

## **Iowa 21<sup>st</sup> Century Community Learning Centers FY14 Grant Reviewer and Facilitator Expectations**

Iowa 21CCLC peer review process is changing slightly for the fiscal year 2014 grant competition. This year, scoring team facilitators will be sought in addition to grant reviewers. Reviewers are required to score and comment on all scoring criteria for each assigned grant (usually around 5 grant proposals, limited to 20 pages each). Facilitators will have unique responsibilities. While not required to complete individual reviews, scoring, and commenting for each assigned grant, facilitators are required to familiarize themselves with all individual reviews, compiling documentation, facilitating the consensus scoring process on the day of the Readers Conference, and officially documenting all peer review team conversations. The facilitator serves as the primary point of contact for all teams.

### *Required Reviewer Competencies:*

- ✓ Experience writing or reviewing grants with multiple scoring criteria.
- ✓ Experience in youth development, education, parent supports, and/or related field. Diverse expertise among reviewers is desired.
- ✓ Knowledge of the 21<sup>st</sup> Century Community Learning Centers program as described in the Request for Applications (RFA).
- ✓ Ability to determine conflicts of interest and report any conflicts to Iowa Department of Education staff.
- ✓ Ability to write constructive comments for each scoring criterion. Comments are required to justify all scores.

### *Required Facilitator Competencies:*

- ✓ Ability to facilitate discussions among adults to reach consensus.
- ✓ Experience writing or reviewing grants with multiple scoring criteria.
- ✓ Experience in youth development, education, parent supports, and/or related field. Diverse expertise among reviewers and facilitators is desired.
- ✓ Knowledge of the 21<sup>st</sup> Century Community Learning Centers program as described in the Request for Applications (RFA).
- ✓ Ability to determine conflicts of interest and report any conflicts to Iowa Department of Education staff.
- ✓ Ability to identify constructive comments for each scoring criterion. Comments are required to justify all scores.

Reviewers receive a stipend of \$150; facilitators receive a stipend of \$200.

### **Application Process and Mandatory Dates for Reviewers and Facilitators**

Please submit a completed application and confidentiality and conflict of interest statements by emailing them to [sbendixen@sppg.com](mailto:sbendixen@sppg.com). Applications from potential reviewers and facilitators are due no later than **Friday, January 17, 2014 by Noon**. The Iowa Department of Education will review the applications and contact reviewers and facilitators regarding their status by Friday, January 24, 2014.

Reviewers and facilitators must be available for a training webinar from **10:00 to 11:30 AM on Tuesday, February 4, 2013**. Facilitators must be available for an additional half-hour training from 11:30AM to 12:00PM that same day.

To ensure the credibility of the peer review process, reviewers and facilitators must be able to meet in the Des Moines area from **10:00AM to 2:00PM on Thursday, March 6, 2014**. Reviewers must submit all individual scores and comments to their assigned facilitator by Tuesday, March 4, 2013 at noon.

Each reviewer and facilitators is required to verify understanding of confidentiality and conflict of interest. This form is included with the application and is required to be considered for participation. Please return along with your application to Stacie Bendixen at [sbendixen@sppg.com](mailto:sbendixen@sppg.com).

#### FY2014 Peer Review Timeline

|                                                      |                                                                                                                                                                                                                                         |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Friday, January 17, 2014<br>by Noon                  | Reviewer and facilitator applications due to Stacie Bendixen at <a href="mailto:sbendixen@sppg.com">sbendixen@sppg.com</a> .                                                                                                            |
| Friday, January 31, 2014<br>4:30 PM                  | All applications (continuation and new) for 21CCLC grants are due to the Iowa Department of Education                                                                                                                                   |
| Tuesday, February 4,<br>2014<br>10:00 to 11:30 AM    | Peer reviewer and facilitator training webinar. Will be recorded for future reference. All reviewers and facilitators are required to attend this webinar training. Exceptions may be made on a case-by-case basis.                     |
| Tuesday, February 4,<br>2014<br>11:30 AM to 12:00 PM | Facilitators must be available for an additional half-hour training following the peer review training from 10:00 to 11:30 AM.                                                                                                          |
| Tuesday, March 4, 2014<br>12:00 PM (Noon)            | Individual peer reviewers must submit all individual scores and comments to their assigned facilitator.                                                                                                                                 |
| Thursday, March 6, 2014<br>10:00 AM to 2:00 PM       | Readers conference. All reviewers and facilitators are required to attend this full-day meeting to determine team consensus scores. Facilitators and reviewers must come prepared with individual scores and comments for all criteria. |