ENSURING EQUITABLE REVIEWS

2014 Senior Corps RSVP Review Orientation Session 4
OBJECTIVES

► Describe the importance of equity in the Review Process
► Define potential bias
► Describe Review Participant and CNCS responsibility in COI
► Outline steps to take if potential COI is identified
► List proper disposal methods for all confidential materials
► State the purpose of the Confidentiality and Conflict of Interest Statement for Review Participants
EQUITY IN THE BLENDED REVIEW

- Ensure grant application is considered in a fair and equitable process
- Understand the Selection Criteria
- Share Responsibility as a Participant
  - Conflicts of Interest, Bias and Confidentiality
WHAT IS POTENTIAL BIAS?

A preference or inclination, that may inhibit impartial judgment

- Agreements or disagreements with methods or models in the program without basis
- Consideration of outside information (positive or negative) that is not included in the application
- Favor or dislike of the author or applicant
HOW TO HANDLE POTENTIAL BIAS

- Often it will be flagged by another participant
- Return to assessment and provide facts only to reconsider assessment
- Exercise consideration and respect, remove emotionalism
- Possible recusal from review of that application
CONFLICTS OF INTEREST

- Conflict between private interests and official responsibilities
- CNCS considers both Direct and Indirect COIs
- Consider those around you
EXAMPLES OF CONFLICTS OF INTEREST
DIRECT AND INDIRECT

You are assigned to review an application for an organization for which:

- Your business colleague is serving on the Board of Directors
- Your sister has been volunteering for 10 years
- You provided consulting services in 2011
- Your daughter has applied for employment
- You are currently employed by an applicant/affiliate organization
- Your friend’s business could benefit financially
- Your organization will be a sub-recipient of an applicant organization
- You no longer work for the applicant organization as of 2005, but were employed there for 15 years
IMPORTANCE OF REPORTING COIs

- Fair and equitable review
- Preserve integrity

Who to Contact?
GARP Liaison and Panel Coordinator
## CONFIDENTIAL INFORMATION

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<thead>
<tr>
<th>Applicant Confidentiality</th>
<th>Participant Confidentiality</th>
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<tr>
<td>• Applicant names</td>
<td>• Identity of Review</td>
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<td>• Applicant business</td>
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PROPER HANDLING OF CONFIDENTIAL ITEMS
CONFIDENTIALITY AND COI STATEMENT
PROCESS AND PURPOSE

Read Confidentiality & COI Form
• All Reviewers ensure awareness of responsibility
• CNCS Staff take LMS ‘2013 LMS Training on Conflict of Interest for CNCS Staff Reviewers’ course

Receive the applications

Flag any potential COIs

Sign and return to CNCS
• Sign to verify shared understanding and expectations for CNCS Standards in Blended Reviews

Maintain appropriate confidentiality
FOR MORE INFORMATION ON CNCS

▶ To review our strategic plan please go to this website: http://www.nationalservice.gov/about/strategic-plan

▶ You can listen to Orientation 4 on the Reviewer Resource Website: www.nationalservice.gov/egrants/sifpeerreview/instructions.asp
REFERENCE MATERIALS

▶ For more information, Consult the Handbook:
  ▶ Section 3.0 – Ensuring Equitable Reviews
  ▶ Confidentiality and COI Form
  ▶ Reviewer Resource Web page
NEXT STEPS

- Continue Reading 2014 RSVP Review Handbook
- Participate in Orientation Session 5 - Review Against the Criteria
- Confirm Completion of Orientation 4
  - Email Secret Word to PeerReviewers@cns.gov