

**FY 2017 Grant Application Review Process
Day of Service Competition
Program Officer Liaison (POL) Review Form Checklist**

**Consult this checklist when reviewing each Individual Reviewer Form (IRF).
It does not have to be completed, but you may choose to do so.**

This review is not panel consensus, therefore, reviewers on the same panel may have differing ratings and comments.

- The application ID number matches the applicant name.
- The strengths and weaknesses pertain to the application's alignment (or lack thereof) with the selection criteria listed in the Notice and on the Review Form.
- The strengths and weaknesses demonstrate clear understanding of the criteria on the part of the reviewer.
- Sentences are complete.
- Clarifications appropriately request clarifying information or corrections that must be made.
- The Review Form contains information suitable to return to applicants and might serve as adequate justification for why their proposal was or was not recommended for funding.
- Strengths and Weaknesses comments support each section rating, and do not contradict each other.
- Review Form adequately reflects Program Design, Organizational Capability, and Cost Effectiveness and Budget Adequacy sections of the application.
- All Strengths and Weaknesses comments are grounded in the Selection Criteria for each section. Comments outside of the selection criteria are not included in the Strengths and Weaknesses comments.
- The overall score is aligned with the Strengths and Weaknesses Comments Section.