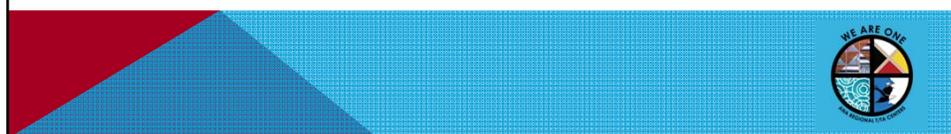




Training Objectives

- Understanding the Chairperson Role
- Notification and Correspondence
- Steps to Prepare for a Panel Discussion
- Tips for Facilitating a Panel Discussion
- Managing the Work



Slide 1

- 1 We deleted "review" and included "read all reviewer"
-Windows User

-
,

Initial Correspondence

ANA will provide:

- List of Reviewers
- Toll free number
- Sample review schedule
 - Complete and return
- Sample email Chairperson to Reviewers
 - Introductory call and more



Preparing the Panel

Schedule the Introductory Call

- Work with Reviewers to find the best time for everyone

Develop the Call Agenda to include:

- Personal Introductions
- Ground rules (have it prepared beforehand)
- Concerns
- Conflict of interest issues
- Schedules for panel discussions
- Ensure everyone is using the current FOA



Sample Ground Rules

- Applications must be read, commented on, scored and submitted to the chairperson 3 hours before the panel call
- Be on time for all calls
- Speak clearly and one person at a time
- Mute your phone when you are not talking to avoid feedback
- Listen to and respect others opinions
- Decide when last calls can happen (9-11p)
 - And if working over the weekend
- Stay on track (Keep focused!)



Getting Ready for Each Panel Discussion

- **Read the application**
 - Have the evaluation criteria open for reference
 - Note obvious missing components
- **Review all comments**
 - Note scores and contradicting statements
 - Note inadequate analysis in comments
 - Note missed criterion
- **Compile reviewer comments and scores**
 - Send out just before the discussion
- **Get your materials ready**
 - Pen & Paper
 - Phone (headset/earbuds)



Slide 5

5 _Re-opened_
Angela Camos,

4 _Marked as resolved_
Angela Camos,

3 Record 1-5

Multiple

What to do when a reviewer has a conflict of interest

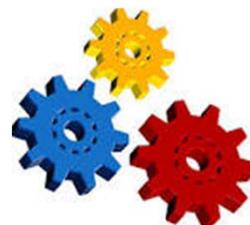
What to do when there are major scheduling conflicts

Panelist A tells you they are getting married during the panel review

Angela Camos,

Gearing Up!

- Facilitate discussions which are focused, time bound and productive - *set the tone*
- Be professional and polite - *especially during challenging conversations*
- Keep the discussion moving - *this is critical*
- Stay in control of the process - *don't get sidetracked*
- Take lots of notes - *be mindful of the details*



Panel Discussion Calls!

For each call

Check-in to set the tone of the discussion and bring the group together

Reviewers read strengths and weaknesses for each criterion

- Do not have reviewers repeat similar statements
- Alternate who starts the discussion

Last session call

Remind Reviewers they are on-call until last Panel Summary Report is completed



Take Good Notes

Capture:

- Main points of discussion
- Reviewer's overall intention
- What edits need to be made
 - Comments
 - Scores
- Who needs to make the edits
- When edits will be returned



* Good notes can be used to create Summary Comments for the Report



Bringing Consensus

When there are conflicting statements - divergent scores - missed information

- Ask open-ended and probing questions
 - how does this relate to the criterion?
 - what do you mean by _____?
 - what else is missing / or needs to be added?
- Ask for everyone's point of view
- Recap long discussion threads when needed - seek closure



Keeping the Meeting on Track

Four most common situations requiring intervention:

- Side-bar conversations
- Never ending discussion
- Difference of opinion
- Big difference between scores



Managing the Workload

Set a reasonable and agreed upon schedule

- For meeting times
- When comments and revisions are due
- Be flexible to meet everyone's needs

If you don't receive work on time, contact the Reviewer(s) right away

- Be firm about deadlines

Keep in mind the PSR due dates



If you are having any problems please let your SAM know immediately



Slide 11

2 Record 1-9

Create scenarios and choose best solution

Reviewer not prepared

Large point spread

One dominate / one passive reviewer

Angela Camos,

Panel Discussion Follow-Up

Go into ARM

- Return comments to Reviewers for revision
- At scheduled deadline, check whether Reviewer comments were returned
 - If late - contact Reviewer
- Have revisions been made to your satisfaction?
 - If yes: Begin to write the PSR
 - If no: Return comments to reviewers for further revision



What's Next?

Reviewer Modules	Chairperson Modules
2. Understanding the Funding Opportunity Announcement <i>completed</i> <input type="checkbox"/>	In addition to the Reviewer modules Chairpersons will also complete:
3. Writing Effective Comments <i>completed</i> <input type="checkbox"/>	4. Effectively Managing the Panel <i>completed</i> <input type="checkbox"/>
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/>

ANA Panel Review website

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



Slide 13

1 Record 10-12

Scenario - indicates when to contact the SAM
Angela Camos,



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!

