



PEER REVIEWER APPLICATION INSTRUCTIONS

OMB Approval Number: 3045-0090

Expiration Date: October 31, 2010

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: 10/31/2010

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

ASAP

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.

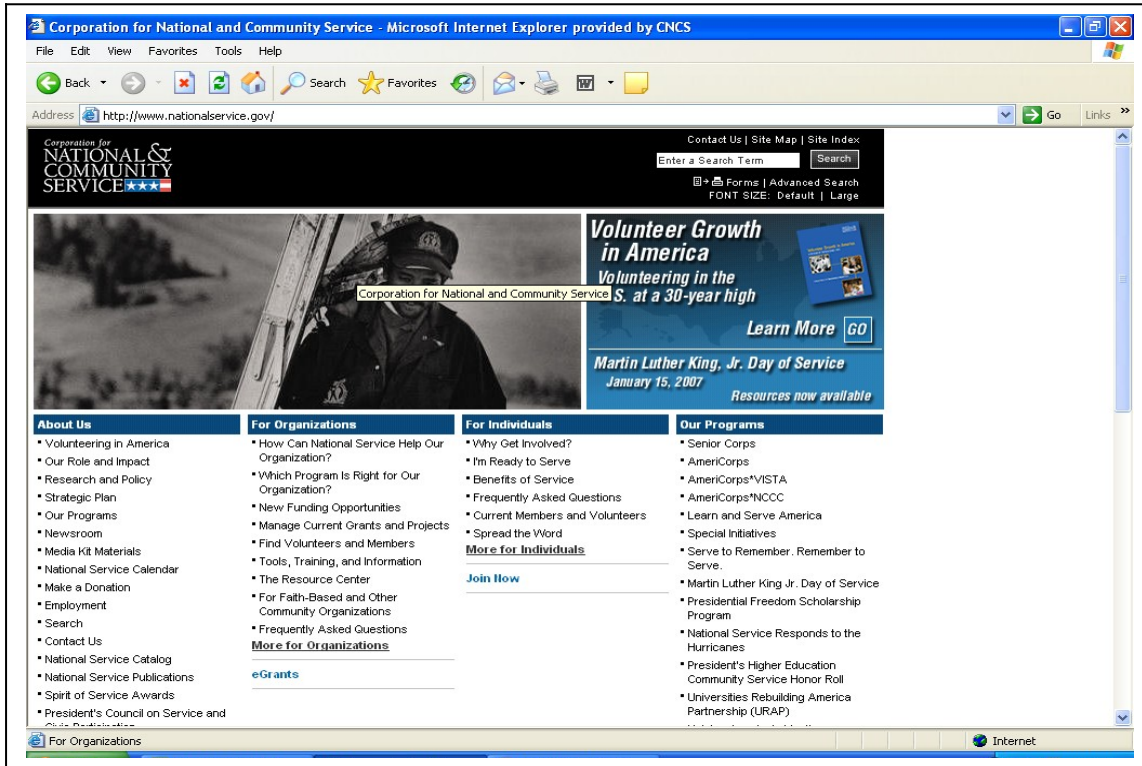
In order to submit your application, access eGrants through the website: <http://www.nationalservice.gov> and follow the eGrants link. Applications instructions are available at: www.nationalservice.gov/for_individuals or by contacting the Corporation at 202-606-6886. The system will ask you to create 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

