



ANA Objective Panel Review

Job Description: Panel Reviewer

Job Title: Panel Reviewer

Positions that Report to the Proposal Reviewer: None

Positions that the Proposal Reviewer Report to: Panel Chairperson

POSITION SUMMARY:

A panel reviewer's main responsibility is to provide an impartial and objective review of grant applications submitted to ANA for funding consideration. Reviewers are expected to thoroughly read each assigned application to assess the application's responsiveness to evaluation criteria published in the Funding Opportunity Announcement (FOA). The reviewer will also write analytical comments and provide a score that correlates to the comment. The reviewer will also participate in panel discussions via conference calls with other peer reviewers and a chairperson to deliberate the strengths and weaknesses and negotiate the scores of each application.

Reviewers may need to revise comments and scores based on the panel discussion. An ANA staff person will be assigned to support each panel as a Panel Manager (PM) and Review Director (RD), who will finalize and approve the Panel Summary Report (PSR).

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 (*Preparing for Application Review*)

- Read the FOAs for all assigned program areas (e.g. if reviewing both SEDS and Environmental Regulatory Enhancement applications, read both FOAs).
- Complete all required panel reviewer online training. Must receive acceptable score for selection.
- Complete Application Review Module (ARM) training, if first time.
- Understand evaluation criteria used to analyze and score grant applications and be diligent in providing a thorough, objective, accurate, and analytical comments.
- Provide strength and weakness comments based solely on published evaluation criteria. Scoring should be reflective of the comments provided and the scoring guide in the FOA.
- Write comments that are thorough and concise; one-liners are not acceptable. Criterion responses should reflect the entirety of each criterion. Comments should be written to support each criterion and supported by actual examples referenced in the application.
- Utilize ARM, the web-based application review system, to record application scores and comments. Reviewer comments are due to the chairperson 4 hours before the scheduled panel discussion for each assigned application.
- Fully participate during panel conference calls by phone. Prompt responsiveness to the chairperson by phone and email is mandatory.



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- Provide constructive feedback in the form of comments that indicate analysis of the strengths and weaknesses in the quality of information presented in the application, in relation to the FOA evaluation criteria. Participate in the review sessions in accordance with all applicable regulations and policies and guidance provided by ANA staff. Revise original comments and scores, as needed, after panel discussions have been held.
- Notify chairperson with any challenges/questions regarding the FOA or panel review process.
- Assess performance of chairperson and make recommendations for the panel process for future ANA panel reviews.
- Notify the Panel Manager (PM) or chairperson of any conflict of interest prior to the start of the panel process or if it becomes apparent during the review process. Panel reviewers should exhibit ethical conduct in providing fairness and impartiality towards all applicants. If your organization is applying for funding in a competition that you've been selected to review, you must notify ANA so that you can be reassigned.
- Maintain confidentiality of the information within the applications to which you're assigned. Only discuss with fellow panelists.
- Ensure panel and ANA deadlines are met for the submission of draft and revised panel comments.
- Properly complete, sign, and return all required forms and documents to ANA or its contractor.

WORKING RELATIONSHIPS:

- Panel Reviewers – Collaborative relationship in which panel reviewer's work together, share information, learn from one another, and solve problems respectfully and with minimal conflict.
- Panel Chairpersons- Collaborative relationship in which panel chairperson assists the panel in coming to a consensus on comments and scores that accurately reflect the quality of each application in a Panel Summary Report. Ensures that the comments provided are reflective and aligned to the evaluation criteria published in the Funding Opportunity Announcement.
- Panel Manager – Technical relationship in which the PM provides guidance to panelists regarding the process or FOA criteria as well as feedback for revisions to the Panel Summary Report.
- Review Director – Technical relationship in which the PM submits the revised Panel Summary Reports to the RD for potential revisions or final approval.

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.
- Objectively analyze and score grant application's responsiveness to FOA evaluation criteria and scoring guidance.
- Work independently to read and analyze applications (e.g., for strengths and weaknesses).
- Write analytical evaluation that is clear, factually-accurate, concise, and reflective.
- Communicate effectively in writing and verbally during the panel discussion.
- Contribute to an effective group process by being cooperative, constructive, and flexible.
- Maintain strict confidentiality.



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- 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.
- Technology skills: Basic word processing, ability to navigate the internet with multiple browsers, familiarity or ability to quickly learn the Application Review Module (ARM) (web-based grant application review control system). A cell phone or land line (cell phones should not be restricted by minutes), and continuous, dependable Internet access during the panel review session are essential towards completing the work.