



VOLUNTEER OPPORTUNITY



THE HIGHER EDUCATION COORDINATING COMMISSION INVITES VOLUNTEERS TO REVIEW APPLICATIONS FOR THE SECOND ROUND OF WORKFORCE READY GRANTS

*Now that applications for the second round of **Future Ready Oregon** Workforce Ready Grants have been submitted, the Higher Education Coordinating Commission is calling for volunteers to join the Evaluation Review Committee. Reviewers will score eligible applications using criteria established in the [Request for Applications \(RFA\)](#). Scores will inform funding and award decisions.*

IMPORTANT DATES

Grant applications were due June 23, 2023. The **volunteer interest form** is requested by **July 10, 2023**. Reviewer orientation sessions are scheduled for the following dates:

- Initial Training: 4-5PM, July 10, 2023
- Follow-Up Q&A: 4-5PM, July 17, 2023

Evaluations are due by July 31, 2023.

TIME NEEDED

Reviewing applications will take approximately **5-7 hours**. This includes time to attend orientation sessions, review applications, and ask follow-up questions. Actual time needed will vary, depending on each reviewer's experience and the total number of applications.

TRAINING

Training sessions will be conducted via live **webinars**. Attendance is not required but is highly encouraged. Recordings will be made available in case reviewers cannot attend live or wish to review content.

METHOD

Reviewers will read and score applications in **SurveyMonkey Apply**, a web-based grant management system that will be made available to reviewers at no cost.

CONFLICTS OF INTEREST

If your organization, or one you represent (including as a board member), applied for Workforce Ready Grants, Round Two, please do not join the Evaluation Review Committee. If you are unsure whether a conflict of interest exists, **indicate your affiliation(s)** on the volunteer interest form so that we may help make a final determination.

TO VOLUNTEER

Click here to complete the [VOLUNTEER INTEREST FORM](#) by July 10th.

Questions? Email:

FutureReadyOregon@hecc.oregon.gov