PEER REVIEW MEETING TALKING POINTS

1. **Welcome/Introductions – Chairperson/AHA Staff**

   ♥ Chairperson: Chair should welcome members and allow them to identify their institution and science area
   ♥ Explain that there are a number of meeting instructions to go over that are important to maintaining a quality and efficient peer review meeting and turn it over to Staff.
   ♥ AHA Staff: Staff should introduce themselves and their Phone Monitor. The Phone Monitor should explain the phone system and phone etiquette.

2. **Orientation – Chairperson**

   ♥ Remind the reviewers they have 7 days to edit their critiques. Their final scores should reflect their enthusiasm or lack of. Any new information from the committee discussion should be incorporated into the critique

   ♥ Remind members that preliminary scores are not binding. Ask the members to think about their preliminary scores and note that it is normal and expected that their initial scores might need to be adjusted as we proceed through the review of applications.

   ♥ Committee should discuss scoring approach for variances of opinion. If a member decides to vote outside the recommended range of scores, they should identify themselves and give their rationale for their score. The G@H system notifies your Meeting Coordinator of variances in scoring; if a score is outside the suggested range, and the reviewer has not identified their opinion, the Staff will ask for their rationale. Example: 2 reviewers have scored between 1.5 – 1.9 and if a score has been given outside this range, a rationale needs to be shared with the committee.

   ♥ All members of the committee need to be responsible for assisting with the quality control of the posted critiques. Notify staff of any unfinished, incorrect or derogatory remarks. This should include Streamlined applications.

3. **G@H Familiarization – AHA Staff**

   ♥ Keep everyone in the discussion at this time.
   ♥ Meeting Coordinator should go ahead and start the review. Ask reviewers to refresh their page to access G@H and familiarize members with screen access – make sure they are in the Discussion area of G@H.
   ♥ Take a minute to guide members through this screen so they are comfortable with the system.
   ♥ Staff will quickly review the criteria and guidelines for each program as the committee moves through the day.

4. **Application Review Process – Chairperson**
   ♥ Introduce application with Name, Institution, Project and the 2 assigned reviewers
   ♥ Ask the 2 assigned reviewers for their Initial Range of Scores
   ♥ Ask Rev #1 to start their reviews, stating strengths and weaknesses
   ♥ Ask Rev #2 if they have any new, additional comments to add
   ♥ Ask if other reviewers have comments, questions
   ♥ Once committee discussion is complete, ask for final single scores from the committee, this becomes the range
   ♥ Ask members to refresh their screen and enter their scores
   ♥ Ask if there are any policy concerns – Move to next application

5. **Meeting Conclusion – Chairperson**
   ♥ **After discussing all applications, remind members to:**
      ▪ **Update any of their critiques** – they have 7 days to complete this activity
      ▪ **Destroy any application information** - they might have saved to their computers - and to shred the paper they may have printed out preparing for the review.

   ♥ **Thank members for their service.**