

## Panel Review Instructions

### National Leadership Grants for Museums

#### What to Expect

- You will access the applications assigned to you by clicking on a link provided in an email message from your IMLS primary contact.
- You will enter your scores and comments through the IMLS Online Reviewer System.
- National Leadership Grant for Museums (NLG-M) panel review uses a scale of 1 (low) to 5 (high). Scores must be whole numbers only.
- You will write a constructive and substantive comment of between 30 and 2,000 characters in length for each criterion: Goals, Implementation, and Results.
- Your comments and the numeric score you provide for the application should align with each other.
- Address your comments to the applicant, not to IMLS.

#### Step-by-Step Instructions

##### 1. Verify Access to Applications

Use the Dropbox link provided to you in an email message from your IMLS primary contact to access the entire group of applications that your panel will review along with the field review comments and scores for each application. **The same email message included a list of applications specifically assigned to you.** Save at least the applications assigned to you (and more if you wish) and associated field reviews to your computer in a secure place that is not accessible to others. Call or email your IMLS primary contact immediately if any applications are missing or if you cannot open them.

**Confidentiality in IMLS Peer Review:** The information contained in grant applications is strictly confidential. Do not discuss or reveal names, institutions' project activities, or any other information contained in the applications.

##### 2. Verify Access to the IMLS Online Reviewer System

Go to the Museum Reviewer Resources page of the IMLS website by clicking here: <https://www.imls.gov/grants/become-reviewer/reviewer-resources/museum-reviewer-resources>. Then scroll to the bottom of the page to "Review Online," and click on the link to access the Online Reviewer System Login. Note that the system works best when accessed on a PC in Internet Explorer.

To login, enter the email address you have on file with IMLS, and use the default password: **password**. An **E-Review Security Screen** will appear. Read this page and click **OK**. Next, create a user account and establish your own password.

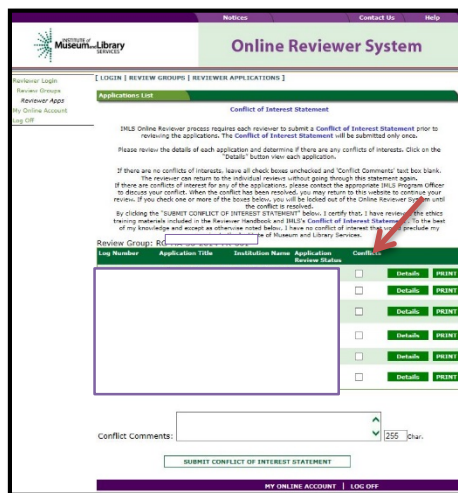
##### 3. Assess Potential Conflicts of Interest

After you have created a new password, click **REVIEW GROUPS**, and your review assignment will appear. To access the list of applications assigned to you, click **VIEW**.

Read through your list of applications again to see if there are any potential conflicts of

interest. Please see [“Complying with Ethical Obligations and Avoiding Conflicts of Interest.”](#)

**CAUTION:** Depending on your computer’s operating system and/or the browser you use, you *may* see a screen with a column labeled “Conflicts” with a checkable box by each application. **Do not check any of these boxes** as doing so will disable access to the system and make it impossible for others in your review group to do their work. Instead, call or email your IMLS primary contact immediately if you have a conflict, or what may appear to be a conflict.



If you have no conflicts of interest with any of the applicants on the list, click **SUBMIT CONFLICT OF INTEREST STATEMENT** at the bottom of page.

#### 4. Read Applications

Review the [Program Overview for NLG-Museums](#). The Overview states the goal of NLG-Museums to support projects that address critical needs of the museum field (rather than a single institution) and that have the potential to advance practice in the profession. It also highlights the goals of the three project categories (Advancing Digital Assets and Capacity, Diversity and Inclusion, Collections Care and Access, and Professional Development) and addresses the three funding levels (Non-Research Grants, Research Grants, and Rapid Prototyping Grants).