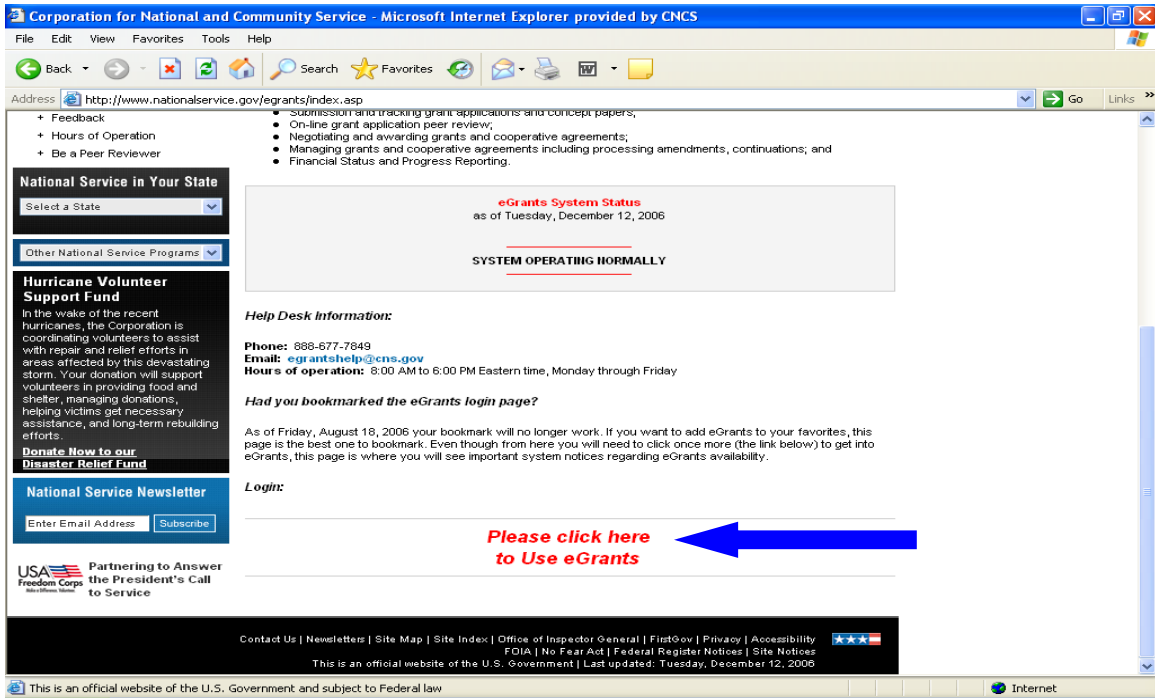
Starting the Application Process

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.)



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

Peer Reviewer Application Instructions

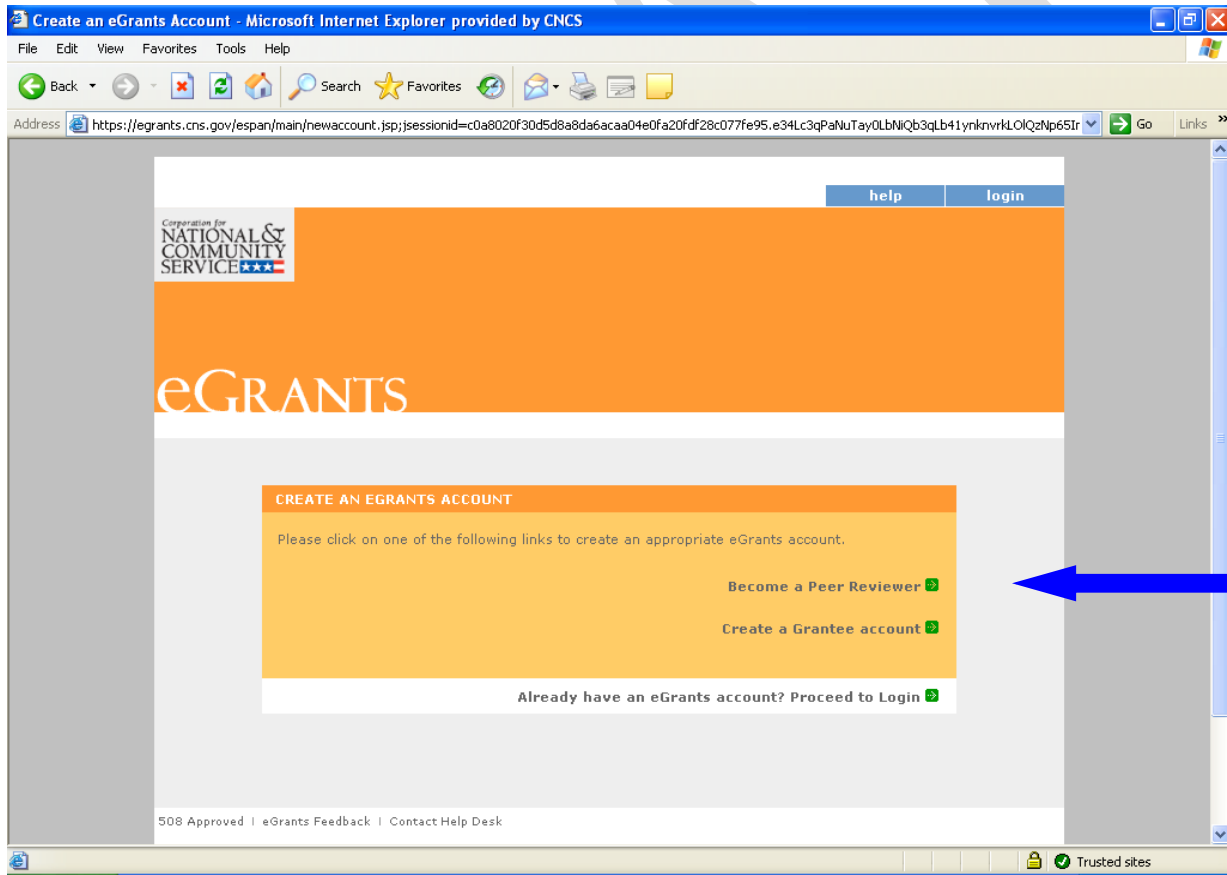


If you do not have an account, [click](#) on “Don't have an eGrants account? _Create an account”.



