Creating Panel Summary Reports

Training Objectives

- Writing good summary comments
- Understanding the relationship of scores to comments
- How the PSR gets approved

Preparing for the Panel Summary Report

Ensure you have taken thorough notes during the discussions on each application

- capture the changes needed to be made by each panel reviewer
- capture the intention of the Reviewers

Ensure Reviewers have made all the edits from panel discussions in ARM

- provides solid material for report writing

Begin to compile statements for the Panel Summary Report

This will assist you in writing the summary comments for your report

Compiling Comments - Step 1

Assess individual reviewer comments after edits

- Do the comments reflect analysis?
- What component of the criteria are they commenting on?
- Is the comment appropriate to the criterion?
- Do the comments justify the score given?
- Are the comments grammatically correct?

Do you need to send the comments back again or will using your notes work best?

Compiling Comments - Step 2

Summarize reviewer comments

- Group **similar** criterion comments into a single comprehensive statement
  - May use information from your notes
  - Maintain the Reviewers' initial intention
- May rewrite in your own words
- Be sure to capture all of the sub-criterion covered

Compiling Comments - Step 3

Review compiled comments

- Ensure summary comments still justify the score
- Ensure there are no contradictory statements between strengths and weaknesses
- Account for differences of opinion when consensus is not reached
- Conduct a grammar and spell check.

Initial Weakness Comments

1. Although the application indicates the Tribe will continue to seek funding to ensure the sustainability of the programs offered under this project, the applicant did not effectively describe sufficient measures that will be taken to ensure that project outcomes will be sustained and how programmatic sustainability will be achieved.
2. The application has not presented a clear sustainability plan outside acknowledgment that the Tribe will continue to seek other funding sources during the project period.
3. The application did not present a clear sustainability plan. They have only stated the Tribe will seek other funding sources during the project period.

Crafting the Summary Comment 1

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Initial Strength Comments

1. The application has presented three objectives that are specific, measurable, relevant, achievable and timebound.
2. The application has presented objective #1, #2 and #3 to be specific in addressing measurable outcomes and relevant to the project strategy of facilitating language classes and conducting elders interviews corresponds to the project goal. The objectives are stated in quantifiable and measurable terms that are achievable for the proposed project.
3. The objectives are straight-forward ones: to interview a specific number of elders, to produce a documentary on them and offer language classes each month over a three year period. These are directly related to the project goal of increasing language fluency, can affect 100 tribespeople and appear to be feasible.

Crafting the Summary Comment 2

The application presented three objectives **specific** to addressing **measurable** outcomes and **relevant** to the project goal of increasing language fluency in the community. The project strategy of facilitating language classes, interviewing elders and producing a documentary will assist in **resolving the identified problem** and will **impact 100 tribal members** by the **end of three years**.

Need for Assistance

Initial PSR Strength Comment:

There is a well defined problem statement that outlines the current community's language loss with details of the challenge to preventing the community from addressing that problem (only 2 fluent speakers living at a distance, no understanding of how to teach, and no previously built curricula). The fluent speakers are few in number and elderly; a lack of curriculum; and teachers which further illustrates the severity of the problem.

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SAM Critique:
This comment has copied numerous items directly out of the application and confused several sub-criterion. Additionally the problem statement criterion has only been partially addressed. This comment would be enhanced by clearly separating the criterion ideas in the sentence structure and tying the objectives' solution to the problem statement.

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Improved PSR Strength Comment:
The ***problem statement*** clearly outlines the eminent ***loss of the traditional language*** once spoken in this community. The problem is enhanced by the ***challenges*** of having only two fluent speakers who do not have the ability to teach others and there is no curricula to draw from. ***Achieving the project's two objectives*** to record the two fluent speakers and creating a curriculum ***will begin the process of language preservation***.

Outcomes Expected

Initial PSR Weakness Comment:

While the application mentions a survey it didn't state the type of survey they were going to conduct. *Providing more information on the survey instrument to be used would be helpful including what questions were going to be asked, how long the survey might take to conduct; and the method used to disseminate the survey.* The application did not include information on how the survey returns would be tracked or monitored to insure a wide sampling.

