

FY 2016 Social Innovation Fund Pay for Success Cooperative Agreement
Reviewer Quality Control Checklist for Panel Consensus Forms

- Review no more than twice per Panel Consensus Forms (PCF)
- Header
 - Following items are correctly identified
 - Applicant ID
 - Legal Applicant
 - Panel
 - Reviewer name (first initial, last name - e.g. SCohn)
 - Use your judgment. Some items can simply be corrected by the POL to save back and forth, but if there are multiple mistakes, consider sending it back with guidance
 - Change status to 'approved' once approved
 - Change status to 'awaiting reviewer changes' if returned to reviewer or 'awaiting QC (quality control) by PC (Panel Coordinator)' if submitted for review or after revisions incorporated
- Ratings and comments
 - Ensure there are an appropriate number of comments for feedback
 - Ensure ratings and comments align
 - E.g. An "Excellent" rating should be reflected in an excellent-esque comment for that criterion
 - Sentences are complete
 - Comments should not quote application or use page numbers
 - Language cannot be inflammatory
- Clarifications
 - Adequate number of clarifications, based on ratings
 - Refer to "When to Write a Clarification"
 - Addresses an issue in the application
- Other considerations
 - Ensure these questions are completed