

**Data Study Group Participant Review Panel**

**Guidelines**

* Circulate applicant scoring guidelines to reviewers.
* Using flexigrant assign reviewers applicants to review.
* Set the deadline for reviews to completing reviews a few hours before the panel.
* Send reminder email the morning of the panel/ ensure all reviews completed on time.
* Collate all participant information and reviewer score into a master spreadsheet. It must include;
* Challenge preference
* Industry applicant?
* All reviewer scores and comments
* EDI
* University
* Highlight those with nominated as having ‘facilitator potential’ by both reviewers and in a different colour those nominated by 1.
* Circulate the master document to the reviewer panel.
* Dependant on applicant quality, deicide a top and bottom cut off, for example DSG8, anyone who was scored 6 or below by both reviewers immediately out. Anyone scoring 8 and above by both reviewers immediately accepted.
* Discussions necessary over remaining pool
* Using flexigrant, pull up individual applications for discussion.
* Prioritise academic applicants over those coming from industry.
* Check if any challenges are missing skills sets/ interested participants.
* Adjust for bias of EDI, University ect.
* During discussion list any verbally flagged as a good facilitator OR that should receive a personal follow up email from DSG team.
* End with list of accepted and rejected.