

MAP Site Visit Checklist for the PEER REVIEWER

Use this checklist to manage your site visit assignment

Confirmation, Contact, and Site Visit Date Selection

Within 1-4 weeks after MAP staff confirm your assignment

- As soon as possible: complete and return your MAP Site Visit Peer Reviewer Agreement
- Download the [MAP Peer Review Manual](#) (PDF) and read pages 11-17.
- If the museum has not contacted you within 2 weeks reach out to the Primary Contact listed for the museum.
- Review the museum's MAP Application Form (sent by MAP staff) to help inform the visit agenda.
- Inform MAP staff if you would like a Virtual Mentor (an experienced reviewer who can provide advice as you prepare for the visit, or afterwards while you are writing the report, and to whom confidentiality is extended.)
- Begin working with the museum to determine site visit dates; review goals, responsibilities, and expectations; and begin developing the agenda together (the museum is instructed to initiate a draft agenda) (See *Peer Review Manual* pp.11 -12).

Travel and Logistics

6-8 weeks (or sooner) begin arranging your travel, lodging and transportation.

- Carefully read the **Peer Review Travel Policy (March 2017)** **before** you spend any money or make any reservations.
(See Peer Review Travel Policy and MAP Site Visit Expense Reimbursement Form at <http://www.aam-us.org/resources/assessment-programs/peer-review/map-reviewer-resources>)
- Plan and book your transportation and accommodations
If you anticipate your total site visit expenses will exceed \$950 please let your Program Officer know in advance of booking (note: you are not strictly limited to this amount as some travel destinations cost significantly more)

- Optional: request reimbursement for flight and any other prepaid expenses.
Use the *MAP Site Visit Expense Reimbursement Form (Excel)* found on the [MAP Peer Reviewer Resources webpage](#) on the AAM site. Be sure to read the instructions on the second tab before completing the form. A sample is also available. Reimbursements take about 5 weeks to be issued to you.
- If not in place from previous peer review assignments, or if your information has changed:
 - Set up direct deposit for your travel reimbursement and honorarium payments.
If you have never filed to get AAM payments by direct deposit complete and return an [ACH Authorization Form](#) to your Program Officer directly or to map@aam-us.org.
 - Submit a W-9
If you have never received funds from AAM, you must complete an [IRS W-9](#) and submit it to accounting@aam-us.org. Contact accounting if you're not sure if one is on file or not.

Review Museum's Materials

- As soon as received as (or no later than 1 month before the visit) read the museum's Self-Study Workbook and additional documentation (provided to you by the museum by the due date listed above).
- No later than 2 weeks before the visit request any additional information you need in advance or want to see when on site.

Site Visit Agenda and Other Preparation

- 6-8 weeks before the visit (or sooner) begin collaborating on the site visit agenda with the museum. Contact the museum if you haven't received a first draft 4 weeks before the visit.
- Add or change the agenda and who you want to meet with based on your review of the museum's materials, your arrival and departure schedule, and any other factors
- No later than 1 week before the visit have final, agreed upon agenda in place
- 1 week before the visit, read the general report writing guidelines and the review assessment-specific Critical Issues Checklist, Characteristics of Excellence, and Core Documents Required Elements in the MAP Peer Review Manual (see pp 18-21 and page 32+) and on the AAM website before you head out on the visit.
- A few days before the visit, confirm your travel plans and confirm/finalize all logistical details with the museum.

After the Visit: Writing the Report

*Within **one month** of the site visit:*

- Within a couple of days of returning home (or even on the flight home), gather, review, and organize your note from the visit; begin framing out the main points / structure of your report. Do this while everything is still fresh in mind!

- Within 1-2 weeks after the visit, hold any optional post-visit interviews with any key people who were unavailable during the site visit; and request any needed additional information from the museum.
- Submit your travel reimbursement request form with all required documentation.
- Review again the assessment-specific Report Writing Guidelines in the *Peer Review Manual* (also on MAP Peer Reviewer Resources page on AAM website).
Contact the MAP staff if you need a sample report.
- Submit your report by your assigned due date (within 4 weeks from visit date)--email a Word version of report to your Program Officer directly or to map@aam-us.org.

After Submitting the Report

- Within a month of submission, be prepared to answer questions from MAP staff reviewing your report before it goes to the museum and/or make minor or more substantive revisions. (While not common, also be prepared to approve corrections or edits after it is sent to the museum 10-12 weeks after the visit.)
- After the museum receives the report, consider offering/agreeing to do a short presentation highlighting findings and recommendations, and be available for any questions, via a phone or video call with staff and/or board.
- Receive honorarium approximately 30 days after the report is sent to the museum (i.e., around 4 months after the visit)
- Remain in touch with the museum after the report is sent to the extent that you are comfortable.

Communication/Other Reminders:

- ***Your Program Officer will share all relevant important MAP dates with you directly.***
- ***Contact your Program Officer immediately if something happens that necessitates cancelling or changing the visit or you cannot meet your report deadline.***
- To have the best MAP experience possible, maintain regular communications with the primary contact(s) at the museum.
- Please contact MAP staff at 202-289-9118 or map@aam-us.org for assistance at any point. We are happy to help.
- If someone from the museum (or not at the museum) asks you for a copy of the report, please direct them to MAP staff. Likewise contact the MAP staff if you get a request from the media about your visit/findings. AAM will coordinate.