

# Review Product Checklist for Panel Coordinators

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## Reviewing the IRW Comments:

- ✓ Comments are grounded in the Selection Criteria.
- ✓ Comments address the applicant's quality of response to the Selection Criteria, not the applicant's suitability for funding or another inappropriate factor.
- ✓ Comments address what is strong or weak about a criterion.
  - Each comment should clearly state if something is good or not so good.
  - Ask Reviewers to revise any statements that are ambiguous.
- ✓ Comments are evaluative and do not rely heavily on summary information from the application.
- ✓ Comments are stated to demonstrate the significance of the strength or weakness.
- ✓ Comments support the rating selections.
- ✓ Comments are not labeled or numbered, and do not include references to page numbers.
- ✓ Comments do not advocate for the application or the population to be served.
- ✓ IRW contains only information about the application in question:
  - There are no comparisons drawn to another applicant or application.
- ✓ IRW does not contain suggestions for improvement, e.g.:
  - *"This application would be strengthened if the applicant would..."*
  - *"Providing clear statistics would have helped..."*
- ✓ IRW does not reference other reviewers on the panel.
- ✓ IRW does not include inappropriate comments or inflammatory language, e.g.:
  - *"I do not think the applicant should be funded."*
  - *"The applicant failed to address any of the Selection Criteria."*
- ✓ Sentences are complete.
- ✓ IRW has no spelling errors.
- ✓ IRW contains proper grammar.

## General Guidance for Quality Checking the Form:

### Verify the Header:

- ✓ Confirm that the Application ID Number and Legal Applicant Name match an application assigned to your panel.
  - The header should match what is listed on the Panel Assignment email.
  - Confirm that the correct application is being assessed.

### Verifying the Comments:

- ✓ Ensure that each significant strength and weakness is separated by a line space.
- ✓ Ensure that no comments are errantly copied from one IRW into another.
  - The comments should be appropriate for that application.
  - Sometimes when an IRW is "recycled," comments from the previous iteration remain.

## Naming Convention:

- ✓ Remember to use the recommended Naming Convention when saving the **IRW**.
  - PIRW or EIRW.Legal Applicant Name.\_last 4 digits of Application ID.\_Reviewer Last Name
- ✓ Remember to use the recommended Naming Convention when saving the **PDR**.
  - PDR.Legal Applicant Name.\_last 4 digits of Application ID.\_PC Last Name