

2015 AmeriCorps State & National External Review

Review Product Checklist for Panel Coordinators

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 the 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