Job Title: Panel Reviewer  
Positions that Report to the Proposal Reviewer: None  
Positions that the Proposal Reviewer Report to: Panel Chairperson  

POSITION SUMMARY:  
A panel reviewer’s main responsibility is to provide an impartial, and objective review of grant applications submitted to ANA for funding consideration. Reviewers are expected to thoroughly read each assigned application to assess the application’s responsiveness to evaluation criteria published in the Funding Opportunity Announcement. The reviewer will also write analytical comment, provide a score that correlates to the comment. The reviewer will also participate in discussions with other peer reviewers and a chairperson to discuss the strengths and weaknesses of each application. Reviewers may need to revise comments and scores based on the deliberations.  

ABOUT OBJECTIVE REVIEW:  
Objective review involves the thorough evaluation of the technical aspects of the grant application through an objective review process. The evaluation is based on an unbiased appraisal of the merit of the application’s response to the criteria published in the respective FOA. Objective review is an advisory assessment of applications conducted by a minimum of three unbiased peer reviewers. Objective review is essential to ensuring the selection of applications that best meet the needs of the program consistent with established criteria and providing assurance to the public that the evaluation and selection process is impartial and fair.

REQUIREMENTS AND ESSENTIAL FUNCTIONS (Preparing for Application Review)  
- Read the FOAs for all assigned program areas (e.g. if reviewing both SEDS and Environmental Regulatory Enhancement applications, read both FOAs).  
- Complete all required panel reviewer online training. Must receive acceptable score for selection.  
- Complete Application Review Module (ARM) training.  
- Understand evaluation criteria used to analyze and score grant applications and be diligent in providing a thorough, objective, accurate analysis.  
- Provide strength and weakness comments based solely on published evaluation criteria. Scoring should be reflective of the comments provided.  
- Write comments that are thorough and concise; one-liners are not acceptable. Criterion responses should reflect the entirety of each criterion. Comments should be written to support each criterion and supported by actual examples referenced in the application.  
- Utilize ARM, the web-based application review system, to record application scores and comments.  
- Fully participate during panel conference calls by phone. Responsiveness to the chairperson by phone and email is mandatory.  
- Provide constructive feedback in the form of comments that indicate analysis of the strengths and weaknesses in the quality of information presented in the application, in relation to the FOA evaluation criteria. Participate in the review sessions in accordance with all applicable regulations and policies and guidance provided by ANA staff. Revise original comments and scores, as needed, after panel discussions have been held.  
- Notify chairperson with any challenges/questions regarding the FOA or panel review process.  
- Notify the Subject Area Manager (SAM) or chairperson of any conflict of interest prior to the start of the panel process or if it becomes apparent during the review process. Panel
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Reviewers should exhibit ethical conduct in providing fairness and impartiality towards all applicants.
- Properly complete, sign, and return all required forms and documents to ANA.

Working Relationships:
- Panel Reviewers – Collaborative relationship in which panel reviewer’s work together, share information, learn from one another, and solve problems respectfully and with minimal conflict.
- Panel Chairpersons - Collaborative relationship in which panel chairperson assists the panel in coming to a consensus on comments and scores that accurately reflect the quality of each application as it is applied to the evaluation criteria published in the Funding Opportunity Announcement.

Skills, Knowledge, Education, Experience and Other Requirements:
- Experience and knowledge of working with Native Americans, including awareness of Native American history, cultural identity, political organization, and contemporary issues.
- Objectively analyze and score grant application’s responsiveness to FOA evaluation criteria.
- Work independently to read and analyze applications (e.g., for strengths and weaknesses).
- Write clearly, accurately, concisely, and effectively.
- Communicate effectively in writing and verbally during the panel discussion.
- Contribute to an effective group process by being cooperative, constructive, and flexible.
- Maintain strict confidentiality.
- Must be objective, unbiased, and respectful.
- Must not have a conflict of interest with any organizations that may be applying for funding.
- Knowledge base working with native communities; awareness of Native American history, cultural identity, political organization, and contemporary issues.
- Community development, project design and implementation experience. Experience in developing and evaluating budgets and work plans.
- Knowledge of HHS, ACF, and ANA policies regarding the review of grant applications.
- Familiarity with ARM or ability to quickly learn the application review web-based system.
- Technology skills: Basic word processing, ability to navigate the internet, familiarity or ability to quickly learn the Application Review Module (ARM) (web-based grant application review control system). A cell phone or land line (cell phones should not be restricted by minutes), and continuous, dependable Internet access during the panel review session are essential towards completing the work.