



Competitive Grant Application Objective Review Process



Every grant or cooperative agreement application submitted to HRSA receives an independent review that is

- Fair
- Ethical
- Objective



How Applications are Reviewed

- HRSA recruits independent expert reviewers.
- Each application is reviewed by three reviewers.
- Each application is reviewed according to criteria set forth in the Funding Opportunity Announcement.



Standard Review Criteria

1. Need
2. Response
3. Evaluative Measures
4. Impact
5. Resources/Capabilities
6. Support Requested



Grant Reviewer Selection

Reviewers have

- expertise and knowledge at least equal to that of the individuals submitting the application
- diversity of race and ethnicity, gender and geographic location
- no conflict of interest
- commitment to confidentiality



Reviewers Cannot

Be consultants on any application.

Neither reviewers themselves, nor their immediate family members and their professional associates may

- Serves as an officer, director, trustee, partner or employee of an applicant

- Be negotiating employment with an applicant

- Have a financial interest in the application

- Have a known close friendship or relationship with key applicant staff



Reviewers Must Maintain Confidentiality

- No discussions are held outside the review
- All results are confidential
- Confidentiality exists at all times – before, during, and after .



Key Rules for Reviewers

- Evaluate each application on its own merit
- No outside information
- No comparison of applications



Roles and Responsibilities

Panel Reviewer
Chairperson
HRSA Staff



Reviewer Responsibilities

- Thoroughly read the Program Guidance (Funding Opportunity Announcement)
- Thoroughly read assigned applications
- Develop preliminary statements of strengths and weaknesses for each assigned application.
- Independently review, evaluate and preliminarily score each application based on the Review Criteria spelled out in the Funding Opportunity Announcement.



Reviewer Responsibilities *(cont.)*

- Participate in open panel discussion
- Develop consensus of strengths and weaknesses
- Provide final score for all applications against published review criteria



Chairperson Responsibilities

- Facilitate the review panel meeting
- Keep the discussion focused and on the specifics
- Listen to each reviewer's presentation for completeness and consistency
- Encourage full participation



Chairperson Responsibilities *(cont.)*

- Act as timekeeper
- Minimize redundant or circular discussion
- Facilitate budget discussions
- Obtain a general level of consensus
- Certify review results



HRSA Staff

- **Review Administrator**
Guides, oversees, and verifies the integrity of the objective review process
- **Program**
Responds to specific technical and programmatic issues
- **Grants Management Specialist**
Assists with budget issues



Products of the Review Process

Rank Order List

- Applicant scores from highest to lowest

Funding Factors

- Priority points and funding preferences (if any)

Summary Statement

- Consensus of review panel
- Includes examples and provides constructive feedback to applicants



Be A Grant Reviewer

<https://grants.hrsa.gov/webReview/>