## **CNCS External Reviewer Application Instructions**

The <u>Corporation for National and Community Service</u> (CNCS) engages millions of Americans in service through its AmeriCorps, Senior Corps, Social Innovation Fund, and Volunteer Generation Fund programs. CNCS fulfills its mission by awarding financial assistance through its programs that support national and local initiatives. CNCS engages External Reviewers to review and assess the quality of applications based upon the published selection criteria in the Notice of Federal Funding. Reviewers are selected without regard to race, color, national origin, sex, age, or disability.

Individuals seeking to be a CNCS External Reviewer are prompted to create an account in CNCS's online system. Once an account has been established, the prospective Reviewer can log into the system and begin a Reviewer Profile by clicking on the "Reviewer Application" tab at the top of the screen. The tab will show the Reviewer's initial information captured when the account was created, as well as fields to include his or her demographic information, education history, and employment history. Required fields are indicated by a partial red highlight and additional context is provided in the help text. Upon completion of all the required fields, the prospective Reviewer can submit the Reviewer Application. Once submitted, the application is reviewed by CNCS staff in order to determine if the individual meets the requirements to become an External Reviewer for CNCS. This information is used for the purpose of engaging External Reviewers, and may be used to further that purpose and for any other lawful purpose.

# **External Reviewer Application**

Account Information	
*Salutation	None 👻
Preferred Name	
*First Name	
Middle Name	
*Last Name	
Suffix	
*Primary Phone	
*Is this a Mobile Number	None
*Would you like to receive texts?	None 🚽
Secondary Phone	
*Email	
*Re-Enter Email	

## External Reviewer Application Screens - August 2016

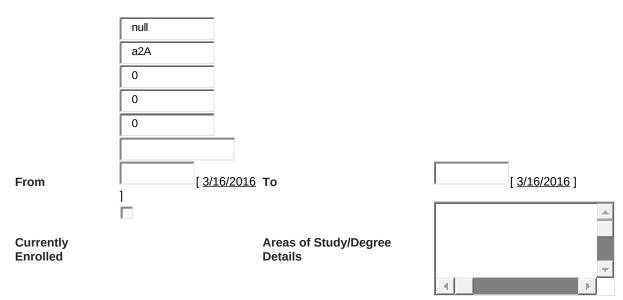
Contact Information		
*Mailing Street Address 1		
Mailing Street Address 2		
*Mailing City		
*Mailing State	None	-
*Mailing Zip Code		

#### Demographic Information

Highest Level of Education	None	•
State of Residence	None	
Gender	None	
Ethnicity	None	
Race	None	
How did you hear about CNCS Reviews?	None	
Please Specify		
Reasonable Accommodations Required?	None	
If Yes, describe what is needed.		
Education History		1

College/ University	0000000000000	Organization Type	None	-	

### External Reviewer Application Screens - August 2016



Employment History						
Employer		Organization Type	None	-		
From	[ <u>3/16/201</u> ]	<u>6</u> To	[ <u>3/16/2016</u> ]			
Currently Employed		Area of Expertise	None	-		
Experience Type	None	Expertise	None			-
Years of Experience		Job Description	4			
Click here to add new entry						
Professional Affiliations						
Organization		Org	ganization Type	None	-	
From		<u>3/16/2016</u> ] <b>To</b>		[ <u>3/16/2016</u>	1	
Currently Engaged		Ту	pe of Relationship	None	<b>•</b>	

## External Reviewer Application Screens - August 2016

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Years of Affiliation			Affiliation Description			
Click here to add new entry						
Publications						
Publication Type	None	•	Publication Title			
Role in Publication	None		-			

	[ 3/16/2016 ]	
Date of Publication	Publication Description	

Click here to add new entry

Banking Information							
Routing Number	Account Number						
Social Security Number							