

# Panel Coordinator Orientation



*2014 justice AmeriCorps Blended Review Training*

*Serving Communities and Country*

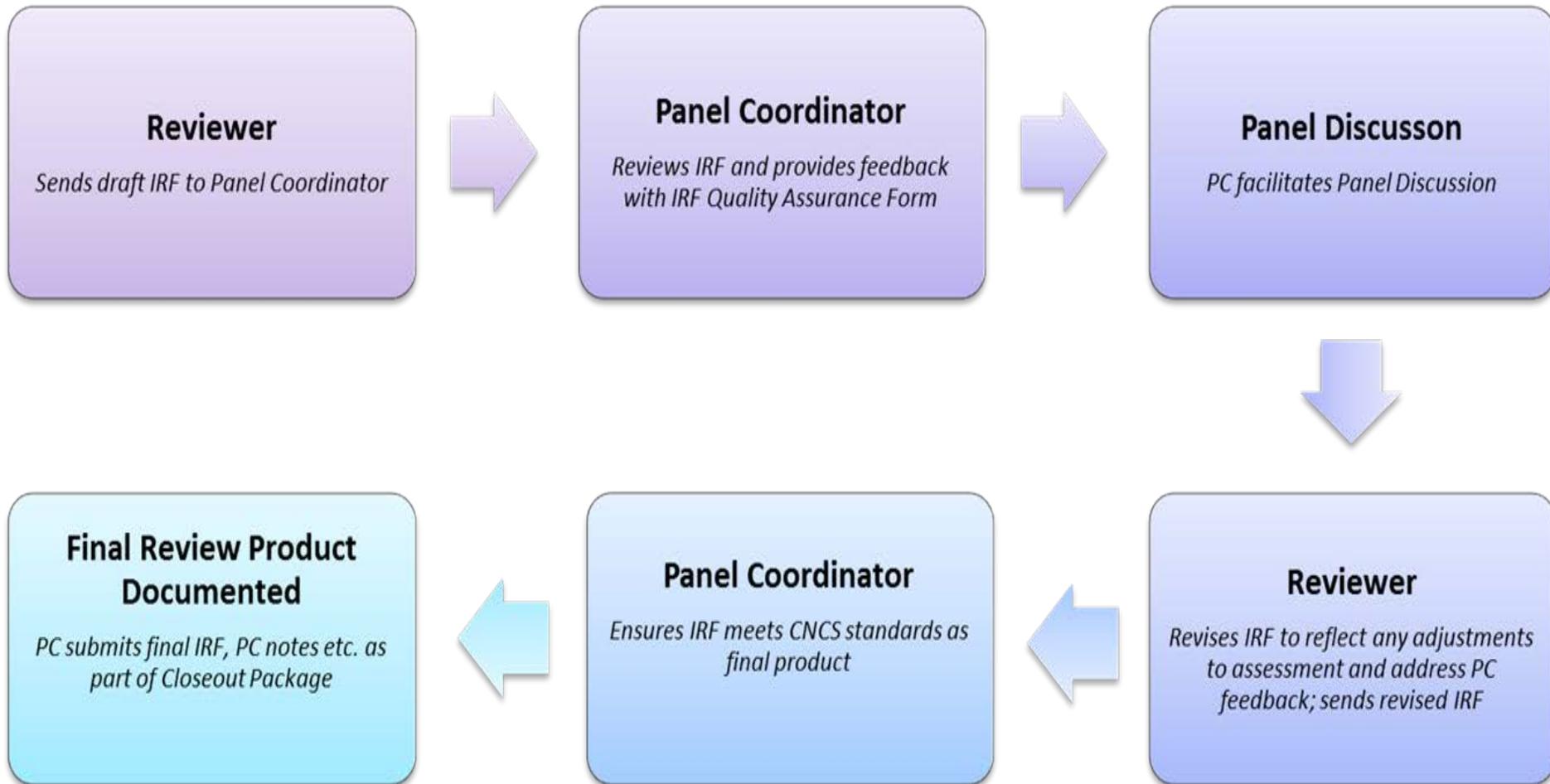


# Objectives

- ◆ Describe the Review Process from the perspective of the Panel Coordinator (PC)
- ◆ Provide tips to keep the panel on track with the review schedule
- ◆ Context for Blended Review participation
  - Program Officer Liaison Interaction
  - Feedback and review of IRFs
  - Federal Staff Reviewers
- ◆ Understand the purpose of and expectations for Check-Ins throughout the review
- ◆ State the expectations and goals of the Panel Discussion
- ◆ Discuss compilation of Panel Coordinator Notes



# Process for Individual Review Forms





# Context for Blended Review Facilitation

- ◆ Keep in Mind: Blended Review, not utilizing weekends, evening hours, etc.
- ◆ Federal Staff Participants
- ◆ Reviewer Roles & Expertise
  - Resources are members of your panel
  - DOJ Staff Reviewers, and External Reviewers assess specific elements
- ◆ Sending Correspondence
  - Keep **GARP Liaison** or [PeerReviewers@cns.gov](mailto:PeerReviewers@cns.gov) in the **CC**
  - **Always include your Panel Number in the subject line**



# Keeping the Panel on Track

- ◆ Utilize your past experience and best practices
  - Supplement for Panel Coordinators (Review Handbook)
- ◆ Communicate proactively with Reviewers
  - Create agreements, set milestones
  - Be clear about expectations
- ◆ Communicate proactively with the GARP Liaison
  - Alert them to any potential issues or concerns
- ◆ Do not stray from established schedule (panels should finish early)
  - Stay on target by reviewing the Timeline & Milestones
- ◆ Remind, summarize, refresh!



# Check-Ins and Updates

## ◆ Panel Introduction Call

- Utilize the [Panel Intro Call Guidance for PCs](#)

## ◆ Live PC Check-In calls:

- **Friday, August 1st at 1pm ET**
- **Wednesday, August 6th at 1pm ET**

- ◆ Attendance is mandatory; however, all calls will be recorded and available for replay

## ◆ GARP Liaison Check-Ins



# Panel Discussions

- ◆ Set expectations (preparation, # of panel discussions)
- ◆ Plan for 45 minutes per application
- ◆ Consider all criteria, focusing on areas of disagreement
  - Observe Reviewer verbal comments and compare with IRF notations
- ◆ Reference documents
  - Review Rubric
  - IRF DETAILED GUIDANCE Appendix
  - Tips for Writing Meaningful Comments
- ◆ Cases of uncertainty: reach out to Program Officer Liaison
- ◆ Next steps



# Panel Coordinator Notes

- ◆ Take notes about the Panel Discussion
- ◆ Summarize what issues were discussed and resolution to any disagreements
- ◆ Describe issues that were not considered in the Panel Discussion that may be of value
- ◆ Provide general comments (if needed)



# Verify Completion

- ◆ As with all orientations, please send an email to [PeerReviewers@cns.gov](mailto:PeerReviewers@cns.gov)
  - Subject” Panel Coordinator Orientation Complete”
  - include a question or comment from the Orientation.