



PEER REVIEWER APPLICATION INSTRUCTIONS

IMPORTANT NOTICE

These application instructions conform to the Corporation for National and Community Service's (the Corporation's) online grant management system, eGrants. The eGrants system is designed to serve the Corporation's applicants and grantees.

Public Burden Statement: The Paperwork Reduction Act of 1995 requires the Corporation to inform all potential persons who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. (See 5 CFR 1320.5(b)(2)(i)).

Time Burden: The time required to complete this collection of information is estimated to average 40 minutes per applicant, including the time to review instructions; gather the data needed; and complete and review the information collection.

Use of Information: The information collected constitutes an application to the Corporation to serve as grant reviewer or panel facilitator. The Corporation reviews each application, determines the applicant eligibility, and selects peer reviewers and panel facilitator based on criteria for reviewers identify for each program.

Effects of Non-Disclosure: Providing this information is voluntary; however, failure to provide the information would not allow the Corporation to assess the applicant's request. Therefore it would not be possible to consider selecting the applicant to become peer reviewer or panel facilitator.

Public Comments: Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Attn: Vielka Garibaldi, 1201 New York Avenue, N.W. Washington, D.C. 20525.

Privacy Act: Information provided for this collection may be shared with federal, state, and local agencies for law enforcement purposes.

OMB Control #: 3045-0090
Expiration Date: 10/31/2007

Table of Content

Important Notice	2
Peer Reviewer Application Instructions	4
Overview	4
Starting the Application Process.....	5
Login Information	8
Personal Profile	8
Contact Information	10
Availability	11
Education/Job History	12
Area of Expertise	13
Skills/Experience	15
Affiliations	16
Review and Submit	17
Technical Difficulties	19

Peer Reviewer Application Instructions

Overview

Please use the following applications instructions and form if you are a peer review or panel facilitator applicant. The Corporation uses this information in selecting peer reviewers and panel facilitators. We also use this information to create grant application review panels.

You must submit your application via eGrants, the Corporation's integrated, secure, web-based system for applications. Applications submitted by fax or email will not be accepted. We suggest you have your resume available electronically to copy and paste into the electronic application. Once your application is submitted, we will review the information and determine if your experiences align with a specific review.

Reviewers should have experience as one or more of the following: practitioners, educators, administrator/manager, analyst, researcher, evaluator, or volunteer. Reviewers should demonstrate expertise in one or more of the following areas: volunteer management, education, literacy and tutoring, human services, nonprofit management, homeland security, public safety, environment, or national service. Reviewers and facilitators are selected based upon these criteria, their experience, content area expertise and familiarity with national service.

The application process and form contains eight areas for you to complete. These are: Login Information, Personal Profile, Contact Information, Availability, Education/Job History, Expertise, Skills/ Experience, and Affiliations.

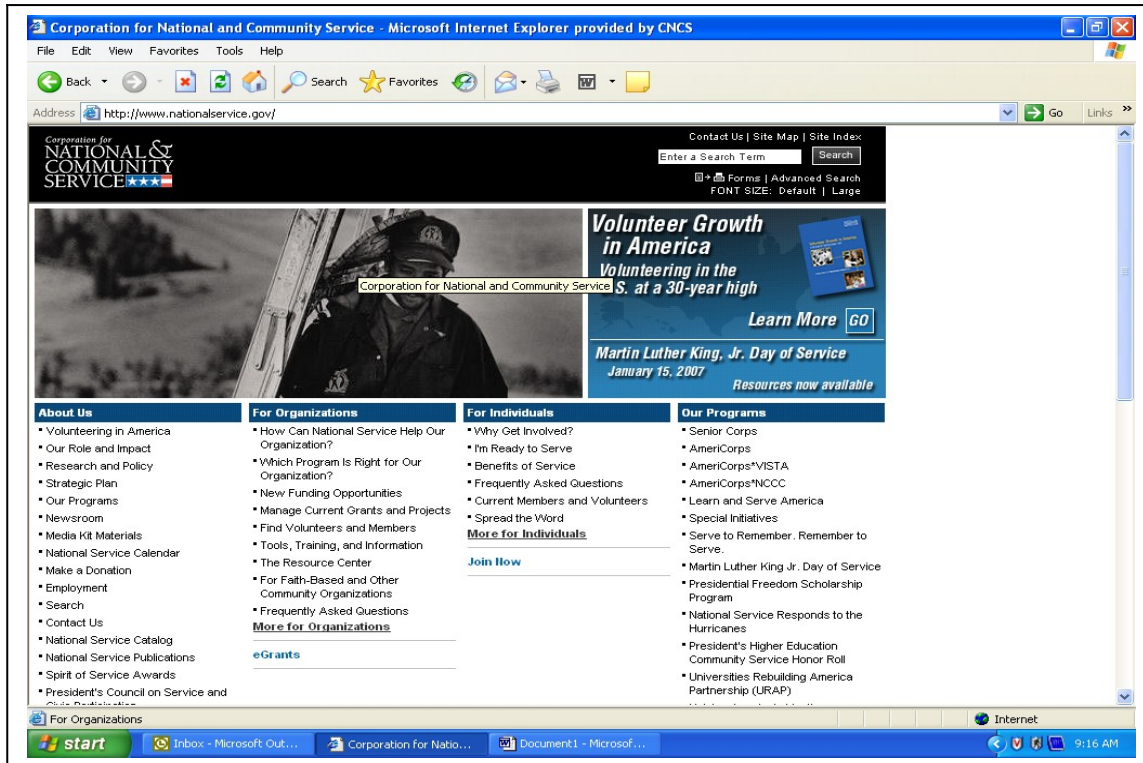
In order to submit your application, access eGrants through the website: <http://www.nationalservice.gov> and follow the eGrants link. Applications instructions are available at: www.nationalservice.gov/for_individuals or by contacting the Corporation at 202-606-6886. The system will ask you to create an account with a username and password. This will allow you to revisit the application to make edits, or to update your information and resubmit when it changes.

