CALL FOR PEER REVIEWERS – Indiana Department of Education
November 2013: 21st Century Community Learning Centers RFP Competition

Deadline: November 15, 2013

CONTEXT: The 21st Century Community Learning Centers is a competitive grant program of the U.S. Department of Education facilitated through the State Education Agency, the Indiana Department of Education (IDOE). IDOE promotes a comprehensive academic enrichment after, before and out of school program for K-12 students. Successful awardees will implement strategies to improve student growth through various activities designed to support school day learning and academic achievement. To receive a grant, applicants must sufficiently demonstrate both their eligibility and their capacity to fulfilling activities of the IDOE’s 21st Century Community Learning Centers program.

WHO: We are seeking peer reviewers with demonstrated experience with the 21st Century Community Learning Centers program, or other after, before and out of school time programs in the following professions: PK-12 teachers and administrators, college or university educators and researchers, PK-12 out-of-school time providers and PK-12 education consultants.

WHAT: Peer reviewers will independently read, score, and provide written comments for grant applications submitted to the IDOE under the 21st Century Community Learning Centers program. Reviewers will conduct review activities primarily from their locations electronically. The IDOE will offer reviewers an honorarium. Reviewers will receive $400 to attend TA webinar and reviewer training plus a per grant stipend of $100 – with a total maximum honorarium of $2,500.

REQUIREMENTS:
- **TA Webinar**: Reviewers must be available to attend a TA webinar on December 5, 2013 from 10 am to 12 pm EST.
- **Training**: Reviewers must be available to attend training on January 23, 2014 from 10 am to 4 pm EST in Indianapolis.
- **Availability**: Reviewers will need to dedicate time for reading, scoring, developing comments, and discussing assigned applications, during the January 23 – February 13, 2014 timeframe. Grant review and submission of final scoring rubrics must be complete by 5 PM EST on February 7, 2014.
- **Tools**: Each reviewer must have access to the Internet, a phone, a printer and have the ability to interact within the web environment.
- **Quality of Review**: Each reviewer must provide detailed, objective, constructive, and timely written reviews for each (each section reviewed) assigned application. These reviews will assist IDOE and will be used to recommend applications for funding. They will also be shared with each applicant following the review and may be used to provide technical assistance to the applicant as constructive feedback.

CONFLICT OF INTEREST ISSUES:
You have a conflict of interest and may not serve as a reviewer if:
- An application will be submitted for this competition in which you will benefit financially from grant funds (if awarded).
• An application will be submitted for this competition in which your spouse will benefit financially from grant funds (if awarded).
• You will be participating in the development of an application.

You have a conflict of interest, but one that does not necessarily disqualify you from reviewing, if:
• You are affiliated with an organization plans to submit an application, but you will not benefit financially from that application.
• Your spouse is affiliated with an organization that plans to submit an application, but he or she will not benefit financially from that application.
• An applicant names you as a consultant in an application without your prior knowledge.
• A situation exists that may be perceived as a conflict, such as reviewing proposals from your region of the state, reviewing proposals in which a family member (other than your spouse) stands to benefit financially, reviewing proposals from an organization or individual with whom you are negotiating employment, etc.

TO APPLY: Send an updated resume, in DOC or PDF format, to kelly@sociallegends.com. Please include the following in the subject line of your e-mail: "2014 Reviewer". Your resume should include:
• Full Name
• List of all 21st Century Community Learning Centers, or other before, after and out of school time experience K-12, MANDATORY
• Education (list all college degrees, with dates of degrees, institutions, and majors must be listed)
• All professional position titles, descriptions, and dates
• A detailed description of your current organizational affiliation, and position title
• Telephone numbers (work, home, and fax [if applicable])
• Home and work mailing addresses
• Preferred E-mail address

If you have any questions about resume requirements or conflict of interest issues, please contact: Kelly Frank at kelly@sociallegends.com. Please send the required information by 5 PM EST on November 15, 2013.

RATING CRITERIA:
1. 3+ years of successful documented experience implementing the DOE’s 21st CCLC program or other after, before, and out of school programs that provide services in the K-12 setting.
2. 3+ years of successful documented experience working with minority, at-risk, and low performing LEA’s or populations.
3. 3+ years of successful documented experience implementing Federal, State, or Private Grant programs.