

# TEMPLATE FOR NEW AND CHANGED PEER REVIEW PLANS

## General Information:

ID number: \_\_\_\_\_ HISA \_\_\_\_\_ or ISI \_\_\_\_\_

Line Office: \_\_\_\_\_

Title: \_\_\_\_\_

Description of Information Product \_\_\_\_\_

Keywords \_\_\_\_\_

## Contact Information: (Will not be posted on Peer Review Bulletin website)

Lead Contact Person Name: \_\_\_\_\_

Division/Branch Office \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Back-up Contact Person Name:** \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Estimated Project Timeline (Give actual date, not time period.):

Project start date: \_\_\_\_\_

**Start date of the peer review:** \_\_\_\_\_

**Dissemination date of the peer review report:** \_\_\_\_\_

**Dissemination date of the final work product:** \_\_\_\_\_

**Peer Review Information:**

Review Type:

A panel

Individual letters

Rely directly on the principal conclusions and recommendations of a report produced by the National Academy of Sciences

National Academy of Sciences Review

Adequate prior peer review (Consult with your IQA rep before checking this.)

Alternative procedure approved by OMB

Number of Reviewers:

3 or fewer;

4-10, or;

More than 10.

Reviewers will be selected by:

The agency;

A designated outside organization; Specify:

Will the public, including scientific or professional societies, be asked to nominate potential peer reviewers?    Yes            No

Will there be opportunities for the public to comment on the work product to be peer reviewed? How? When? (Describe):    Yes            No

Will the agency provide significant and relevant public comments to the peer reviewers before they conduct their review?    Yes            No

Give succinct description of the primary disciplines or expertise needed in the review:

**Document links:**

*Either provide links to the documents, or list file names and provide the files separately.*

***All links must point to specific documents, rather than to a general site.***

The charge statement to the peer reviewers (required).

The final peer review report (required)

Agency response to the peer review report (required for HISA)

Draft Report or Assessment.

**Final Publication or information product (required)**

**Annual Reporting Requirements (for completed peer reviews):**

Date on which peer review report was completed.

Date that peer reviewed information product was made available.

Was the peer review panel conducted in public? Yes No

Was the public provided an opportunity to comment on the information product? Yes No

Did the agency receive written comments *on the adequacy of the peer review plan*? Yes No

How many were received?

Were any of the peer reviewers recommended by a professional society or the public? Yes No

Was the peer reviewed information used by NOAA to support a regulatory action? Yes No

If yes, did the agency include a certification of compliance with Peer Review Bulletin and IQA requirements and relevant materials (e.g., the peer review report) in the administrative record for the regulatory action? Yes No