

PANELIST GUIDE

FY2016 Public Art Community (PAC)
Projects Program



Department of Economic and
Community Development

Office of the Arts

Thank you for agreeing to serve as a panelist for the Connecticut Office of the Arts (COA) Public Art Community (PAC) Projects Program. Your time and expertise are crucial in helping us apply public funds towards exceptional public arts projects throughout Connecticut. We hope you find this experience enjoyable and meaningful.

CONFIDENTIALITY

The panel review process is to remain confidential. Panelists should not discuss the proceedings and recommendations of the panel outside of the review process.

CONFLICT OF INTEREST

COA must ensure that review panelists are free from conflicts of interest. Panelists are required to disclose any past, current or prospective affiliations they or their immediate family members have with any applicant. In addition, panelists are required to disclose any past or current adversarial relationships with applicants. If a panelist declares a conflict, he or she will be excused from reviewing that applicant.

GETTING STARTED: ACCESSING THE E-GRANT PORTAL

COA is utilizing the services of FluidReview to administer the application intake and review of the ACP Arts Leadership program. The URL to access the system is <https://coa.fluidreview.com/>. Reviewers will receive an automatic email from FluidReview and are encouraged to register as soon as possible to ensure the ability to proceed with grant reviews at your convenience. If you encounter problems accessing the system or while in the system, you can contact FluidReview for support via the “help” menu tab and/or email your questions / problems directly to support@fluidreview.com.

RESPONSIBILITIES

PRIMARY REVIEWER

When presenting the applications assigned to you as **primary** reviewer, *focus your remarks on evaluation criteria* and on qualitative observations. As a primary reviewer, your role is not that of an advocate for the applicant, but to be the panelist most familiar with the application and the project’s budget. The other panelists will look to you to have a thorough understanding of the application and the budget.

PANEL SCORING

Panelists will have three (3) opportunities to score applications:

- a preliminary score before the panel meeting
- scores recorded during panel discussions
- closing adjustments may be made after applications have been reviewed and ranked from highest to lowest

Panelists must enter a preliminary score and comments for all applications prior to the panel meeting in order to ensure a focused panel discussion. Panelists’ will have an opportunity to revisit their scores during the panel process and will establish a final score for applications at the conclusion of the panel meeting.

The panel is not asked to recommend specific grant amounts, however, the panel’s collective assessment is the primary factor used to determine awards. COA intends “full or no funding” of the highest ranked applications.

PANEL REVIEW PROCESS

REVIEW CRITERIA

- Panelists are asked to evaluate and score applications using the stated review criteria as outlined on page 8 of the [Public Art Community \(PAC\) Projects Program Guidelines](#).

BEFORE THE PANEL MEETING:

- Submit “Panelist Disclosure Form”
- Submit a short biography
- Review this Panelist Guide and all PAC grant materials provided by COA including the [Public Art Outcomes Table](#).
- Read and review all applications and project budgets which may also include attachments, supporting material, and review applicant and/or partner websites.
- Assign a preliminary score and comments for each review criteria for all applications using the e-grant system.
- Be prepared to lead the discussion for each application assigned to you as the **primary** reviewer.

DURING THE PANEL MEETING:

- Lead the discussion for those applications assigned to you as the **primary** reviewer.
- Participate in the panel discussions and comment on applications.
- Assign a final score for each application.
- Review the list of final applicant scores with your panel colleagues and make closing adjustments as determined through full panel discussions.

AFTER THE PANEL MEETING:

- Offer COA program feedback and suggestions about the grant program and the review process.
- Honor confidentiality of the scores and all panel discussions. Panelists should not discuss the proceedings or the ensuing recommendations of the panel outside of the panel meeting.
- Receive honorarium by mail in approximately 3-4 weeks.
- Provide COA with copies of panel comments and notes.
- Panel recommendations will go before the COA Arts Council for final approval. Following final approval, applicants and panelists will be notified of the results.

Comments made within the e-grant system and at the panel meeting are notated and may later be modified and relayed to applicants, without attribution, to assist them in preparing future applications.

CONTACT:

If you have any questions regarding the panel review process, please contact Tamara Dimitri at (860) 256-2720 or by email at tamara.dimitri@ct.gov.