



Panelist Responsibilities

Once a panelist confirms his or her participation, grant applications and score sheets will be sent to the panelist for review and evaluation. Evaluation is based on the established criteria for a given grant category, panelists must:

1. Be familiar with the Division's philosophies and priorities, grant program and category purpose, goals and criteria.
2. Read and become familiar with all grant proposals, support materials and samples of work.
3. Review the application at face value without the presumption of information not found in the grant application.
4. Record comments and evaluation criteria and disregard opinions irrelevant to the specific application or evaluation criteria.
5. Score each application according to the grant program purpose, goals and criteria.

In serving as a panelist:

1. All panelists are required to sign a confidentiality agreement and keep applicant information and panel proceedings confidential, referring any applicants to the Division.
2. Disclose any direct, indirect or apparent conflict of interest.
3. Discuss any outside knowledge or information deemed important to an application, but unrelated to the evaluation criteria, with the Division staff prior to the panel.
4. Maintain an attitude of respectfulness during a panel meeting amid any disagreement.