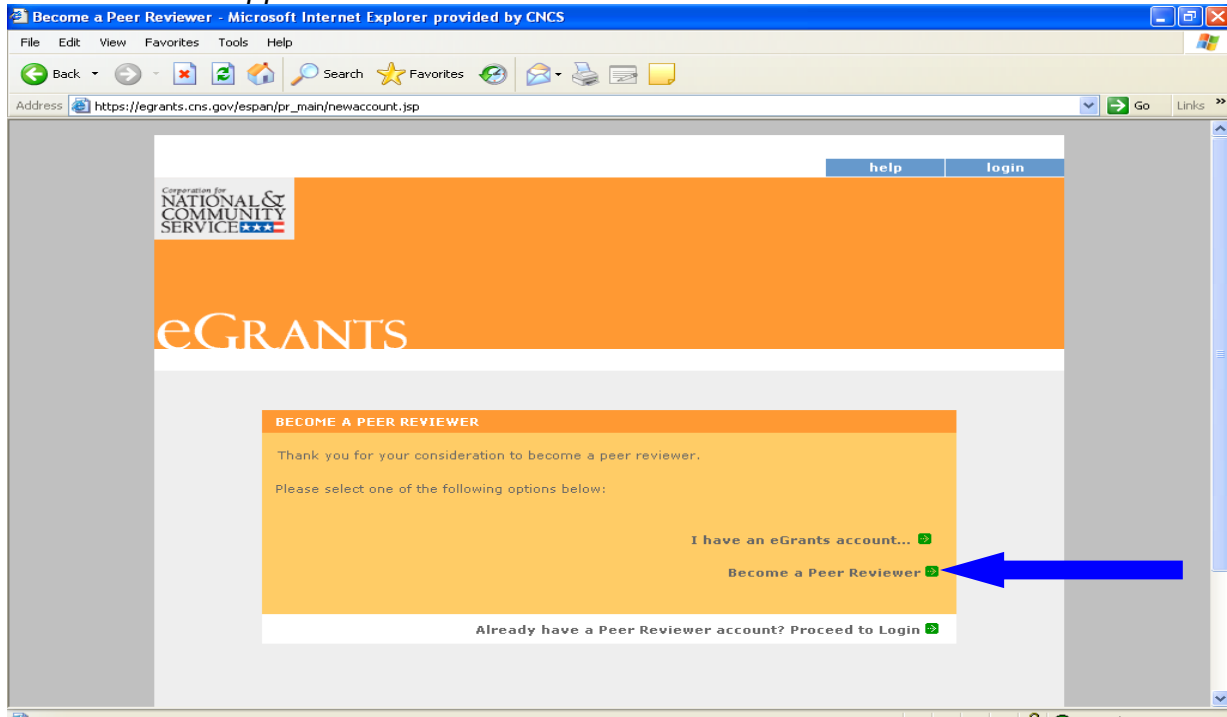
Click on “Become a Peer Reviewer”.

Peer Reviewer Application Instructions



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

Login Information - Microsoft Internet Explorer provided by CNCS

File Edit View Favorites Tools Help

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:

cancel save next

508 Approved | eGrants Feedback | Contact Help Desk

Done Trusted sites

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

Become a Peer Reviewer

back save next

Create New Profile Menu

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

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)

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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.

Your social security number can only be entered when you are assigned to a grant application review. Once you are assigned to a review, the field will become operative, and then you will need to enter that information to receive payment from the Corporation.

We are asking for alternate addresses in the event we have to send you something on short notice by Federal Express. 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 Federal Express address is different from your mailing address.

Peer Reviewer Application Instructions

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 click "Save" before you advance to the next page. Once complete, move on to the **Availability** page.

