

Indepth Review Contact Notes

This form is being provided to ensure that relevant, Research Grade Evaluation Guide (RGEG)-based information is obtained during the indepth review (IDR) factfinding process.

Initial and second (unnumbered) page formats are provided. Copy the unnumbered page if you need additional pages to record information.

For guidance on the IDR process, see **Chapter 10 of Manual 431.3-ARS**.

Because of the impact-of-the-person-in-the-job concept, **Factor 4** (Contributions, Impact, and Stature) contains the most important evaluation criteria. It addresses the incumbent's entire career, with a requirement for recency. **Factors 1-3** address the current (next 3-4 years) assignment.

Suggested questions:

- § Which of the accomplishments are most significant, and why?
- § For accomplishments achieved via team effort, what was incumbent's relative contribution?
- § What is the best example of incumbent's creativity/originality?
- § What has the scientist done/contributed/accomplished, especially *recently* (since last review)?
- § Who says the work is important? How are they using it?
- § Why is the work important (i.e., "so what"?)
- § How and where is the work documented?
- § In what area is incumbent most recognized? What is their contribution?
- § How does incumbent's impact compare to others in the area?
- § Who is consulting with/inviting the scientist?
- § What kind of recognition (awards, grants, etc.) is the scientist garnering because of the work, and from whom?

Do not:

- § ask questions not relevant to RGEG criteria application
- § ask questions about incumbent's personality and character
- § solicit a contact's opinion about whether the incumbent should be promoted, or kept in grade, or whether another decision option is appropriate

Remember: If a contact volunteers irrelevant information, do not capture that information in your notes or convey it to the panel.

Important: If you hand-write your notes, please write clearly. Also, use a separate form for each contact.