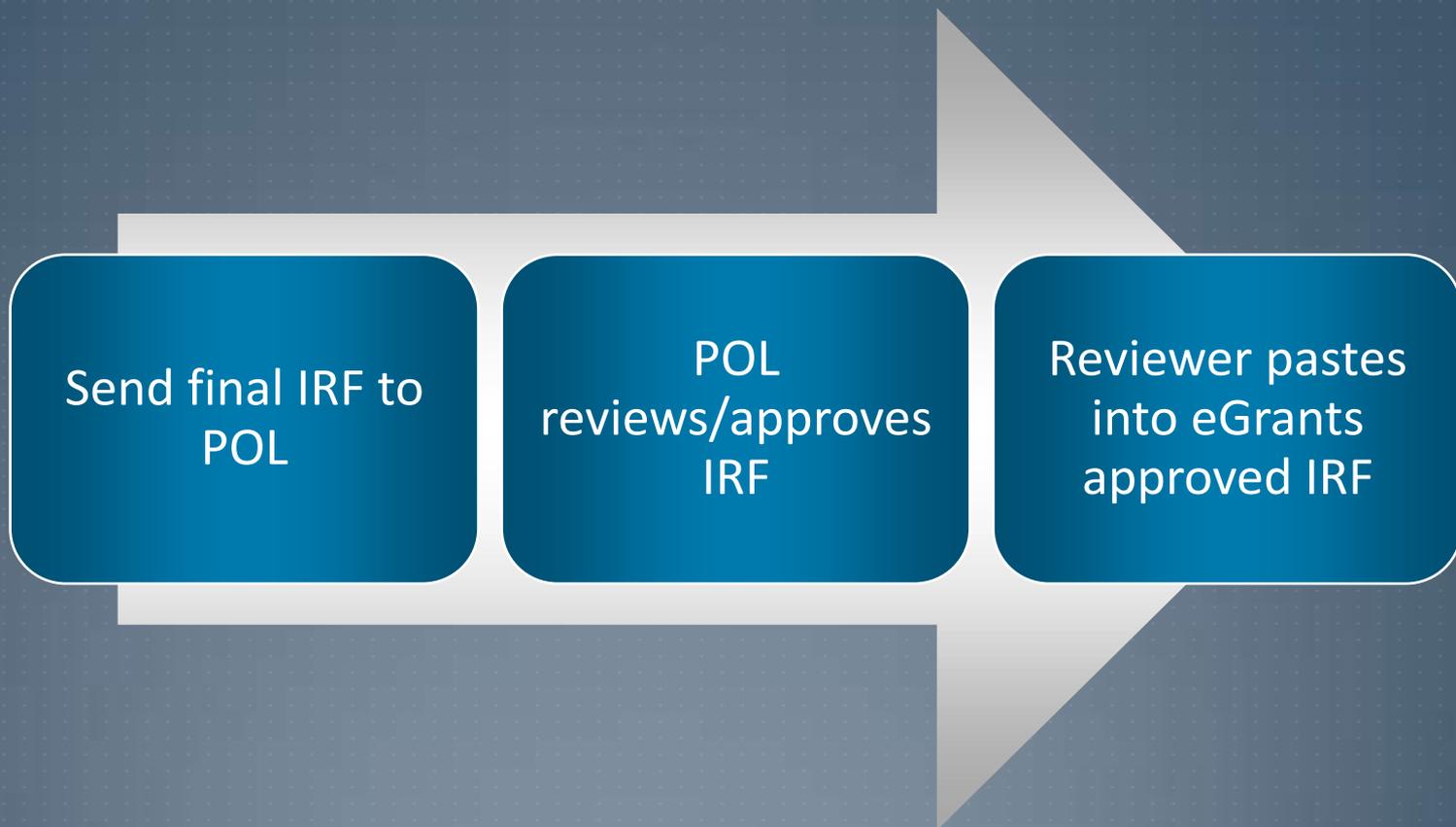


PANEL DISCUSSION REPORT

- ▶ 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





CLOSE OUT PROCESS

- ▶ Review IRF
- ▶ 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 2014 RSVP Review Handbook
- ▶ Participate in Orientation Session Ensuring Equitable Review
- ▶ Confirm Completion of Orientation 3
 - ▶ Email Secret Word to PeerReviewers@cns.gov