

## **Iowa 21<sup>st</sup> Century Community Learning Centers FY17 Grant Reviewer and Facilitator Expectations**

The Iowa Department of Education uses a peer review process to score applications for 21st Century Community Learning Centers grants. This process is used to ensure quality proposals are selected for funding, and involves the work of reviewers and facilitators. Reviewers are required to score and comment on all scoring criteria for each assigned grant (usually around 4-5 grant proposals, limited to 21 pages each). Facilitators 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).
- ✓ Awareness of personal conflicts of interest and reporting the same 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).
- ✓ Awareness of personal conflicts of interest and reporting the same to Iowa Department of Education staff.
- ✓ Ability to identify constructive comments for each scoring criterion. Comments are required to justify all scores.

***Contingent upon your in-person attendance at the Reviewers and Facilitators Conference, there is a stipend of \$250 for participating as an individual peer reviewer for the Iowa 21<sup>st</sup> Century Community Learning Centers. Team facilitators will be provided a \$300 stipend. The Iowa Department of Education will also reimburse reviewers and facilitators up to \$65 for one night hotel stay and your mileage to and from West Des Moines at \$.39 per mile. You must be traveling outside of a 90-mile radius of West Des Moines, Iowa, to receive travel reimbursement.***

**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 [mrich@sppg.com](mailto:mrich@sppg.com). Applications are due no later than **November 11, 2016 by Noon**. The Iowa Department of Education will review the applications and contact reviewers and facilitators regarding their status by **December 6, 2016**.

Reviewers and facilitators must be available for a training webinar from **9:00 – 10:30 a.m. on December 20, 2016**. Facilitators must be available for an additional half-hour training from **10:30 – 11:00** 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 **on January 25, 2017**. Reviewers must submit all individual scores and comments to their assigned facilitator **by Friday, January 20, 2016 at Noon**.

Each reviewer and facilitator 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 Michelle Rich at [mrich@sppg.com](mailto:mrich@sppg.com).

**FY2017 Peer Review Timeline**

November 11, 2016 by Noon	Reviewer and facilitator applications due to Michelle Rich at <a href="mailto:mrich@sppg.com">mrich@sppg.com</a> .
December 6, 2016	Peer Reviewers and facilitators are notified of acceptance decision.
December 20, 2016 9:00 – 10:30 AM	Peer reviewer and facilitator training webinar. All reviewers and facilitators are required to attend this webinar training. Exceptions may be made on a case-by-case basis.
December 20, 2016 10:30 – 11:00 AM	Facilitators must be available for an additional half-hour training following the peer review training.
December 16, 2016 4:30 PM	All applications for 21CCLC grants are due to the Iowa Department of Education
December 21, 2016	Reviewers receive applications to read and score.
January 20, 2017 by Noon	Individual peer reviewers must submit all individual scores and comments to their assigned facilitator by this date.
January 25, 2017 10:00 a.m. to 4:00 p.m.	Reviewer 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.