



Updated: August 2015

Komen Michigan Grant Reviewer Program Information for 2016-2017 Grant Cycle

About Susan G. Komen & the Michigan Affiliate

Nancy G. Brinker promised her dying sister, Susan G. Komen, she would do everything in her power to end breast cancer forever. In 1982 that promise became Susan G. Komen® and launched the global breast cancer movement. Today, Komen is the world's largest grassroots network of breast cancer survivors and activists fighting to save lives, empower people, ensure quality care for all and energize science to find the cures.

The Michigan Affiliate was established in January 2015, bringing together the former Mid-Michigan, Southwest Michigan, and West Michigan Affiliates, which had operated since 2001, 1998, and 1999 respectively. Through its combined history, Komen Michigan has granted \$8 million dollars to local organizations. Komen Michigan provides funding to local organizations for lifesaving education, patient navigation, treatment support and treatment programs in twenty counties over three regional service areas.

What is a Grant Reviewer?

Grant reviewers assist the Komen Michigan Mission staff by reviewing grant applications submitted by organizations from across our service area. Komen Michigan has three regional service areas and three corresponding grant review committees. The Mid-Michigan service area includes Clinton, Eaton, Ingham, Jackson, Livingston, Shiawassee, and Washtenaw counties. The Southwest Michigan service area includes Berrien, Branch, Calhoun, Cass, Van Buren, Saint Joseph, Kalamazoo, and Allegan counties. The West Michigan service area includes Kent, Ottawa, Muskegon, Montcalm, and Newaygo counties.

The applicants apply for funding for programs that promote breast health education, access to screening, diagnostics, navigation, treatment and treatment support services focused on communities of need as set forth in the Community Profile 2015 (in process).

Your work as a grant reviewer ensures that we are providing breast health and support programs that have the most impact across our service area. Being a Komen Grant Reviewer is an excellent way to learn more about Komen programs and help us further our mission to end breast cancer.

Grant Reviewer Qualifications

Grant reviewers should have expertise/knowledge in breast health, public health, social services, and/or other relevant fields, such as nonprofit development, health systems, community-based organizations

focusing on prevention and health programs, health advocacy groups, breast cancer survivors and co-survivors. For example, peer reviewers can be individuals who are public health educators, breast cancer survivors, co-survivors, researchers, program managers, health care professionals, or interested and knowledgeable community members.

Grant reviewers should also be familiar with all or part of Komen's Michigan service area. Grant reviewers must agree to abide by Komen's Code of Ethics and must not be named as a Project Director or key personnel on an application being reviewed.

Additionally, grant reviewers should be comfortable operating in a web application to access grant applications and complete reviews. Reviewers should have access to a computer with reliable internet access.

- Ability to carefully review several grant applications and offer constructive feedback upon review.
- Ability to maintain confidentiality.
- Ability to understand the Community Profile, grant expectations, and funding priorities.
- Have expertise/knowledge in breast health, public health, social services, and/or other relevant fields, such as health systems, community-based organizations focusing on prevention and health programs, health advocacy groups, breast cancer survivors and co-survivors.
- Be familiar with all or part of one of Komen Michigan's service areas (Mid-Michigan, Southwest Michigan, or West Michigan).
- Not be named as the Project Director or key personnel on an application being reviewed.
- Agree to abide by Komen's Code of Ethics and complete the Conflict of Interest form.
- Ability to access grant applications via an internet based database system.
- Must be able to attend Reviewer Discussion Panel.
 - Southwest Michigan – Tuesday December 8, 2015 9:00am-3:00pm
 - Mid-Michigan – Wednesday December 9, 2015 9:00am-3:00pm
 - West Michigan – Thursday December 10, 2015 9:00am-3:00pm
- Must be able to hold the date for the Reviewer Discussion Panel Alternate Meeting. In case inclement weather requires the initial meeting to be postponed, please make sure to hold open the following day and time as a back-up Reviewer Discussion Panel.
 - Southwest Michigan – Tuesday December 15, 2015 9:00am-3:00pm
 - Mid-Michigan – Wednesday December 16, 2015 9:00am-3:00pm
 - West Michigan – Thursday December 17, 2015 9:00am-3:00pm

Job Duties

- Responsible for reviewing grant applications submitted to Komen Michigan for the respective service area.
- Using the GeMS online portal, assigns scores to categories that are addressed in the application based on how well the applicant met the required criteria as set forth in the Request for Applications and how well it addresses the priorities in the Community Profile (2015)(in progress). Scores must be supported with comments.
- Participate in the Reviewer Discussion Panel to achieve a final ranking for the slate of approved applications

Commitment

Attend and/or watch the Reviewer Orientation Webinar on Monday November 2, 2015 at 12:00pm-1:00pm. A recording will be available Tuesday November 3, 2015.

Time spent reviewing applications vary from person to person. Most reviewers average about 1-2.5 hours per application. We expect between 6 and 10 applications. A total of 10-30 hours spent on reviewing applications is average.

All reviews must be completed online between November 2, 2015 and November 30th, 2015. The Reviewer Discussion Panel will be held the second week of December with an alternative date in the third week of December. Lunch will be provided.

Timeline

Grant Review Committee Application Deadline

Wednesday October 28, 2015

Grant Review Committee Reviewer Training Webinar

Monday November 2, 2015 12:00pm-1:00pm

Grant Review Committee Review Deadline

Monday November 30, 2015 5:00pm

Grant Review Committee Meeting

Southwest Michigan – Tuesday December 8, 2015 9:00am-3:00pm

Mid-Michigan – Wednesday December 9, 2015 9:00am-3:00pm

West Michigan – Thursday December 10, 2015 9:00am-3:00pm

Grant Review Committee Alternate Meeting – Hold the Date

Southwest Michigan – Tuesday December 15, 2015 9:00am-3:00pm

Mid-Michigan – Wednesday December 16, 2015 9:00am-3:00pm

West Michigan – Thursday December 17, 2015 9:00am-3:00pm

Conflict of Interest and Confidentiality

- Review panel members should not have a current application submitted for review.
- The names of the review panel will not be publicized or announced before the review process is completed.
- Reviewers should keep applications confidential and may not discuss the applications under review with others outside the review committee.
- It is not uncommon for a panel member to have a conflict of interest with one or more grant applicant(s). Should any member of the review panel have any direct or indirect interest in, or relationship to, any individual or organization (including employer) which has submitted a grant proposal, the reviewer should provide prompt written notice of this interest or relationship to Megan Smith, msmith@komenmichigan.org, 616-752-8262 x2016.

Selection

Each year many qualified and gifted volunteers apply to be a peer reviewer. Unfortunately, we don't always have space for every person who applies. To ensure that our reviewers are as diverse as the proposals we review, we select reviewers based on grants/program experience, geographic and ethnic diversity, professional experience and survivorship experience. If you are not selected this year, you may apply again for the next grant cycle. To encourage fresh perspectives, reviewers are welcome to serve up to three consecutive years and may return after a one year hiatus.

How do I become a Grant Reviewer?

Complete and return your Resume and Peer Reviewer application as soon as possible. Send all documents to Mission Director, Megan Smith, at msmith@komenmichigan.org. If your application is selected, you will be sent a Conflict of Interest form to complete and will be sent the link for the training webinar.

For more information or questions, please contact Megan at 616-752-8262 x 2016 or msmith@komenmichigan.org.