

APHA Capacity-Building Initiative Proposal Reviewers FAQ Sheet

1. What are the roles and responsibilities of the reviewers?

- Read and evaluate approximately 5 proposals-- limited to 10 pages each, plus limited attachments
- Return the proposals and review forms to APHA
- Score and provide brief written comments based on professional knowledge measured against listed criteria- not to invoke personal opinion
- Ensure the highest personal standards of ethics in order to review confidential or sensitive information and avoid any conflict of interest
- Commit to completing all aspects of this project by the deadline

2. Who will best meet those responsibilities?

- Those who are familiar with both APHA and APHA Affiliate structure and have belonged to an affiliate but have no current leadership position within an affiliate and no involvement with the APHA Capacity-Building Initiative to date.
- Those who have relevant experience in the granting process, in particular, the ability to analyze grant applications effectively against established criteria and document their evaluation on a review form.
- Those who have formerly had an active leadership role with an APHA Affiliate, including but not limited to ARGCC, CoA, and Affiliate Board Member (any office or position).
- Those who are available and committed to the review process from Tuesday, August 14, 2007 through Monday, September 17, 2007. Commitment includes- 2 or 3 orientation and question & answer sessions via conference call and reviewing all assigned proposals.
- Those who have regional and/or state public health grassroots experience and the desire to improve the Nation's health.
- Those who have expertise or experience in developing the infrastructure of non-profits and/or public health organizations.

3. How will the review process take place?

- APHA staff and the Advisory Committee will facilitate 2-3 orientation sessions via conference call to discuss the review form and the expectations of the reviewers.
- Once the reviewers complete their evaluations, they will return the forms to APHA by the assigned deadline either electronically or via U.S. mail.
- Reviewers can contact Catherine Henze at catherine.henze@apha.org or (202) 777-2508, if they have any question during the review process.

4. How long is the commitment to serve as a reviewer and what if one cannot fulfill his or her obligation?

- Reviewer appointments will be from August 14, 2007 to September 17, 2007, allowing time for orientation and review of the grant proposals. APHA will identify alternate

reviewers in the event one cannot review the assigned proposals due to unforeseen circumstances.

5. What are the dates for the orientation and question & answer calls?

ACTION	DATE	TIME
Orientation Call	Thursday, August 16, 2007	2:30 - 3:30 pm EDT
Orientation Call	Wednesday, August 22, 2007	3:30 - 4:30 pm EDT
Question & Answer Call	Tuesday, September 4, 2007	3:30 - 4:30 pm EDT
Question & Answer Call	Thursday, September 6, 2007	2:30 - 3:30 pm EDT

6. How will reviewers be selected?

From the pool of volunteers, APHA Leadership and the Advisory Committee will select those whose experience best matches the criteria above.

7. How will APHA protect against conflicts of interest?

- Reviewers will be asked to recuse themselves from evaluating any proposals from affiliates with whom one may have a conflict of interest, including any affiliate of which they are or have been a member.
- Each reviewer will be asked to sign a statement declaring there is no conflict of interest upon receiving the assigned proposals for review. If there is a conflict, the proposal will be assigned to another reviewer (Ex: the reviewer was an instructor of the project officer identified in the proposal.)
- Ideally three reviewers will be assigned to each proposal to reduce personal variation in scoring or bias.
- Reviewers will not be responsible for deciding who gets the awards.

8. When is the nomination form due and to whom should it be returned?

- Please return the completed nomination form to Kimberly Moore at kimberly.moore@apha.org or by fax at (202) 777-2531 no later than August 1, 2007 5:00 pm EDT.