

### Panel Schedule and Timeline template

This document contains a template for the schedule for all application reviews, Panel Summary Report (PSR) due dates, and conference calls in a calendar format as well as a timeline for each application laid out by task.

#### **Calendar:**

The calendar can be used to identify the major due dates for each application and its PSR. The calendar can also be used to identify conference calls between the SAM and Panel Chair, as well as panel discussions.

- Enter the corresponding dates for the grant review cycle.
- Identify due dates for each application review.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

### **Timeline:**

The timeline can be used to identify the due dates for each step of each application. The timeline follows the OCS Application Review Process Map. This timeline tasks start after the conference calls between the SAM and Panel Chair as well as the Panel Chair's kick-off call with the Panel Members have already occurred.

This timeline assumes the following, based on experience with prior grant application review cycles:

- The Chair will ask the panel members to update their scores and comments at least once prior to submitting the PSR to the SAM.
- The SAM will reject the PSR once prior to submitting it to the PAM.  
The Chair may need to reconvene the panel to request revisions to scores/comments.
- The PAM will reject the PSR once prior to approving it.  
The SAM will then reject the PSR so it goes back to the Chair.  
The Chair may need to reconvene the panel to request revisions to scores/comments.

<b>Task</b>	<b>Application 1</b>	<b>Application 2</b>	<b>Application 3</b>	<b>Application 4</b>	<b>Application 5</b>	<b>Application 6</b>	<b>Application 7</b>	<b>Application 8</b>
Panel completes entry of ARM scores and comments								
Chair convenes panel meeting								
Panel completes any needed revisions in ARM								
Chair submits PSR to SAM								
SAM completes review (assume return to Chair)								
Chair submits PSR to SAM (prior to, chair may need to determine interim due dates with panel)								
SAM completes review (assume submits to PAM)								
PAM completes review (assume return to SAM)								

SAM completes review (assume return to Chair)								
Chair submits PSR to SAM (prior to, chair may need to determine interim due dates with panel)								
SAM completes review (assume submits to PAM)								
PAM completes review (assume PSR approval)								