

Role of the Team Leader

Each peer review team is assigned one member to serve as team leader. Typically this person has previously served as a peer reviewer during one of the previous rounds of reviews for 21st CCLC grants. Team leaders have responsibilities over and above that of a peer reviewer. Team leaders are responsible for ensuring that each of the following tasks is accomplished.

- Schedule team meetings and notify state staff of times and locations
- Facilitate team meetings
- Monitor progress of the team
- Ensure team members are present at all required briefings
- Confer with state staff on any application wide problems
- Confer with state staff on any team level problems should they arise
- Check applications in and out (three at a time unless otherwise arranged)
- Ensure forms are completed accurately
- Check all math on all forms for team members
- Verify accuracy of forms by signing front page of all review forms from team
- Turn in completed forms to state staff