Note: if you experience difficulty in completing the application, you may contact the eGrants Help Desk by phone at 1-888-677-7849 Monday-Friday, between 8:00 AM and 6:00 p.m. Eastern Daylight Standard Time (closed on Federal Holidays). You can also contact the Help Desk by email at eGrantsHelp@cns.gov. The informational messages displayed by the system may be helpful to the Help Desk in resolving the problem.

Peer Reviewer Application Instructions

Starting the Application Process

Access eGrants through the website <http://www.nationalservice.gov> and click on “eGrants” or follow this link: <https://egrants.cns.gov/espan/main/login.jsp> to start the application process (if this does not work, copy and paste the link into your browser’s address box).



Peer Reviewer Application Instructions

On the next page, click on “Please click here to Use eGrants”:

Corporation for National and Community Service - Microsoft Internet Explorer provided by CNCS

File Edit View Favorites Tools Help

Address <http://www.nationalservice.gov/egrants/index.asp>

- Feedback
- Hours of Operation
- Be a Peer Reviewer

National Service in Your State

Select a State

Other National Service Programs

Hurricane Volunteer Support Fund

In the wake of the recent hurricanes, the Corporation is coordinating volunteers to assist with repair and relief efforts in areas affected by this devastating storm. Your donation will support volunteers in providing food and shelter, managing donations, helping victims get necessary assistance, and long-term rebuilding efforts.

Donate Now to our Disaster Relief Fund

National Service Newsletter

Enter Email Address

USA Freedom Corps Partnering to Answer the President's Call to Service

eGrants System Status
as of Tuesday, December 12, 2006

SYSTEM OPERATING NORMALLY

Help Desk Information:

Phone: 888-677-7849
Email: egrantshelp@cncs.gov
Hours of operation: 8:00 AM to 6:00 PM Eastern time, Monday through Friday

Had you bookmarked the eGrants login page?

As of Friday, August 18, 2006 your bookmark will no longer work. If you want to add eGrants to your favorites, this page is the best one to bookmark. Even though from here you will need to click once more (the link below) to get into eGrants, this page is where you will see important system notices regarding eGrants availability.

Login:

Please click here to Use eGrants

Contact Us | Newsletters | Site Map | Site Index | Office of Inspector General | FlatGov | Privacy | Accessibility | FOIA | No Fear Act | Federal Register Notices | Site Notices

This is an official website of the U.S. Government | Last updated: Tuesday, December 12, 2006

This is an official website of the U.S. Government and subject to Federal law

start | Inbox - Microsoft Out... | Corporation for Natio... | Document1 - Microsof... | Internet | 9:25 AM

If you do not have an account, Click on “Don't have an eGrants account? Create an account”.

eGrants Login - Microsoft Internet Explorer provided by CNCS

File Edit View Favorites Tools Help

help

eGrANTS

LOGIN

User Name

Password

Remember me

The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the **system's rules of behavior** and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

[Login to eGrants](#)

[Forgot your password? Get help](#)

[Don't have an eGrants account? Create an account](#)

[View system rules of behavior](#)

