



## 2015 ANA Grant Panel Review Sub-Area Manager Job Description

**Job Title:** Sub-Area Manager (SAM)

**Positions that Report to the Sub-Area Manager:** Panel Chairperson

**Position that the SAM Reports To:** Priority Area Manager (PAM)

### **POSITION SUMMARY:**

The SAM's main function is to serve as a resource to clarify questions related to the ANA Funding Opportunity Announcements (FOAs), as well as to ensure that final panel summary reports (PSRs) received from chairpersons are clear, complete, appropriate, , factually andgrammatically correct, and consistent with panel reviewer comments.

### **ABOUT OBJECTIVE REVIEW:**

Grant reviewers are fundamental to the decision-making and awarding processes. ANA uses peer reviewer in its grant review process. A peer review is an assessment of scientific or technical merit of applications by individuals with knowledge and experience equal (peer) to that of the individuals affiliated with the applicant organizations. The review is conducted with a minimum of three reviewers and a panel chairperson who facilitates the process. The analysis of the peer reviewers is consolidated into a comprehensive panel summary report (PSR) which is written by a panel chairperson. Grant panel review is essential to ensuring selection of applications that best meets the needs of the program consistent with established criteria and provides assurance to the public that the evaluation and selection process is impartial and fair.

### **ESSENTIAL FUNCTIONS:**

#### *1. Prior to Review Session*

- Read FOA thoroughly – understand what reviewers are responsible for analyzing
- Participate in panel reviewer trainings
- Attend SAM and PAM training
- Conduct introductory conference call with chairpersons
- Send panel review assignment email to chairpersons

#### *2. During Panel Review*

- Promote a positive review environment. Encourage and assist panels to complete their tasks efficiently and effectively.
- Be available to answer questions from chairpersons and panel reviewers
- Monitor progress of the panel review session through the ARM system and contact panels about progress as needed
- Ensure chairpersons schedule panel review discussions. Obtain panel review application reading and discussion schedule. Provide to the PAM and Panel Review Director.
- Jointly review the first draft panel summary report (PSR) with the PAM so that there is a coordinated response and feedback to the chairperson, before other PSRs are drafted.
- Provide technical assistance to reviewers and chairpersons, as needed. Approve draft PSR to move to PAM, ensuring reports are factually accurate.



- Review PSR and return within 4 hours if possible with guidance either to chairperson or to the PAM, based on the review
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- Communicate regularly with chairpersons to ensure panel reviewers' and chairpersons' concerns are addressed and the panel review process is on track
- Participate in the first panel review discussion and at least two additional discussion calls per panel.
- Sit in on a minimum of 3 panel review discussion calls per panel.
- Assist chairpersons to minimize potential conflict of interest issues and ensure that any perceived or real conflict is immediately addressed
- Read applications assigned to each panel to ensure that the comments are factually accurate and scores are consistent with the documentation provided in each application. Comments should be well-documented with examples and reviewers' comments must not provide direct advice or technical assistance on how an applicant can improve their application. SAM may ask panel to reconsider scoring or comments if discrepancies exist.
- May be responsible for up to two panels simultaneously.
- Notify PAM and Review Director of panel progress and if any panel issues arise that SAM isn't able to resolve; for example, the potential need to replace a reviewer

### 3. *After Panel Review*

- Evaluate performance of reviewers and chairpersons and make recommendations on which chairpersons should be included in future ANA panel reviews
- Evaluate the panel review process, and make recommendations as to how the process can be improved in the future

### **SAMS Do Not**

- Interfere with chairperson duties unless deemed necessary due to substantial conflict(s) within panel
- Micro-manage chairperson work
- Provide a verbal or written analysis or opinion of applications or influence the scoring.

### **WORKING RELATIONSHIPS:**

- Panel Reviewers – SAMs will serve as additional resources beyond chairpersons if panel reviewers have questions about the panel process, application review, or technical systems that cannot be answered by chairpersons.
- Panel Review Chairperson – The relationship between SAMs and chairpersons is collaborative, as SAMs review panel summary reports of each application submitted by chairpersons. SAMs will monitor the quality of these reports to ensure that the final product is appropriate to the needs of applicants. SAMs will also communicate regularly with chairpersons to ensure the panel review process is on track and concerns from panel reviewers and chairpersons are addressed promptly.
- The SAM provides the panel summary report to the PAM for their review and approval. The SAM will act as a liaison between the chairperson and the PAM to finalize the panel summary report until the PAM approves of the final document.