



CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

REVIEWER PARTICIPATION AGREEMENT SCHOOL TURNAROUND AMERICORPS FY13 GRANT COMPETITION BLENDED REVIEW

Review Dates: Mon, April 29 – Tues, May 14, 2013

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 Tuesday, April 30, 2013.
3. Scan and e-mail a **signed** copy to PeerReviewers@CNS.gov, or fax the signed last page to (202) 606-3477 'ATTN: External Peer Review.'

This agreement is subject to the following Terms & Conditions:

1. If the terms of this agreement are not adhered to, we reserve the right to modify the amount of the honorarium paid.
2. As a Reviewer 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. If you receive an honorarium for your participation: by January 31st, 2014, 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.
4. By signing this agreement, you, as a Reviewer are committing to the following review schedule. All orientation and training sessions are **mandatory**:

Schedule	Date Due
Download Conflict of Interest (COI) form and Participation Agreement (PA), review the School Turnaround AmeriCorps FY13 Review Handbook, and Orientation Sessions	Preparation materials available through the Reviewer Resource Webpage beginning Tues, April 23 rd . All Orientation Sessions are Pre-recorded
Receive panel assignments, download applications from eGrants, review all applications for COI	Available beginning Mon, April 29 th
Panel Introduction Call – coordinate with Project Coordinator and Panel members (approx. 45 mins)	Mon, April 29 th ; exact call time determined by each panel
Submit COI Statement and Participation Agreement	No later than Tues, April 30 th
Complete draft Individual Reviewer Forms (IRF) for each application reviewed	Rolling deadlines, complete in 2 Sets (prior to each panel discussion call)

Schedule	Date Due
Panel Discussion Calls (estimated 2 calls)	Call schedule determined by each panel
Revise and submit <i>Final</i> Individual Reviewer Forms for each application reviewed	Rolling deadlines, 2 Sets (<i>after</i> each panel discussion call); all forms must be submitted no later than Tues, May 14 th 2013.
Complete Review Check-Out Process	Mon, May 13 th - Tues, May 14 th , 2013

Reviewer Overview

To serve as a Reviewer, you will carry out your duties and responsibilities under the direction of CNCS Staff and a Grants Application Review Process (GARP) Liaison. All work must be completed in accordance with published CNCS guidelines and the School Turnaround AmeriCorps FY13 Blended Review Handbook.

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

As a **Reviewer** 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 panelists;
 - **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;
- ◆ Uphold a high level of cooperation with Panel Coordinator during the review and iterations of 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 appraisal of each application;
- ◆ Complete your Individual Reviewer Form (IRF);
 - All IRFs must meet the specifications and standards set in the School Turnaround AmeriCorps FY13 Blended Review Handbook and Orientation sessions;
- ◆ Send your completed IRF's to your Panel Coordinator (prior to your Panel Discussions);
- ◆ **Improve the quality of your IRF's based on your Panel Coordinator's feedback;**
- ◆ Participate in the Panel Discussion Calls of each application with your panel members;
- ◆ Return to your IRF to revise and finalize the score and comments after the Panel Discussion;
- ◆ Maintain timely correspondence with your Panel Coordinator, assigned panel members, GARP Liaison, and the CNCS Review Administrators throughout the review process;
- ◆ Complete the evaluation (on the School Turnaround AmeriCorps FY13 and your Panel Coordinator's performance) at the conclusion of the review; and
- ◆ Complete all review duties to the specifications and standards set by CNCS and covered in the training and review materials. The payment of honoraria is subject to the completion of all review duties in accordance with these specifications and standards.



PARTICIPATION AGREEMENT
SCHOOL TURNAROUND AMERICORPS FY13 GRANT COMPETITION
REVIEWER

Instructions

Please print, **sign** and return this page to the Corporation for National and Community Service (CNCS) via Fax to (202) 606-3477 'ATTN: External Peer Review' or e-mail a scanned copy 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 Reviewer, 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: \$800.00

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

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

For CNCS Use

Period of Performance:

Mon, April 29 – Tues, May 14, 2013

Office of Grants Policy and Operations Review Administrator:

Printed Name: Femi Estrada-Petersen

Signature:

Date:

(Certifies all requirements for this review have been met by the Reviewer).

Chief Financial Office, Executive Officer:

Printed Name: Stephen Elias *or designee*

Signature:

Date:

(Attests the funds are certified).