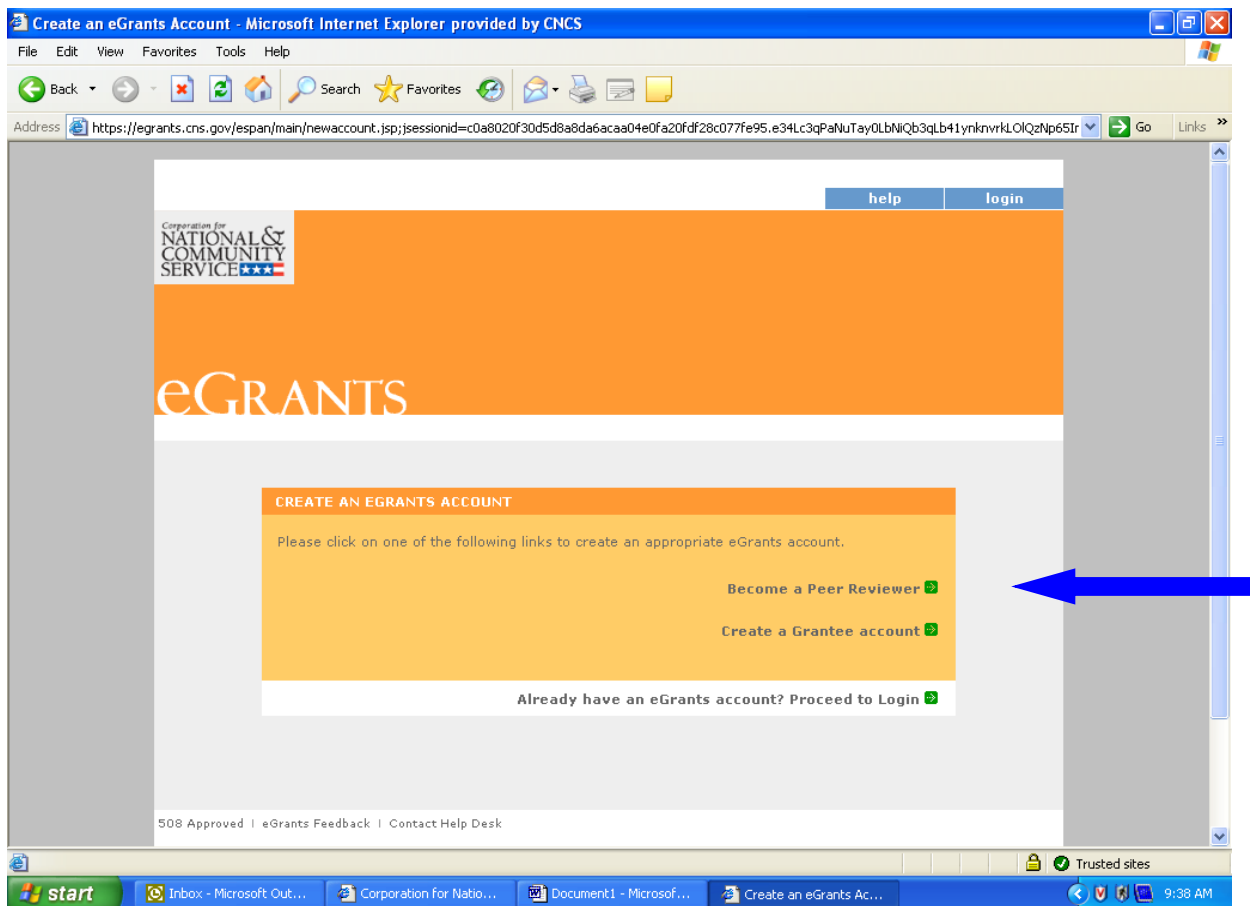
Click here to disable the pictures

508 Approved | [eGrants Feedback](#) | [Contact Help Desk](#)

<mailto:eGrantsFeedback@cncs.gov>

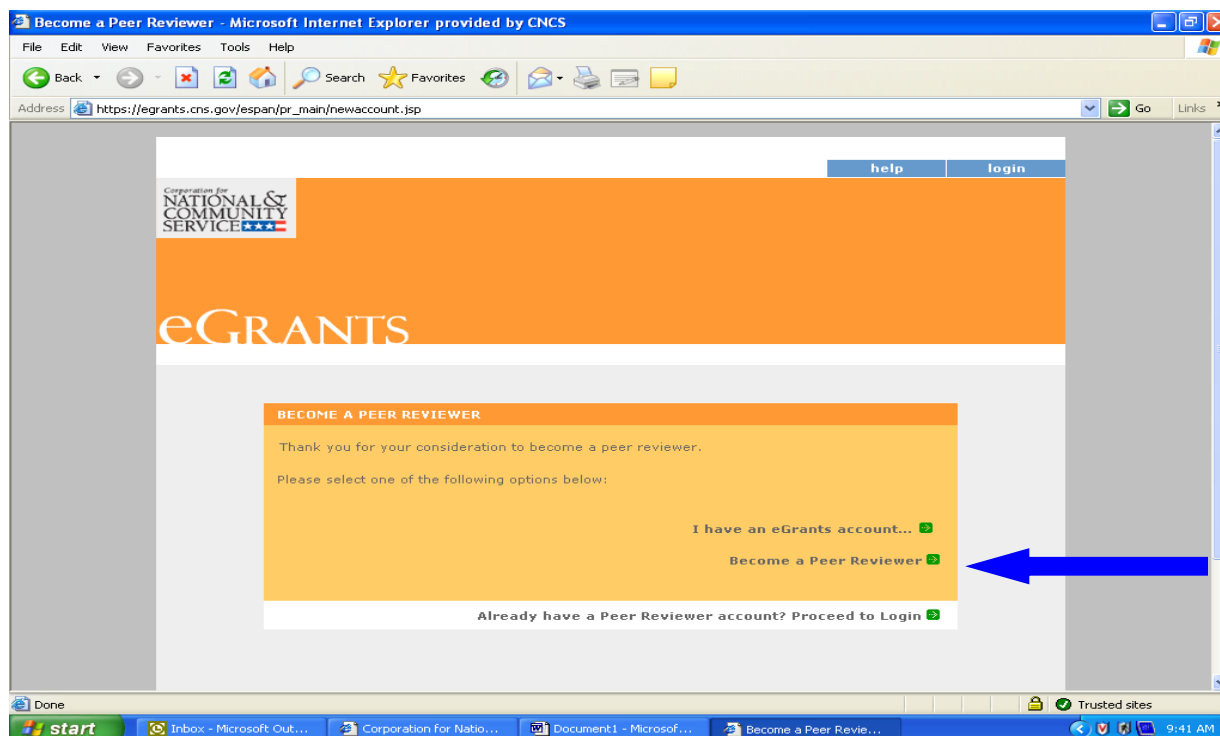
Trusted sites

Peer Reviewer Application Instructions
Click on "Become a Peer Reviewer".



Click on "Become a Peer Reviewer" again and enter your login information.

Peer Reviewer Application Instructions



Login Information

Enter your login information. All questions marked with asterisk (*) are required to be answered. Create your own User Name and Password. The Password must be at least seven (7) characters in length, must include at least one (1) number, but may not begin with a number, cannot contain any part of your account name, cannot contain any word from the English language, and may not contain any non-alphanumeric character (such as, @, !, \$, #, %, &). Note that a valid email address is required in order to complete the application).

Peer Reviewer Application Instructions

Welcome Guest
12/21/2006, 4:28 PM, EST

Create New Profile Menu

- Login Information
- Personal Profile
- Contact Information
- Availability
- Education/Job History
- Expertise
- Skills/Experience
- Affiliations
- Review and Submit

Become a Peer Reviewer

cancel save next

Login Information

Please enter your login information. All questions marked with an asterisk (*) are required.

