



# ENTERING INDIVIDUAL REVIEWER FORM INFORMATION

2014 Senior Corps RSVP Review  
Orientation Session 6

Live Call





# OBJECTIVES

- ▶ Describe what to enter in the comments and clarification sections on the IRF
- ▶ Explain the importance of double checking IRF Scores
- ▶ State the process for submitting IRFs to POL for review
- ▶ Identify where information on entering IRFs into eGrants is located



# COMMENTS AND APPLICANT FEEDBACK

## APPLICANT FEEDBACK AND CLARIFICATION

### A. Significant Strengths and Weaknesses for Applicant Feedback

List 5-8 comments about how the application addresses the Selection Criteria. Using complete sentences, address the significant strengths and weaknesses identified in your assessment that attributed to the selected Ratings, per the reviewer rubric. The comments must be selected from strengths and weaknesses already noted above. Ensure the comments respond directly to the Selection Criteria from all categories (program design, program management, and organizational capability).

- ▶ Strengths and weaknesses required for each of the four sections and also as applicant feedback at the end
- ▶ In notes: remove reference to clarification. Ensure comments are effective and exclusively address the selection criteria
- ▶ Complete sentences
- ▶ Group Strengths
- ▶ Group Weaknesses
- ▶ List each comment individually



# POORLY WRITTEN COMMENTS

## Weakness

- ▶ “The second paragraph of page 12 confused me”
- ▶ “The recruitment plan wasn’t very good”



# WEAKNESSES AND STRENGTHS

## Strength

- ▶ “Both RSVP staff positions the application proposes to implement are clearly defined. Clear hiring plans are described including areas of recruitment and a timeline for hiring and training.”

## Weakness

- ▶ “The Strengthening Communities section was lacking important details about how the community need in the Education Primary Focus Area was connected to the service activity that would achieve the outcome of 50 students acquiring a GED.”



# WHEN TO WRITE CLARIFICATION

Question Rating/Scoring	Possible Clarification Question
Excellent	Clarification question should not be needed but comments are required
Good	Clarification question should not be needed, comments should be noted
Fair	Reviewer has option of writing a clarification question
Does Not Meet	Reviewer must write <i>either</i> a comment <i>or</i> a clarification question
Score is between 290 and 600	Reviewer must write at least one clarification question
Unmet NOFO Requirement	Reviewer must write clarification question



# CLARIFICATION

- ▶ Always written as a question or a statement requesting a response
- ▶ Allows applicants to explain aspects of the application that were not clear, not an option for a second chance to answer
- ▶ Examples:
  - ▶ Some religious institutions are mentioned as volunteer stations. What will be the service activities associated with these stations?
  - ▶ It is unclear from the application whether the RSVP Director will be (or already is) the same as the FGP Director. What percentage of the RSVP Director's time will be spent on RSVP?



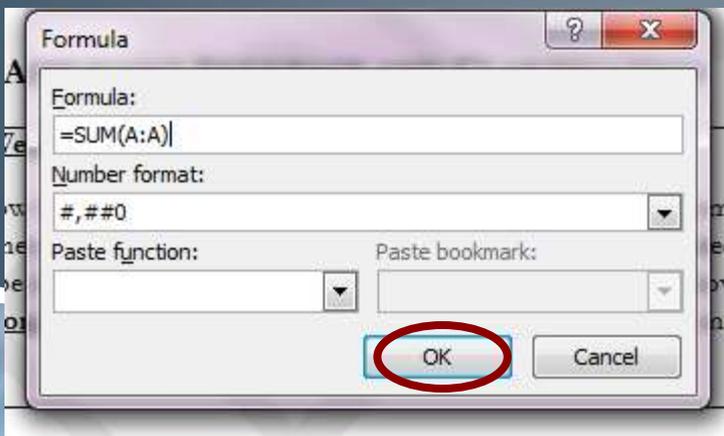
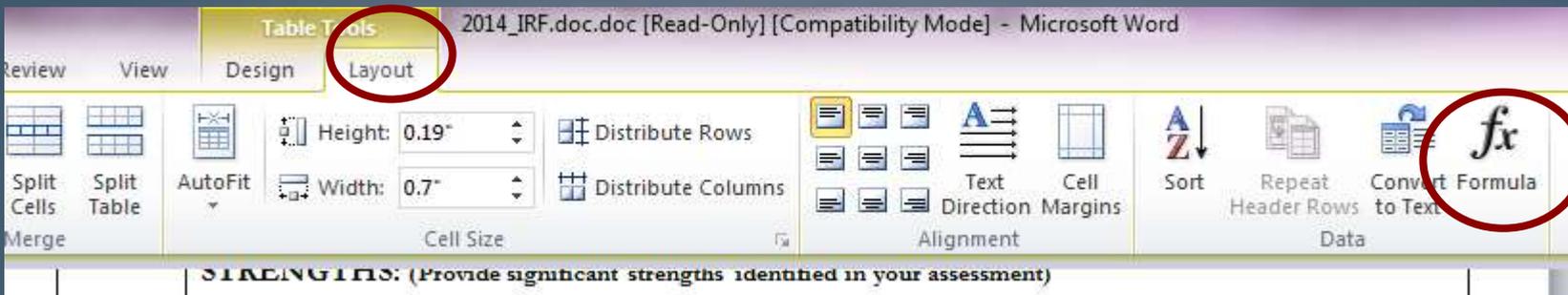
# DOUBLE CHECKING SCORES

