



ANA Objective Panel Review

Job Description: *Panel Chairperson*

Job Title: Panel Chairperson

Positions that Report to the Panel Review Chairperson: Panel Reviewer

Position that Panel Review Chairperson Reports to: Panel Manager (PM)

POSITION SUMMARY:

The panel chairperson's main responsibility is to facilitate panel discussions among the peer reviewers on their panel to help ensure that each application receives an objective review and develop the Panel Summary Report (PSR). The Chairperson will work with the panel to establish ground rules and the panel's schedule, in accordance to ANA's timeline for completion. The chairperson will receive reviewer comments 2 hours before the panel session to begin preparations for the panel discussion call. During the panel discussion, the chairperson moderates the panel to establish consensus on comments and scores that accurately reflect the quality of each application as it is applied to the evaluation criteria prescribed in the Funding Opportunity Announcement (FOA). The chairperson consolidates the reviewer's analytical comments, he/she submits the draft PSR to the Panel Manager (PM) for review and edits. The PM may return the draft PSR to the chairperson to incorporate the revisions. Once the PM approves of the drafted document, the PM will submit the PSR report to the Review Director (RD) for potential additional revision and final approval.

ABOUT OBJECTIVE REVIEW:

Objective review involves the thorough evaluation of the technical aspects of the grant application through a peer review process. The evaluation is based on an unbiased appraisal of the merit of the application's responsiveness to the criteria published in the respective FOA. Objective review is an advisory assessment of applications conducted by a minimum of three unbiased peer reviewers that score and comment on each application and a Panel Chairperson who summarizes the comments into a report. This report will be provided to each applicant. Objective review is essential to ensuring the selection of applications that best meet the needs of the program consistent with established criteria and providing assurance to the public that the evaluation and selection process is impartial and fair. The PM will review all reviewer comments in advance and listen to each panel discussion to provide guidance about the panel process and FOA criteria.

REQUIREMENTS AND ESSENTIAL FUNCTIONS:

Facilitation and Panel Process Duties

- Review the FOA for assigned program areas (e.g. Social and Economic Development Strategies, or SEDS). If assigned to different FOA competitions, the chair must be knowledgeable of the criteria, which is specific to each FOA.
- Notify PM of any conflict of interest (COI) a reviewer may have if it becomes apparent during the panel process. Chairpersons or reviewers cannot have a COI with any application or competition to which they're assigned.
- Read and develop understanding of all assigned grant applications.
- With input from reviewers, develop panel reading schedule to align with ANA established deadlines. Ensure the panel schedule is adhered to in order to finish the session on time.
- Ensure reviewers complete their review in a timely manner, that all reviewers participate in panel meetings, and that a climate of professionalism and respect is maintained.
- Facilitate discussion and consensus among the reviewers on assigned panel to help ensure that each application receives an impartial and objective review. Take notes during discussion or record panel discussion as verbal comments may also be incorporated into the PSR.



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- Check reviewer comments for clarity, accuracy, completeness, appropriateness, and grammar/syntax. Ensure comments are not biased, opinionated, or offensive.
- Direct reviewers to revise their comments, after the panel discussion, to reflect any changes that may have occurred or if the reviewer comments and scores are unclear, incomplete, inappropriate, or markedly incongruent with the comments and scores of other reviewers on their panel.
- Consolidate and/or re-write panel reviewer comments which balance the consensus and independent reviewers' analysis into a comprehensive PSR.
- Revise PSR, as directed, by the PM or RD until the document is approved.
- Maintain confidentiality of the information within the applications to which you're assigned. Only discuss with fellow panelists.
- Assess performance of reviewers and make recommendations for the panel process for future ANA panel reviews.
- Properly complete, sign, and return all required forms and documents to ANA or its contractor.

Rules, Regulations and the FOA

- Ensure reviewers understand the FOA's evaluation criteria that they should use to assign scores, based on the FOA's scoring guidance, to grant applications and that the panel provides due diligence by giving a thorough, accurate analysis.
- Ensure that panel reviewer comments are based solely on published evaluation criteria.
- Ensure that panel reviewers conduct discussions and deliberations in accordance with all applicable regulations, policies, and ethical guidelines.
- Assist the Panel Manager (PM) in ensuring measures to minimize potential conflict of interest issues are implemented, and ensure that any perceived or real conflict is immediately addressed.
- Ensure that reviewer opinions to improve the application are not included in the final panel summary report within the Application Review Module (ARM).
- Ensure the electronic input of scores and comments into the ARM system by reviewers.
- Generates a panel summary report in the ARM system for each application reviewed. Works on the finalization of the summary report, in consultation with edits provided by the PM or RD.

WORKING RELATIONSHIPS:

- Panel Reviewers – Collaborative working relationship in which chairperson guides and directs reviewers throughout the panel review session on processes, protocols, timelines, and ensuring panel reviewers work together, share information, learn from one another, manage their schedule, and solve problems respectfully and with minimal conflict.
- PM – Collaborative working relationship in which the PM coaches the chairperson to fulfill their role, responsibilities, and tasks in the panel review process, and review summary reports of each application submitted by chairpersons. PMs will monitor the quality of these reports to ensure that the final product is appropriate to the needs of applicants. PMs will participate in some panel discussions to serve as a resource for the FOA, the ANA programs, and to ensure the panel strictly adheres to the evaluation criteria as part of their deliberations. The PM will edit the panel summary reports as necessary and return to the chairperson for any additional changes. The PM will seek any additional revisions and final approval for each panel summary report from the Review Director.
- Review Director – Technical relationship in which the PM submits the revised Panel Summary Reports to the RD for potential revisions or final approval.



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SKILLS, KNOWLEDGE, EDUCATION, EXPERIENCE and OTHER REQUIREMENTS

- Experience and knowledge of working with Native Americans, including awareness of Native American history, cultural identity, political organization, and contemporary issues.
- Remotely manage panelists and provide leadership to elicit a cooperative team environment.
- Maintain strict confidentiality.
- Must be objective, unbiased, and respectful.
- Must not have a conflict of interest with any organizations that may be applying for funding.
- Knowledge of community development, project design, and implementation. Experience in developing and evaluating budgets and work plans.
- Knowledge of HHS, ACF and ANA policies regarding the review of grant applications.
- *Written Communication and Analysis:* Ability to synthesize multiple comments into a singular voice using clear, concise language.
- *Facilitation:* Modeling appropriate communication skills, provide a safe and conducive environment, establish a panel discussion schedule, provide feedback during discussions, keep discussions on track and on time, keep discussions balanced, ask probing questions, represent expertise, maintain positive professional demeanor, help reviewers understand and apply concepts, and ensure reviewers adhere to pre-determined schedules.
- *Technology:* Basic word processing, use of online conference call system, ability to navigate the internet with multiple browsers, and ability to quickly learn the Application Review Module (ARM) (a web-based grant application review control system). Participants must have a cell phone or land line (cell phones should not be restricted by minutes), and continuous, dependable Internet access during the panel review session, as these are essential towards completing the work.