* First Name: ?

* Last Name: ?

Title: ?

* User Name: (ex: rsmith, rsmith2004) ?

* New Password: ?

* Retype New Password: ?

* Password Question: Choose Password Question ... ?

* Password Answer: ?

* Email: ?

* Retype e-mail: ?

508 Approved | eGrants Feedback | Contact Help Desk

cancel save next

Personal Profile

Please enter your personal profile information. If you were “Referred to eGrants” by another person, announcement, or ad, please let us know. Include any special accommodations you may require as a peer reviewer. When the information is complete, click **save** and then click on the **next** button to take you to **Contact Information**.

Peer Reviewer Application Instructions

Personal Profile - Microsoft Internet Explorer provided by CNCS

File Edit View Favorites Tools Help

Welcome Rne
12/21/2006, 4:33 PM, EST

Create New Profile Menu

- Login Information
- Personal Profile
- Contact Information
- Availability
- Education/Job History
- Expertise
- Skills/Experience
- Affiliations
- Review and Submit

Become a Peer Reviewer

back save next

Personal Profile

Please enter your personal profile information.

Gender: Choose a Gender ... ?

SSN: - - ?

Date of Birth: Month / Day / Year... ?

Ethnicity Type: Choose Ethnicity Type ... ?

Race Type: Please check all that apply ... ?

- American Indian/Alaskan
- Asian
- Black/African American
- Hawaii/Pacific Islander
- White (non-Hispanic)

Referred to egrants by: ?

Special Accommodations: (Max. 250 chars) ?

508 Approved | eGrants Feedback | Contact Help Desk

back save next

Done Trusted sites

Contact Information

Enter your Address Information. At least one complete address is required. The four-digit extension of the zip code and additional addresses are optional

We are asking for alternate addresses in the event we have to send you something on short notice by FedEx. The Address Types are: Mail where you want Corporation Correspondence sent. This includes the street and/or P.O. Box. Federal Express will not deliver to a P.O. Box. Include a non-P.O. Box address where Federal Express packages can be delivered. Saturday Delivery is the address we use if you want overnight packages delivered on a Saturday. This cannot be a P.O. Box address. Under Address Location, indicate if this is the address where you are during the day, during the evening, or other time. Click the radio button labeled **Preferred Address?** if this is where you want Corporation correspondence sent. Check the box for **Overnight Address?** if the address can be used for overnight deliveries. Click on **Add additional addresses** to enter additional addresses. For example, your FedEx address is different from your mailing address.

Make sure you fill in all of the fields with the red asterisks (*). These are required fields and must be entered before advancing to the next page. Do not forget to press "Save" before you advance to the next page. Once complete, move on to the **Availability** page.

Peer Reviewer Application Instructions

Welcome Rne
12/21/2006, 4:44 PM, EST

back save next

Create New Profile Menu

- Login Information
- Personal Profile
- Contact Information
- Availability
- Education/Job History
- Expertize
- Skills/Experience
- Affiliations
- Review and Submit

Contact Information

ADDRESS (new) 1:

* Street Address 1:

Street Address 2:

* City:

* State: Choose Your State ...

* Zipcode: -

* Address Type: Choose Address Type ...

Address Location: Choose Address Location ...

Preferred Address?:

Overnight Delivery?:

* Daytime Phone: . . ext.

Evening Phone: . .

Fax: . .

Cell: . .

Add additional addresses

back save next

Trusted sites

Availability

Use this page to let us know what weeks you are **not** available to participate in a review.

Welcome Rne
12/21/2006, 5:00 PM, EST

back save next

Create New Profile Menu

- Login Information
- Personal Profile
- Contact Information
- Availability
- Education/Job History
- Expertize
- Skills/Experience
- Affiliations
- Review and Submit

Availability

While we have different types of peer review opportunities, peer reviews typically require (cumulatively) at least 40 hours of your time. If there are weeks during December, 2006 through May, 2006 that you know you will **NOT** be available, please select the checkbox of those weeks below. You may use the Details box to give us the exact dates you will not be available if they are known.

