



PANEL COORDINATOR ORIENTATION

2015 Senior Corps RSVP Blended Review
Orientation Session 8



OBJECTIVES

- ▶ Discuss Panel Coordinator's role
- ▶ Explain how to complete the Individual Reviewer Form (IRF)
- ▶ Clarify expectations for managing panel activities
- ▶ Describe the expectations of the Panel Discussion
- ▶ Provide resources and answer all questions!



AGENDA

- ▶ The CNCS Blended Review Process
- ▶ Conflict of Interest & Confidentiality
- ▶ IRF Process and Standards
- ▶ Panel Discussions
- ▶ The Panel Discussion Report
- ▶ *Question & Answer*



PANEL COORDINATOR ROLE

Support/monitor Reviewers



Manage logistics/schedule discussions



Primary liaison between GARP Program Staff and panel



Keep panel on track



PANEL COORDINATOR AND STAFF REVIEWERS

Staff Reviewer

Review training/background materials

Report conflicts of interest/comply with confidentiality expectations

Panel Coordinator

Share any panel concerns with GARP staff

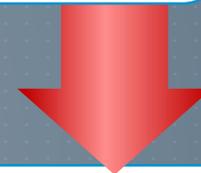
Resolve panel conflicts/notify GARP Liaison of issues



CONFLICT OF INTEREST REVISITED

Applications available September 29

- All Panelists are asked to review for potential COIs



Notify CNCS of any COI concerns

- Reviewers involve Panel Coordinator in notifications



Return signed forms to CNCS by 5:00 pm on September 30

- Submission information is on each form



KEEPING THE PANEL ON TRACK

- ▶ Consult “how-to” tips in Panel Coordinator Supplement
- ▶ Communicate proactively with Reviewers
- ▶ Provide advanced warning of concerns to GARP Liaison
- ▶ Keep in contact with your POL

CHECK-INS AND UPDATES



- ▶ Three, 30 minute check-ins (all recorded)
 - Wednesday October 1, 1:00 pm EST **888-455-7455**
 - Tuesday October 7, 1:00 pm EST **888-455-7455**
 - Tuesday October 14, 1:00 pm EST **888-455-7455**
- ▶ Creates opportunity to share tips with other PCs
- ▶ Provides a forum to share panel status and next steps, and receive CNCS guidance and information
 - Important to communicate the information to Reviewers
- ▶ Conference call number provided by email day prior
 - ▶ Passcode: “**RSVP 2015**”



TIMELINE AND MILESTONES

See 2015 RSVP Reviewer Handbook, pages 15-16



PANEL INTRODUCTION CALL

- ▶ Suggested agenda topics for the Panel Introduction Call:
 - ▶ Allow each Reviewer to give his/her background
 - ▶ Establish optimal means of communication
 - ▶ Review expectations and schedule
 - ▶ Encourage flexibility/commitment to review schedule
 - ▶ Discuss and consider time zones
 - ▶ Ensure all are Reviewing applications in the same order
 - ▶ Identify the Lead Reviewer Role for each application
 - ▶ Invite POL to touch base with the panel



INTERACTING WITH GARP LIAISON

- ▶ Primary point of contact with CNCS
- ▶ Sending Correspondence
 - ▶ Always include Panel # in Subject Line
- ▶ Anticipated Interactions
 - ▶ Check-in before Panel Introduction Call
 - ▶ Any panel needs, help with any Reviewer issues
 - ▶ Advice on possible COIs
 - ▶ Reviewing all PDRs
 - ▶ Checkout Package verification

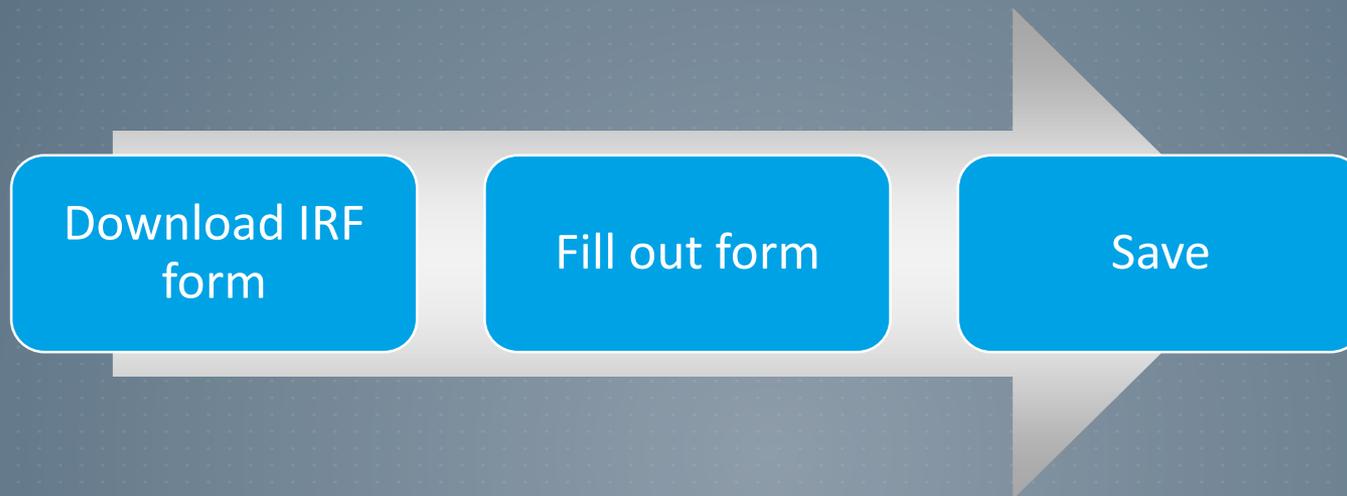


INTERACTING WITH PROGRAM OFFICER LIAISON (POL)

