

U.S. Department of Health and Human Services
Administration for Children and Families

Administration for Native Americans (ANA)

PANEL REVIEWER/FACILITATOR WORK AGREEMENT

This peer **REVIEWER/FACILITATOR** Agreement (Agreement) contains the work expectations for peer **REVIEWERS** and peer **FACILITATORS** according to their role in the Administration for Native Americans (ANA) competitive panel review process.

Section 1. General Terms and Conditions

A. ANA will contact each selected **REVIEWER** and **FACILITATOR** individually to notify them of their selection and to notify them of their assigned review panel and review session.

B. As a peer **REVIEWER** or **FACILITATOR**, you are an independent contractor and not a federal employee. In addition, ANA is not responsible for withholding Federal or State income taxes or Social Security from the honorarium paid. If you receive an honorarium for your participation, by January 31st, 2015, you will receive an IRS Form 1099.

C. All **REVIEWERS** and **FACILITATORS** are required to be available and to fully participate in all panel review activities during core hours of 9:00am to 9:00pm local time Monday through Friday of the assigned panel review session.

D. All **REVIEWERS** and **FACILITATORS** are required to maintain reliable and continuous internet access and telephone service during all core hours in order to facilitate their full participation in the ANA panel review process. Internet or phone outages that are unanticipated or which are caused by circumstances beyond the control of the **REVIEWER** or **FACILITATOR** must be immediately reported to the Subject Area Manager (SAM).

E. In exchange for full participation in all required panel review activities, a full honorarium will be paid at the end of the panel session. A full honorarium is defined as \$ 200 per application for **REVIEWERS** and \$ 250 per application for **FACILITATORS**. In addition each **REVIEWER** and **FACILITATOR** assigned to a review panel will receive a \$100 to cover all duplication or miscellaneous expenses associated with participation in the panel review process.

F. Full participation for **REVIEWERS** means:

- i. Evaluation of applications prior to scheduled discussion of such application(s);
- ii. Documentation of evaluation of applications with written comments and scores based on FOA Evaluation Criteria submitted in ARM;
- iii. Submission to the **FACILITATOR** of initial written evaluative comments prior to scheduled discussions of application(s);

- iv. Full and actual participation in all scheduled telephone discussions of applications each day;
- v. If necessary, reconsideration of initial evaluative comments and initial score(s) based on scheduled discussions of application(s);
- vi. Submission to the **FACILITATOR** of final written evaluative comments and scores by the deadline established by the **FACILITATOR** under the established schedule for receipt of such comments.

G. Full participation for **FACILITATORS** means:

- i. Review of **REVIEWER** initial comments prior to full and actual participation in scheduled telephone discussions of the application(s) each day;
- ii. Facilitation of scheduled panel discussion of application(s);
- iii. Detailed documentation of each scheduled panel discussion of application(s), including recommendations for revision of comments and/or scores;
- iv. Drafting of a Panel Summary Report (PSR) that accurately reflects panel discussion, **REVIEWER** comments, and scores for each application. The PSR must be factually accurate, adhere to the FOA Evaluation Criteria, not include internal factual contradictions, demonstrate that average score is factually justified, and is professionally written with the minimum of typographical or other errors;
- v. Full responses to all SAM/PAM comments on the PSR, including revision to the PSR if needed;
- vi. Sharing the final (approved by SAM/PAM) PSR with **REVIEWERS** to verify it reflects the panel evaluation;
- vii. Finalizing the PSR in ARM.

H. All work and documents must be finalized and approved by the last day of the panel review session.

I. If the Terms and Conditions in this Section, or any other Section, of the Agreement are not followed, ANA reserves the right to modify the amount of the Honorarium paid for cause, or to dismiss and replace the **REVIEWER** or **FACILITATOR** on the review panel.

Section 2. Orientation and Training

A. **REVIEWER** and **FACILITATOR** attendance and participation in all of the following orientation and training sessions are mandatory:

Orientation and Training Schedule	Date
Reviewer/Facilitator Orientation (1.5 hours)	Friday, April 11 3:00pm-4:30pm
In Depth Panel Review Training for Reviewers and Facilitators (2 hours) (conducted by Region)	Eastern – April 17 Western – April 18 Pacific – April 21 Alaska – April 17

B. All **REVIEWERS** and **FACILITATORS** will receive an electronic reference, the Panel Review Manual (Manual), containing pertinent information related to the ANA panel review process. This Manual complements the mandatory orientation and training sessions.

Section 3. Confidentiality and Integrity of the Review Process

A. The Administration for Children and Families, ANA, is the sole owner, and retains full control, of all records that **REVIEWERS** and **FACILITATORS** receive, review, and generate in their roles as a peer **REVIEWERS** and **FACILITATORS** in the ANA grant review process. This includes, but is not limited to, initial and final evaluative comments on applications, initial and final scores, grant applications received and reviewed, and Panel Summary Reports. **REVIEWERS** and **FACILITATORS** agree not to disseminate any such records or to disclose any information contained in such records to any time.