December

Wk 1 Wk 2 Wk 3 Wk 4 Wk 5 Wk 6 Not available this month

Details: *select unavailable weeks, details optional*

January

Wk 1 Wk 2 Wk 3 Wk 4 Wk 5 Not available this month

Details: *select unavailable weeks, details optional*

February

Wk 1 Wk 2 Wk 3 Wk 4 Wk 5 Not available this month

Details: *select unavailable weeks, details optional*

March

Wk 1 Wk 2 Wk 3 Wk 4 Wk 5 Not available this month

Details: *select unavailable weeks, details optional*

April

Wk 1 Wk 2 Wk 3 Wk 4 Wk 5 Wk 6 Not available this month

Details: *select unavailable weeks, details optional*

May

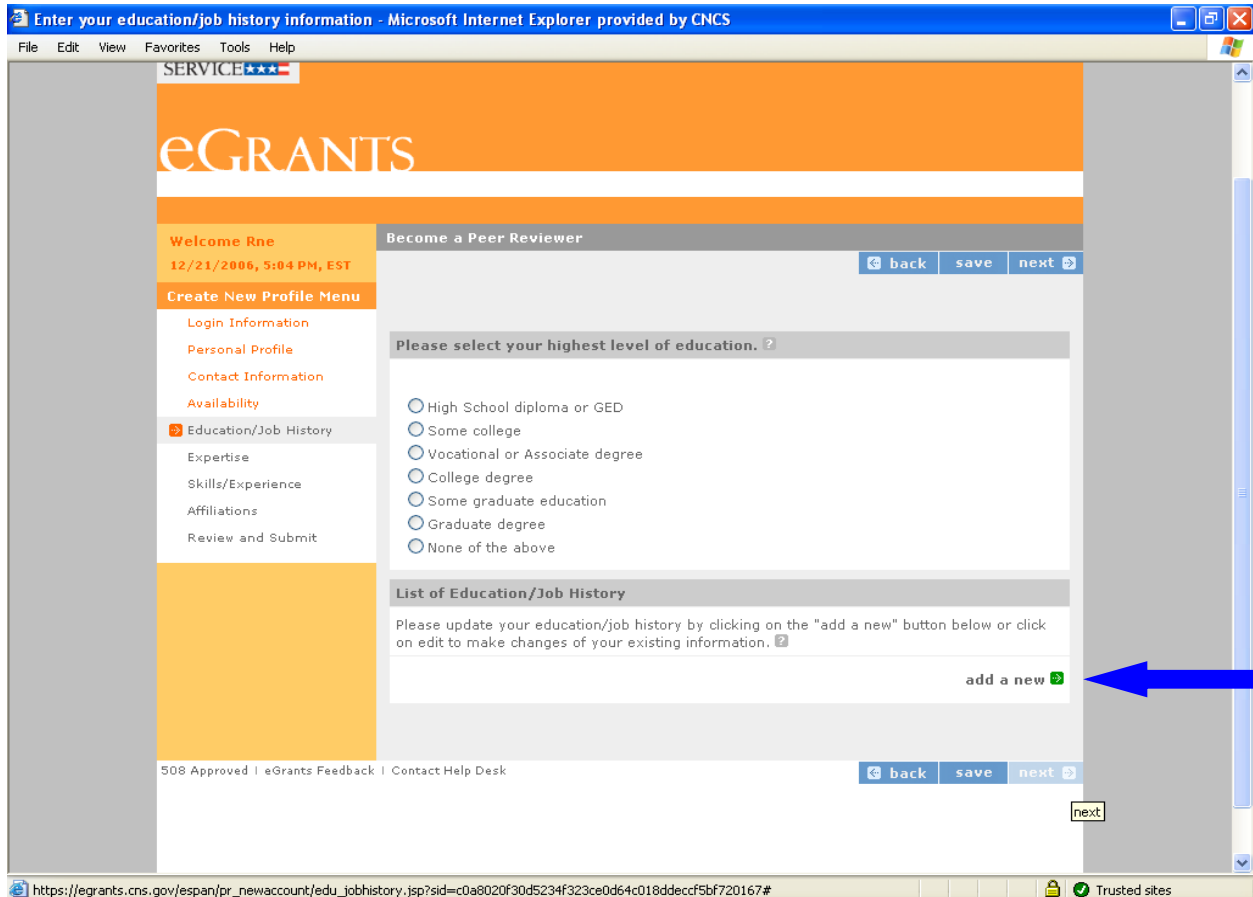
back save next

Trusted sites

Peer Reviewer Application Instructions

Education/Job History

Select your highest level of education. Once you've selected your highest level of education, you can paste education as well as job related information copied from your resume by following the **add a new** link and filling in the boxes on that page. List your complete College/Job history beginning with the present. Leave *End Date* blank if this is your current job or school.



To edit a particular item, click on **view/edit** and change the details. Please provide a brief narrative of your duties and responsibilities for each entry made for employment, and degree or field of study for each college listed. Be sure to include specific job responsibilities (not just job titles). Select the **Organization Type** from the drop-down menu which most closely corresponds. After completing, click on **Submit**. You may add as many job/education positions as you wish, by clicking the **add a new** button. Do not forget to press "**Save**" before you advance to the next page.

Peer Reviewer Application Instructions

The screenshot shows a web browser window displaying the 'Education/Job History' form. The form is titled 'Education/Job History' and includes the following fields:

