

PARTICIPATION ROLE FOR CNCS STAFF REVIEWERS 2017 DAY OF SERVICE REVIEW

Review Dates: March 8 – March 20, 2017

Instructions:
 1. Read and print this document for easy reference throughout the review.

General expectations for CNCS Staff Reviewers:

1. In the instance where a CNCS Staff Reviewer is unable to commit to the review schedule, the Review Coordinator may seek a replacement CNCS Staff Reviewer for review competition.
2. By participating in the review of applications, you understand that CNCS may provide a portion of your completed review forms to applicants for feedback and the public after grant announcements are made. CNCS removes the names of Review Participants prior to releasing review forms and comments to applicants and the public. Your name will not be made public as part of the transparency posting for the grant competition announcement.
3. Please take note of the following review schedule. Orientation sessions are **required**:

As a participant in this Review Process you are asked to complete your review activities consistent with the following review schedule. All orientation and training sessions are **required** for review preparation. **The following is an overview of the review schedule.**

Activities	Schedule/Date Due
Review all training and resource materials on the Reviewer Resource Webpage	Available via email beginning Friday, March 3, 2017
Participate in Live Training Call with CNCS	Monday, March 6, 2017 at 1pm Eastern Time
Complete all orientations	No later than Wednesday, March 8, 2017
Receive applications in Panel Assignment email	Tuesday March 7, 2017
Preview applications and report any COIs to PeerReviewers@cns.gov	Afternoon of Wednesday, March 8, 2017
Review and assess all assigned applications. Complete a draft Individual Reviewer Form (IRF) for each application.	Prior to the Panel Discussion Calls (March 8th – March 16th, 2017)
Review Check-in Call	Thursday, March 9, 2017 at 1pm Eastern Time
Panel Discussion Calls	Call(s) scheduled between the two panelists March 8th – March 16th, 2017
Submit IRFs to the Program Officer Liaison (POL) for review. Feedback may be provided.	All forms should be submitted for initial review <u>no later than 12:00pm Eastern Time on Friday, March 17, 2017.</u> The POL will either provide feedback or approve as final.
Review POL feedback and revise IRF, if necessary. Submit <i>final</i> IRFs for each application reviewed. POL will submit final approved IRF to GARP Liaison and cc you.	All forms must be submitted as <i>final</i> no later than 5pm Eastern Time on Monday, March 20, 2017
Close-Out: confirm review responsibilities are complete	Monday, March 20, 2017

CNCS Staff Reviewer Overview

As a Reviewer, you will be carrying out your duties and responsibilities under the direction of a CNCS staff member work as a Grants Application Review Process (GARP) Liaison. You must complete all your work in

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accordance with published CNCS guidelines and Review resources.

You must assess the application using the specific review criteria. Reviewers are selected and confirmed based on their appropriate qualifications and expertise. Use your experience and expertise to assess how the application addresses the criteria.

Before the review process begins, **Reviewers** are required to:

- **Complete all orientation sessions and training requirements on time.**
- Check for possible COI upon receipt of panel assignment and applications, and notify your GARP Liaison immediately of any potential conflicts, and if any arise during your participation.

Once the review process begins, **Reviewers** are required to:

- Maintain the confidentiality of information about applicants and Review Participants related to this review in a manner consistent with the Confidentiality & COI Form.
- At any time in the review, immediately report any concerns about potential COIs that arise throughout the review.
- Be timely in your correspondence with your assigned panel members, GARP Liaison, and the CNCS Review Coordinators throughout the review process.
- Fully cooperate with the other Review Participants during the review and when receiving feedback.
- Read each application assigned to the panel.
- **Assess applications objectively – independent of any personal feelings or knowledge you may have about the applicant that is not included in the application.**
- Conduct a thorough and objective assessment of each application.
- Complete your draft IRF consistent with the specifications and standards set forth in the review guidance.
- Participate in your Panel Discuss Calls.
- Return to your IRF after the panel discussion to revise and finalize your results.
- Complete all review duties consistent with the specifications and standards set by CNCS and covered in the training and review materials.