The screenshot displays the 'Contact Information' page of a web application. The browser title is 'Contact Information - Microsoft Internet Explorer provided by CNCS'. The page has a navigation menu on the left with options like 'Welcome Rne', 'Create New Profile Menu', and 'Contact Information'. The main content area is titled 'Become a Peer Reviewer' and contains a form for 'Contact Information'. The form includes fields for 'ADDRESS (new) 1:' with sub-fields for Street Address 1, Street Address 2, City, State, Zipcode, Address Type, and Address Location. There are also checkboxes for 'Preferred Address?' and 'Overnight Delivery?'. Phone number fields are provided for Daytime, Evening, Fax, and Cell. A 'save' button is located at the bottom right of the form, highlighted by a blue arrow. The status bar at the bottom shows '508 Approved | eGrants Feedback | Contact Help Desk' and 'Trusted Sites'.

Peer Reviewer Application Instructions Availability

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

The screenshot shows a web browser window titled "Availability - Microsoft Internet Explorer provided by CNCS". The browser's address bar is empty, and the menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content is divided into a left sidebar and a main content area. The sidebar, titled "Welcome Rne" and "12/21/2006, 5:00 PM, EST", contains a "Create New Profile Menu" with links for "Login Information", "Personal Profile", "Contact Information", "Availability" (highlighted), "Education/Job History", "Expertise", "Skills/Experience", "Affiliations", and "Review and Submit". The main content area is titled "Become a Peer Reviewer" and "Availability ?". It contains a paragraph explaining that peer reviews typically require at least 40 hours of time and that users should select the checkbox for weeks they are not available. Below this, there are sections for each month from December to May. Each month section includes checkboxes for individual weeks (e.g., "Wk 1" through "Wk 6") and a "Not available this month" option. A "Details:" field with a placeholder text "*select unavailable weeks, details optional*" is provided for each month. At the bottom of the browser window, the status bar shows "Done" and "Trusted sites".

Education/Job History

Select your highest level of education. Once you have selected your highest level of education, you can paste education experiences as well as job related information copied from your resume by clicking on the **"add a new"** link and filling in the boxes on that page. Please identify all the experience that is relevant to reviewing national service applications. Complete as many boxes as you think will adequately represent your relevant experience. You should include positions as far back as you feel is relevant, however, please complete the boxes in chronological order beginning from most recent and ending with furthest back. Leave End Date blank if this is your current job or school. We will only place Reviewers on panels if relevant experience is identified in your resume.

These experiences can be professional or volunteer, but please list the amount of time and the highest position you held in each one. Please devote at least one box to your formal education or certifications.

For each job or narrative, please select the top four experiences you had while on this job or experience. The list of experiences is available in four drop down boxes below the narrative box. You can select up to four experiences for each job.

Peer Reviewer Application Instructions

List your complete College/Job history beginning with the present. Leave *End Date* blank if this is your current job or school.

The screenshot shows a web browser window titled "Enter your education/job history information - Microsoft Internet Explorer provided by CNCS". The page header includes the "SERVICE" logo and the "eGRANTS" title. A navigation menu on the left lists various profile sections, with "Education/Job History" selected. The main content area is titled "Become a Peer Reviewer" and contains a form for selecting the highest level of education. The form includes radio buttons for: High School diploma or GED, Some college, Vocational or Associate degree, College degree, Some graduate education, Graduate degree, and None of the above. Below this is a section titled "List of Education/Job History" with instructions to update information and an "add a new" button. A blue arrow points to the "add a new" button. The page footer shows "508 Approved | eGrants Feedback | Contact Help Desk" and a "next" button. The browser's address bar displays the URL: https://egrants.cns.gov/espan/pr_newaccount/edu_jobhistory.jsp?sid=c0a8020f30d5234f323ce0d64c018ddeccf5bf720167#

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 the degree or field of study for each college listed. Be sure to include specific job responsibilities (not just job titles). Please identify Especially those responsibilities related to the Area of Expertise.

Select the **Organization Type** from the drop-down menu which menu that 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 click "**Save**" before you advance to the next page.

Peer Reviewer Application Instructions

Window Help Type a question for help

er provided by CNCS

Corporation for NATIONAL & COMMUNITY SERVICE **eGRANTS**

Become a Peer Reviewer

Education/Job History

cancel save & close

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) ?

Experiences/Expertise ▼ Experiences/Expertise ▼ Experiences/Expertise ▼ Experiences/Expertise ▼

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Education/Job History - Microsoft Internet Explorer provided by CNCS

Corporation for NATIONAL & COMMUNITY SERVICE **eGRANTS**

Become a Peer Reviewer

Education/Job History

cancel save & close

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) ?

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Peer Reviewer Application Instructions

Area of Expertise

From the drop down menu, please select the type of expertise associated with this job or position. The Select the type of expertise you have in areas such as Disaster Preparedness, Education, Environment, and Human Services by clicking on the four drop down buttons at the bottom of the page. “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/or as a professional. Select all areas of expertise that apply including the number of years of experience in each. Do not forget to click “Save & Close” before you advance to the next page. It is important to check only those areas of expertise that are reflected in your resume.