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Improved PSR Weakness Comment:

The application did not provide sufficient details about ***the type of survey*** they were going to conduct ***nor its content*** to make a determination of ***its desired results***. The application also did not include information on how the survey returns would be ***tracked or monitored*** to ***ensure a wide sampling of the community***.

Approach

Initial PSR Strength Comment:

The *applicant* identifies a process for the purchase and installment of the new IT infrastructure. *They* will hire a consultant, yet to be identified and the application also identifies the hardware and software to be updated and purchased. Although the *applicant does not include an implementation plan describing all key activities* in the Approach section, *they* do provide some information in the Objective Work Plan. The plan provides details pertaining to how *some* specific tasks and activities will be completed with regard to upgrading the IT system, which is a strength of the application because it explains what will be needed to make the upgrades to the present IT system.

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Improved PSR Strength Comment:
The ***application*** identifies a process for the purchase and installment of the new IT infrastructure. The ***application*** has clearly identified the hardware and software to be updated and purchased. ***The plan provides details*** pertaining to upgrading the IT system, ***as it clearly describes*** the necessary upgrades to the present IT system which will be accomplished by the end of the project period.

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The comment is a restatement of the evaluation criteria without an analysis of why this is a weakness. Also the comment is not grammatically correct or well worded. This comment could be improved by adding examples of misalignment, providing simple sentence structures and using Spell Check.

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Improved PSR Weakness Comment:
The activities outlined in the objective work plan ***do not align*** with activities described in the project narrative. ***For example***, the activity to train 50 participants in facilitation skills was not mentioned in the approach section ***nor does not seem to be tied to the project goal*** of reducing the rate of obesity within the community. Attendance at several conferences ***are included as OWP activities***; however there is ***no description*** of the conferences ***in the narrative to justify*** their inclusion in Objective 1's activities..

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SAM Critique:
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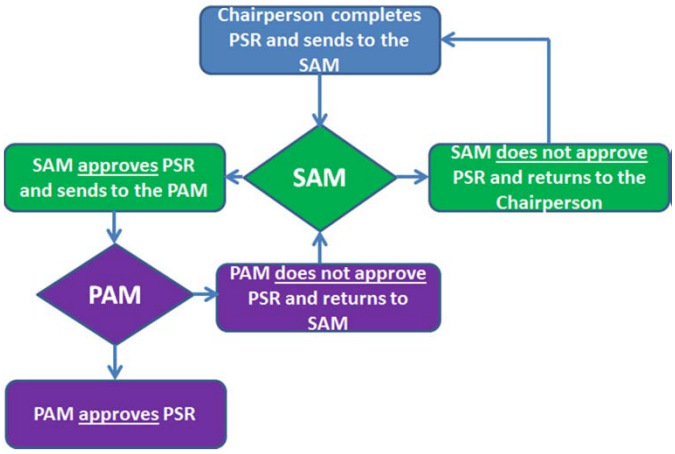
Improved PSR Weakness Comment:
The application did not provide a budget justification for all of the costs listed in the line-item budget. ***Vendor estimates*** for a ten seat passenger van and 3 professional cameras were not provided ***as required*** by the criterion for these ***big ticket items*** listed in the line-item budget. Additionally, ***without calculations*** in the budget justification for the Project Manager ($95,000/yr.) and Production Manager ($90,000), these ***salaries seem high relative to the number of activities*** attributed to these two staff members in the OWP.

Summary Comment Connections

Comments to Scores Examples

Analytical Comments	Reviewer Score
Need for Assistance (10 pts) 3 minor strengths 1 major weakness	?
Outcomes Expected (25 pts) 1 major strength 1 major weakness	?
Approach (35 pts) 6 major strengths 8 minor weaknesses	?
OWP (20 pts) All Strengths	Revision?
Budget and Budget Justification (10pts) All Weaknesses	Revision?

PSR Flow Chart



Congratulations!

Reviewer Modules	Chairperson Modules In addition to the Reviewer modules Chairpersons will also complete:
2. Understanding the Funding Opportunity Announcement ***completed***	
3. Writing Effective Comments ***completed***	4. Effectively Managing the Panel ***completed***
Working Effectively with Tribal Governments (optional)	5. Consolidating Comments and Finalizing the Panel Summary Report ***completed***

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

Contact:

ANAreviewer@acf.hhs.gov

or

1-877-922-9262

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