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*Note: This entire document is one page.*

Thank you for taking the time to participate in this survey. Your feedback is invaluable in helping us assess and improve the grant review process. Our goal is to ensure that the process remains efficient, transparent, and supportive for all participants involved.

The insights you provide will play a critical role in identifying areas of strength as well as opportunities for improvement, enabling us to enhance the overall experience for reviewers.

This survey will take approximately 10 minutes to complete, and your responses will remain private. We appreciate your honest and thoughtful input as we strive to make the grant review process even better in the future.

Thank you for your participation!

Please use this scale to respond.

1=Strongly Agree

2=Agree

3=Neutral

4=Disagree

5=Strongly Disagree

## 1. RECRUITMENT

(Availability Survey Communication, Confirmation Survey Communication, Registration and Certification Instructions, Program Campaign Instructions, Timeframe for response, etc...)

	1	2	3	4	5
The recruitment documents provided thorough information regarding the period of performance and the scope of work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructions on how to register for the review were clear.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The online registration and certification system was easy to access.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The online registration and certification system was easy to navigate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please let us know how we could improve the recruitment process or if you think the process should not change.

## Family & Youth Services Bureau Grant Review Process Feedback - Chair

### WEB-BASED TRAINING AND TOOL

***The following questions are about how well the web-based training and tool helped to prepare you for the review process.***

## 2. Access and Navigation

	1	2	3	4	5
I spent a reasonable amount of time registering for training.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The web-based training was easy to access.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 3. Information Presented during Chair Training and/or Grant Review 101 Training or New Reviewer Training

	1	2	3	4	5
The web-based training clearly					

explained FYSB's goals and vision for the projects funded by the FOA.

☐☐☐☐☐

The web-based training clearly described the performance standards for projects proposed in response to the FOA.

☐☐☐☐☐

The web-based training clearly explained the roles and responsibilities of the review chair.

☐☐☐☐☐

At the end of web-based training, I knew what to do if a reviewer was non-responsive.

☐☐☐☐☐

The web-based training clearly explained the meaning of all scoring criteria.

☐☐☐☐☐

The web-based training clearly explained how to assign numeric scores for all criteria.

☐☐☐☐☐

The "helpful questions to consider" section helped prepare me to fulfill my responsibilities as review chair.

☐☐☐☐☐

The guidelines for addressing variance in reviewers' scores were clear.

☐☐☐☐☐

The guidelines for addressing variance in reviewers' scores were thorough.

☐☐☐☐☐

The guidelines for writing evaluative comments were clear.

☐☐☐☐☐

The guidelines for writing evaluative comments were thorough.

☐☐☐☐☐

The description of the grant review

☐☐☐☐☐

process and timeline  
was clear.

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#### 4. Usefulness

1 2 3 4 5

The web-based  
training was useful.

☐☐☐☐☐

The web-based  
training took a  
reasonable amount  
of time to complete.

☐☐☐☐☐

Please let us know how we could improve the online training or if you think the training should not change.

Family & Youth Services Bureau Grant Review Process Feedback - Chair

#### 5. COMPREHENSION ASSESSMENT

1 2 3 4 5

The comprehension  
assessment was an  
accurate indication  
of whether I was  
prepared to chair a  
grant application  
review.

☐☐☐☐☐

It took me a  
reasonable amount  
of time to complete  
the comprehension  
assessment.

☐☐☐☐☐

Please let us know how we could improve the comprehension assessment or if you think the assessment should not change.

Family & Youth Services Bureau Grant Review Process Feedback - Chair

#### ARM CHAIR MANUAL

The following questions are about how well the review chair manual helped to prepare you for the review process.

## 6. Access and Navigation

	1	2	3	4	5
The review chair manual was easy to access.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The review chair manual was easy to navigate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 7. Information Presented in the Chair Manual

	1	2	3	4	5
The chair manual clearly explained the roles and responsibilities of reviewers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The chair manual clearly explained the roles and responsibilities of the review chair.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The chair manual clearly explained the roles and responsibilities of Federal staff involved with a grant review.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructions for entering grant review information were clear and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructions on how to return evaluations were clear and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It was easy to review my final report.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It was easy to submit my final report.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructions on how to update information in my account were clear and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructions on how to update information in my account were clear and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Usefulness

	1	2	3	4	5
The manual was a useful resource.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please let us know how the reviewer manual could be improved or if you think the process should not change.

Family & Youth Services Bureau Grant Review Process Feedback - Chair

9. OVERALL

	1	2	3	4	5
The training adequately prepared me to conduct a grant application review.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Federal staff provided me with clear guidance whenever I needed it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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10. In addition to suggestions you may have made in response to previous items, please let us know how we could improve the training process overall or if you think the process should not change.