



Utah Division of Arts & Museums Panelist Information

Thank you for taking the time to participate in the grant review process. Our grant funding comes from the State of Utah and we take this process very seriously. We appreciate your thoughtful consideration of the applications—all of which represent great work taking place in the arts throughout Utah.

This panelist “packet” will provide you with the documents you need, as well as all pertinent information regarding the grants panel review process. If you have any questions, please call the Grants Manager at 801.236.7550.

Panel Process Overview

All grants are reviewed through a competitive, panel-reviewed process. Panels are comprised of artists, arts professionals, and community members who play an active role in the arts and culture of Utah. The applications are reviewed online and are pre-scored before the panel meeting. Applications should be reviewed and scored based on the grants’ guidelines. Based on the panel’s final scores, the UDAM staff will forward funding recommendations to the board of directors for approval.

Panel Meeting Overview

The meeting will take place at our main office, which is in an historic house next to the Governor’s mansion, 617 E South Temple. There is a large parking lot behind our building (South Temple and H Street). Our board room is on the second floor of our building. If you have any difficulty with stairs, please let us know so that we can make arrangements. We will be in touch with anyone who lives more than 50 miles, to arrange the hotel room, mileage reimbursement and state meal per diem.

Panelists are not compensated for their service, but may be reimbursed for mileage and meals if they are more than 50 miles from the UDAM offices.

UDAM's Grant staff attend the panel meetings to take notes, provide clarification for panelist questions, and to facilitate the meeting. A member of the UDAM board is present at the meeting and ensures the panel conforms to division, and grant policies.

Panel Member Responsibilities

Board Representative	Panel Members	UDAM Staff
<p>Able to read and discuss applications with panel. Board does not score any application.</p> <p>Board representative keeps time and ensures UDAM grant policies and procedures are being followed.</p> <p>Board representative listens and takes note of the discussion to report back to the full board during the funding recommendation meeting.</p>	<p>Review, comment, and pre-score all applications online before panel review.</p> <p>Attend in-person panel review to engage in thoughtful and considerate discussion on applications; adjust scoring as needed from panel discussion.</p> <p>Approve final scores from panel discussion to assist UDAM staff in making funding recommendations</p>	<p>Take notes on panel comments and questions to give back to applicants. Follow-up on any identified issues.</p> <p>Provide clarification on panelist questions if they are able.</p> <p>Review final scores and make funding recommendations for the board of directors.</p> <p>Communicate with applicants about their award status via email.</p>

Panelist Responsibilities

- **Panel orientation:** All panelists must attend an online orientation which will review how to access the grants and an overview of the panel process. The orientation is approximately 45 minutes long. Panelists will receive a link for GoToMeeting when the training becomes available.
- **Review applications:** Panelists are required to read, comment, and pre-score all applications (unless they have a conflict of interest with an applicant) before the in-person panel meeting. There are typically 25-40 applications per grant opportunity. Please allocate anywhere from 40-60 hours of reading and review time for all applications.
- **Attend the in-person panel:** All panelists are required to attend the in-person panel meeting. The panel review meeting allows for open discussion of the merits of each application, as well as any questions panelists have regarding an application. Lunch and soft refreshments will be included. Panelists will not be compensated for their service.

Meals

All panelists traveling more than 50 miles will receive a state meal per diem, depending on when they leave and when they return home. Any panelist who attends the review in person at our office will be provided lunch, soft refreshments, and snacks. In this packet, you will find the menu for Cucina Deli; this is where we order lunch. Please make your choice and email us with your order.

Panel Documents

This packet contains two documents that you are required to read before you review any applications:

- (1) **Conflict of Interest Memo** and (2) **Panel Process Memo**. After you attend the online panel training you will receive your panel assignments and the guidelines for the grant you are reviewing.

Frequently Asked Questions

I received the panel assignment document but I cannot remember what to do with this. What does this mean?

Each panelist is assigned as a secondary and primary reviewer. Essentially, the primary reviewer will give a brief summary of the application and will start the discussion. The secondary reviewer will provide additional information not covered by the primary and should add their comments. After this initial description, the entire panel is invited to discuss the application. You are still required to read all applications (unless you have a conflict). The primary/secondary reviewer assignments are just for the panel meeting.

How should I start reviewing the grants?

Fellow reviewers from previous panels have observed that it is easier to start with applications that you are not assigned to as primary or secondary. That way, you can get the hang of reading the grants before you jump into your primary reading responsibility. You should also read through a few applications before you enter scores, as you will realize your scoring changes as you get into the “flow” of reading all the applications. All applications are online and we have heard that they work best on either Firefox or Chrome browsers.

Panelists should not solicit any additional information from applicants prior to the panel meeting. Panelists can, and should, bring their own knowledge and experience with a particular applicant to the panel meeting. We ask that panelists refrain from discussing the applications, the panel conversation, and funding recommendations, once the panel is over.

How long will it take to read all the applications?

We tell panelists that this process should take anywhere from 40-60 hours of time to read all applications, add online panel comments, and enter preliminary scores.

How long will the in-person grant review be?

We typically start the panels around 12:00 p.m. and typically, the panel ends around 5:00 p.m. However, the panel can last longer, so please plan accordingly if you have additional commitments on the panel date.

Do I need to bring anything to the in-person grant review?

Yes! Please bring your thoughtfulness and an open mind. We also suggest bringing your laptop or tablet if you would like to access the applications or your comments. In an effort to save trees, we do not provide print copies of the applications. However, we do provide a printed copy of your comments. If you would like this, please let us know ahead of time so we can have this available.