



Grant Review Process 2019-20

PCL will use the following approach for review and scoring of applications. It seeks to improve overall review quality and equity in the application review stage of the funding process. PCL adopted this approach based on recommendations from [previous reviewers](#), a [PSU](#) research team, and PCL staff experience. Changes include:

- Extensive outreach to recruit reviewers
- Reviewer application and screening process
- More training for reviewers that includes practice scoring of applications
- More time for reviewers to read and score applications
- No review panel meetings where reviewers discuss applications and have option to change score
- Stipends available for volunteer reviewers who do the work outside of regular work hours
- Score forms sent to all applicants prior to funding decisions

Features	2019/20 Review Process
Estimated Number of Volunteer Reviewers	75
Estimated Number of Applications	150
Reviewer Recruitment	Extensive outreach
Reviewer Application & Screening Process	Yes
Reviewer Orientation/Training & Support	Yes: include practice scoring Staff check-in with each reviewer halfway through review process
Application Sections Scored	All reviewers score full application
Number of Reviewers Per Application	5
Number of Applications Per Reviewer	8-10 applications, approximately 20 pages each
Estimated Hours Per Reviewer (training, reading & scoring apps, meetings)	30-35
Length of time to review & score apps	7 weeks
Review Panel Meetings	No
Reviewer Feedback	Yes; staff meet reviewers individually to collect and check scoresheets and complete survey
Stipends to Reviewers	Yes; \$25 per application scored
Score Sheets	Copy of score sheets sent to all applicants before funding decisions made by Allocation Committee