

## PARTICIPATION AGREEMENT FOR ALTERNATE REVIEWERS 2017 DAY OF SERVICE REVIEW

**Review Dates: March 8 – March 20, 2017**

- Instructions:**
1. Read and print this document for easy reference throughout the review.
  2. To indicate agreement, sign and date the last page of the agreement.
  3. Scan and email the **signed** agreement to [PeerReviewers@cns.gov](mailto:PeerReviewers@cns.gov) by **Wednesday, March 8, 2017**.

By consenting to participate in this CNCS Grant Application Review Process (GARP), you are agreeing that you will complete your review activities consistent with the following review schedule. All orientation and training sessions are **mandatory**.

Activities	Schedule/Date Due
Review all training and resource materials	Available via email beginning <b>Friday, March 3, 2017</b>
Participate in Live Training Call with CNCS	<b>Monday, March 6, 2017 at 1pm Eastern Time</b>
Sign and submit Confidentiality & Conflict of Interest Form and Participation Agreement	No later than <b>Wednesday, March 8, 2017</b>
Maintain availability throughout the entire review period.	<b>March 8 – 20, 2017</b>

### Alternate Reviewer Overview

As an **Alternate Reviewer**, your responsibilities for the review preparation period are identical to the responsibilities of participating Reviewers – **all orientation sessions and training requirements must be completed on time**. This is because at some point during the Blended Review, we select the majority of our Alternate Reviewers to join an ongoing panel and ensure the continuity of the review. Based on historical usage, there is about a 70% chance that your status will be updated from Alternate Reviewer to participating Reviewer.

#### As an Alternate Reviewer, you are required to:

- Read the **2017 Day of Service Blended Review** training materials on the reviewer website.
- Complete **all** orientation sessions by their respective deadlines.
- **Maintain availability throughout the entire review period**. Alternate Reviewers should be prepared to join the review with only 1-2 days’ notice in the event that someone drops out.

The **Alternate Reviewer** role is a standby position, designed to be prepared and available to join the review as needed. Thus, the following conditions apply:

- If contacted to join the review, your role will be updated to (participating) Reviewer. Your role responsibilities will broaden to include successful review participation, and you will be eligible for the full Reviewer honorarium of \$800. Once your role is changed to Reviewer, you are required to complete all review duties to the **2017 Day of Service Blended Review** specifications and standards set by CNCS (as outlined in the Participation Agreement for Reviewers).
- If you do not complete the orientations to prepare for the review, or if you are called on to join the review and are unavailable: you will void the purpose of the Alternate Reviewer role, and thus will not receive the Alternate Reviewer honorarium.
- If you successfully complete all the **Alternate Reviewer** requirements and are *not* called on to participate, you will qualify for a \$200 retention honorarium.

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Scan and email the **signed** agreement to [PeerReviewers@cns.gov](mailto:PeerReviewers@cns.gov) by **Wednesday, March 8, 2017**.

*If you do not adhere to the terms of this Agreement or an exception is made to these terms due to an alternative level of participation, CNCS reserves the right to modify or withhold the amount of the honorarium.*

*Your participation in this CNCS grant application review process does not make you an employee of CNCS or of the federal government, 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. CNCS will issue a Form 1099 to report the payment of any honorarium to you, the Internal Review Service, and any required State taxing authority.*

*By signing this agreement, you consent to and understand that CNCS may make your name public per agency policy, and that your completed review forms (or portions thereof) may be disclosed after CNCS announces its grant awards.*

*To the extent allowed by law, CNCS will not disclose your association with any specific applications or review forms.*

**I agree to participate in this CNCS Grant Application Review Process and to abide by the terms and conditions of this Agreement.**

**Name (printed):**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Date (MM/DD/YYYY):**

\_\_\_\_\_

**Organization and Affiliation:**

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<b>Payment Amount: \$200.00</b>	<input type="checkbox"/> <b>Check this box if you are ineligible (or are declining) to receive payment.</b> <i>(Federal employees that serve as Review Participants are not eligible to receive payment.)</i>
<b>Adjusted Payment Amount:</b> \$ _____	<input type="checkbox"/> <b>Review Coordinator</b> initial if honorarium has been modified as specified.
<b>Reason:</b>	

**For CNCS Use**

**Period of Performance:**

*March 8 - 20, 2017*

**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 Reviewer)*

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

Printed Name: Stephen Elias (or designee)	<i>Signature:</i>	Date:
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*(Certifies Reviewer is paid from funds delineates for this purpose)*