## Critical Element: Knowledge of Policies, Procedures, and State of the Art Science

* Stays abreast of scientific advances in the field in areas of review responsibility through reading of scientific literature and/or attending at least one meeting, workshop, seminar, etc. per year on a relevant topic
* Properly interprets and stays current on the laws, regulations, and policies related to conflict of interest, review criteria, human subjects protections, animal welfare, and other relevant factors related to peer review
* Provides clear and accurate information about review policy and procedures to applicants, reviewers, members of the scientific community, other NIH staff, and in response to inquiries from the public, as appropriate
* Demonstrates knowledge of and appropriate use of computer systems, tools and databases relevant to peer review, such as word processing and spreadsheet programs, the NIH IMPAC II Peer Review and Committee Management modules, the QueryNiew/Reporting (QVR) system, the Internet Assisted Review (IAR), eRA Commons, and other databases as needed
* Identifies areas of professional development needs and obtains training to effect improvement in job performance
* Meets NIH training requirement for 2 ESA credits per year

## Critical Element: Communication and Teamwork

* Communicates orally and in writing in a clear, organized and concise manner
* Provides clear and accurate information to reviewers, applicants, members of the scientific community, and other NIH staff about review policies and procedures
* Communicates effectively with supervisor about emerging issues
* Fosters a teamwork environment, helps identify and resolve issues that may impede communication, offers suggestions for improved working relationships, and is open to input from others
* Cooperates to meet overall workload needs of the review unit. Displays flexibility in situations with changing demands or priorities. Works with other staff to promote efficiency, eliminate bottlenecks, and coordinate review functions.
* Interacts effectively with program and other NIH staff, when feasible and appropriate, regarding review issues
* Communicates effectively with support and administrative staff to ensure that duties and responsibilities are clearly understood and can be completed in a timely manner. Appropriately distinguishes tasks for SRA and support staff.
* Works effectively on assigned committees, working groups, teams, etc., keeping focus on team goals; maintains a professional demeanor and treats fellow employees and team members collegially and respectfully
* Provides effective liaison between Branch Chiefs and SROs for reviews assigned for oversight ensuring efficient flow of critical information among inside and outside stakeholders

## Critical Element: Organize and Manage Scientific Peer Review Meetings

* Selects and recruits reviewers based on their training and experience in relevant scientific and technical fields following the regulations and procedures in consideration of real and apparent conflicts of interest, including full documentation for the official file and obtaining appropriate waivers for conflict of interest as needed; makes reasonable efforts to recruit women, minorities, and persons with disabilities
* Selects review meeting dates and schedules work so sequential activities during the review cycle are accomplished in an orderly and efficient manner; meets standards of review unit for timeliness of each step in the review process. Selects appropriate review format for assigned applications/proposals, as applicable.
* Completes at least 95% of review meetings no later than 2 weeks after the agreed upon phasing plan target date
* Follows lC standards for administrative review of applications in terms of completeness, responsiveness, and other elements deemed necessary for conduct of a proper review
* Submits nomination slate of appropriate new committee members for chartered committees by established deadline (if applicable)
* Exercises sound judgment in identifying and resolving problems that arise before, during and after the review meeting. Obtains information appropriate to make sound decisions. Resolves issues and problems according to policy
* Conducts review meetings in a professional manner and in accordance with Federal laws and regulations as implemented via NIH and lC policies and procedures; effectively schedules activities during the review meeting
* In an appropriate and professional manner, orients reviewers, applicants, and NIH staff to policy, procedures, expectations, and requirements of the review meeting
* Strives to obtain complete, fair, and objective reviews from reviewers

## Critical Element: Report the Results of Scientific Peer Review Meetings

* Ensures that supporting staff have all necessary scores, codes, etc. to enter into the IMPAC II system; reviews them prior to release of the meeting; meets established deadlines for release of scores and meetings
* Summary statements/technical evaluation reports are appropriately edited, and Resume and Summary of Discussion clearly and accurately documents the discussion and final opinions of the committee
* For each review meeting, at least 95% of summary statements/technical evaluation reports are released according to the agreed upon (phasing plan) deadlines
* Provides appropriate information about the review to program staff responding to appeals
* Attends Advisory Council/Board meetings and, if called upon, represents review proceedings clearly and accurately
* Post-meeting administrative documentation, such as Committee Management documents, is accomplished in a timely manner for majority of review meetings