

**PARTICIPATION AGREEMENT FOR  
ALTERNATE PANEL COORDINATOR**

**Review Dates: Fri, January 31 – Thurs, February 13, 2014**

**Instructions**

1. Read this agreement and print the last page.
2. To indicate agreement, sign and date the last page and return it to the Corporation for National and Community Service (CNCS) no later than Monday, February 3<sup>rd</sup>, 2014.
3. Scan and email a **signed** copy to [PeerReviewers@CNS.gov](mailto:PeerReviewers@CNS.gov), or fax the signed last page to (202) 606-3477 'ATTN: External Review.'

This agreement is subject to the following Terms & Conditions:

1. If the terms of this agreement are not adhered to or if an exception to these terms is introduced through an alternative level of participation, CNCS reserves the right to modify the amount of the honorarium paid.
2. As an *Alternate Panel Coordinator* you are not a federal employee of CNCS, and therefore are not entitled to workman's compensation benefits, unemployment insurance, or any other type of insurance or benefit normally provided to federal employees. In addition, CNCS is not responsible for withholding federal or state income taxes or Social Security from the honorarium paid. By January 31<sup>st</sup>, 2015, you will receive a Form 1099 to report fees paid for IRS tax purposes.
3. By signing this agreement and agreeing to participate in the review of applications, you are providing consent to CNCS to disclose your name, completed review forms, or portions of your completed review forms to applicants and the public after grant announcements are made. As a matter of policy and to the extent allowed by law, CNCS removes the names of Review Participants prior to releasing review forms and comments to applicants and the public.

**Alternate Panel Coordinator Overview**

As an **Alternate Panel Coordinator**, you will be required to prepare for the review by:

- Reading the 2014 AmeriCorps Review Handbook,
- Participating in all of the Orientation Sessions (about 5 hours total)
- Being ready to join the review with 1-2 days' notice in the event that someone drops out.
- Complete all review duties to the 2014 AmeriCorps specifications and standards set by CNCS and covered in the trainings and review materials. ***The payment of honoraria for Alternate Panel Coordinators is subject to completion of all review duties to these specifications and standards.***

\*\*\*It is important that you complete all Orientation Sessions by their respective deadlines in order to become eligible for Review selection. In the case that you are *not* called to participate, you will still receive a \$350 retention honorarium for your preparation.\*\*\*

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**The following parties accept and agree to the specified Terms & Conditions of the Participation Agreement**

**Name (printed):**

**Signature:**

**Date (mm/dd/yyyy):**

**Organization and Affiliation:**

By signing this agreement to serve as an **Alternate Panel Coordinator**, I consent to and understand that my name may be made public and that completed review forms or portions thereof may be disclosed after grant award announcements are made; and that to the extent allowed by law, my name will not be linked to specific applications or review forms.

**Payment Amount: \$350.00**

**Check this box if you are ineligible (or are declining) to receive payment.**

*(Federal employees that serve as External Reviewers are not eligible to receive payment.)*

**For CNCS Use**

**Period of Performance:**

*Fri, January 31 – Thurs, February 13, 2014*

**Office of Grants Policy and Operations, Review Coordinator:**

Printed Name: Femi Estrada-Petersen

Signature:

Date:

*(Certifies all requirements for this review have been met by the Alternate Panel Coordinator)*

**Office of the Chief Financial Officer, Executive Officer:**

Printed Name: Stephen Elias *or designee*

Signature:

Date:

*(Certifies Alternate Panel Coordinator is paid from funds delineated for this purpose)*