

ATTACHMENT 12

Merit Review Panel Chairperson's Report Outline

Cover Page: Identify Report, reference FOA number/title, etc.

Section 1: Purpose

- a. A brief statement as to the purpose of the Merit Review Panel Chairperson's Report
1. b. A brief summary of the number of applications received and the number deemed technically acceptable by the Federal Merit Review Panel for selection for negotiation of an award.

Section 2: Initial Review

- a. Discuss results of initial compliance review, to include a list of applications rejected in the initial preliminary review, if any, including the reasons why they were rejected and not comprehensively reviewed.

Section 3: Merit Review

- a. The number of members on the FMRP and the number of Peer Reviewers, their names, contact information and a brief discussion of their qualifications;
- b. a statement that all applications were independently evaluated in accordance with the requirements contained herein; and a statement that all Panel members, including ex-officio members, signed a Confidentiality and Conflict of Interest Certification and Acknowledgement. A discussion of the independent merit review process for all applications.
- c. Details of the Merit Review Panel meeting and the process followed, including a discussion of any deviations, such as issues with conflicts of interest.
- d. A discussion of the development of scores for each application, the ranking process, the number of applications deemed technically acceptable.
- e. [If applicable] Details of the Merit Review Panel's process to set the selection range and a reference to the final list of applications deemed technically acceptable [Record of Consensus Scores for All Applications-Attachment 9] .

Section 4: Recommendation to Selection Official

- a. The Panel may include a recommendation to the Selection Official on those applications considered most meritorious for selection.

Section 5: Signature(s) and Concurrences

- a. Merit Review Panel members
- b. Chairperson
- c. Legal
- d. Grants Officer

Attachments to the Chairperson's Report should include the following:

- a) Signed Conflict of Interest and Non-Disclosure Acknowledgements
- b) Signed Evaluation and Selection Plan
- c) Budget Evaluation
- d) Record of Consensus Strengths and Weaknesses
- e) Record of Consensus Scores for All Applicants