



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 primary responsibility is to provide an impartial and objective review and analytical analysis of grant applications submitted to ANA for funding consideration. Reviewers should be subject matter experts for the program area under which the applications were submitted. Reviewers are expected to thoroughly read each assigned application to assess the application's responsiveness to evaluation criteria published in the Notice of Funding Opportunity (NOFO). The reviewer will also write analytical comments for each sub criteria and provide an unbiased score that correlates to the comment. The reviewer will also participate in panel discussions via videoconference calls with two other panel 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). Reviewers should commit 8-10 hours per application. Reviewers must be available to their assigned reviewers and the chairperson for the duration of the panel session, which includes daytime, evenings, and a weekend for a 12-day period starting on a Monday and ending on the following Friday or until the last PSR is finalized and approved.

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 NOFO. Objective review is an advisory assessment of applications conducted by a minimum of three unbiased panel reviewers that score and comment on each application and a Panel Chairperson who summarizes the comments into a PSR. The PSR is the primary feedback an applicant receives from the ANA about their application and will be provided to each applicant. Objective review is essential to ensuring the selection of applications that best meet the purpose of the NOFO 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 and listen to each panel discussion to provide guidance about the panel process and NOFO criteria.

REQUIREMENTS and ESSENTIAL FUNCTIONS (*Preparing for Application Review*)

- Read the NOFOs for all assigned program areas (e.g. if reviewing both SEDS and Environmental Regulatory Enhancement applications, read both NOFOs).
- Complete all required panel reviewer online training.
- View Application Review Module (ARM) training video, as the system may have changed if viewed before.
- 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. Scores should be reflective of the comments provided and align with the points per criteria in the NOFO.



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- Write comments that are thorough and concise; one-liners are not acceptable. Criterion responses should reflect the entirety of each criterion. Comments must be written for 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 videoconference or phone. Prompt responsiveness to the chairperson by phone and email is mandatory.
- 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 NOFO 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.
- Remain unbiased and impartial toward each application and respectful to your fellow panelists and chairperson.
- Notify chairperson with any challenges/questions regarding the NOFO 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. Destroy all hard copies or electronic files of applications and review materials at the end of the panel session.
- Ensure panel schedule 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 independently and as a team, share information, learn from one another, and resolve difference of opinions respectfully and with minimal conflict.
- Panel Chairpersons- Collaborative relationship in which panel chairperson leads 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 NOFO.
- Panel Manager – Technical relationship in which the PM provides guidance to reviewers and chairperson regarding the process or NOFO criteria as well as feedback for revisions to the Panel Summary Report (PSR).
- Review Director – Technical relationship in which the PM submits the PSR to the RD for potential revisions and/or final approval of the PSR.



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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.
- Objectively analyze and score grant application's responsiveness to NOFO 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.
- Must complete the ANA online training for reviewers (3 modules)
- 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 and laptop with camera and continuous, dependable Internet access during the panel review session are essential towards completing the work. Cell phones should not be restricted by limited minutes.

Reviewer User Instructions

Panel Review Course



User Instructions

Create Your User Account

**Create an account if you have not taken this training in the last two years*

1

View the Reviewer training below:

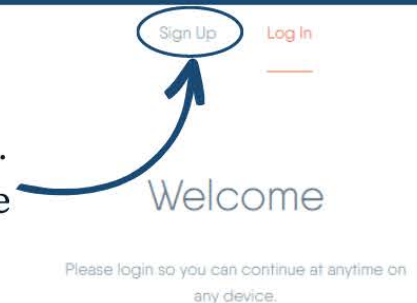
Click to Sign Up

This will take you to the Welcome Page



2

Click the "Sign Up" link at the top of the page.
This will take you to the Create Account Page



3

Create your Account by filling in the required fields

Name: Use your First and Last Name

Email: Use the email you used to apply to be a Chairperson for ANA

Password: Enter a 7 character password you will remember

Click the "Sign Up" button

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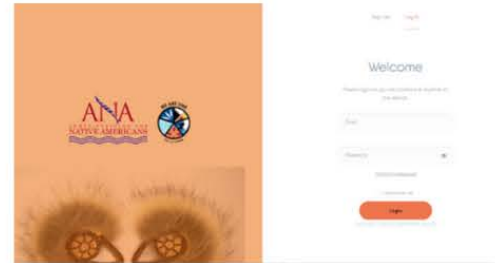
Log Back into Your Account

1

View the Reviewer training below:

[Click to Log In](#)

This will take you to the Welcome Page



2

Log In by filling in the required fields

Email: Enter the email you used to create your account

Password: Enter the password you used to create your account

Click the "Log In" button



Forgot Your Password?

If you happen to forget your password, you can reset it

1

Enter your email address and then click "I forgot my password" link.

Follow the instructions in the email that is sent to you to reset your password.

