

Training Objectives

- Understanding the ANA Funding Process
- ANA Peer Panel Review
 - Process
 - Role and Responsibilities
 - Expectations
- What It's Really Like
- What's Next for Training



Acronyms

FOA	Funding Opportunity Announcement
PSR	Panel Summary Report
ANA	Administration for Native Americans
OWP	Objective Work Plan
ACF	Administration for Children & Families
OGM	Office of Grants Management
PAM	Program Area Manager
ARM	Application Review Module
SAM	Subject Area Manager

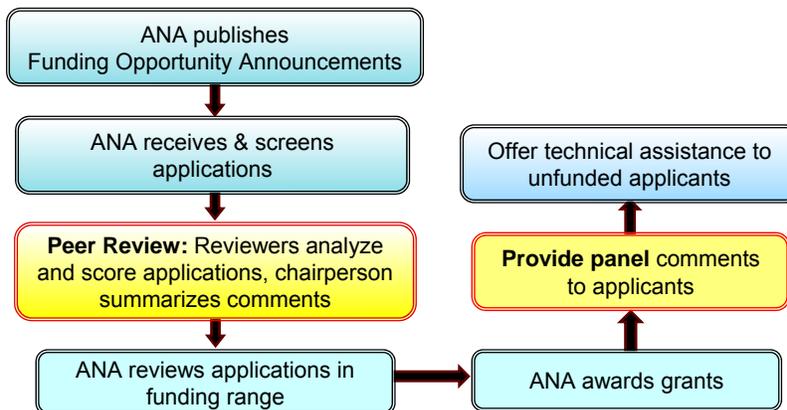


ANA's Program Areas

Acronym	Program Area
SEDS	Social and Economic Development Strategies
SEDS - AK	Social and Economic Development Strategies, Alaska
SEEDS	Sustainable Employment & Economic Development Strategies
Language PM	Language Preservation & Maintenance
Language EMI	Esther Martinez Immersion
ERE	Environmental Regulatory Enhancement



The ANA Funding Process



ANA Peer Panel Review

- ANA convenes **panels of peers** to **objectively analyze and score** grant applications
- These **scores are used to rank** applications, helping ANA decide which will receive funding



The Peer Panel Review Process

Application Review

- Individual reviewers read and analyze **7 – 8 applications**
- Written comments and scores entered into ARM

Panel Meetings (conference calls)

- Group discussion focused on differences in scoring and analysis

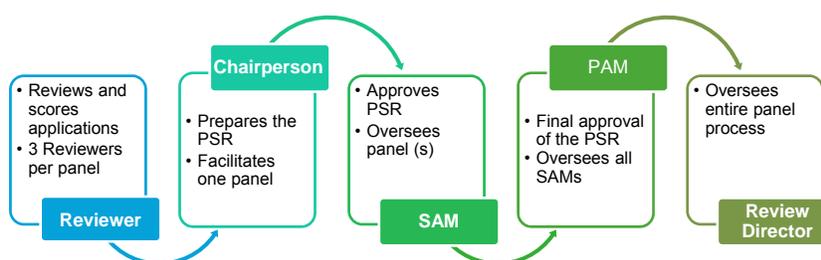
Panel Summary Reports (PSR)

- Chairperson prepares a PSR by summarizing reviewer comments
- Chairperson may re-convene the panel for further discussion

PSR is approved by ANA



Roles



Reviewer Responsibilities

- Read and understand FOA for assigned program area
- Analyze the applications based on FOA Evaluation Criteria
- Prepare written comments on strengths and weaknesses in application
- Assign scores consistent with comments
- Participate in panel review discussions
- Respond to requests for revisions



Chairperson Responsibilities

- Read and understand FOA for assigned program area
- Prepare for panel discussion
 - Check EACH application for completeness
- Facilitate application discussion, ensure full participation and guide discussion
- Create Panel Summary Report (PSR)
- Facilitate feedback and communication between SAM and panel reviewers
- Respond to requests for revisions



SAM Responsibilities

- Primary contact for Chairperson
- Initial approval of PSR

PAM Responsibilities

- Provides final approval of PSR

Review Director Responsibilities

- Oversees the entire panel process



Reviewers May Be Replaced...

- Conflict of Interest
- Unable to meet time commitment
- Poor performance
- Emergency/unforeseen circumstance

NOTE: You will be paid for the number of applications you complete



Prepare for Your Role

- **Reviewer Work Agreement** signed and returned to ANA
- **Complete** the **other** training **modules** dependent on your role
- **Read** and become familiar with the **FOA** with a focus on the **scoring criteria**



During the Process



Image: <http://rtdx.co.nz/wp-content/uploads/2015/06/Process.jpg>

- **Review** the application and write thorough **analytical** comments
- Be **on time** and **prepared** to share your comments during the discussion
- Commit **plenty of time** for each panel discussion
- Be **respectful and considerate** during the discussion
- Consider the feedback that **will be provided to the applicant.**



Dedicating Time

- **Be available** to dedicate sufficient amount **time** to this assignment.
- Chairpersons will need to assess the availability of their panels based on **individual's time zones**.
- Maintain the schedule **identified by the panel**.
- **Respond in a timely manner** to all correspondence.
- **Communicate** with your Chairperson - questions, scheduling conflicts etc.
- **Be on-call** until last Panel Summary Report is approved - revisions may be needed



Technology Needs



- High Speed Internet Connection
- Computer
- Printer
- Telephone (Unlimited plans are preferred if using mobile phone)
- Scanning (*helpful - not mandatory*)



What It's Really Like

- The first panel review discussion is an eye opener!
- The panel review session will get busy - we will get through it.
- Not everyone will agree - be patient, flexible and open to others points of view.
- There will be revisions - it's part of the process!



What's Next?

Reviewer Modules	Chairperson Modules
2. Understanding the FOA Scoring Criteria	In addition to the <u>Reviewer modules</u> Chairpersons will also complete:
3. Writing Effective Comments	4. Effectively Managing the Panel
Working Effectively with Tribal Governments (optional)	5. Consolidating Comments and Finalizing the Panel Summary Report

Working Effectively with Tribal Governments - *optional*
<http://tribal.golearnportal.org/>



Panel Review Resources

ANA Panel Review Website

<https://www.acf.hhs.gov/programs/ana/resource/ana-panel-review-information>

- Panel Review Calendar
- ACF Grant Review Handbook
- ARM Training
- Funding Opportunity Announcements
- Important Documents
 - W-9, Reviewer Work Agreement, etc.



Contact:
ANAreviewer@acf.hhs.gov
or
1-877-922-9262



THANK YOU

We appreciate all you do to help
Native Communities Thrive
by being part of the
ANA Review Process!

