

TIMELINE AND MILESTONES – BLENDED REVIEW

Justice AmeriCorps Legal Services for Unaccompanied Children 2014

The 2014 justice AmeriCorps Blended Review spans 8 business days, beginning with receiving the panel’s assigned applications and culminating with the check-out process after the completion of review activities. The timeline assumes all work will take place during the regular work week, and primarily within core business hours. (There may understandably be accommodations for Reviewers in other time zones.)

The schedule specifies the timeline and key milestones for Review Participants. Panel Coordinators should use this to plan their review tasks.

Date	Task
Tue 7/29/2014	<ul style="list-style-type: none"> • Receive panel assignments and applications • Coordinate with panel members to schedule day/time for Panel Intro Call (PC will contact panel) • Perform cursory review of all applications for Conflicts of Interest (COI) • Download COI Form and Participation Agreement form (PA) from Reviewer Resource Webpage
Tue - Wed 7/29 - 7/30	<ul style="list-style-type: none"> • Tuesday, 7/29 – Sign and Submit COI Statement and PA forms (<i>submission instructions on each form</i>) • Participate in Panel Introduction Call and set up Panel Schedule • Complete read/evaluation of first application • Submit draft Individual Reviewer Form (IRF) to Panel Coordinator for review and feedback
Thurs - Fri 7/31 - 8/1	<p style="text-align: center;">Thurs, 7/31 – ALL Reviewer Check-In and Q&A (LIVE Call); 2:00p Eastern</p> <ul style="list-style-type: none"> • Receive Panel Coordinator feedback on draft first IRF • Prepare for and participate in Panel Discussion on first application • Panel Discussion of application 1 • Complete read/evaluation of second and third applications <p style="text-align: center;">Fri, 8/1 – Panel Coordinator Check-In #1; 1:00p Eastern (<i>Check-In call w/Review Coordinators</i>)</p>
Mon 8/4	<ul style="list-style-type: none"> • Revise draft IRF 1 to address feedback from Panel Coordinator and reflect changes in assessment after panel discussion • Finalize IRF 1 (<i>ensure all feedback is incorporated, label with final naming convention, and send to PC</i>) • Submit draft IRFs 2 and 3 to Panel Coordinator for review and feedback
Tue-Wed 8/5-8/6	<ul style="list-style-type: none"> • Receive Panel Coordinator feedback on draft IRFs 2 and 3 • Prepare for and participate in panel discussion on applications 2 and 3 • Panel Discussion of applications 2 and 3 • Revise draft IRFs 2 and 3 to address feedback from Panel Coordinator and reflect changes in assessment after panel discussion <p style="text-align: center;">Wed, 8/6 – Panel Coordinator Check-In #2; 1:00p Eastern (<i>Check-In call w/Review Coordinators</i>)</p>
Thurs 8/7	<ul style="list-style-type: none"> • <u>ALL Reviewers and Panel Coordinators</u> Perform Quality Assurance Check on <u>all</u> final work products • Submit Final Review Packages (IRFs, PC Notes) to PeerReviewers@cns.gov • Complete close-out process