- ▶ Know your Liaison!: Available Monday - Friday
- ▶ Sending Correspondence
 - ▶ All panel correspondence should be sent from you to POLRSVP@cns.gov
 - ▶ Always Include Panel # in Subject Line
- ▶ Anticipated Interactions
 - ▶ Check-in before first Panel Discussion Call
 - ▶ Requesting clarification of Selection Criteria
 - ▶ Reviewing all IRFs



SAVING THE IRF



- ▶ Save using naming convention:
- ▶ “IRF.legal applicant name. last four digits of application ID.Reviewer last name”
- ▶ Example “IRF.SuperApplicant.5177.Smith”

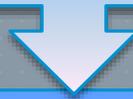


IRF SUBMITTAL PROCESS

Reviewer sends IRFs to POL for “approval” and possible feedback



Reviewer makes any necessary changes to IRF



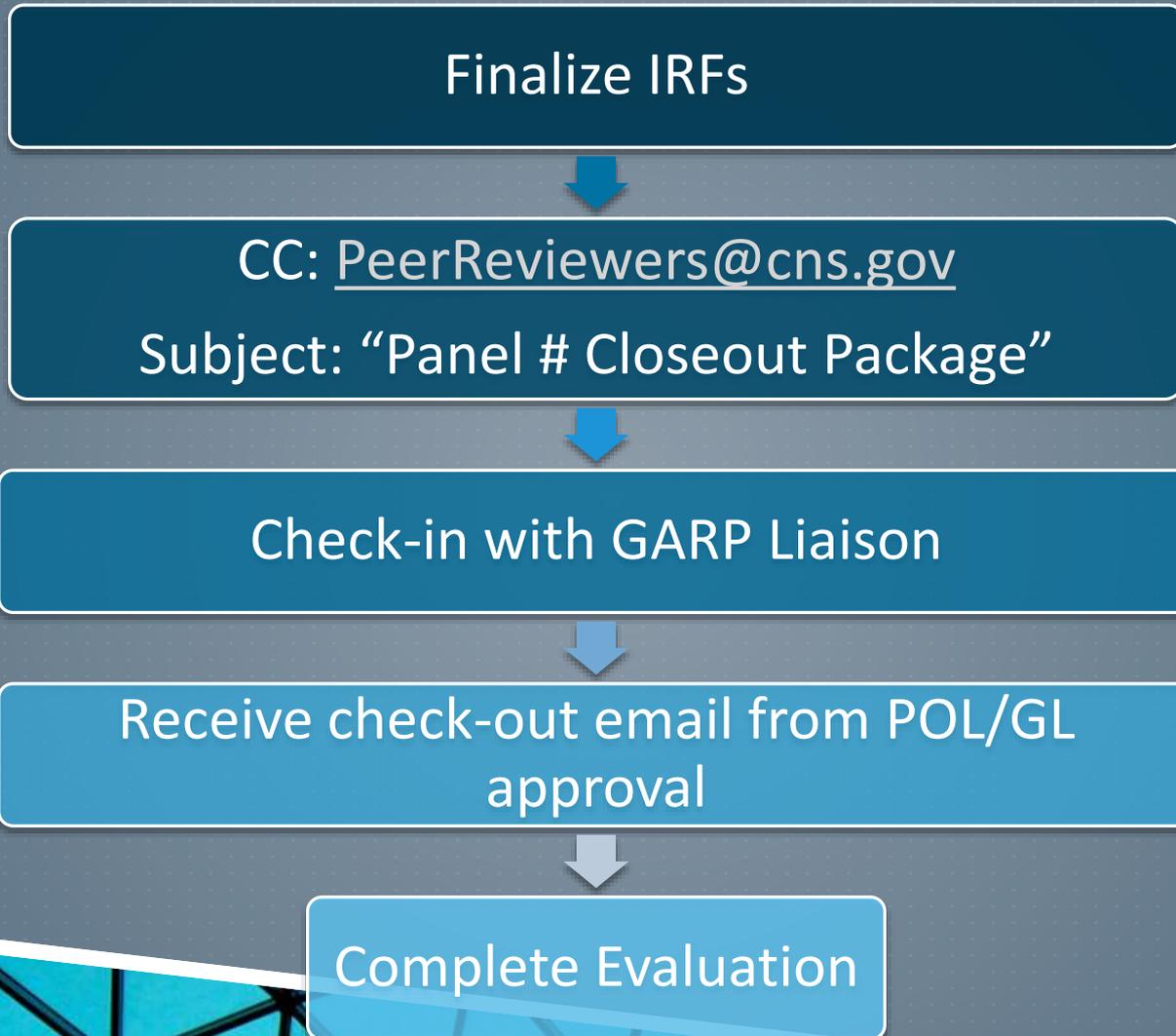
Reviewer sends the final version to the POL



When IRF is approved by POL, the POL will send the IRF to the GL and notify the Reviewer IRF was approved



CLOSE-OUT PROCESS





QUESTIONS



RESOURCES

- ▶ Review Process Questions
 - ▶ GARP Liaison (PeerReviewers@cns.gov)
- ▶ RSVP or Content Questions
 - ▶ Your Program Officer Liaison (POLRSVP@cns.gov)
- ▶ eGrants Issues – National Service Hotline (*Mon- Thur, 9am - 7pm EST*)
 - ▶ 1-800-942-2677
 - ▶ Online: www.nationalservice.gov/questions/app/ask
- ▶ Individual Reviewer Form
 - ▶ POL