You may be asked to review projects applying under varying project category and funding level so it is important to understand the goals and parameters of each. For more information, please visit the NLG Notice of Funding Opportunities at <https://www.imls.gov/sites/default/files/fy2018-oms-nlgm-nofo.pdf>.

Then read the applications assigned to you, keeping in mind the three panel review criteria: **Goals, Implementation, and Results**.

### **About Performance Measurement**

On the Program Information Sheet (Section 4), applicants were required to select at least one pre-determined performance goal that reflects a measurable change or outcome they intend their project to achieve. For those projects with goals in the **Learning Experiences** and **Community Anchors** categories, applicants were then required to select one or more specific performance measure statements associated with specific information that they will be required to collect during the grant period and report at the end of their projects. These pre-determined performance goals statements will help IMLS document the collective achievements of the projects we fund, and they may be found in Appendix Three on the [NLG for Museums Notice of Funding Opportunity](#). For projects in Collections Stewardship category, applicants were asked to write their own performance measurement statements to reflect what success will look like upon the completion of their projects. Elements that you as a reviewer will evaluate in the Project Impact section of each application relate directly to performance goal(s) and performance measure statement(s).

### **5. Draft Comments**

You must write a constructive and substantive comment for each of three criteria for each application you review.

To organize notes for writing your comments, you may use the “[Panel Review Notes Template](#)” to record notes that will help you prepare your review comments. Your final review comments should be written in complete sentences and constitute strong, coherent, constructive, and substantive assessments of the application. As you think about the review criteria, be sure to consider all the required components of the application as well as relevant Supporting Documents as resources for your evaluation. Draft your comments using a word-processing program for later copying and pasting into the IMLS Online Reviewer System. Remember that each comment must be between 30 and 2000 characters long.

When drafting your comments ...

- use your professional knowledge and experience to assess the information objectively;
- judge the application on its own merits, and do not base your evaluation on any prior knowledge of an institution; and
- if you question the accuracy of any information, call us—not the applicant—to discuss it.

| Effective comments ...   | Poor comments...  |
|--|---|
| <ul style="list-style-type: none"> <li>• are presented in a constructive manner.</li> <li>• are both substantive, and easy to read and understand.</li> <li>• reflect the resources of the institution.</li> <li>• are specific to the individual application.</li> <li>• reflect the numeric score assigned.</li> <li>• highlight the application’s strengths and identify areas for improvement.</li> <li>• are directed to applicants—not IMLS or panel reviewers—for their use.</li> </ul> | <ul style="list-style-type: none"> <li>• simply summarize or paraphrase the applicant’s own words.</li> <li>• make derogatory remarks.</li> <li>• penalize an applicant because you feel the institution does not need the money.</li> <li>• offer or ask for irrelevant or extraneous information.</li> <li>• make vague or overly general statements.</li> <li>• question an applicant’s honesty or integrity.</li> </ul> |

***Make sure your comments justify the scores you provide. A highly complementary comment does not “remove the sting” of a low score, and a negative comment does not “even out” a high one. Comments and scores must complement each other and make sense as a whole.***

Below are some examples of **effective** panel reviewer comments:

| <b>Goals</b>  |  |
|---|--|
| <p>“You clearly identify a critical need within the museum field and propose an innovative solution. The project partners, particularly the State Education Officers, add needed expertise and have been involved in the development of the project. Your intended results are well reasoned, well formulated, achievable, and will provide the field with valuable information. The proposed project is an excellent fit for the NLG-Museums program, Digital Assets and Capacity category.”</p>   | <p><i>Comment is substantive, addresses the review criteria, and employs a positive tone.</i></p>                            |
| <p>“You make a strong case for the museum to partner with the University to provide research expertise and the results clearly meet the needs of your target audience. However, I believe that the problem you identify is one based in your community rather than in the museum field, and does not meet the NLG-Museum program goals of demonstrating broad impact or using an innovative approach. This project more closely matches the goals of the Museums for America grant program and you may want to consider submitting an application to the MFA program in a future year.”</p> | <p><i>Comment correlates with the score of 1 and makes implementable suggestions for securing funding.</i></p>               |
| <b>Implementation</b>   |  |
| <p>“Your work plan is clear and outlines specific activities necessary for achieving your goals. I like the series of low-cost experiments intended to provide a direction for more fleshed out versions of those that prove successful.</p> <p>“You might consider adding a few iterations of each experiment to explore its potential for greater success rather than relying on the results from initial attempts.”</p>  | <p><i>Comment provides a constructive assessment of the application and suggestions likely to benefit the applicant.</i></p> |
| <b>Results</b>  |  |
| <p>“Your evaluation plan is very thorough and well thought out. The online platform with results from these experiments, resources for duplication, and suggestions for scaling up will be extremely useful. I would have liked to see more robust plans for continuing the dissemination of your work beyond posting the results and resources on the website.”</p>  | <p><i>Comment addresses questions from the review criteria.</i></p>  |

