

## Timed Transcript for IMLS Office of Museum Services Webinar: Webinar for Potential Museum Reviewers

0:02

Welcome to the Webinar for Potential Museum Reviewers, brought to you by the Institute of Museum and Library Services, Office of Museum Services.

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Our goal in this presentation is to provide basic information about participating as a reviewer in the Office of Museum Services grant review process.

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If you are interested in learning more about the experience of museum grant reviewers, this video is for you!

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The Institute of Museum and Library Services is an independent federal grant making agency and the primary source of federal support for the nation's libraries and museums.

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Every year, the Office of Museum Services awards millions of dollars in awards to museums and related organizations of all kinds and sizes to support a wide range of services for their communities across the nation.

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All proposals submitted to the Office of Museum Services for competitive awards are reviewed by museum professionals who know the needs of communities, can share promising practices, and are well versed in the issues and concerns of museums today.

1:04

We recognize the peer review process as the foundation of our agency grantmaking.

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This process would not be possible without dedicated peer reviewers, who, by sharing their time and expertise, advance the highest professional practices in the field.

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Grant applications submitted to the Office of Museum Services undergo several steps of review.

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Grant applications for museum funding programs are received through Grants dot gov.

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Staff members organize applications into groups reflecting similar project goals and objectives.

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They then reach out to experienced and knowledgeable museum professionals and other subject matter experts who submitted a Museum Professional Form through the IMLS website to be considered to serve as a reviewer.

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Selected peer reviewers assess grant applications by providing constructive comments and scores based on the review criteria outlined in the Notice of Funding Opportunity for each grant program.

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Staff members review the submitted comments and scores and present a slate of recommendations to the IMLS Director.

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By law, the IMLS Director is charged with the authority and responsibility to make the final award decisions.

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After awards are announced, all grant applicants, whether successful or unsuccessful, are provided with a copy of the anonymous comments and scores from the peer reviewers.

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There are two possible tiers of peer review for museum applications: field review and panel review.

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Some programs use only one of these tiers of review, while others use both.

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In field review, experienced and knowledgeable peers review all eligible and complete applications based on the review criteria outlined in the grant program guidelines.

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Field reviewers work at home or their workplace, and independently write comments and submit scores for their assigned applications.

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For grant programs that use both tiers of review, applications that scored well in Field Review advance to panel review. Panel reviewers also work at home or their workplace to generate comments and scores for their assigned applications, and then are required to meet with other panel reviewers to discuss the applications under review.

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These panel reviewer meetings can occur either virtually or in person.

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If the panel meeting occurs in person, OMS covers travel costs for panel reviewers to attend the meeting. Both field and panel reviewers provide comments and scores for applications and are eligible to receive honoraria for their service.

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On average, reviewers receive 7 to 12 applications, which may take up to one hour each to review.

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Generally speaking, your service as a field or panel reviewer will take place within a 3 to 5 week period.

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If your organization applies for a grant and the same fiscal year, that's OK! You may still serve as a reviewer. You will not review your own organization's application.

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Museum reviewers come from a variety of different educational, professional, and cultural backgrounds.

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The Museum Professional Form on our website asks potential reviewers to identify a variety of areas of expertise, including, but not limited to, school or public programming, exhibitions, collections care and management.

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Community outreach, as well as African American history and culture, Native American and Native Hawaiian cultures, diversity, equity and inclusion, and more.

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Museum professionals who serve as reviewers come from a variety of museum disciplines, including history, art, and science museums, as well as children's museums, tribal museums, zoos, aquariums, botanical gardens, and more.

4:41

Reviewing grant applications can be a great professional development opportunity, offering you the chance to share your personal expertise and read about a wide range of fascinating projects from museums across the country.

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Becoming a reviewer is also a great way to learn about the IMLS grant making process.

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Here are some quotes from previous reviewers.

5:01

Feel free to pause your video to read about their experiences in their own words.

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If you're interested in becoming a reviewer, submit your information and your current resume online through the Museum Professional Form on our website, at the address listed on the screen.

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The information you provide online in your Museum Professional Form allows us to match applications with your expertise.

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By visiting our website, you can also become familiar with IMLS grant programs, and read the resources we provide for reviewers.

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Once grant applications and Museum Professional Forms are submitted, a staff member will reach out to the reviewers whose expertise matches submitted grant applications.

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If you have any questions about serving as a reviewer, please reach out to the Office of Museum Services staff via e-mail at [IMLS-museumreviewers@IMLS.gov](mailto:IMLS-museumreviewers@IMLS.gov).

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Thank you for your interest in serving as a Museum Reviewer, and we look forward to receiving your submitted Museum Professional Form!