Chair Checklist

Before submitting a summary to the SAM, I have…	YES!
1. Checked the score variance for each category to ensure that scores are within the variance.	

2. Compared the scores to the strengths and weakness statements to ensure alignment.
 	
• For each criterion:
 	
    o If all reviewers have a perfect score, there should only be a strengths statement.
 	
    o If at least one reviewer deducted points, there should be a strength statement and a weakness statement.
 	
    o If all reviewers have a zero, there should only be a weakness statement.	

3. Begun evaluative comments with "The applicant" and have an introductory statements that clearly address all components of each criterion.	
4. Ensured that all strength statements are supported by specific examples from the application that justify the scores and provided a clear rationale for weakness comments using key words such as failed, lacked, insufficient, did not address, unclear, etc.	
5. Checked that the major components in each criterion are addressed in either a strengths statement, with a corresponding example, or a weakness statement.	
6. Made sure that the page number information for weaknesses follows the correct format. • 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 number of where it is, is listed.	
7. Corrected any spelling, grammar, and punctuation errors.	

Other Important Reminders…

• Chairs are to review each application, even though they do not score them

• Chairs may email and/or call reviewers with application review instructions

• Chairs should remind reviewers that they should be assessing the <u>quality</u> of what the application proposes; not just whether key components are mentioned

• Chairs should schedule an introductory call with their panels to review the SRAE Grant Review Schedule and determine the time for the consensus call (Panel consensus calls will be conducted based upon the schedule submitted by the chairs)

• SAMs will schedule a call with Chairs, PAMS, and reviewers to introduce themselves, discuss the expectations of the review process, and address any questions that may arise

• Scores must be entered prior to paneling each application

• Chairs are to review panel comments prior to the consensus discussion

• Every application does not need to be paneled; only those that have criteria wherein the variance was not met

• SAMs and PAMs will consistently check the progress of panels via the ARM system

- Chairs are to immediately report issues, including non-responsive reviewers, to your SAM/PAM or grant review POC and to adhere to the grant review schedule

- Resource/reference information can be found at www.fysb.net/reviewerinfo