Corporation for National & Community Service | Social Innovation Fund

Finding what works. Making it work for more people.

2016 Social Innovation Fund
Pay For Success
Orientation 5A: Ensuring an Equitable Review

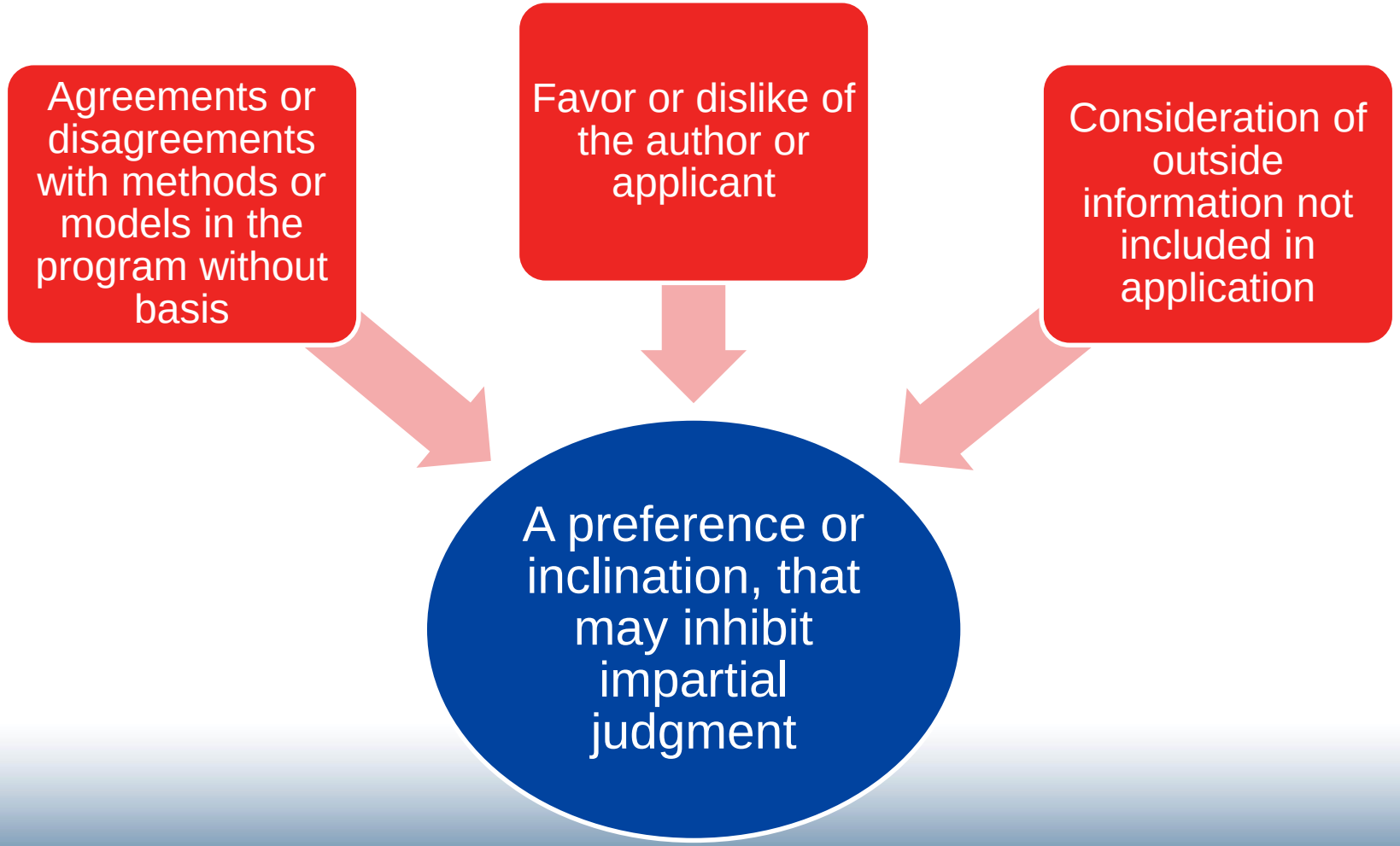
Training Objectives

- Describe the Review Participants' responsibilities in ensuring a fair and equitable review
- Define potential bias
- Outline steps to take if you identify a potential Conflict of Interest
- List proper disposal methods for all confidential materials
- State and understand purpose of Confidentiality & Conflict of Interest Guidance Form

What does it mean to be equitable?

- Ensure that each application receives consideration through a fair and impartial process
- Understand the Selection Criteria
  - Assess each criterion and apply the appropriate rating
  - Understand and follow the Scoring Rubric
  - Use only the materials provided; not consider outside information
- Responsibility as a Review Participant
  - Confidentiality, Conflicts of Interest, Bias

What is Potential Bias?



How to Handle Potential Bias

- Often it will be flagged by another participant
- Return to assessment; only use information provided in the application
- Exercise consideration and respect – remove emotions
- Possible recusal from review of that application

Conflict of Interest

- Conflict between private interests and official responsibilities

- Before you review any applications, you must tell CNCS about any possible Conflicts of Interest (COI) or the appearance of a Conflict of Interest.

- The duty to disclose potential COIs is ongoing. If a COI or appearance of a COI arises during the course of your participation, you must tell CNCS.

Examples of Conflict of Interest

Review Scenarios listed in the Conflict of Interest Form

- You must disclose whether you or a related person has a potentially conflicting relationship with an applicant organization, or any affiliated organization

- Related people include:
  - Your spouse, domestic partner, or civil union partner
  - Your minor child
  - A relative living in your immediate household

Importance of Reporting COIs

- Ensure a fair and equitable review for each application
- Preserve the integrity of the Blended Review process
- If you have any questions or think a conflict may exist, immediately contact your Panel Coordinator and GARP Liaison
- ***CNCS staff will review the information, make a determination as to whether there is a conflict, and notify you of what steps, if any, need to be taken.***

Confidential Information

Applicant Confidentiality

- Applicant names
- Applicant business information and financial data
- Details about the proposed program
- Review comments and ratings

Participant Confidentiality

- Identity of all review participants
- The link between Reviewers and their comments

Proper Handling of Confidential Information

All Review Notes

Review Artifacts

All Applications

Confidentiality & COI Form:
Process and Purpose

- Read the Confidentiality & COI Form
- PCs need to sign and return form to CNCS
- Receive the applications
- Review for potential COIs
- Maintain appropriate confidentiality

Next Steps

- Confirm participation in this orientation by emailing secret word to: PeerReviewers@cns.gov