



## ANA Merit Review

### Job Description: *Panel Reviewer*

**Job Title:** Panel Reviewer

**Positions that Report to the Panel Reviewer:** None

**Positions that the Panel Reviewer Reports to:** Panel Chairperson and Panel Manager

#### **PANEL REVIEWER DUTIES:**

Your main task as a panel reviewer, your main task is to **evaluate grant applications** impartially. Here's what you need to know:

- Review applications against the **NOFO criteria**.
- Scoring: Write comments and score each application. Adjust based on panel discussions.
- Panel Discussions: Join virtual meetings to discuss applications' strengths and weaknesses.
- Time Commitment: Expect to spend **8-10 hours per application**. The Merit Review session may last 7 to 14 days.
- Support: ANA staff will assist as Panel Manager (PM) and Review Director (RD).

Your analysis helps ensure funding goes to the most deserving projects. **Your expertise is crucial.**

#### **MERIT REVIEW OVERVIEW:**

Merit review ensures fair and impartial selection of grant applications. It involves:

- Evaluating technical aspects based on NOFO criteria.
- Peer review includes at least three panel reviewers and a Panel Chairperson.
- Panel reviewers score and comment on each application and sub criteria.
- The Panel Summary Review (PSR) is the main feedback applicants receive.
- Assists ANA to select the best applications that meet the NOFO purposes.

#### **REQUIREMENTS and ESSENTIAL FUNCTIONS for PANEL REVIEWERS**

- Essentials: Read all NOFOs for assigned areas. Complete panel reviewer training.
- Evaluation: Know evaluation criteria. Provide objective, accurate comments based on criteria.
- Write thorough and concise comments. One-liners are not acceptable. Use examples from applications.
- Use Application Review Module (ARM) system for scoring and comments.
  - Submit comments 4 hours before panel discussions.
- Participate: Attend virtual meetings on camera. Respond promptly to the chairperson.



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- Stay unbiased and respectful. Contact chairperson with any issues.
- Assess chairperson's performance and suggest improvements.
- Report conflicts of interest immediately. Maintain ethical conduct.
- Maintain confidentiality. Do not share application details. Destroy review materials after the session.
- Meet all schedules and deadlines. Complete and return all required documents.

#### **WORKING RELATIONSHIPS OVERVIEW:**

- Panel Reviewers: Work both independently and as a team. Share information, learn together, and **resolve differences respectfully**.
- Panel Chairpersons: Facilitates panel discussions. Compiles reviewer comments into a summary report. Ensure comments and scores **reflect application quality** and align with evaluation criteria.
- Panel Manager: Provides **guidance** on panel process and NOFO criteria. Offers feedback on Panel Summary Report revisions to the chairperson.
- Review Director: Works with Panel Manager to **review** Panel Summary Reports for revisions or final approval.

#### **KNOWLEDGE AND SKILL REQUIREMENTS FOR REVIEWERS**

- **Native American Knowledge**: Understand their history, culture, and issues.
- **Evaluation Skills**: Can assess grant applications critically based on NOFO criteria.
- **Analytical Writing**: Write clear, concise, and accurate comments.
- **Communication**: Effective in both writing and speaking.
- **Teamwork**: Must be cooperative and adaptable.
- **Confidentiality**: This is a must.
- **Training**: Complete ANA online reviewer training.
- **Objectivity**: Be unbiased and fair. No conflicts of interest.

#### Other Required Knowledge and Skills:

- Community development and project management.
- Budget evaluation abilities are beneficial.
- Understanding of federal grant review policies.
- Technology Skills and Requirements:



## **ANA Merit Review**

### **Job Description: *Panel Reviewer***

- Basic software and internet use.
- Ease with learning information systems like ARM.
- Needs reliable phone and internet during reviews.