



ANA Grant Panel Review Panel Chairperson Job Description

Job Title: Panel Review Chairperson

Positions that Report to the Panel Review Chairperson: Peer Panel Reviewers

Position that Panel Review Chairperson Reports To: Subject Area Manager (SAM)

POSITION SUMMARY:

The panel review Chairperson's main function is to facilitate discussion and consensus among the peer reviewers on their panel to help ensure that each application receives an objective review. The panel Chairperson also consolidates analytical comments provided by panel reviewers into a cohesive summary document.

ABOUT GRANT PANEL REVIEW:

Peer panel reviewers are fundamental to the decision-making and awarding processes. ANA uses peer reviewers 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. The peer reviewers may score the application but the chairperson is a non-scoring and non-voting member of the panel. 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.

RESPONSIBILITIES OF A PANEL CHAIRPERSON

Key Principles

Panel chairpersons will:

- Respect and collaborate with fellow panel members, provide assistance to the reviewers, and mentor new reviewers in the process.
- Possess relevant knowledge of the program area, and agree to the requirements for the grant review's integrity, time commitment, and workload (e.g., extensive reading and writing, lengthy discussions) throughout the entire grant review session.
- Possess good writing and analytical skills, and be proficient with computers, typing, and the internet.
- Possess good facilitation skills, including, but not limited to: an ability to set ground rules, keep meetings on track, recognize problems and respond appropriately, and mediate conflict as needed.
- Be facilitators and leaders for their assigned panel of reviewers, and set the tone and direction once their panel begins the grant review process.
- Read and establish a thorough understanding of the FOA, paying particular attention to *Section I. Funding Opportunity Description, Section IV.2 The Project Description*, and the



evaluation criteria in *Section V.1. Criteria*; and be able to respond to questions and concerns identified by panel members.

During the Review

- Attend all training sessions and be able to provide a summary and clarification for panel members on content covered. Facilitate introduction of panel members and establish ground rules.
- Establish a panel meeting schedule in order to ensure compliance with the panel review session's draft PSR submission deadlines.
- Read all of the assigned applications and develop understanding of each grant proposal.
- Confer with reviewers to assess any issues surrounding conflict of interest and confidentiality. The chairperson should also complete the Conflict of Interest and Confidentiality Statement. If a conflict does exist, the panel chairperson must notify the SAM and/or PAM immediately.
- Maintain open communication with SAM regarding progress, group process, and any emerging issues related to panel functioning.
- Facilitate reviewers' participation in panel discussions to help ensure that each application receives an objective review.
- Check reviewer comments for clarity, completeness, appropriateness, and grammar/syntax. Check for contradictions between strengths and weaknesses. Check that comments include sufficient justification based on the application. Ensure that review comments are based solely on published FOA evaluation criteria.
- Seek to resolve any markedly incongruent comments and scores between the reviewers on the panel. The chairperson should encourage movement toward consensus.
- Compile reviewer comments for the Panel Summary Report (PSR) and submit to SAM through the ARM system.
- Complete any and all changes requested by the SAM and/or PAM (in collaboration with reviewers) and resubmit the PSR as soon as possible through the ARM system.
- Provide feedback on the grant review process.

WORKING RELATIONSHIPS:

- 1) Panel Reviewers – Collaborative relationship in which Chairpersons guide and direct reviewers throughout the panel review session on processes, protocols, discussions, timelines, and ensuring panel reviewers work together, share information, learn from one another, and solve problems respectfully and with minimal conflict.
- 2) Sub Area Manger (SAM) – Collaborative relationship in which SAMs train Chairpersons on the roles, responsibilities, and tasks in the panel review process, and review 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 participate in some panel discussions to serve as a resource for the FOA, the ANA programs, and to ensure the panel strictly adheres to the evaluation criteria as part of their deliberations. The SAM will edit the summary reports as necessary and return to the Chairperson for any additional changes. The SAM will seek final approval for each panel summary report from the Program Area Manager (PAM).



SKILLS, KNOWLEDGE, EDUCATION, EXPERIENCE and OTHER REQUIREMENTS

- 1) Experience and knowledge for working with Native Americans: awareness of Native American history, cultural identity, political organization, and contemporary issues.
- 2) Knowledge of HHS, ACF and ANA policies regarding the review of grant applications.
- 3) Facilitation skills: Ability to set ground rules, keep meetings on track, recognize problems and respond appropriately, mediate conflict as needed. Conduct facilitation process with openness, honesty and fairness, consistency in actions, focus, active listening, accessibility, flexibility, assertiveness, and enthusiasm.
- 4) Computer skills in using online word processing applications, ability to navigate the internet, a cell phone or land line, and continuous Internet access during the panel review session are essential towards completing the work.
- 5) Familiarity with ARM, the web-based grant application review control system, within GrantSolutions.gov or the ability to quickly learn this online program.