

2015 AmeriCorps Timeline and Milestones

The 2015 AmeriCorps External Review spans 15 calendar days (including two weekends and one holiday,) beginning with downloading the applications and finishing with the closeout of review activities. The table below specifies the timeline and key milestones for Review Participants. Panel Coordinators (PCs) should use this to set additional deadlines and manage review tasks. It is recommended that panels begin with a **single application** for the purpose of learning, assessment, and feedback. Panels can then manage the remaining applications in **second** and **third** groups.

Date	Task
Tue 2/3/2015	<ul style="list-style-type: none"> Receive panel assignments Download applications from eGrants Cursory review of all applications for Conflicts of Interest Participate in Panel Introduction Call
Wed - Thu 2/4 - 2/5	<ul style="list-style-type: none"> Read first application Review/assess first application Complete and submit draft of first Individual Review Form (IRF) to PC Receive PC feedback on draft of first IRF <p style="text-align: center;">Thurs, 2/5 — PC Check-In #1; 1:00pm (Check-In Call w/ CNCS Staff Liaisons)</p>
Fri 2/6	<ul style="list-style-type: none"> Participate in Panel Discussion Call of first application Revise first IRF to address feedback from PC and reflect changes in assessment after Panel Discussion Call Resubmit (“near final” 2nd draft of) first IRF to PC PC reviews revised IRFs and if suitable, submits first IRFs (one for each Reviewer) to Program Officer Liaison (POL) for feedback
SAT - SUN 2/7 - 2/8	<ul style="list-style-type: none"> Read second group of applications Review/assess second group of applications Complete and submit draft of second group IRFs to PC Prepare for Panel Discussion Call on second group of applications
Mon 2/9	<ul style="list-style-type: none"> Receive PC feedback on draft of second group IRFs Participate in Panel Discussion Call of second group of applications Receive POL feedback on “near final” version of first IRF (provided to PC; PC reviews & returns to Reviewers) <p style="text-align: center;">Mon, 2/9 — PC Check-In #2; 1:00pm (Check-In Call w/ CNCS Staff Liaisons)</p>
Tue 2/10	<ul style="list-style-type: none"> Consider and incorporate POL feedback to finalize first IRF (<i>send to PC when final</i>) Return to second group IRFs to revise; adjust your assessment as appropriate, and incorporate PC feedback
Wed 2/11	<ul style="list-style-type: none"> Resubmit (“near final” 2nd draft of) second group IRFs to PC Read third group of applications PC reviews revised IRFs and if suitable, submits second group IRFs (one for each Reviewer) to POL for feedback
Thurs 2/12	<ul style="list-style-type: none"> Complete review/assessment of third group of applications and submit draft IRFs to PC Prepare for Panel Discussion Call on third group of applications <p style="text-align: center;">Thurs, 2/12 — PC Check-In #3; 1:00pm (Check-In Call w/ CNCS Staff Liaisons)</p>
Fri 2/13	<ul style="list-style-type: none"> Receive PC feedback on draft of third group IRFs Participate in Panel Discussion Call of third group of applications Receive POL feedback on second group of “near final” IRFs (<i>provided to PC</i>) Consider and incorporate POL feedback to finalize second group IRFs (<i>send to PC when final</i>)
SAT - SUN 2/14 - 2/15	<ul style="list-style-type: none"> Return to third group IRFs to revise; adjust your assessment as appropriate, and incorporate PC feedback Resubmit (“near final” 2nd draft of) third group IRFs to PC PC reviews revised IRFs and if suitable, submits third group IRFs (one for each Reviewer) to POL for feedback
MON 2/16	<ul style="list-style-type: none"> Receive POL feedback on third group of “near final” IRFs (<i>provided to PC</i>) Consider and incorporate POL feedback to finalize third group IRFs (<i>send to PC when final</i>)
Tue 2/17	<ul style="list-style-type: none"> All Review Participants perform Quality Assurance check on <u>all</u> work products (IRFs and PC Notes) Complete closeout process (Review Evaluations will follow 1-2 days later)