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)](http://www.aam-us.org/resources/assessment-programs/peer-review/map-reviewer-resources) 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](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.