

## **Appendix D**

### **Request for Materials for Expert Panel Review**

## National Evaluation of the Comprehensive Technical Assistance Centers

### Request for Materials for Expert Panel Review

The projects below were nominated by [NAME OF CENTER] or have been randomly selected from the Project Inventory Form that your Center completed for the most recent project year. These projects will be rated for **quality** and **relevance** by expert review panelists for the national evaluation of the Comprehensive Technical Assistance Centers.

<u>Project</u>	<u>Activities and Deliverables</u>

In order to facilitate this process, **for each project** please provide us with:

- (1) Copies of the materials that together fairly represent each of these items. This should include: documents (electronically, wherever possible) leading up to, or resulting from, these efforts -- including plans, agendas, meeting notes, handouts, presentations, follow-up memos, resolutions, instruments, assessments, summaries, syntheses, papers, reports and memoranda of agreement. In other words, we are asking for materials that fully describe these products and services for the reviewers and give them a sufficient basis for rating their **quality** and **relevance**.
- (2) A cover sheet (one per project) that provides background and contextual information about the project. (See attached page for specific questions to be answered on the cover sheet.)
- (3) Questions about what materials to provide and how to complete the cover sheet should be directed to [Site Evaluation Liaison]

**These materials will be the basis upon which the reviewers will make their ratings.**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this data collection instrument is **xxxx-xxxx**. The time required to complete these worksheets is estimated to average 4 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and respond to the questions. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the U.S. Department of Education, Washington, DC 20202-4651

### **Cover Sheet to Accompany Materials Sent to Review Panel for Sampled Projects**

Name of Comprehensive Center \_\_\_\_\_

Name of person completing this form \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

#### **Information about Sampled Projects:**

Project Name \_\_\_\_\_

Project Inventory # \_\_\_\_\_

1. Describe the purpose of this project and its intended outcome(s).
2. Who is the customer/client?
3. Describe the circumstances that led to the provision of this project. In this description, be sure to indicate whether it was initiated by the Center or requested by the client.
4. List the activities and deliverables associated with this project, and describe how they relate to the overall project.
5. Please provide a list of the materials and documents you are sending for the review panel. For each, describe the Comprehensive Center's role and contribution to the materials associated with this project (i.e., the materials sent to reviewers for rating the quality and relevance of this project.) Please let us know if you used materials developed by another source and, if so, provide information about that source.
6. What is the research basis for the product or service? Where appropriate, please provide a citation for the research or practice literature upon which it is based.