

**21st Century Learning Centers (21st CCLC) Grant Program**

**Call for Peer Reviewers**

The Oregon Department of Education is seeking qualified grant reviewers for its 21st Century Community Learning Centers (21st CCLC) competitive grant application process. We are seeking reviewers representing a wide variety of education-related stakeholders.

**Qualified applicants will possess one or more of the following\*:**

* Knowledge of the impact that afterschool learning opportunities have on improving the academic growth and achievement of students;
* Previous experience/expertise as a grant reviewer and/or grant recipient;
* Experience in an education-related field;
* Non-profit experience;
* Experience working with a variety of community members to forge meaningful partnerships that foster commitment to improving the lives of our youth and their families.

\*Please refer to the application for more in-depth categories in which reviewers can qualify.

**Reviewer Requirements:**

| **Task** | **Dates** | **Time** | **Location** |
| --- | --- | --- | --- |
| Review Training and Review of Applications  | May 16, 2018 | 8:00 AM-4:30 PM | Public Service Building255 Capitol St NESalem OR 97310 |
| Review of Applications | May 17, 2018 | 8:00 AM-4:30 PM | Public Service Building255 Capitol St NESalem OR 97310 |

**Reviewer Notification**: May 3, 2018.

**Pay Rate:** Each reviewer will be paid an honorarium of $200.00 as well as travel expenses.

**Conflict of Interest**:As a potential grant reviewer, please review the examples of possible conflicts of interest on the next page to determine your eligibility to participate. The below Conflict of Interest form will be provided for your signature on the day of the training.

**How to apply:** Please complete the [21st CCLC Peer Review Application](https://www.surveymonkey.com/r/TSRHM3R) by April 27, 2018 by 5 pm. For any additional questions, please contact: Raquel Gwynn, 21st CCLC Education Specialist, at 503-947-5785.

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**Peer Reviewer Conflict of Interest Form**

The Oregon Department of Education is committed to ensuring a fair, equitable, and transparent review process of the 21st CCLC grant. As a potential grant reviewer, please review the following examples of possible conflicts of Interest to determine your eligibility to participate.

1. **Your affiliations with an applicant institution.**

A conflict may exist if you or an immediate family member(s) are:

* + - Currently employed, in any capacity, with the applicant institution;
		- Previously employed with the applicant institution within the last 12 months;
		- Being considered for employment with the applicant institution;
		- Re-employed, through a formal or informal arrangement, with the applicant institution;
		- Member(s) on a visiting committee or similar body at the applicant institution;
		- Holder(s) of an office, governing board member(s), or relevant committee chairperson in the applicant institution. (Ordinary membership in a professional society or association is not considered an office.); and/or
		- Received a retainer of an honorarium or award (or similar compensation) from the applicant institution within the last 12 months.
1. **Your relationship with a person who has a personal interest in the application.**

A conflict may exist if you have a:

* + - Known family relationship as spouse, child, sibling, or parent;
		- Business or professional partnership;
		- Collaboration on a project or on a book, article, report, or paper within the last 48 months; and/or
		- Co-editing of a journal, compendium, or conference proceedings within the last 24 months.
1. **Affiliations or relationships are defined as:**
	* + Your spouse, minor child, a relative living in your immediate household, or of anyone who is legally your partner that you are aware of; and/or
		+ Other relationship(s), such as close personal friendship, that you think might tend to affect your judgment or be seen as doing so by a reasonable person familiar with the relationship.

I certify that neither I nor any member of my immediate family has a material, personal or financial relationship with any Applicant under consideration by this 21st CCLC competitive grant evaluation committee. I further certify that no other relationship, bias or ethical conflict exists which will prevent me from evaluating any application solely on its merits and in accordance with the Competitive Grant evaluation process.

Furthermore, I agree to notify the State if my personal or financial relationship with one of the Applicants is altered at any time during the evaluation process.

If this application leads to employment as a reviewer for the 21st CCLC Competitive Grant, I understand that false or misleading information in my application may result in my disqualification from candidacy or my release from the peer review panel.

| **Signature**  | **Date** |
| --- | --- |