Below is the list of expertise that you have to select from in each drop down menu.

Education

1. Adult Education & Literacy
2. After School Programs
3. Civic Education
4. Community-Based
5. Computer Literacy
6. Education (Higher Ed)
7. Education (K-12)
8. Elementary Education
9. Faculty/Teacher professional development
10. Federal Work Study
11. Head Start/School Preparedness
12. Professional Education
13. Secondary Education
14. Service-Learning
15. Special Education
16. Tutoring & Child Literacy – Elementary
17. Tutoring & Child Literacy – High School
18. Tutoring & Child Literacy – Middle School

Human Services

1. Asset Development/Microenterprise/IDA/Home Ownership
2. Collaboration/Partnership Development
3. Community Revitalization
4. Delivery of Health Services
5. Disabilities
6. HIV/AIDS
7. Health Education
8. Health and Human Services
9. Homelessness
10. Housing Rehabilitation/Construction
11. Mental Health
12. Mental Retardation
13. Mentoring
14. Substance Abuse
15. Workforce Development and Training

16. Youth Development/Leadership

17. Youth Programming

Public Safety

1. Community Policing/Neighborhood Watch
2. Conflict Resolution/Mediation
3. Safety/Fire Prevention/Accident Prevention
4. Victim/Witness Assistance
5. Homeland Security
6. Public Safety
7. Public Health
8. Disaster Preparedness
9. Disaster Mitigation/Response/Recovery

Environment

1. Community Restoration/Clean Up
2. Clean Energy Experience
3. Energy Conservation
4. Natural Resources Management
5. Waste Reduction/Management/Recycling
6. Wildlife, Land, Vegetation Protection/Restoration

Management

1. Business Management
2. Capacity-Building/Sustainability
3. Evaluation
4. Nonprofit Management
5. Performance Measurement/Accountability
6. Program Management
7. Public Administration
8. Volunteer Recruitment and Management

Other

1. Youth Participant
2. Service Practitioner
3. Senior Service
4. National Policy

Peer Reviewer Application Instructions

- [5. Faith-Based](#)
- [6. Military Service](#)
- [7. Veteran's Support Services](#)
- [8. Senior Citizen Programming](#)
- [9. Tribal Programming](#)

CNCS Programs

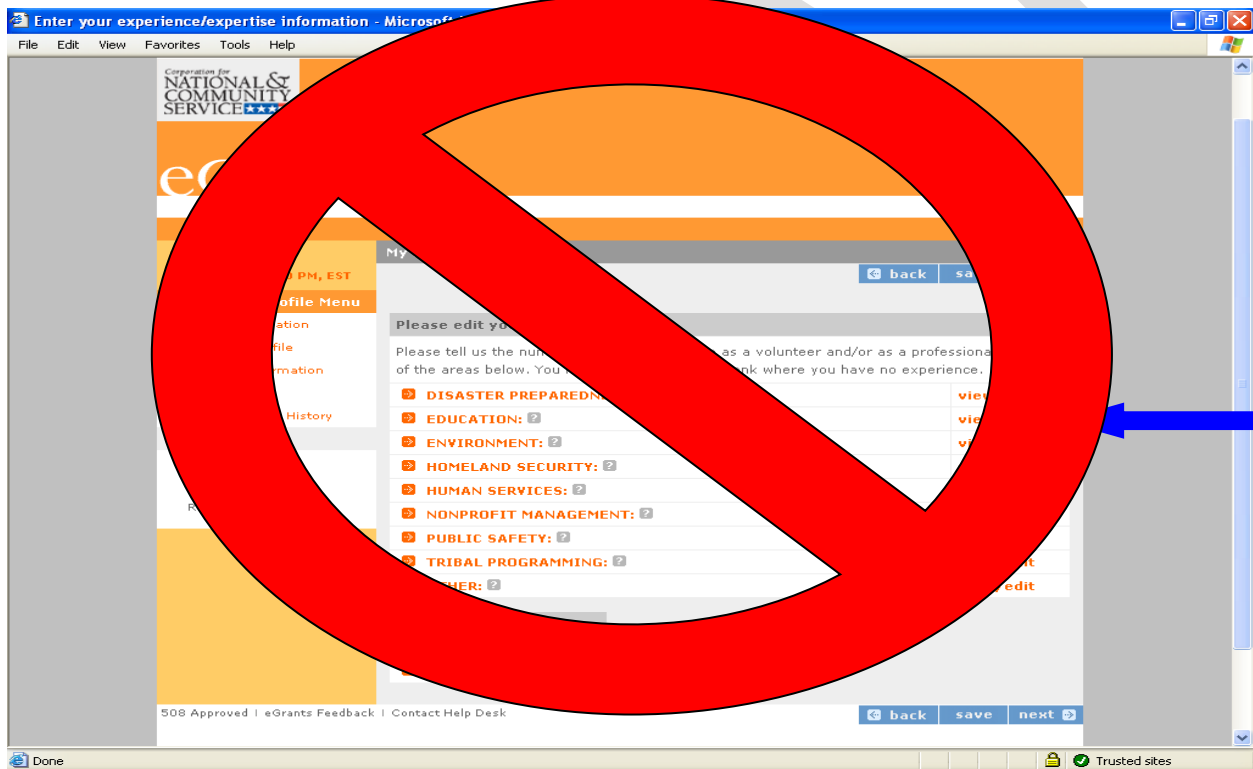
- [1. Collaborated or partnered with one or more service programs](#)
- [2. Managed a service program funded by CNCS](#)
- [3. Managed a service program funded by a non-governmental organization](#)
- [4. Managed a service program funded by a state or local government agency](#)