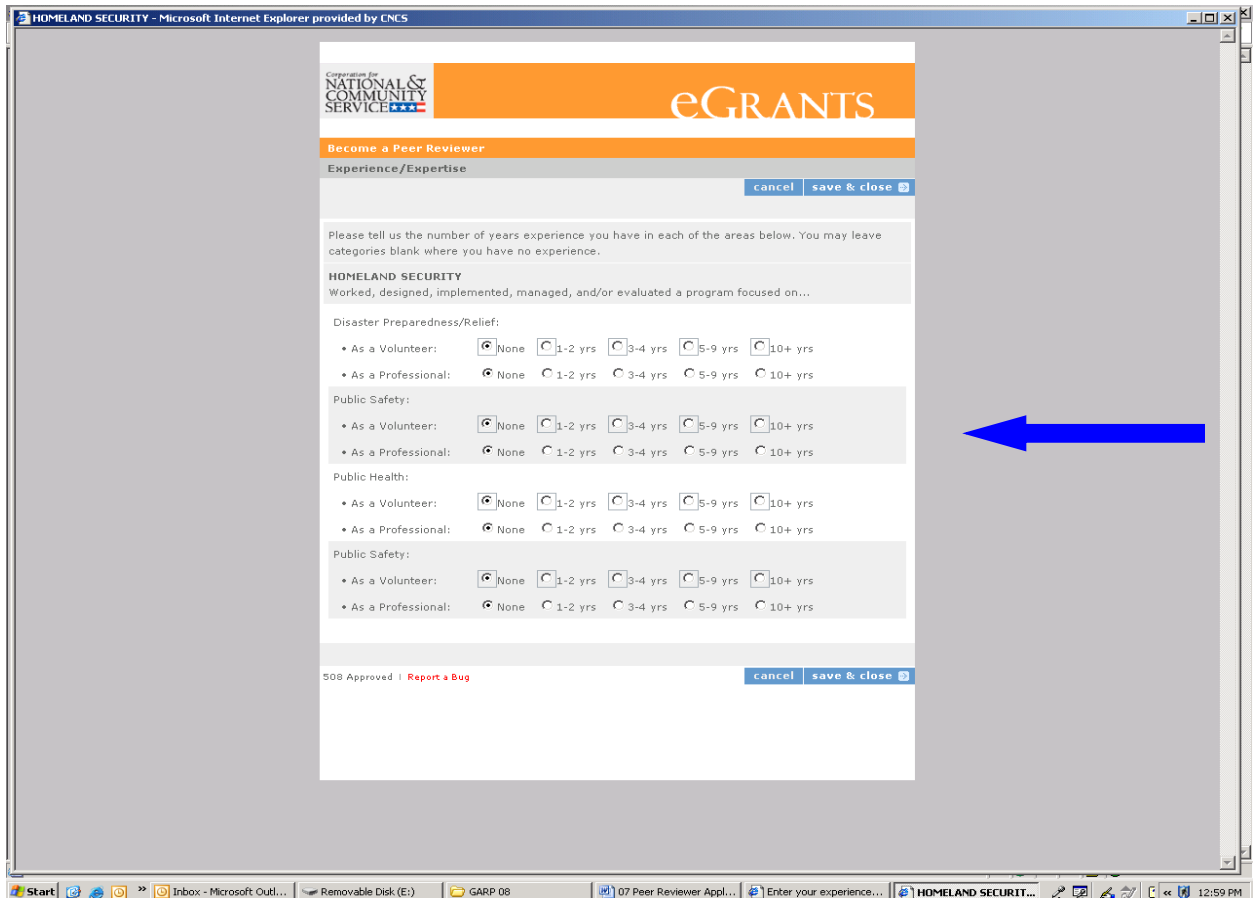
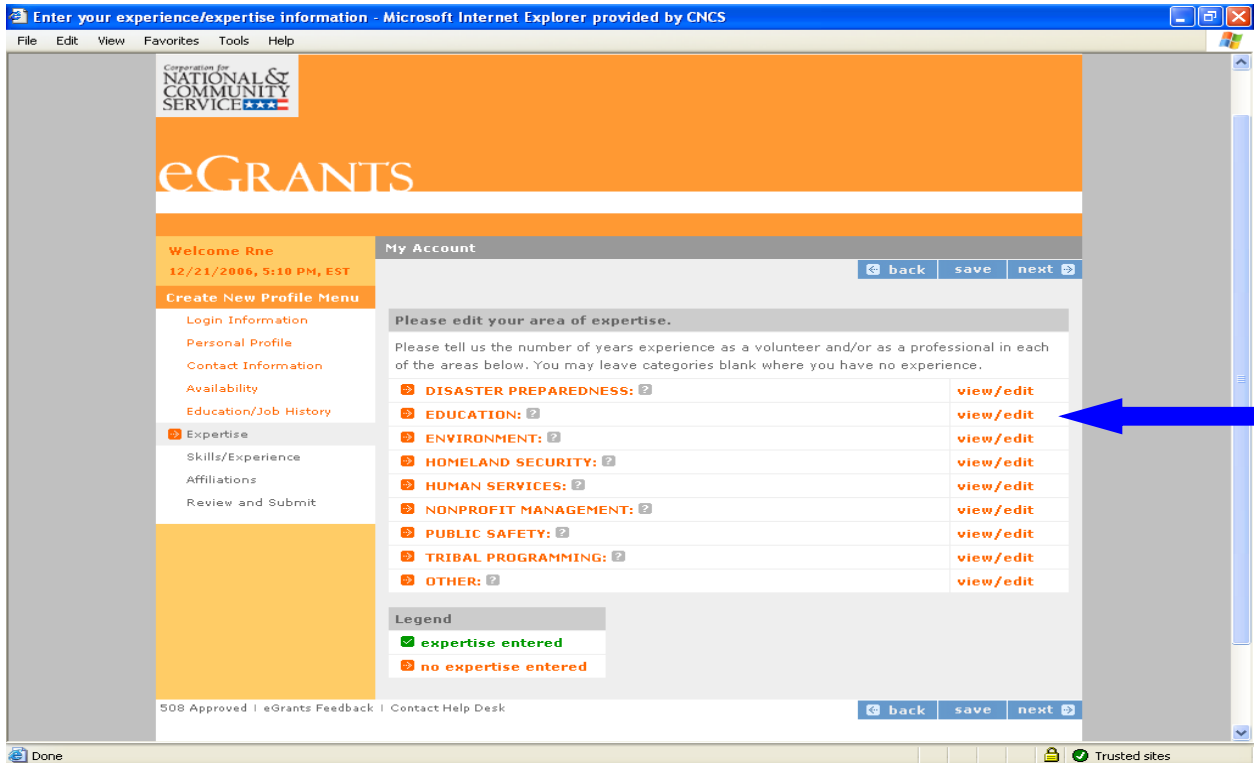
- Start Date: 02 / 02 / 1980
- End Date: 07 / 07 / 1995
- College/Employer: Franconia
- Organization Type: K-12: Elementary School
- Area(s) of study/Degree/Job Description (Max: 4000 chars): [Empty text area]

At the bottom of the form, there is a status bar that reads '508 Approved | Report a Bug' and buttons for 'cancel' and 'save & close'.

