**Subject Matter Expert Third Party Review of Deliverables**

**Policy and Implementation Process**

**Step 1: Identification of All Deliverables/Products to Be Reviewed**

The H2P Consortium National Office staff worked with TA provider, Teaching Institute for Excellence in STEM (TIES) and co-grantees to identify all substantive deliverables that will be developed by the end of the grant period. These deliverables were defined as substantive if it contains educational content or that document educational structures and processes. These deliverables were inventoried and used as the basis for review.

TIES grouped similar deliverables together to ensure that Subject Matter Experts were assigned to similar deliverables aligned with their expertise and experience.

**Step 2: Subject Matter Experts (SMEs) Identified and Confirmed**

TIES identified SMEs to review identified deliverables with the H2P National Office and co-grantees. A panel of 5 SMEs was chosen representing community colleges, instructional designers, industry, and other relevant entities. Resumes were reviewed and submitted to National H2P Office for review. SMEs were paid for their services and via a contract with TIES for services rendered as a component of TIES current contract and scope of services with H2P National Office.

**Step 3: Criteria and Tools will be Created for SME Review**

Criterion was established for reviewing the products and a tool was created for SMEs. SMEs were trained on the tool and reviewed products over a several month period. TIES grouped deliverables together to ensure that Subject Matter Experts were assigned to similar deliverables aligned with their expertise and experience. TIES provided oversight to the process and ensured that written reviews were complete and facilitated answers to questions from SME panelists.

 **Step 4: SME Review of Products and Written Reviews**

SMEs reviewed assigned deliverables, grant products, and wrote up reviews based on the criteria. Written reviews were given to the TIES Project Manager. Weekly phone calls were made between co-grantees’ Project Managers and SMEs to check on progress. As reviews were taking place, TIES Project Manager ensured that questions from the SMEs were addressed and contacted program lead from colleges, if necessary.

**Step 5: Summary of Reviews and Writing of Report**

TIES was responsible for consolidating the reviews of the SMEs to create a summary report of the results for each product review. The summary report will also include a list of the qualifications of each reviewer and resume and will contain a summary of the process and lessons learned.

**Step 6: Debrief on Review of Products**

H2P National staff was briefed on draft report with the summary of review process and findings. H2P staff will be kept appraised of the progress through monthly phone calls with TIES Project Manager.

The TIES Project Manager will submit final report to H2P for final review and comment. Comments will be incorporated into report as an appendix.

**Step 7: H2P National Submits Third Party Review to DOL/ETA**

H2P National staff will submit the final report to DOL/ETA via the TAACCCT mailbox.

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