

**BLENDED REVIEW PARTICIPATION AGREEMENT FOR
 PANEL COORDINATOR**

Review Dates: Tuesday, July 29 – Thursday, August 7, 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 COB, **Tuesday July 29, 2014**.
3. Scan and email a **signed** copy to PeerReviewers@CNS.gov, or fax the signed last page to (202) 606-3475 'ATTN: justice AmeriCorps 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
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
Panel Introduction Call – coordinate with 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
Review draft Individual Reviewer Form (IRF) for each application reviewed and provide feedback to panel members	Rolling deadlines, complete in sets (prior to each Panel Discussion call)
Panel Discussion Calls (estimated 2 calls)	Call schedule determined by each panel
Receive revised IRFs from panel members and provide edits and feedback, ensuring that the work products are in line with the Selection Criteria and corresponding Standards. Panel Coordinators will provide final approval on all work products	Rolling deadlines, all forms must be submitted no later than Thursday, August 7 (2:00p.m. Eastern Time)

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. All work must be completed in accordance with published CNCS guidelines and the 2014 justice 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 no more than five 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 (two 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
- ◆ **Examine every Individual Reviewer Form (IRF) from every Reviewer on your panel and provide feedback on quality.**
- ◆ 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 the 2014 justice AmeriCorps Blended Review Process and Reviewers' 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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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	<input type="checkbox"/> Check this box if you are ineligible (or are declining) to receive honorarium. <i>(Federal employees are not eligible to receive honorarium.)</i>
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Adjusted Payment Amount: \$ _____ Reason:	<input style="width: 100px;" type="text"/> Review Administrator initial if honorarium has been modified as specified.
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For CNCS Use

Period of Performance:

Office of Grants Policy and Operations, Review Coordinator:

Printed Name: Femi Estrada-Petersen	<i>Signature:</i>	Date:
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(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 <small>or designee</small>	<i>Signature:</i>	Date:
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(Certifies Panel Coordinator is paid from funds delineated for this purpose)