

JUSTGRANTS

Peer Review Assessment



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JUSTICE GRANTS SYSTEM

DURING TODAY'S SESSION

This Webex features a Chat and Q&A.

Video is disabled for all participants.

Do not unmute. Attendees are muted to limit background noise.

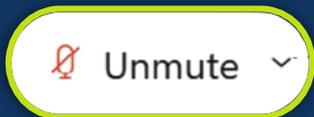


DURING TODAY'S SESSION

Need technical assistance?
Select Chat to alert the host.



If you cannot hear click the
arrow next to the Mute/Unmute
icon.



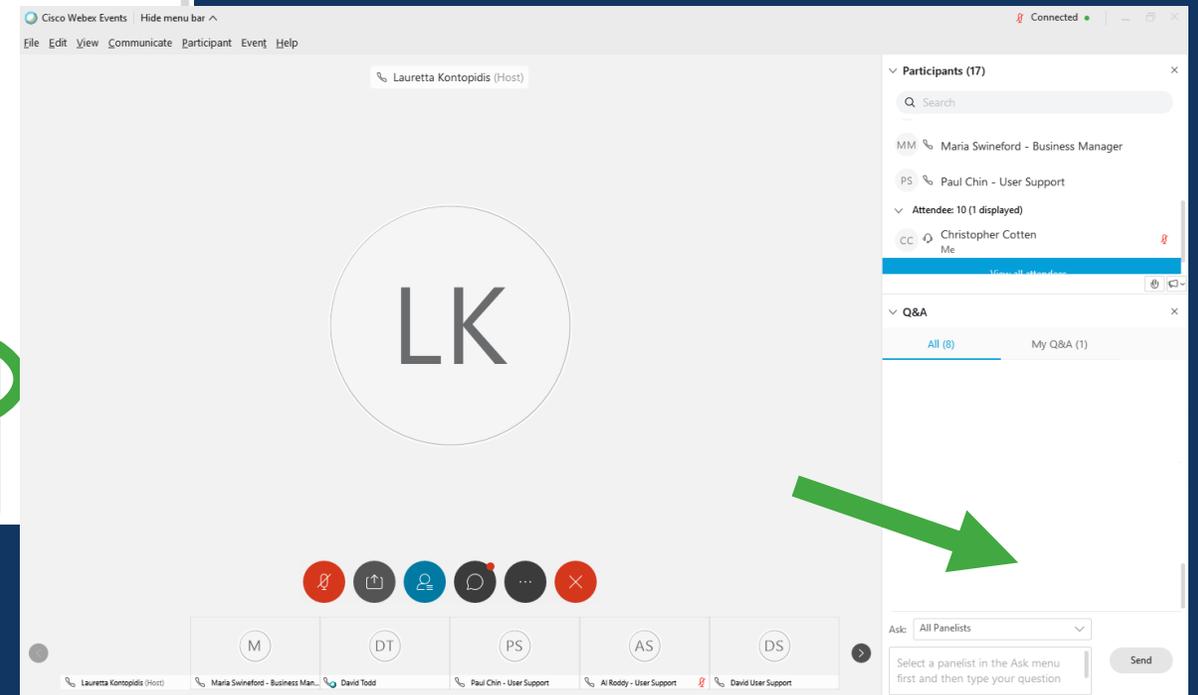
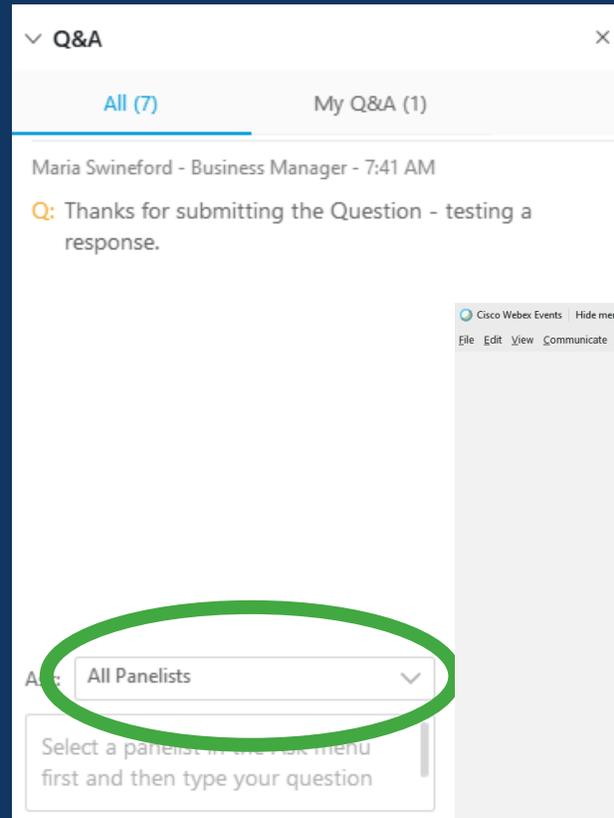
Still can't hear? Phone-in using
the meeting invite details.



SUBMITTING QUESTIONS

Submit any questions you might have during the session via the WebEx Q&A function.

If you need technical assistance with WebEx, please let us know via the WebEx chat.



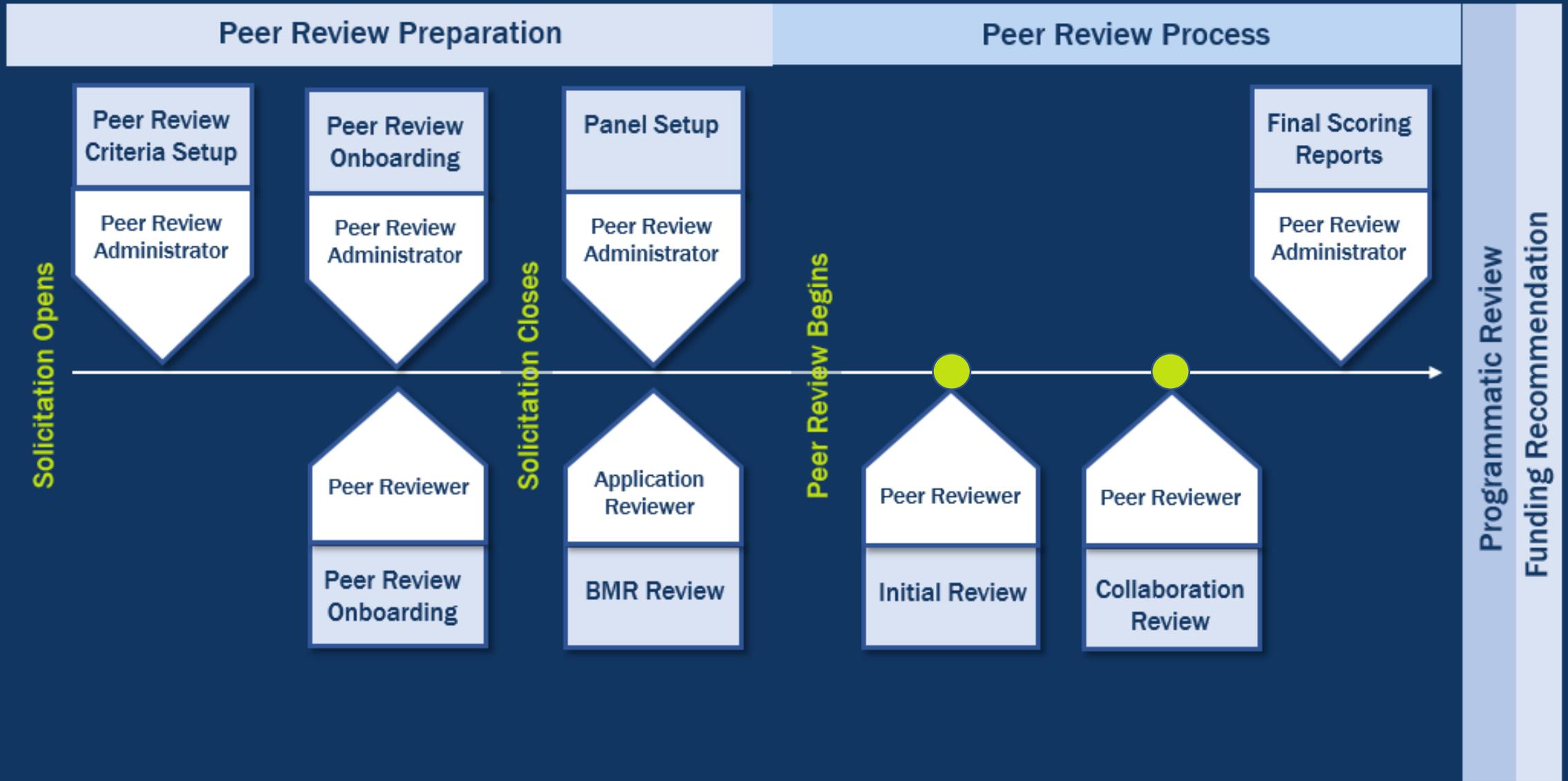
DISCUSSION TOPICS & AGENDA

- ▶ Peer Review Process
- ▶ Peer Reviewer Role and Responsibilities
- ▶ Terminology
- ▶ Status Codes and Scoring Formats
- ▶ Initial Review
- ▶ Collaboration Review
- ▶ Where to Find Help



PEER REVIEW PROCESS





ROLES & RESPONSIBILITIES



PEER REVIEWER ROLE

As a **Peer Reviewer**, you can complete initial assessments, and prepare for collaboration review.

Peer Reviewers complete the following processes:

- ▶ Open an Assessment Case
- ▶ View the Application
- ▶ Print the Application
- ▶ Review the Solicitation
- ▶ Complete the Initial Review
- ▶ Print the Assessment
- ▶ Complete the Final Review



TERMINOLOGY

Basic Minimum Requirements (BMR)

At the discretion of the Managing Office, the Peer Review Administrator conducts and enters the results of the initial screening of applications to assess compliance with the basic requirements.

Solicitation ID

The Solicitation ID is the JustGrants identifying number for the solicitation. A solicitation ID is indicated by the format S_ -XXXXX.

Competition ID

The Competition ID originates from the solicitation initiation and indicates solicitation categories or purpose areas.

Opportunity ID

JustGrants is visible in Grants.gov.

STATUS CODES & SCORING FORMATS



