
Backing Out of a Visit

The MAP staff understands that unforeseen events may prevent you from fulfilling a commitment to a review. If such an event arises, contact the MAP staff immediately so we can inform the museum and find a replacement.

A significant delay may endanger the museum's compliance with IMLS grant-period requirements. If the museum does not complete the process by the end of the period and an extension is not possible, the museum must return any remaining grant funds.

AAM may remove your name from the peer reviewer roster if you consistently agree to conduct a visit and then do not fulfill your commitment (e.g., more than once in a five-year period).

 *Reviewer is responsive to museum and staff; fulfills role effectively.*


Delays in Submitting a Report

Assessment reports are due within six weeks of the visit date. The MAP staff is committed to providing timely and relevant reports to participating museums.

If MAP staff are informed about the visit date, the following steps are taken:

- Before the report's deadline, you will receive a reminder from the MAP staff with the date it is due.
- If no report is submitted by that date
 1. MAP staff will contact you and your team member (if applicable) to determine the cause of delay, establish a revised date of delivery, negotiate needs or concerns, and offer support.

MAP staff will confirm the new deadline and copy the museum, IMLS, and MAP's file for the museum.
 2. If more than three months pass without a report, MAP staff send a letter by registered mail to you and your team member (if applicable) that gives you a final deadline—generally within six weeks—to deliver the report. Copies of the letter will be sent to the museum and IMLS, if applicable.
 3. If no report is received by the MAP staff after these efforts, you will forfeit the honorarium and be removed from the peer reviewer roster. MAP staff will arrange for a second visit at AAM's expense to meet the needs of the museum.

 *Reviewer met all program deadlines within 15 business days or contacted program staff to discuss challenges or arrange for extensions.*