8.

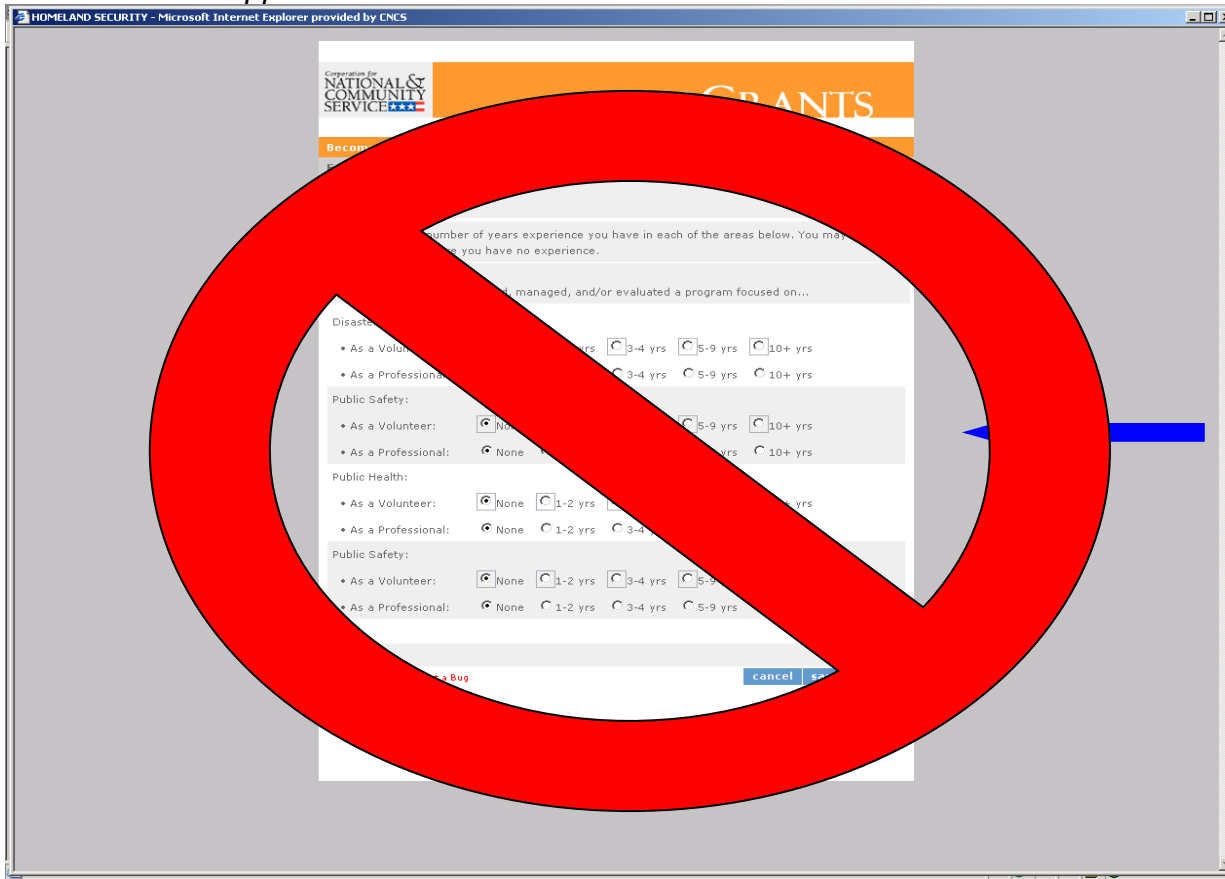
- [5. Managed a service-learning program](#)
- [6. Participated in a service or service-learning program](#)