STATUS CODES

Pending –
AssessmentInitialReview

Initial Review needs
to be completed.

Pending –
AssessmentCollaborationReview

Final Review needs
to be completed.

Pending -
ChangeRequest

The assessment has
been returned to the
Peer Reviewer for edits.



SCORING FORMATS

Qualitative



The Peer Reviewer will select an overall rating of Highly Recommended, Recommended, or Not Recommended.

Quantitative



The Peer Reviewer will select a numeric score from 0 to 10 for each criterion.

Hybrid



The Peer Reviewer will select both a numeric score from 0 to 10 for each criterion and an overall rating of Highly Recommended, Recommended, or Not Recommended.

INITIAL REVIEW



INITIAL REVIEW TIPS

- ▶ If the solicitation is using qualitative scores, the Peer Reviewer will only insert comments into the **Strength and Weakness** text box in the assessment.
- ▶ The Peer Reviewer must insert text comments into either the Strength or Weakness text box within each criterion.
- ▶ Based on the score you have assigned, both strengths and weaknesses may need to be documented.



INITIAL REVIEW TIPS CONT.

- ▶ Be advised that the quality of your written comments is **very important**. Reviewers should provide specific details about why the application did or did not satisfy the selection criteria.
- ▶ Feedback is critical not only to aid DOJ in their funding decision process, but also to applicants seeking guidance on how to prepare stronger grant submission in the future.



