Checklist for Peer Review Plan Elements

A Resource for CSP State Entity Grantees

U.S. Department of Education
July 16, 2021

Checklist for Peer Review Elements: A Resource for CSP State Entity Grantees
National Charter School Resource Center • U.S. Department of Education

1

Peer Review Plan Elements Checklist

Contractor Support

☐Yes ☐No ☐N/A	Intention to use peer review logistical contractor
☐Yes ☐No ☐N/A	Roles and responsibilities of contractor
☐Yes ☐No ☐N/A	Expected timelines for contractor deliverables

Panel Information

☐Yes ☐No	The review team's schedule for the review of applications, including how many days will be needed for the review process and how applications will be discussed
☐Yes ☐No	The size of the panels and, if known, the number of panels and reviewers
☐Yes ☐No	A description of how applications will be assigned to panels

Peer Reviewers

☐Yes ☐No	Standards/evaluation criteria for recruiting/selecting reviewers (including whether SE staff will serve as peer reviewers)
☐Yes ☐No	Reasonable accommodations for reviewers with disabilities, where applicable
☐Yes ☐No	Description of reviewer training that addresses scoring expectations (such as examples of exemplary vs. insufficient comments and a scoring rubric), including training materials, to the extent they are available

Checklist for Peer Review Elements: A Resource for CSP State Entity Grantees
National Charter School Resource Center • U.S. Department of Education

2

☐Yes ☐No	Procedures for independent review before any group panel discussion occurs
☐Yes ☐No	Procedures that will be used to replace a reviewer in situations where the reviewer is either unable or unwilling to perform his or her job
☐Yes ☐No	A copy of the scoring forms

Conflict of Interest

☐Yes ☐No	A procedure to have each reviewer check applications prior to beginning the review, to identify conflicts of interest
☐Yes ☐No	A description of how conflicts of interest will be minimized and resolved
☐Yes ☐No	Additional conflict waivers that might be requested
☐Yes ☐No	Steps to address factors that might affect objectivity, or an explanation that these factors do not apply

Panel Operation

☐Yes ☐No	Criteria program officials will use to determine when to solicit discussion of an application or a group of applications
☐Yes ☐No	Procedures for scoring applications
☐Yes ☐No	Procedures that will be used to ensure a high-quality peer review, including determining/addressing wide variation in scores

Funding Decisions

☐Yes ☐No	How applications will be selected for funding, including criteria for determining awards and whether applications will be ranked or if a cut score will be used

Checklist for Peer Review Elements: A Resource for CSP State Entity Grantees
National Charter School Resource Center • U.S. Department of Education

3

☐Yes ☐No	How applications will be handled if two or more receive the same score

Transparency

☐Yes ☐No	Process to be transparent to applicants and the public regarding the standards/evaluation criteria, scoring process, and how funding determinations are made

Checklist for Peer Review Elements: A Resource for CSP State Entity Grantees
National Charter School Resource Center • U.S. Department of Education

4