Facilitator/Reviewer

- [1. CNCS Peer Review](#)
- [2. Experience as a facilitator of small groups](#)
- [3. Experience as facilitator synthesizing reviewer comments on proposals](#)
- [4. Peer reviewer for a private foundation](#)
- [5. Peer reviewer for a state or municipal agency](#)
- [6. Peer reviewer for another federal agency](#)
- [7. Staff reviewer \(i.e. Program Officer\) for a grant making organization](#)



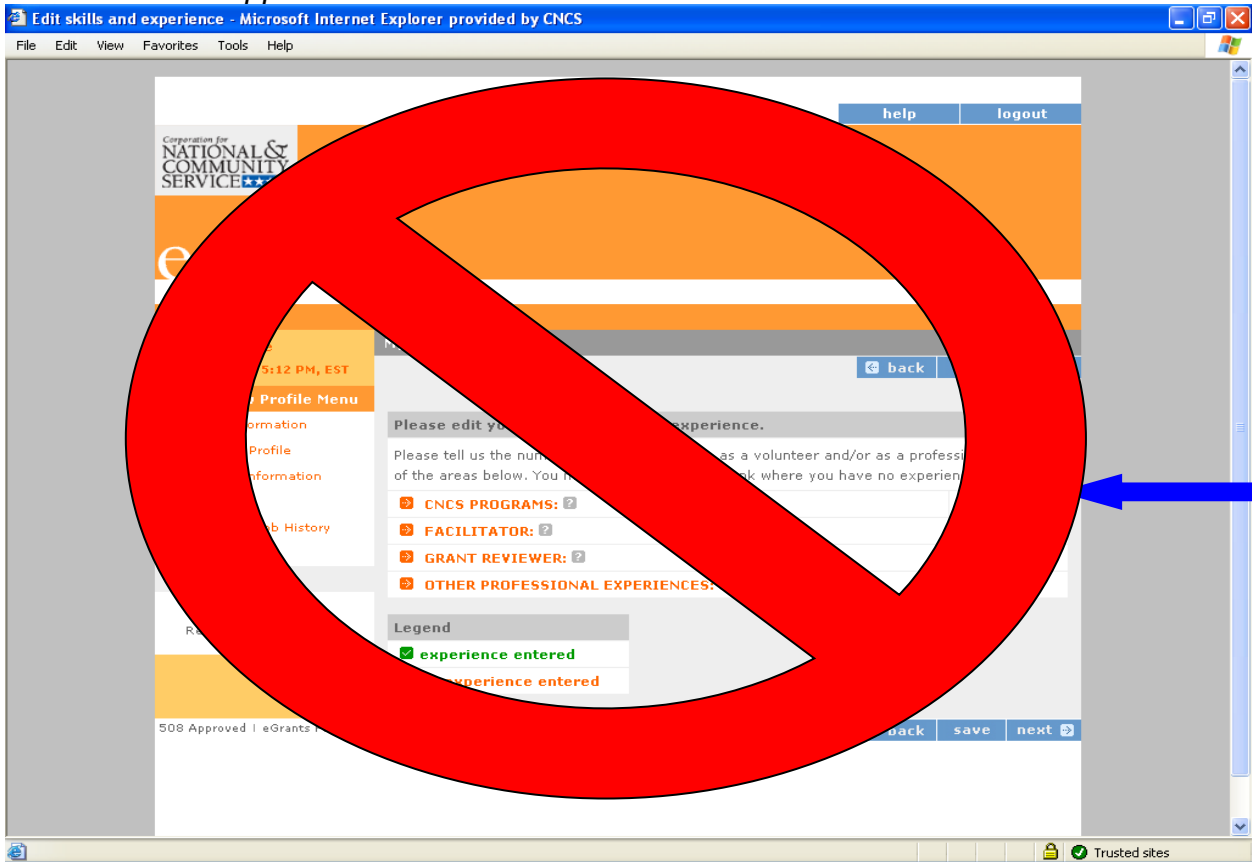
Peer Reviewer Application Instructions



~~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 click “**Save & Close**” before you advance to the next page.