In contrast, below are some examples of **poor** panel reviewer comments:

| <b>Goals</b>   |  |
|--|--|
| “The museum plans to organize a series of experimental interactive education programs on the topic of income equity and evaluate them to determine which prove most successful in meeting their desired learning outcomes for their high school participants. They will share the results on a project website.” | <i>Comment paraphrases the applicant’s own words.</i>                        |
| <b>Implementation</b>  |  |
| “The work plan would be improved by putting in more time onsite.”  | <i>Comment is very brief and has little value to the applicant.</i>          |
| “The design of this research study is wrong-headed and will not yield any useful data. The staff is woefully unprepared and will fail in the execution of this project. Targeting federal funds to this museum is a mistake.”  | <i>Comment is derogatory and does not provide useful feedback.</i>           |
| <b>Results</b>   |  |
| “Strong results with very sustainable benefits.”   | <i>Comment is very brief and has little worth or value to the applicant.</i> |

The chart below summarizes the most frequently asked questions from NLG reviewers:

| Should I consider ... ?  | Yes | No |
|--|-----|----|
| An institution's financial or staffing needs   |     | X  |
| Whether the project is well planned and the organization has the appropriate resources to complete the project | X   |    |
| Whether the applicant has included the information necessary for an adequate evaluation of its merits          | X   |    |
| Whether a project is new or a resubmission   |     | X  |
| The size or age of the organization  |     | X  |
| An institution's indirect cost rate  |     | X  |

## 6. Assign Scores

Assign a single preliminary score to each application. Use a scale of 1 to 5, as described below.

| SCORE DEFINITIONS                  |  |
|------------------------------------|--|
| <b>5 - Excellent</b>               | The applicant's response is outstanding and provides exceptional support for the proposed project.               |
| <b>4 - Very Good</b>               | The applicant's response provides solid support for the proposed project.  |
| <b>3 - Good</b>                    | The applicant's response is adequate but could be strengthened in its support for the proposed project.          |
| <b>2 - Some Merit</b>              | The applicant's response is flawed and does not adequately support the proposed project.                         |
| <b>1 - Inadequate/Insufficient</b> | The applicant's response is inadequate or provides insufficient information to allow for a confident evaluation. |

## 7. Review Your Work

Review your draft comments and preliminary scores. A review with a missing score or even one missing comment cannot be accepted by the IMLS Online Reviewer System. Adjust your scores, if necessary, to reflect more accurately your written evaluation. Scores should support comments, and comments should justify scores.

## 8. Enter Your Scores and Comments

Go to the Museum Reviewer Resources page of the IMLS website by clicking here: <https://www.imls.gov/grants/become-reviewer/reviewer-resources/museum-reviewer-resources>. Then scroll to the bottom of the page to “Review Online,” and click on the link to access the Online Reviewer System Login. Note that the system works best when accessed on a PC in Internet Explorer.

Login with the email address you have on file with IMLS and the password you created in Step 2. Go to your list of assigned applications and click **REVIEW** beside any of them to begin.

