

AmeriCorps 2014

Timeline and Milestones

The 2014 AmeriCorps External Review spans 13 calendar days (incl. weekends), beginning with downloading the applications and culminating with the check-out after the completion of review activities. The table below specifies the timeline and key milestones for Review Participants. Panel Coordinators should use this to plan your review tasks. Panels can determine how many applications they manage in their **first** and **second** application sets.

Date	Task
Fri 1/31/2014	<ul style="list-style-type: none"> Receive panel assignments Download applications from eGrants Cursory review of all applications for Conflicts of Interest (COI) Download COI Form and Participation Agreement form (PA) from Reviewer Resource Webpage
Fri-Sat 1/31-2/1	<ul style="list-style-type: none"> Submit COI Statement and PA (<i>submission instructions on each form</i>) Read first group of applications Begin review/evaluation of first group of applications
Sat-Sun 2/1-2/2	<ul style="list-style-type: none"> Complete review/evaluation of first group of applications and submit draft IRFs (in MS Word) to Panel Coord.
Mon 2/3	<ul style="list-style-type: none"> Receive Panel Coordinator feedback on draft first group IRFs Prepare for panel discussion on first group of applications Mon, 2/3 — Panel Coordinator Check-In #1; 1:00pm (Check-In call w/ CNCS Staff Liaisons)
Tue-Wed 2/4-2/5	<ul style="list-style-type: none"> Participate in panel discussion of first group of applications Revise draft IRFs to address feedback from Panel Coord. and reflect changes in assessment after panel discussion Reviewers finalize first group of IRFs (<i>by sending to Panel Coordinator</i>) PC completes Applicant Feedback Summary forms for first group (<i>from Reviewers' FINAL IRF Comments</i>) PC Submits first group of AFSs (one for each application) to Program Officer Liaison for review
Thur 2/6	<ul style="list-style-type: none"> Read second group of applications Begin review/evaluation of second group of applications Receive Program Officer Liaison feedback on first group of AFSs (<i>provided to Panel Coordinator</i>) Thurs, 2/6 — Panel Coordinator Check-In #2; 1:00pm (Check-In call w/ CNCS Staff Liaisons)
Fri-Sat 2/7-2/8	<ul style="list-style-type: none"> Revisit first set of IRFs (if needed to apply feedback from POL), keep in consideration for second group of IRFs Complete review/evaluation of second group of applications and submit draft IRFs (MS Word) to Panel Coord.
Sun 2/9	<ul style="list-style-type: none"> Receive Panel Coordinator feedback on draft second group IRFs Prepare for panel discussion on second group of applications Participate in panel discussion of second group of applications
Mon-Tue 2/10-2/11	<ul style="list-style-type: none"> Revise draft IRFs to address feedback from Panel Coord. and reflect changes in assessment after panel discussion Reviewers finalize second set of IRFs (<i>by sending to Panel Coordinator</i>) PC completes Applicant Feedback Summary forms for second group (<i>from Reviewers' FINAL IRF Comments</i>) PC Submits second group of AFSs (one for each application) to Program Officer Liaison for review Tues, 2/11—Panel Coordinator Check-In #3; 1:00pm (Check-In call w/ CNCS Staff Liaisons)
Tues-Wed 2/11-2/12	<ul style="list-style-type: none"> Receive Program Officer Liaison feedback on second group of AFSs (<i>provided to Panel Coordinator</i>) Revisit second set of IRFs (if needed to apply feedback from POL)
Wed 2/12	<ul style="list-style-type: none"> Reviewers and Panel Coordinators Perform Quality Assurance Check on <u>all</u> work products
Thur 2/13	<ul style="list-style-type: none"> Load all final IRFs into eGrants, and submit Final Review Packages (MS Word versions) to CNCS—not earlier Complete check-out process