



Peer Reviewer Application

Thank you for your interest in serving as a Peer Reviewer for the Center for Hispanic Policy, Research and Development (CHPRD) grant review and application process. This is an excellent opportunity to learn more about the grant-making process, develop your own grant-writing skills, and contribute your knowledge and experience to our efforts to select high-quality programs for CHPRD funding. To apply, you will need to complete the contact information and application questions below. Dates are subject to change.

1. **Commitment:** Peer Reviewers must be available to read, score, and deliberate between 10 - 15 applications between **April 2021 through May 2021**, and discuss the outcome via conference calls. Reviewers must be available:
 - To conduct an initial in-home review and submit initial scores via the System for Administering Grants Electronically (SAGE). Dates to be determined.
 - Participate in the final deliberation Conference Calls for scoring between May 2021 – June 2021 (*all will be done virtual or via conference call*)
 - Reviewers must also be available for post deliberation follow up phone calls should a clarification be required.

3. **Responsibilities and expectations:** Because a large part of the review process consists of reading applications, you should feel comfortable reading large volumes of material in a short period of time. You will also be responsible for providing detailed written responses concerning your review and score as well as participate in on-site meetings and/or conference call to discuss your scoring with the CHPRD staff.

Potential reviewers should submit applications to the CHPRD by February 15, 2021. Please be aware that dates are subject to change.



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4. **What are the benefits to reviewers?** The grant review experience is an excellent opportunity to:
 - find out about exciting programming and trends in social services.
 - develop a deeper understanding of the grant-writing and grant-making processes.
 - contribute experience to the selection of high-quality programs for New Jersey.
 - Reviewers will receive a \$400 stipend.

9. **What are the next steps after submitting a resume?** The CHPRD will review resumes and begin contacting qualified applicants. We will check for conflicts of interest and confirm availability at that time.



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CONTACT INFORMATION

Name:

Current Profession:

Position Held:

Mailing Address:

Work Phone:

Cell Phone:

Email:

APPLICATION INFORMATION

Please indicate the issue area(s) that best fit your background, interests, and/or expertise by marking the appropriate categories below:

**Please note peer reviewers may be assigned grant applications that are not in their specified issue areas.*

- Hispanic Entrepreneurship
- Citizenship and Integration
- Workforce Development
- Youth Workforce Investment In-School and Out-of-School
- Children At Risk
- Prevent Health Risk and Disease
- Senior Citizen Assistance
- Mental Health Service
- Family Violence Prevention and Services



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1. If you have served as a Peer Reviewer for any New Jersey or Federal Grant Programs in the past three years, please indicate when and with whom. If you have never served as a Peer Reviewer for the CHPRD type, N/A.

2. Please briefly share why you are interested in being a Peer Reviewer for the CHPRD.

3. Do you have any experience with the CHPRD or participants, either as a member, host, staff, or program director? If yes, please describe your experience, if not type N/A.

4. Does your organization currently operate a CHPRD funded program? If yes, please provide details:

5. Will your organization be applying for the upcoming year for CHPRD grants?
Yes: No:



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6. Have you provided technical assistance and/or consultative services to organizations that will be submitting applications for the upcoming CHPRD grant application process? Yes: No:

7. Are you available to read and score 10 to 13 applications at home within the allotted time Yes: No:

To submit your application follow the instructions below.

1. Email your application to maria.miranda@sos.nj.gov
2. Subject line: **Peer Review Application**
3. In the Body of the Email: **List your Name**
4. If you have any questions, please contact Maria Miranda
maria.miranda@sos.nj.gov