B. The names of **REVIEWERS** and **FACILITATORS** participating in ANA's panel review will not be disclosed to applicants or third parties. They are, however, disclosed to panel members and authorized ANA staff.

C. **REVIEWERS** and **FACILITATORS** agree to protect the confidentiality and integrity of the review process in all respects. Specifically, unless **REVIEWERS** and **FACILITATORS** receive explicit, written permission from ANA to do otherwise:

- i. **REVIEWERS** and **FACILITATORS** may not disclose or confirm their selection as an ANA peer **REVIEWER** or **FACILITATOR** to the applicant(s) or to the public.
- ii. **REVIEWERS** and **FACILITATORS** agree not to contact any party, including any applicant, concerning the contents of an application, or engage in any discussions regarding the ANA application review with outside individuals, including individuals who prepared or were involved in the preparation of any application.
- iii. **REVIEWERS** and **FACILITATORS** agree to confine their review solely to the Funding Opportunity Announcement (FOA), applications available through ARM, and materials provided directly by ANA. **REVIEWERS** and **FACILITATORS** agree not to conduct any outside research, not to review hyperlinks that may have been included in an application, and not to review or consider any outside material accessible online.
- iv. **REVIEWERS** and **FACILITATORS** agree to discuss applications only with the panel members and other designated ANA staff and to discuss them only in the context of and under the procedures for application review. **REVIEWERS** and **FACILITATORS** agree not to discuss the information, concepts, and procedures contained in the applications outside of the designated application review and discussion at any time after the review process.
- v. **REVIEWERS** and **FACILITATORS** agree to conduct the panel review in accord with all written instructions provided by ANA for the review, evaluation, and scoring of each application.
- vi. **REVIEWERS** and **FACILITATORS** agree to comply with all instructions from ANA concerning the maintenance, use and disposition of all applications and related documents.
- vii. At the conclusion of the review process, **REVIEWERS** and **FACILITATORS** agree they will not retain any originals, copies of documents or parts of documents, or electronic files

related to the panel review, including any notes that were taken on any/all applications that have been received or reviewed.

Section 4. Paneling Applications

A. Every peer **REVIEWER** selected to participate in ANA panel reviews agrees to fully participate in the panel review process as described in Section 1. of this Agreement and to the following:

- i. Before reviewing and scoring any application, I will carefully read all instructions to **REVIEWERS**, the FOA for the panel to which I am assigned, the relevant evaluation criteria, FAQs, and the Panel Review Manual, all of which will be made available to me by the appropriate ANA official;
- ii. I will read each application in its entirety, carefully review, and score all applications provided to me;
- iii. I will score each application **SOLELY** on its content and the degree to which the application meets the evaluation criteria published in the FOA;
- iv. I understand that applications are made available to Peer **REVIEWERS** solely for the purpose of reviewing such applications against the evaluation criteria of the relevant grant program;
- v. I will complete a technical evaluation for each application, which includes recording the scores, writing comments to justify the scores, and submitting the scores electronically, as instructed by ANA; and
- vi. I understand the importance of providing thoughtful and constructive evaluative comments related to the published evaluation criteria to justify my scoring of applications.

B. Every peer **FACILITATOR** selected to participate in ANA panel reviews agrees to fully participate in the panel review process as described in Section 1. of this Agreement and to the following:

- i. I will carefully read all instructions to **REVIEWERS** and **FACILITATORS**, the FOA for the panel to which I am assigned, the relevant evaluation criteria, FAQs, and the Panel Review Manual, all of which will be made available to me by the appropriate ANA official;
- ii. I will establish a schedule for review and discussion of assigned applications to ensure the timely completion of all work;
- iii. I will read each application in its entirety and review each **REVIEWERS'** initial comments pertinent to each application prior to discussion of such;
- iv. I will schedule and chair panel discussions addressing each application;
- v. During panel discussions, I will ask probing questions and document **REVIEWERS'** discussions of strengths and weaknesses under each evaluation criteria;
- vi. I will summarize panel discussions of each application in a Panel Summary Report (PSR) and submit the PSR in ARM; and
- vii. I will timely communicate with the assigned Subject Area Manager (SAM) and Program Area Manager (PAM) about any and all issues or concerns that may affect the objective and timely review of one or more applications assigned to my review panel.

Section 5. Conflict of Interest Certification Form and Signature

A. Every **REVIEWER** and **FACILITATOR** must read and complete the ANA Conflict of Interest Certification Form which will be provided once ANA has assigned them to a panel.

B. I hereby confirm that I have read and agree to the terms and conditions of this Agreement.

Printed Name of Reviewer/Facilitator

Signature of Reviewer/Facilitator

Date