Area of Expertise

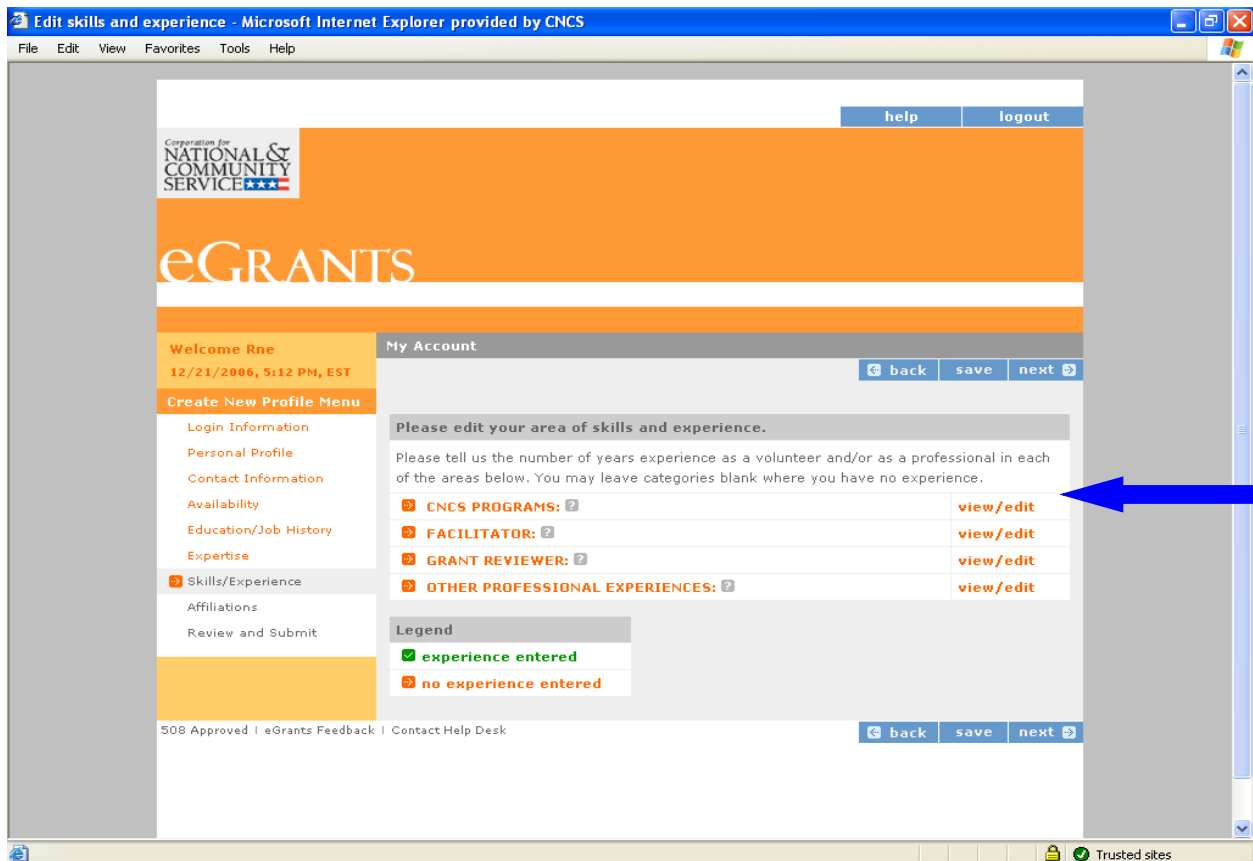
Select the type of expertise you have in areas such as Disaster Preparedness, Education, Environment, and Human Services by clicking on the “view/edit” link next to each area of expertise. This will lead you to a page with a list of options as a volunteer and as a professional. Select all areas of expertise that apply including the number of years of experience in each. Do not forget to press “**Save & Close**” before you advance to the next page.

