

Reviewer Checklist

<i>Before submitting my feedback on an application to my Chair, I have...</i>	<i>YES!</i>
1. Ensured that I have at least one comment for every criterion (strength, weakness, or partial strength and partial weakness).	
2. Assessed the <u>quality</u> of the information in the application in response to each criterion.	
3. Compared my scores to the strengths and weakness statements to ensure alignment. <ul style="list-style-type: none"> • For each criterion: <ul style="list-style-type: none"> ○ If I gave a perfect score, there is only a strengths statement. ○ If I deducted some points, there is a strengths statement and a weakness statement. ○ If I gave a zero, there is only a weakness statement. 	
4. Made sure that all statements begin with “The applicant” and have an introductory statement that makes it clear, using the language of the criterion, what parts of the criterion were met and not met.	
5. Ensured that all strengths statements are supported by specific examples from the application that justify the scores.	
6. Checked that the major components in each criterion are addressed in either a strength statement, with a corresponding example, or a weakness statement.	
7. Verified that any weakness statements indicate specifically what is lacking or missing.	
8. Made sure that the page number information for weaknesses follows the correct format. <ul style="list-style-type: none"> • If the information is not in the application at all, it reads “Information not found in the application review” • If the information is there but not sufficient, the page(s) number(s) should be noted 	
9. Corrected any spelling, grammar, and punctuation errors.	

Other Important Reminders...

- PAMs and SAMs will schedule a call with panels to make introductions and to answer questions regarding the review process

- Panel consensus calls will be conducted based upon the schedule submitted by the Chair
- Scores and comments must be entered prior to paneling each application
- Every application does not need to be paneled/scheduled for a consensus call; only those that have criterion scores wherein the variance was not met
- Chairs, SAMs, and PAMs will consistently monitor the review process via the ARM system
- Reviewers are expected to be responsive to the Chair and available to make scores changes, update comments, etc. until all applications on the panel are approved by the PAM
- Resource/reference information can be found at www.fysb.net/reviewerinfo
- Panels are to adhere to the grant review schedule