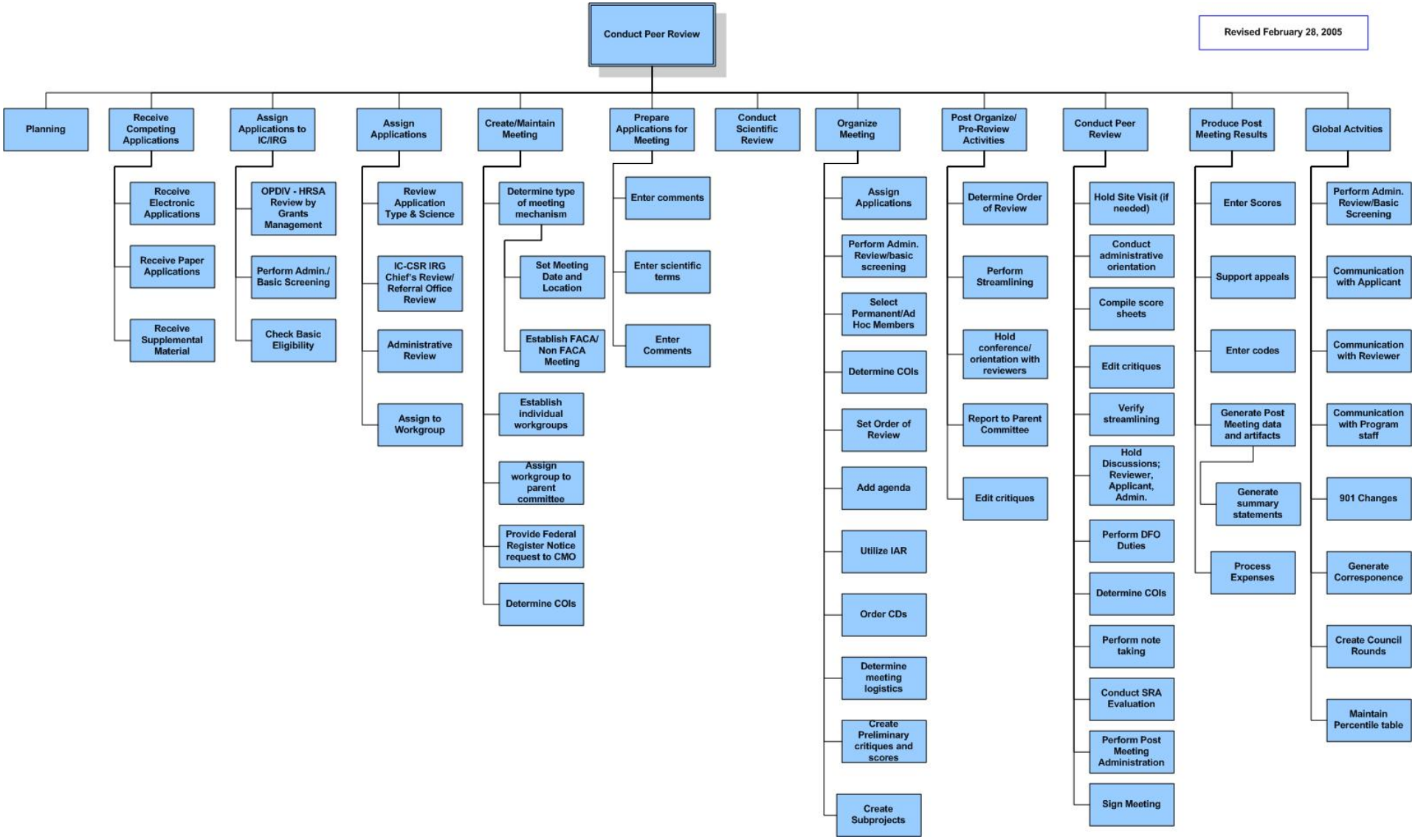
Conduct Peer Review
Revised February 28, 2005
Planning
Receive Competing Applications
Receive Electronic Applications
Receive Paper Applications
Receive Supplemental Material
Assign Applications to IC/IRG
OPDIV - HRSA Review by Grants Management
Perform Admin./ Basic Screening
Check Basic Eligibility
Assign Applications
Review Application Type & Science
IC-CSR IRG Chief's Review/ Referral Office Review
Administrative Review
Assign to Workgroup
Create/Maintain Meeting
Determine type of meeting mechanism
Set Meeting Date and Location
Establish FACA/ Non FACA Meeting
Establish individual workgroups
Assign workgroup to parent committee
Provide Federal Register Notice request to CMO
Determine COIs
Prepare Applications for Meeting
Enter comments
Enter scientific terms
Enter Comments
Conduct Scientific Review
Organize Meeting
Assign Applications
Perform Admin. Review/basic screening
Select Permanent/Ad Hoc Members
Determine COIs
Set Order of Review
Add agenda
Utilize IAR
Order CDs
Determine meeting logistics
Create Preliminary critiques and scores
Create Subprojects
Post Organize/ Pre-Review Activities
Determine Order of Review
Perform Streamlining
Hold conference/ orientation with reviewers
Report to Parent Committee
Edit critiques
Conduct Peer Review
Hold Site Visit (if needed)
Conduct administrative orientation
Compile score sheets
Edit critiques
Verify streamlining
Hold Discussions; Reviewer, Applicant, Admin.
Perform DFO Duties
Determine COIs
Perform note taking
Conduct SRA Evaluation
Perform Post Meeting Administration
Sign Meeting
Produce Post Meeting Results
Enter Scores
Support appeals
Enter codes
Generate Post Meeting data and artifacts
Generate summary statements
Process Expenses
Global Actvities
Perform Admin. Review/Basic Screening
Communication with Applicant
Communication with Reviewer
Communication with Program staff
901 Changes
Generate Corresponence
Create Council Rounds
Maintain Percentile table