Copy and paste your comments into the appropriate blue blocks for each section of the narrative for each application. Be sure to save each comment by clicking **SAVE** at the bottom of the page before you move on to the next one. After entering comments for all three review criteria, go to the **Application Overview** section and choose a numeric score between 1 and 5 from the **SCORE** dropdown menu. You must enter a summary comment in this section for the system to accept your score. Use the controls on the side or top of the screen to navigate between sections.

**NOTE:** “Funding Priorities Addressed” is not relevant. You may simply ignore the radio button.

Once you have completed assigning a score and providing comments for each application assigned to you, print a copy of each completed review to keep for your files. Then click on **I AM READY TO SUBMIT THIS REVIEW TO IMLS** to send all your work to IMLS. At this point, you will not be able to re-enter the IMLS Online Reviewer System unless you notify your IMLS primary contact.

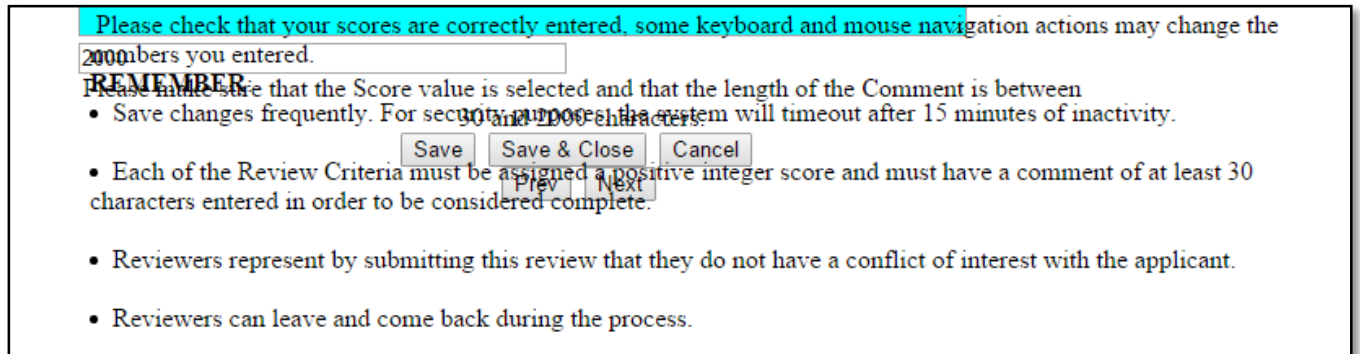
*For all questions about reviewing, either technical or programmatic, please call or email your IMLS primary contact directly.*

## 9. Manage Your Copies

Keep your applications and a copy of each review sheet until **September 30, 2018** in case there are questions from IMLS staff. Continue to maintain confidentiality of all applications that you review by keeping electronic and paper copies in a secure place. After September 30, 2018, destroy the applications and the review sheets.

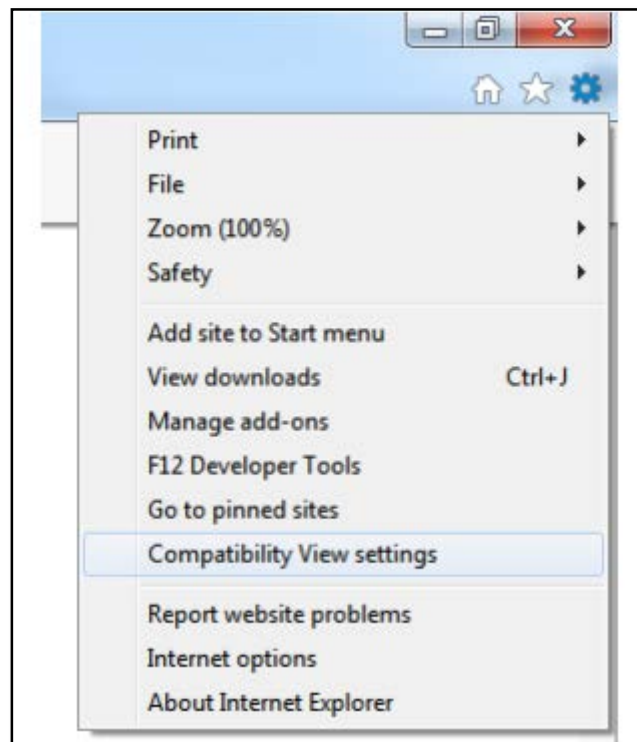
## Appendix: Online Reviewer System Troubleshooting