Peer Reviewer Application Instructions



Skills/Experience

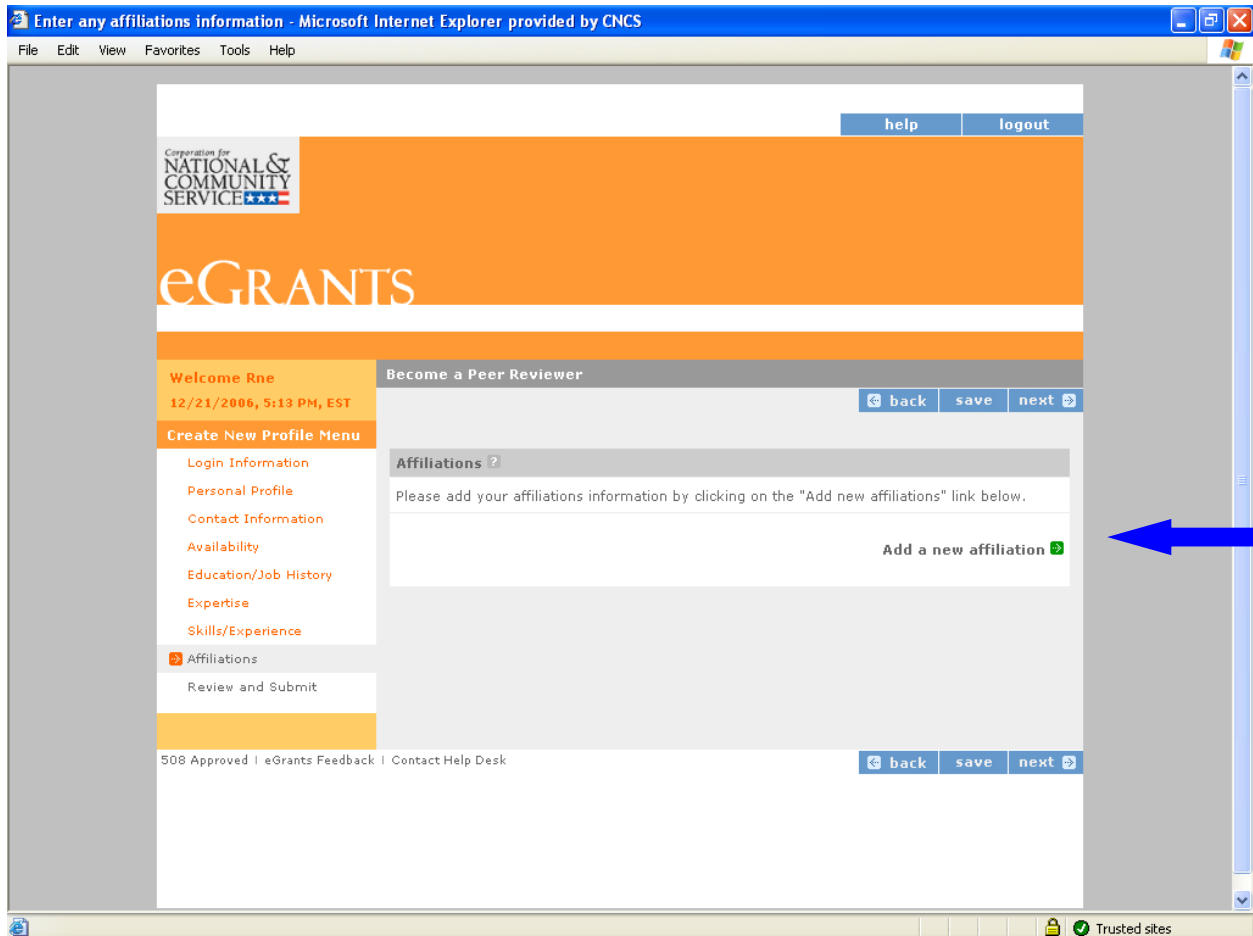
Select the type of skills and or experiences you have with CNCS programs, as facilitators, as grant reviewer, and other related areas by clicking on the “view/edit” link next to each category. This will lead you to a page with a list of options as a volunteer and as a professional. Select all areas that apply to you including the number of years of experience in each. As you edit, do not forget to press “**Save & Close**” before you advance to the next page.



Peer Reviewer Application Instructions

Affiliations

Please enter any organizations that you are affiliated with but have not worked for or that are not included in your Education/Job History page. These may include serving as a board member, places you've volunteered, etc. Add your affiliations information by clicking on the "Add a new affiliation" link.



If you are aware that the organization received CNCS funds, complete the second question.

Peer Reviewer Application Instructions

Enter any affiliations information - Microsoft Internet Explorer provided by CNCS

Update your affiliations information - Microsoft Internet Explorer provided by CNCS

Become a Peer Reviewer

Affiliations [cancel](#) [save & close](#)

1. Name of the organization with which you are affiliated... [?](#)

Teachers Association

2. If the above organization receives or has received support from CNCS, Please tell us through which program by clicking on the "Select a CNCS program" link. You may add as many CNCS programs by clicking on the "Select a CNCS program" link. [?](#)

Select a CNCS program [?](#)

509 Approved | [Report a Bug](#) [cancel](#) [save & close](#)

Start | Inboxes - Microsoft Out... | Removable Disk (E:) | GARP 08 | 07 Peer Reviewer Appl... | Enter any affiliations in... | Update your affiliati... | Trusted sites | 1:02 PM

Review and Submit

Please review and edit all of the information that you entered as summarized. When complete, click on the "submit" button.

Peer Reviewer Application Instructions

The screenshot shows a Microsoft Internet Explorer browser window displaying the eGRANTS website. The page title is "Review and Submit - Microsoft Internet Explorer provided by CNCS". The browser's address bar shows the URL "http://www.e-grants.gov/". The page content is organized into a header, a left sidebar, and a main content area. The header features the "eGRANTS" logo. The left sidebar contains a "Welcome Rne" message with the date "12/21/2006, 5:16 PM, EST" and a "Create New Profile Menu" with links for "Login Information", "Personal Profile", "Contact Information", "Availability", "Education/Job History", "Expertise", "Skills/Experience", and "Affiliations". The main content area is titled "Become a Peer Reviewer" and contains a "Please edit/review and submit your information" section. This section includes a "Please review your information and click on the 'edit' to make any changes." instruction. Below this are several sections, each with an "edit" link: "Login Information" (Username: rkdinsd02, Password Question: Pet's name, Answer: lady, Email: misfdi@yanoo.com), "Personal Profile" (Name, SSN: 000.00.0000, Birthdate, Ethnicity Type, Referred by), "Contact Information" (Address 1: route 3, err, AL 21335, Address Type: Mail, Address Location, Daytime Phone: (202) 111-1111), "Availability", and "Education/Job History". At the top right of the main content area, there are "back" and "submit" buttons. A blue arrow points to the "submit" button. The browser's status bar at the bottom shows "Done" and "Trusted sites".

As soon as you submit your applications you will receive a thank you note. Thank you for your interest in becoming a peer reviewer for The Corporation for National and Community Service. We look forward to working with you.

Peer Reviewer Application Instructions



Technical Difficulties

If you experience difficulty in completing the application, you may contact the eGrants Help Desk by phone at 1-888-677-7849 Monday-Friday, between 8:00 AM and 6:00 p.m. Eastern Daylight Standard Time (closed on Federal Holidays). You can also contact the Help Desk by email at eGrantsHelp@cns.gov. The informational messages displayed by the system may be helpful to the Help Desk in resolving the problem.