



Dear Health Care Professional:

The Health Resources and Services Administration (HRSA) is the primary Federal agency for improving access to health care services for people who are uninsured, isolated or medically vulnerable. We do this by giving HRSA grantees funds to provide health care to uninsured people, people living with HIV/AIDS, pregnant women, mothers and children, homeless individuals and families and other populations. HRSA grantees also train health professionals and work to improve systems of care in communities across the Nation.

I am writing to ask you to consider becoming a HRSA Grant Reviewer. This essential role helps to assure that high quality grants are awarded. Each grant program accepts competitive applications which must be reviewed by an outside panel of experts to ensure objectivity. To best evaluate the viability of grant applications, we need experts from a wide variety of professions, work settings, and cultural backgrounds.

We are looking for doctors, dentists, nurses, pharmacists, nutritionists, medical/health educators, health researchers, psychologists, social workers, health administrators, allied health providers, economists, physician assistants, patient navigators, health facility architects and engineers, and others with experience in health care.

Reviewers must be free from conflicts of interest, maintain confidentiality and evaluate each application on its own merit.

Reviewer responsibilities include:

- Reading and being thoroughly familiar with program guidance and with assigned applications;
- Developing preliminary statements of strengths and weaknesses for each assigned application;
- Independently reviewing, evaluating and preliminarily scoring each application based only on published review criteria;
- Participating in open panel discussion and developing consensus of strengths and weaknesses for each application;
- Providing final scores for all applications based on published review criteria and consensus strengths and weaknesses.

HRSA conducts three types of reviews: Face-to-Face grant reviews which are usually held in the Washington, DC, metropolitan area and last for 3 to 5 days; teleconference reviews; or “field” reviews, where reviewers independently review applications from their location, generally without a group discussion. HRSA makes all logistical arrangements, which may include

covering travel expenses and other costs. Each reviewer receives an honorarium upon completion of the assigned review. Additionally, through feedback from our previous grant reviewers, we've learned that participation in this process provides helpful insight about Federal grantmaking processes and provides opportunities to engage in informative discussions with individuals from other disciplines and settings.

HRSA has a diverse range of opportunities for participating in grant reviews. If you are interested in finding out more, please visit the HRSA web site at:
<http://www.hrsa.gov/grants/reviewers/index.html>

Thank you for your consideration and I hope you'll join us in this very important work.

Sincerely,


Mary K. Wakefield, Ph.D., R.N.
Administrator