

**BLENDED REVIEW PARTICIPATION**

**ROLE FOR FEDERAL REVIEWER**

**Review Dates: Tuesday, July 29 – Thursday, August 7, 2014**

**Instructions**

1. Read this agreement and print the last page.
2. Please print your name and date on the last page, and return it to the Corporation for National and Community Service (CNCS) no later than COB, **Tuesday July 29, 2014 to acknowledge receipt of your role in the Blended Review.**
3. You can return by emailing a copy to [PeerReviewers@CNS.gov](mailto:PeerReviewers@CNS.gov), or faxing last page to (202) 606-3475 ATTN: *justice AmeriCorps Review.*

General expectations for Federal Reviewers:

1. In the instance where a Federal Reviewer is unable to commit to the review schedule, the Review Coordinator may seek a replacement Federal Staff Reviewer for review competition.
2. By participating in the review of applications, you understand that CNCS may provide a portion of your completed review forms to applicants for feedback and the public after grant announcements are made. CNCS removes the names of Review Participants prior to releasing review forms and comments to applicants and the public.
3. Please take note of the following review schedule. Specific orientation sessions are **required**:

Schedule	Date Due
Access CNCS Webpage for forms and training materials	Available beginning Friday, July 25, 2014
Review the 2014 justice AmeriCorps Review Handbook and Orientation Sessions ( <i>Pre-Recorded</i> )	Available through the Reviewer Resource Webpage
Receive panel assignments, download applications from eGrants, review all applications for Conflict of Interest (COI), download COI and Participation Agreement (PA) forms	Available Tuesday July 29, 2014
<b>Panel Introduction Call</b> – coordinate with Panel Coordinator and Panel members (approx. 45 mins)	Between Tues, July 29 – Wed, July 30; exact call time determined by each panel
Submit COI Statement and Participation Agreement	By Tuesday July 29, 2014
Complete draft Individual Reviewer Forms (IRF) for each application reviewed	Rolling deadlines, complete in sets (prior to each Panel Discussion call)
Panel Discussion Calls (estimated 2 calls)	Call schedule determined by each panel
Revise and submit <i>Final</i> IRF for each application reviewed	Rolling deadlines, all forms must be submitted no later than Thursday, August 7 (2:00p.m. Eastern Time)

## Federal Reviewer Overview

As a Reviewer, you will carry out your duties and responsibilities under the direction of a CNCS staff member work as a Grants Application Review Process (GARP) Liaison. All work must be completed in accordance with published CNCS guidelines and the 2014 justice AmeriCorps Review Handbook.

Your assessment of the quality of each application must be guided by the specific Selection Criteria and should reflect your knowledge and understanding of the subject area.

As a **Federal Reviewer** you will be expected to:

- ◆ Complete all Orientation Sessions and training requirements
- ◆ Check for possible COI upon receipt of panel assignment and applications, and notify your Panel Coordinator (PC) and GARP Liaison immediately if any conflicts exists
- ◆ **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 Conflict of Interest Form**
- ◆ Maintain timely correspondence with your Panel Coordinator, assigned panel members, GARP Liaison, and the CNCS Review Coordinator(s) throughout the review process
- ◆ Uphold a high level of cooperation with the Panel Coordinator and other Review Participants during the review and when receiving feedback
- ◆ Participate in your Panel Introduction Call and all subsequent Panel Discussions Calls
- ◆ Read each application assigned to the panel
- ◆ **Evaluate applications independently of any personal feelings or knowledge you may have about the applicant that is not included in the application**
- ◆ Provide a thorough and objective assessment of each application
- ◆ Complete your Individual Reviewer Form (IRF): all IRFs must meet the specifications and standards set forth in the justice AmeriCorps Review Handbook and Orientation Sessions
- ◆ **Send your completed IRFs to your Panel Coordinator** (prior to your Panel Discussions)
- ◆ Participate in the Panel Discussion Calls for each application reviewed
- ◆ **Improve the quality of your IRFs based upon your Panel Coordinator's feedback**
- ◆ Return to your IRF after the Panel Discussion to revise and finalize the ratings and comments
- ◆ Complete the evaluation (on the 2014 justice AmeriCorps Blended Review Process and your Panel Coordinator's performance) at the conclusion of the review
- ◆ Complete all review duties to the specifications and standards set by CNCS and covered in the training and review materials. Successful participation is defined as the completion of all review duties in accordance with these specifications and standards.

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**Federal Staff Reviewer—**

**Name (printed):**

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

I understand in serving on this Blended Review panel, my name will not be made public and that my name will not be linked to specific applications or review forms.

**For CNCS Use**

**Period of Performance:**

Tuesday, July 29<sup>th</sup>, 2014 – Thursday, August 7<sup>th</sup>, 2014

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

Printed Name: Femi Estrada-Petersen

Signature:

Date: