



Position Description

Title Peer Review Program Manager	Department Projects/Contracts
Status <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Part-Time On Call <input type="checkbox"/> Temporary	
Class <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Hourly <input type="checkbox"/> Salaried Nonexempt	
<u>SCHEDULE:</u> Typical schedule: Five days on/two days off, forty hours per week. Monday through Friday, 8:30 a.m. to 5:30 p.m. Schedule may vary or be adjusted due to business demand or unforeseen circumstances. Occasional evenings and/or weekends may be required for special events or project completion.	
<u>POSITION SUMMARY:</u> The Peer Review Program Manager will be assigned to a specific Federal Government Program Office to plan, coordinate and manage Federal Grant Application reviews on specific contracts. Grant Reviews supported by Lux are most often held in Washington DC area hotels, in the field through virtually or by web-assisted telephone conferences or a combination of the two.	
<u>ESSENTIAL FUNCTIONS:</u> <u>Major Area of focus:</u> Coordinating and Managing Grant Reviews <ol style="list-style-type: none"> 1. Serve as the main contact and support for the Federal Government Program Staff Member 2. Facilitate meetings with program staff on a regular basis to determine all resources needed for each review 3. Manage small tasks and time allocations for the support staff for each review 4. Review requirements for onsite reviews including paneling, meeting rooms, accommodations, banquet event orders, registration, and any other requirement determined by the client or application reviewers 5. Set up and Maintain Project Plan for each meeting and enter milestone dates in Sharepoint Calendar 6. Quality-check data entry into logistics web tool 7. Coordinate receipt of applications for reviews 8. Develop and/or coordinate grant review support materials and training documents 9. Work with the operations team to ensure understanding of program requirements 10. Quality check Logistics Coordinator's assembly and mailing of reviewer materials 11. Coordinate and participate in pre-review telephone conference 12. Generate Reviewer Grant Packet, including score sheets 13. Quality-check Logistics Coordinator's assembly of reviewers' grant packet 14. Ensure correct room and equipment set-up 15. Participate in Initial Briefing 16. Ensure that all proposal/applications and other materials are destroyed as appropriate 17. Ensure delivery of final grant review Files to client 18. Compile and submit reports to Deputy Project Director 19. Consult with Project Director and advise on strategies to gain efficiencies and improve functional capabilities with regard to grant review procedures 20. Review qualifications of new/potential reviewers and make recommendations to client 21. Provide advice and guidance to the client on issues that may affect the grant review 22. Assign reviewers to panels, maintain changes and provide final assignments to the client 23. Resolve reviewer and application paneling conflicts 24. Disperse panel comments and no fund letters as needed 25. Track and manage tasks and hours of logistical support 26. Help manage expenditures for each grant review 	
<u>MARGINAL FUNCTIONS:</u> <ol style="list-style-type: none"> 27. Plan and supervise on-site activities for meetings and conferences. 28. Compile and submit weekly reports to Project Director. 29. Monitor the performance of all pre-conference, on-site, and post-conference activities. 30. Prepare post-meeting reports. 31. Consult with Project Director and advise on strategies to gain efficiencies and improve functional capabilities with regard to meeting and conference planning procedures. 	