

RSVP 2015 Reviewer Frequently Asked Questions

1. The IRF instructions say not to enter periods or dashes. How do I enter comments without punctuations?

Periods and other punctuation can be entered in the IRF. Please do not enter dashes (-) as they can be read as a subtraction formula in excel. Please do not enter other special characters (bullet points).

2. Can I write comments about the budget if I am not an FFMC reviewer?

Comments should be about the selection criteria you are reviewing. The blended panels review some criteria that reference the budget (ex. Q18 will require you to check the budget to ensure it aligns with the personnel described in the narrative) so you may reference the budget in comments for those criteria, but you should not reference the budget in other comments that do not have to do with budget criteria. If you happen to see something in the budget that you think requires clarification, you are welcome to write a clarification question about it, but please know that it is the primary responsibility of the FFMC reviewers to write budget clarification.

3. I found a way to copy and paste in the IRF! Can I go ahead and copy and paste even though the IRF instructions say not to?

NO! Please do not copy and paste or cut and paste in the IRF. It risks breaking our aggregation later in the process.

4. The rubric for Q8 references four elements for achieving an 'excellent' rating. How are these elements broken out in the criteria?

Here are the four elements: 1. opportunities to share experiences; 2. opportunities to share abilities; 3. opportunities to share skills to improve the community; and 4. opportunity to improve themselves through service to their community.

5. I only wrote one clarification question. Is that enough?

Probably not. Clarification questions should address **all** work plan errors. By addressing the clarification questions through the work plans, the application should result in error-free work plans.