



Date

MEMORANDUM

To: Evaluation Committee Member for HPF Subgrant FY2016

Subject: Responsibilities of an Evaluation Committee Member

A member of the HPF Subgrant evaluation committee requires one to:

- Attend evaluation committee meeting(s);
- Read all proposals;
- Consistently evaluate all proposals as directed;
- Prepare individual score sheets (provided) for each proposal;
- Ensure all proposal information, materials and scores remain confidential;
- Return all proposals and completed score sheets to HPF Subgrant Manager by DATE.

All applications must be consistently evaluated in accordance with evaluation criteria. Each committee member will score the applications based on the information provided. It is critical that evaluators comply with the scoring instructions. No member of an Evaluation Committee shall engage in any action, communication or relationship that compromises or gives the appearance of compromising their ability to reach fair and impartial decisions. Please indicate below your desired level of participation in the HPF FY2016 Subgrant Evaluation Process and return to the HPF Subgrant Manager.

I decline to serve as an evaluation committee member at this time.

I would like to be on the FY2016 subgrant evaluation committee, however I will recuse myself from evaluating the application for \_\_\_\_\_ due to potential conflict of interest.

I would like to be on the FY2016 subgrant evaluation committee. I understand and agree to all the responsibilities listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Title