Peer Reviewer Application Instructions

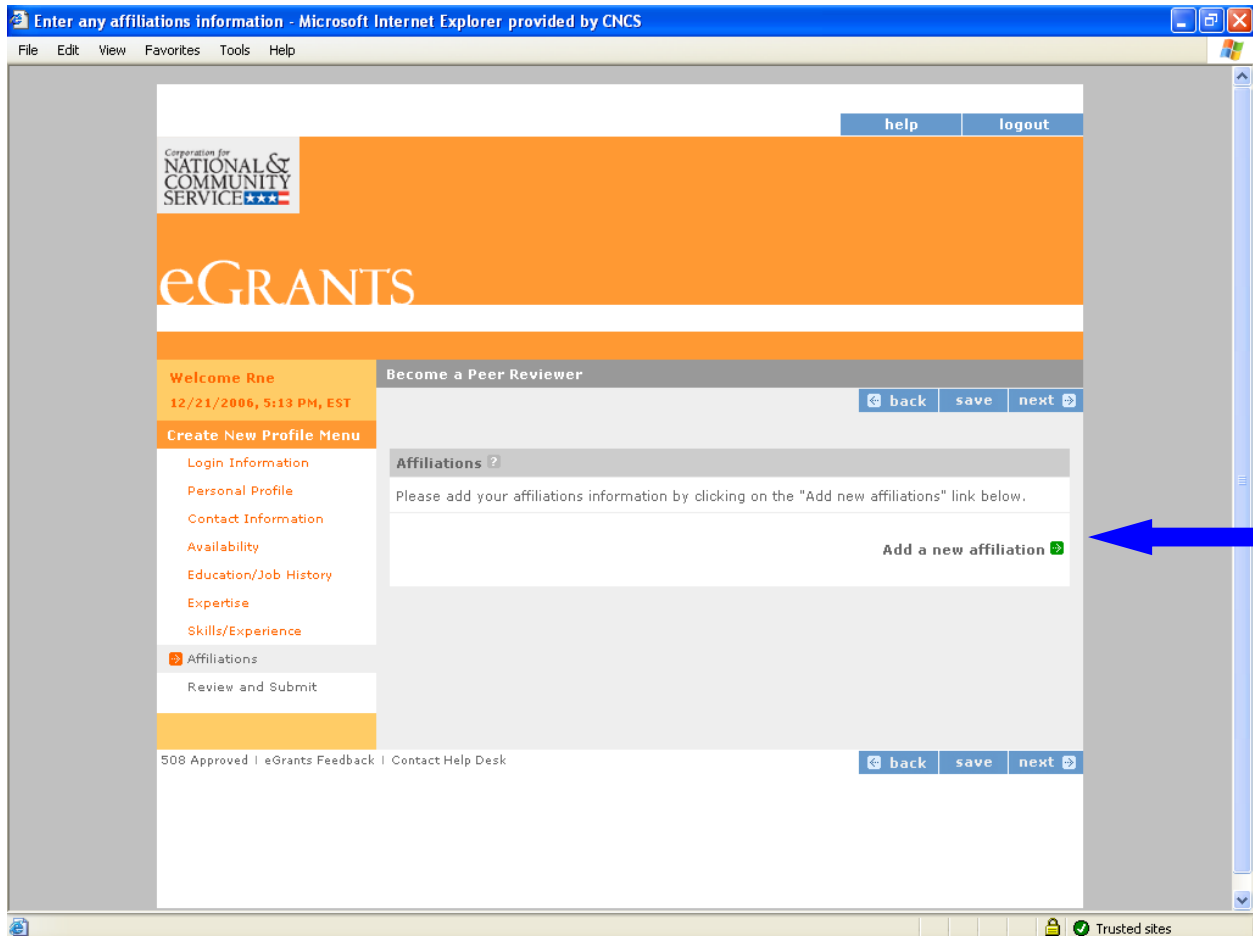


ASST

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 have volunteered, etc. Add your affiliations information by clicking on the “Add a new affiliation” link.



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

Peer Reviewer Application Instructions

Update your affiliations information - Microsoft Internet Explorer provided by CNCS

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

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

cancel save & close

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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

Review and Submit - Microsoft Internet Explorer provided by CNCS

File Edit View Favorites Tools Help

eGRANTS

Welcome Rne
12/21/2006, 5:16 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 submit

Please edit/review and submit your information

Please review your information and click on the "edit" to make any changes.

Login Information: [edit](#)

Username: rkdinsd02
Password Question: Pet's name
Answer: lady
Email: misfdi@yanoo.com

Personal Profile: [edit](#)

Name:
SSN: 000.00.0000
Birthdate:
Ethnicity Type:
Referred by:

Contact Information: [edit](#)

Address 1: route 3, err, AL 21335
Address Type: Mail
Address Location:
Daytime Phone: (202) 111-1111

Availability: [edit](#)

Education/Job History: [edit](#)

Done 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.