



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 virtually.	
<u>ESSENTIAL FUNCTIONS:</u> <u>Major Area of Focus:</u> Coordinating and Managing Grant Reviews <ul style="list-style-type: none"> • Serve as the main contact and support for the Federal Government Program Staff Member • Facilitate meetings with program staff on a regular basis to determine all resources needed for each review • Manage small tasks and time allocations for the support staff for each review • 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 • Set up and Maintain Project Plan for each meeting and enter milestone dates in Sharepoint Calendar • Quality-check data entry into logistics web tool • Coordinate receipt of applications for reviews • Develop and/or coordinate grant review support materials and training documents • Work with the operations team to ensure understanding of program requirements • Quality check Logistics Coordinator's assembly and mailing of reviewer materials • Coordinate and participate in pre-review telephone conference • Generate Reviewer Grant Packet, including score sheets • Quality-check Logistics Coordinator's assembly of reviewers' grant packet • Ensure delivery of final grant review Files to client • Compile and submit reports to Deputy Project Director • Consult with Project Director and advise on strategies to gain efficiencies and improve functional capabilities with regard to grant review procedures • Review qualifications of new/potential reviewers and make recommendations to client • Provide advice and guidance to the client on issues that may affect the grant review • Assign reviewers to panels, maintain changes and provide final assignments to the client • Resolve reviewer and application paneling conflicts • Disperse panel comments and no fund letters as needed 	