When using certain browsers, including versions of Internet Explorer, Chrome, Safari, or Opera, you may see text displayed in the Online Reviewer System superimposed on top of buttons or menus, making the buttons difficult or impossible to click. It may look like this:



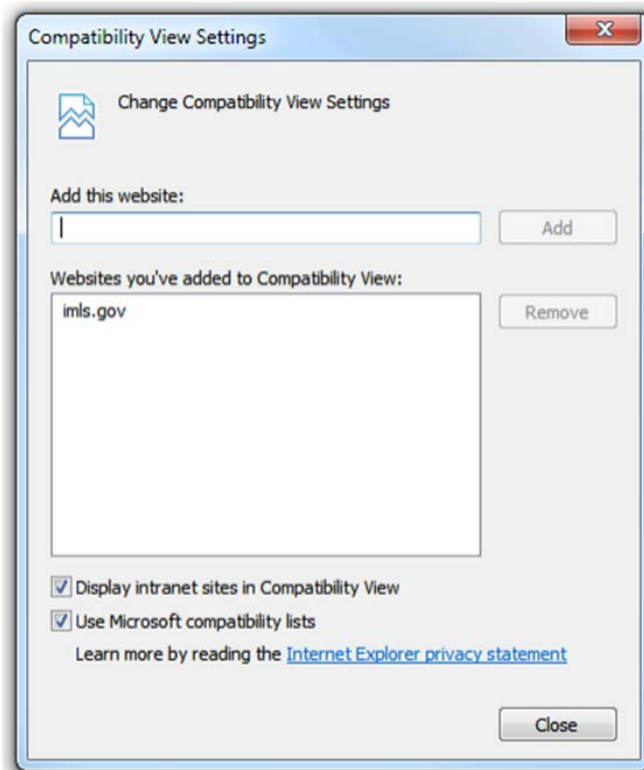
If you use **Internet Explorer (IE) with Compatibility View (or Compatibility Mode) enabled**, you may resolve this issue with the following steps:

1. Locate the Settings menu in the top right corner of the browser window and select Compatibility View settings.



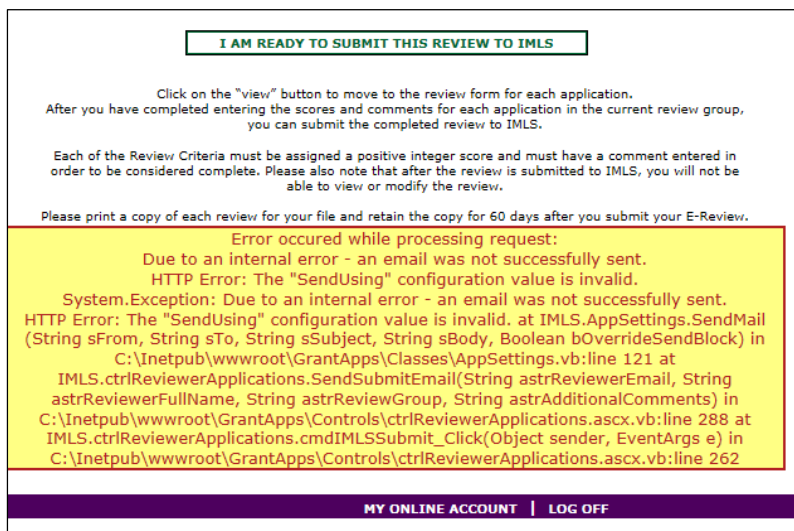
2. Type "imls.gov" in the **Add this website:** dialogue box, then click **Add**.





If you are using another version of IE, please refer to the help documentation for your version, or contact IMLS for assistance.

When you submit your comments and scores you may encounter the following error message:



Don't worry. IMLS will have received your scores and comments if you receive this message