



## Grant Reviewer Description

- Purpose:** A fair and independent review process is essential for a strong grants program. Grant reviewers read, score, comment on and rank grant applications based on the instructions and criteria provided by Affiliate staff and/or the Grants Chair. The review panel works together to develop a slate of grants to be presented to the Affiliate Board of Directors for approval.
- Term:** Approximately eight weeks from roughly early January through late February.
- Responsibilities:**
- Maintain the integrity of the grantmaking process
  - Maintain confidentiality and report conflicts of interest
  - Attend review panel orientation meeting, in person or remotely
  - Understand and agree to the Susan G. Komen® Code of Ethics prior to reviewing applications
  - Read, score and constructively comment on approximately four grant applications
  - Attend the review panel meeting, in person or remotely, to discuss and provide final scores to determine the rank order of applications
- Estimated Time Commitment :** Approximately ten total hours over eight weeks:
- Attend review panel orientation (in person or remotely) – 1.5 hours
  - Review, score and comment on approximately four applications – five hours
  - Review panel meeting (in person or remotely)– 2 hours
- Qualifications:**
- Be familiar with the Komen New England service area
  - Serve as an expert in breast cancer, public health, health education, social services and/or other relevant field or serve as a community representative representing the Affiliate Service Area or target population to be served.
  - Must not be named as the Project Director or key personnel on an application being reviewed, or have any other conflict of interest in terms of that application
  - Agree to abide by Komen's Code of Ethics
  - Be willing to follow Komen guidelines for the grant making process