

Ohio Developmental Disabilities Council

Review Format for Competitive Applications

Grant # _____

Date _____

1. The chairperson calls the panel to order.
2. Introduction of panel members.
3. The chairperson must determine the following:
 - A. the composition of the panel complies with Council policy;
 - B. signed Ethics Statements are submitted to the chairperson by each panelist.

If the panel is not properly constituted, the review chairperson can take the place of one voting panel member. If two members of the original panel are not in attendance, the convening of the panel may be delayed a "reasonable" time in the event a scheduled panelist arrives. If the panel is not properly constituted after such time has elapsed, the panel must be adjourned and the review rescheduled.

4. Chairperson summarizes the Project Description for the grant.
5. Chairperson reiterates Council's motion of December 4, 1992, viz: "Grant Review Panels are not to make changes in State Plan language."
6. Total screening points are calculated and announced.
7. Starting with lowest total score the chairperson will ask that the lowest scoring proposal be removed from further consideration.

If there is no objection, the proposal will be dismissed from further review.

If there is an objection, the proposal will be subject to further review and discussion.

This process is repeated with the second lowest scoring proposal then the third, etc., until all proposals have been examined.

8. Starting with lowest scoring proposal still under consideration, the chairperson will ask that the panelists begin substantive discussion of this proposal.

This process continues until all proposals under consideration have been discussed.

9. The chairperson will ask for a motion to approve a particular proposal.

Once majority approval has been obtained, the chairperson will then entertain recommendations, suggestions, clarifications, etc., by the review panelists as to further conditions for final approval if necessary.

All such recommendations, suggestions, etc., must be explicitly stated by the chair and receive majority approval by the panel in order to be included in the conditions letter to the awardee.

10. If no proposal receives majority approval, the remainder of the review will be devoted to developing a report stating the reasons why no proposal was funded. This report will be distributed to all members of the originating Council Committee. The committee will then determine what further action is required from the following alternatives:

- A. reissuance of the Request for Proposals;
- B. request for each applicant to resubmit proposals;
- C. cancellation of grant for the federal fiscal year.

11. **NO PROPOSAL WILL BE APPROVED UNTIL ALL ETHICS STATEMENTS AND GRANT PROPOSAL EVALUATIONS ARE RECEIVED IN THE COUNCIL OFFICE.**

12. The chair will ask each panelist to sign and date one of the following:

I hereby affirm that the grant review of Ohio Developmental Disability Basic State Grant# _____ has been conducted in accordance with the approved format.

Name	Date	Time
_____	_____	_____
Originating Committee Member		
_____	_____	_____
Originating Committee Member		
_____	_____	_____
Outside Peer Reviewer		
_____	_____	_____
Outside Peer Reviewer		
_____	_____	_____
Outside Peer Reviewer		
_____	_____	_____
Review Chairperson		

I do not believe the review was conducted according to the approved format.

Name	Date	Time
_____ Originating Committee Member	_____	_____
_____ Originating Committee Member	_____	_____
_____ Outside Peer Reviewer	_____	_____
_____ Outside Peer Reviewer	_____	_____
_____ Outside Peer Reviewer	_____	_____
_____ Review Chairperson	_____	_____