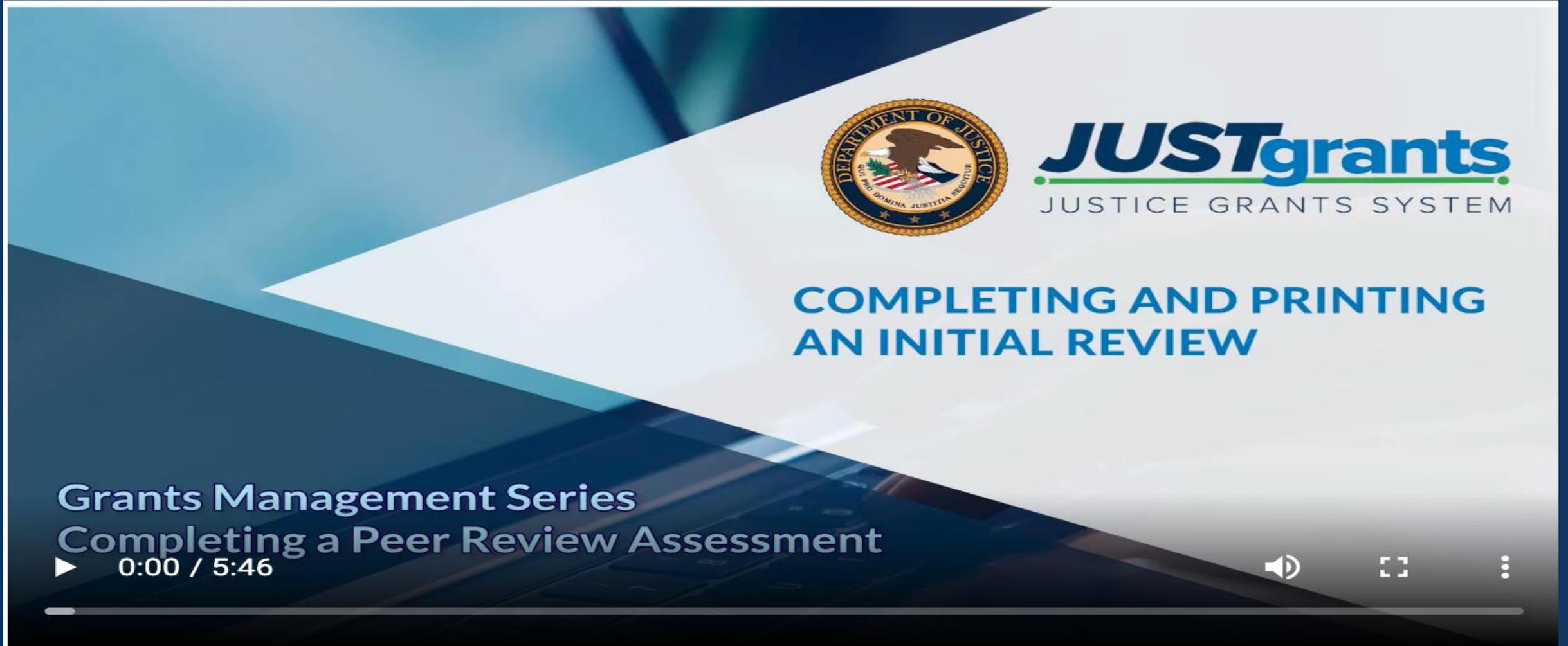


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DEMONSTRATION

Initial Review &
Collaboration Review

VIDEO: COMPLETING PEER REVIEW ASSESSMENT



The video player interface features a white diagonal banner on a blue background. The banner contains the Department of Justice seal, the JUSTgrants logo, and the video title. The video title is 'COMPLETING AND PRINTING AN INITIAL REVIEW'. The JUSTgrants logo includes the text 'JUSTgrants' in a large blue font and 'JUSTICE GRANTS SYSTEM' in a smaller blue font below it. The Department of Justice seal is circular with an eagle and the text 'DEPARTMENT OF JUSTICE' and 'QUI PRO DOMINA JUSTITIA SEQUITUR'. The video player controls at the bottom left show a play button, a progress bar at 0:00 / 5:46, and icons for volume, full screen, and a menu.

DEPARTMENT OF JUSTICE

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**COMPLETING AND PRINTING
AN INITIAL REVIEW**

Grants Management Series
Completing a Peer Review Assessment

▶ 0:00 / 5:46

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WHERE TO FIND HELP



PEER REVIEW SPECIFIC RESOURCES

The Peer Review Assessment Job Aid has been emailed to all invited Peer Reviewers



CONTACT USER SUPPORT

HELP

If you require help with any of the steps in this guide, please contact the service desk below:



JustGrants.Support@usdoj.gov

(833) 872-5175



M-F: 5:00 AM – 9:00 PM,
Sat., Sun., & Federal Holidays: 9:00
AM – 5:00 PM

**Thank you for attending
today's session!**



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