

**PARTICIPATION AGREEMENT FOR
 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 3rd, 2014.
3. Scan and email a **signed** copy to 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 a 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, 2015, you will receive 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.
4. By signing this agreement, you, as a Panel Coordinator are committing to the following review schedule. All orientation and training sessions are **mandatory**:

Schedule	Date Due
Receive panel assignments, download applications from eGrants, review all applications for Conflict of Interest (COI), download COI and Participation Agreement (PA) from eGrants	Available beginning Friday, January 31st
Review the 2014 AmeriCorps Review Handbook and Orientation Sessions (<i>Pre-Recorded</i>)	Available through the Reviewer Resource Webpage beginning Friday, January 24 th
Listen to Panel Coordinator Orientations	PC Orientation I: pre-recorded: PC Post-Orientation: Thursday, January 30 th (also recorded if you are unable to attend)
Panel Introduction Call – coordinate with Panel members (approx. 45 mins)	Between January 31 st and February 3 rd ; exact call time determined by each panel
Submit COI Statement and Participation Agreement	Monday, February 3 rd
Panel Discussion Calls (estimated 3 calls)	Call schedule determined by each panel
Panel Coordinator Check-In Call I (w/CNCS staff)	Monday, February 3 rd at 1:00 p.m. ET
Panel Coordinator Check-In Call II (w/CNCS staff)	Thursday, February 6 th at 1:00 p.m. ET
Panel Coordinator Check-In Call III (w/CNCS staff)	Tuesday, February 11 th at 1:00 p.m. ET

Schedule	Date Due
Perform consistent Quality Assurance checks on all work products for your panel to ensure accuracy, and high-quality in the final review products	All review materials must be finalized and submitted to CNCS no later than Thursday, February 14 th
Complete check-out process	Thursday, February 14 th

Panel Coordinator Overview

As Panel Coordinator (PC), you will carry out your duties and responsibilities under the direction of CNCS staff, including a Grants Application Review Process (GARP) Liaison and Program Officer Liaison (POL). All work must be completed in accordance with published CNCS guidelines and the 2014 AmeriCorps Review Handbook.

PCs are the first source of information regarding panel issues for both Reviewers and CNCS staff. PCs will manage panels of up to three Reviewers, who will assess and rate six to eight applications. Reviewers should be guided to assess the quality of each application using the specific Selection Criteria and corresponding Standards. These assessments should reflect the Reviewer’s knowledge and understanding of the subject area as it relates to the Selection Criteria.

As a **Panel Coordinator** you will be expected to:

- ◆ Complete all Orientations and training requirements
- ◆ Check for possible COI upon receipt of panel assignment and applications, and notify the GARP Liaison immediately if any conflicts exist for you or your Reviewers
- ◆ **Sign and send the final page of the Confidentiality and Conflict of Interest Form and the Participation Agreement to CNCS**
- ◆ Maintain the confidentiality of applicants and Review Participants related to this review in a manner consistent with the Confidentiality and COI Form
- ◆ Participate in the Panel Coordinator Check-Ins (three 20-min calls) to receive updates and timely guidance to remind panel members throughout the review; and
- ◆ Act as the primary liaison between Reviewers and CNCS staff to implement CNCS guidance
- ◆ Coordinate and ensure responsiveness with appropriate CNCS staff at given junctures
- ◆ Monitor and facilitate panel progress to guide Reviewers to meet deadlines
- ◆ Keep CNCS staff informed on the results and progress of the panel
- ◆ Communicate by email with clarity and regularity to keep Reviewers engaged and informed
- ◆ Serve as an **impartial and objective** panel lead on the applications for all activities in the Review
- ◆ Read each application assigned to the panel
- ◆ Lead and facilitate Panel Discussion Calls to ensure sufficient and appropriate discussion
- ◆ Ensure Reviewers are appropriately evaluating the Selection Criteria using the corresponding Standards
- ◆ Provide constructive feedback on Reviewers’ assessments and writing
- ◆ Provide a quality assurance check on all final products to meet CNCS standards
- ◆ Complete evaluations on Reviewer performance at the close of the Review
- ◆ Complete all review duties to the specifications and standards set by CNCS and covered in the training and review materials. The payment of honoraria and consideration for future opportunities for participation are subject to the completion of all review duties in accordance with these specifications and standards.

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Please print, **sign**, and return this page to CNCS via Fax to (202) 606-3477
 'ATTN: External Review' or scan and e-mail to PeerReviewers@CNS.gov.

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 a **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: \$1200.00

Check this box if you are ineligible (or are declining) to receive honorarium. *(Federal employees are not eligible to receive honorarium.)*

Adjusted Payment Amount: \$

Reason:

Review Administrator initial if honorarium has been modified as specified.

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 Panel Coordinator)

Office of the Chief Financial Officer, Executive Officer:

Printed Name: Stephen Elias *or designee*

Signature:

Date:

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