- ▶ Built-in calculator feature
- ▶ Highlight total score, click 'layout' and then click 'formula'
- ▶ Recheck IRFs if there are significant discrepancies between Reviewer scores



0	TOTAL SCORE: ____ OF 850

APPLICANT FEEDBACK AND CL



623	TOTAL SCORE: ____ OF 850

APPLICANT FEED



# POL FEEDBACK

- ▶ All reviewers will send all IRFs to their POL at [POLRSVP@cns.gov](mailto:POLRSVP@cns.gov)
- ▶ Don't forget to copy your Panel Coordinator!
- ▶ Use feedback from POL to improve your other IRFs prior to submitting them to the POL for review
- ▶ Additional drafts of an IRF may be requested by the POL
- ▶ Only when you have received "Approval" from the POL should you cut and paste your IRF into eGrants



# OTHER REVIEW NOTES

- ▶ Review 25 pages of narratives, including facesheet and executive summary
- ▶ Do not compare applications, even if they propose identical service areas
- ▶ Do not compare applications with previous applications from the applicant
- ▶ Do not infer or make assumptions based on information in the application



# EXERCISE DISCUSSION

- ▶ Q8: Excellent
- ▶ Q9: Fair
- ▶ Q10: Does not meet
- ▶ Q11: Excellent



# STRENGTHS

- ▶ A specific tool is used (Volunteer Interest Survey, VIS) to assess certain experiences, skills, and abilities to share. Volunteer stations are specifically developed around trends in the experiences, skills, and abilities identified in the VIS.
- ▶ Leadership opportunities exist through the Ambassadors program.
- ▶ The impact of service on the RSVP volunteer is actively measured every six months through the Volunteer Interest Survey.
- ▶ Retention is tracked and the information is used to improve retention efforts. Recognition is done through both an annual event and incorporation in large service events. Reflection on the service is also included as a retention tool. Other retention efforts include follow up with new volunteers that incorporates measuring volunteer satisfaction.



# WEAKNESSES

- ▶ Volunteer training is connected to service activities in that the training is connected to the stations through MOUs, but specific training directly from RSVP for specific service activities is not described. The training responsibilities seem to be mostly on the volunteer stations.
- ▶ Although general recruitment information is included, the demographics of the community are not described, so it is not clear how recruitment will be focused on recruiting from one of the three pools described in the selection criteria.



# CLARIFICATION

- ▶ HOW IS THE NEWSLETTER USED FOR TRAINING FOR SPECIFIC SERVICE ACTIVITIES?
  
- ▶ WHAT SPECIFIC TRAINING IS PROVIDED TO RSVP VOLUNTEERS THAT ARE NOT AMBASSADORS?



# REFERENCE MATERIALS

- ▶ For more information, consult the Handbook:
  - ▶ 5.2.3 Completing the Individual Reviewer Form (IRF)
  - ▶ Section 5.4 Submitting Final IRFs
- ▶ On the Reviewer Website are instructions for uploading IRFs into eGrants
  - ▶ One for External Reviewers
  - ▶ One for Staff Reviewers



# NEXT STEPS

- ▶ Receive email with panel's information
- ▶ If you are listening to the replay of this Orientation, please email the secret word to [PeerReviewers@cns.gov](mailto:PeerReviewers@cns.gov)