



Grant Reviewer Application

Please complete all questions listed below to assure that reviewers selected will reflect the cultural, ethnic, community, organizational and professional diversity of the pool of grant applications submitted. **YOU CANNOT SAVE FORM. PRINT OUT AND FAX BACK.**

Name

Race/Ethnicity

Address

Alternate Address

Preferred Method of Contact

Preferred Mailing Address

Telephone

Fax

email

Present employer/organization affiliation?

Present position/job title?

What are your primary work responsibilities?

Briefly describe any previous experience you have with a grant review process?

Approximately how many grant reviews have you participated in?

I have experience in providing services to: check all that apply African Americans Asians American Indians Hispanic/Latinos

List special skills, experience or knowledge you may have as it relates to health:
(examples could be asthma, cardiovascular etc.)

List three agencies that you have reviewed grants for:

- 1.
- 2.
- 3.

Would you be available for on-site reviews?

How did you hear about the Commission's Grant Review?

Check all that apply:

I have Microsoft ACCESS 2003 software Microsoft WORD 2003 software Access to the internet

If you have any questions you may contact the Commission at 614-466-4000



TED STRICKLAND
GOVERNOR

OLIVIA W. THOMAS, M.D.
CHAIRPERSON

77 S. High Street, 7th Floor Columbus, Ohio 43215
Phone: (614) 466-4000
Fax: (614) 752-9049
Website: <http://www.state.oh.us/mih>

Grant Reviewer Selection Criteria

Summary and Background:

The most important phase of the proposal review process is the work of the grant review panel. It is imperative that reviewers selected reflect the communities, cultural and ethnic backgrounds, organizational and professional geographic diversity of the state. In addition to the above listed characteristics it is equally important that each panel member bring to the group a level of cultural competency.

Cultural competency should reveal itself in the knowledge, skills, and attitudes that allow reviewers to provide appropriate consideration for diverse populations congruent with their values, beliefs, expectations and reality conditions. By ensuring that all panel reviewers embody some level of cultural competence the grant review process should be positively impacted, resulting in a successful grant review, scoring and award process.

Criteria Objective:

The purpose of the grant reviewer criteria is to ensure that there is an established standard to be applied to prospective grant reviewers under consideration for this grant review process. By using this criteria the expectation is that prospective reviewers will be evaluated and selected based on their qualifications, cultural competency and work and life experiences.

Review Panel Process

The purpose of the Reviewer Selection Criteria Application is to identify the best reviewers for the Commission's grant application process.

There are four distinct levels utilized by Commission to review applications received in response to a Request for Proposal:

- **ADMINISTRATIVE REVIEW** Conducted by the Commission staff to assure that the applicant has met minimum eligibility standards and the application is complete.
- **EXTERNAL REVIEW** Individuals from agencies and communities from throughout the state read, assess and make recommendations based on the quality of grants assigned to them individually and in teams.
- **COMMISSIONER REVIEW** The grant rankings and comments from the external review are presented to the members of the Commission. In addition to their own review of the grants, they take into consideration the evaluations of the external review. This group formulates recommendations for approval and disapproval for presentation to the Commission.
- The Board of The Ohio Commission on Minority Health makes the final recommendation/selection of applicants.

Desired Qualifications

Ability to:

- Evaluate and apply criteria related to program requirements
- Read and analyze applications (i.e., for strengths and weaknesses)
- Write clear, accurate and concise
- Communicate effectively
- Contribute to an effective group process (i.e., able to be cooperative, constructive and flexible)
- Maintain strict confidentiality

Reviewers selected will reflect the communities, cultural, ethnic, gender, regional, organizational and professional diversity of the state and demonstrate the ability to perform the following:

- Read and understand the Request for Proposal.
- Review grant proposals.
- Assess proposals using the criteria related to program requirements.
- Complete the provided grant review scoring form for each grant application. This requires written comments, and justification/explanations of ratings, and proposal strengths and weaknesses.
- Notes should be written clearly, accurately, concisely using complete thoughts.
- Communicate effectively.
- Contribute to an effective and productive group process (constructive, cooperative and flexible).
- Provide a specific and well-documented evaluation of each application.
- Adhere to strict procedures about confidentiality and conflict of interest to ensure fair and equitable reviews.
- Attend onsite review in Columbus.
- Prepare constructive strength and weakness comments.

Individuals with previous experience with Community Groups, Coalitions, Public Agencies, Grass Root Organizations and Non-profit and Minority Community-Based Organizations are encouraged to apply.

Types of Grants

	On Site Review	Average # Pages	Approximate Number of Grants	Length of time to Review
24 Month Demonstration	Yes	65	5-6	4-6 weeks
Health Priorities Trust Fund	Yes	65	5-6	4-6 weeks
Lupus	Yes	35	3-4	4 weeks

How to apply

You must complete the enclosed reviewer application, including name, address, etc. You may also access the application on our web site at www.state.oh.us/mih. The Ohio Commission on Minority Health will receive and review your application.

Your applications will be reviewed and you will be contacted as needed for grant review depending on your qualifications/experience with each grant cycle. Your name will be included in our grant reviewer pool and you will be notified prior to the grant cycle to check your availability.

Grant Review Process

Each grant application receives an objective evaluation by a panel of expert reviewers who make a comprehensive and impartial assessment of the application based on the published evaluation criteria.

The panel of reviewers reads and scores each assigned application individually, but a summary of the application's strengths and weaknesses will be prepared by the group at the onsite review and used to determine a single score for the application. This score is used to rank the applications and is of significance when funding decisions are made by the agency.

Grant reviewers apply criteria in the following categories:

- Problem Statement
- Implementation
- Evaluation
- Budget Appropriateness
- Program Impact

In addition, grant reviewers must adhere to strict procedures about confidentiality and conflict of interest during the grant review process to ensure fair and equitable reviews.

Once you are selected to be a reviewer you will be notified in advance to check your availability. You will need to be available for the on site review to be held in Columbus. There are no on site reviews for Minority Health Month grants.



COMMISSION ON MINORITY HEALTH

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STATE SENATOR
RAY MILLER
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Fax Back Sheet

Attention: Jean Sanders

Fax to the Commission at (614) 752-9049

Name _____

Address _____

Phone _____

Yes, I am interested in participating as a grant reviewer for the Commission. Attached is my reviewer application.

No, I am not interested in being a grant reviewer for the Commission. Please remove my name from your list.

Please Indicate if you are available for onsite review: _____

Yes

No

Please return the completed form as soon as possible

Ohio Commission on Minority Health
77 S. High Street, 7th Floor
Columbus, Ohio 43215

Or via fax to (614) 752-9049

For Commission Use Only:

Updated Database

Deleted from Database

Staff _____ Date _____