



# State of New Jersey

DEPARTMENT OF STATE

P.O. BOX 300

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*Governor*

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*Secretary of State*

SHEILA Y. OLIVER  
*Lt. Governor*

## **NJ Department of State** **Office of Faith Based Initiatives**

### SPECIFICATIONS OF SERVICE

#### **THE FOLLOWING ITEMS COMPRISE THE EXACT SERVICE TO BE RENDERED:**

1. Read and evaluate all assigned grant applications input the comments and initial scores not later than one week prior to your scheduled deliberation date.
2. Each panel will meet independently and deliberate and agree to final scores with comments. The deliberation date must be agreed upon by all panel members before it can be finalized, and if a panel member is unable to attend the deliberation date it must be rescheduled. Final scores to be inputted on your scheduled deliberation date and for the SE2D panel on your scheduled pitch date.
3. Pending unforeseen circumstances, if the initial scores and comments are not uploaded within one week of your scheduled deliberation date that specific peer reviewer will be disqualified and will not be compensated. The panel will be rescheduled as OFBI identifies and confirms an alternate peer reviewer to read, review and rate the missing information;
4. Have access to a computer/laptop with a video camera as the deliberations will be conducted via Zoom;
5. Attend and actively participate in the scheduled peer review team Zoom video conference meeting. During the scheduled video conference, the peer review team will evaluate all assigned applications and collectively submit final evaluation scores, comments, and either recommend or not recommend the applicant for funding in the SAGE system.
6. Submit a completed evaluation form for each applicant by the close of the deliberation meeting;
7. Attest to receipt of, read and complete all peer review documents. If in the event you're asked to be an alternate reviewer on multiple panels you must submit an agreement for each panel and maintain strictest confidence regarding all panel discussions and evaluations;
8. Peer reviewers will receive their full stipend if they completely comply by reading and evaluating all of their assigned applications, actively participate in the video conference, submit their final scores and agree to fund or not fund the applicant. If any of the above is not completed in full, the peer reviewer will not be compensated.

The parties agree that the printed name appearing on this agreement are the same as handwritten signatures for the purpose of validity. Please select the Check Box if you accept these terms.

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Peer Reviewer

Date