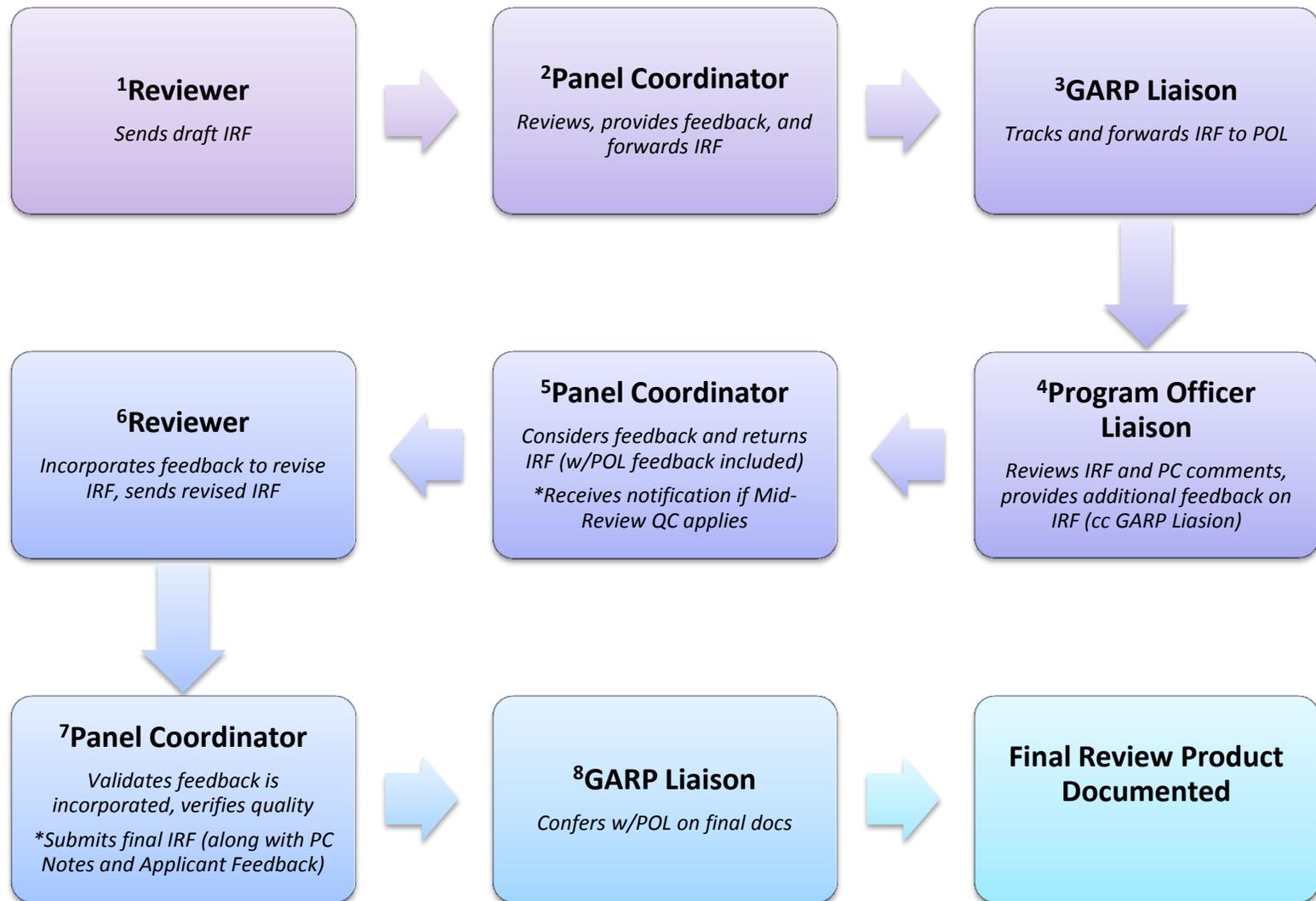


PROCESS FLOW CHART FOR INDIVIDUAL REVIEW FORMS (IRF)

NOTE— This process begins **after** the following has occurred: Reviewer reads application, drafts initial IRF, sends IRF to Panel Coordinator (PC), panel discusses application, Reviewer returns to IRF to revise assessment (Rating and Comments).



STEP-BY-STEP PROCESS FOR EACH IRF

No frills, just steps...

Key

IRF — Individual Reviewer Form
PC — Panel Coordinator
POL — Program Officer Liaison
MRQC — Mid-Review Quality Control

PRE-WORK

- Reviewers read application
- Reviewers provide initial IRF to PCs prior to the panel call
- PC looks at IRF (Ratings for each Reviewer, Criterion, application) to prepare for the Panel Discussion
- [OPTIONAL: PCs may provide feedback on IRF prior to the panel call]
- Panel Discussion call takes place
- Reviewers return to IRF and make revisions to Ratings and Comments (this is based on a new assessment the Reviewer may have from the discussion)

STEPS

1. Reviewers send Revised IRF to PC
2. PC reviews IRF, and incorporates feedback, suggestions for improvement (this is the first required period for the PC to provide a review of the IRF)
 - PC sends IRF with their feedback incorporated to GARP Liaison
3. [GARP Liaison documents/tracks receipt of IRFs, and forwards IRFs with PC feedback to POL]
4. POL reviews IRF with PC comments and provides additional feedback on IRF
 - POL returns IRF (with POL comments) to PC (CC's GARP Liaison)
 - [MRQC Option: If scores widely vary or other issues are noted, PC will be notified by their GARP Liaison at this time that the IRFs for this application is identified for Mid-Review Quality Control]
5. PC reads POL feedback and returns IRF to Reviewer
6. Reviewer reads IRF feedback from PC and POL, and makes adjustments to enhance form (in response to feedback)
 - [MRQC Option: If application was identified for MRQC, the panel will revisit the discussion for this application]
 - Reviewers send final (Reviewer-revised)IRF to PC
7. PC validates that POL and PC feedback has been incorporated and verifies overall quality of IRF
8. PC submits final IRF to GARP
9. [GARP documents/tracks receipt of Final IRF and notifies POL]

CONGRATULATIONS, you have completed the process to finalize an IRF!
You will receive instructions to prepare each document to submit at the close of the review.