

## CNCS External Reviewer Application Instructions

CNCS is required by the Privacy Act of 1974, as amended, (5 U.S.C. 552a) to tell you what personal information we collect and how it will be used. Authorities: Your personal information is requested pursuant to the National Service Trust Act of 1993 (42 USC 12611), section 12617. Purposes: It will be used to assess to serve as an external reviewer for CNCS grant competitions and to process honoraria. Routine Uses: Routine uses of this information may include assessing such eligibility and processing such stipends. This request is required for external reviewers to review and receive honoraria for reviewing CNCS applications.

**PUBLIC BURDEN STATEMENT:** Public reporting burden for this collection is estimated to average 30 minutes per submission, including reviewing instructions, gathering and maintaining the data needed, completing the form, and reviewing the collection of information. Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Attn: Amy Borgstrom, 250 E. Street SW, Washington, D.C. 20525. You are not required to respond to the collection unless the OMB control number and expiration date displayed on page 1 are current and valid. (See 5 C.F.R. 1320.5(b)(2) (i).)

The [Corporation for National and Community Service](#) (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

Preferred Name

\*First Name

Middle Name

\*Last Name

External Reviewer Application Screens – August 2016

Suffix	<input type="text"/>
*Primary Phone	<input type="text"/>
*Is this a Mobile Number	--None-- <input type="button" value="v"/>
*Would you like to receive texts?	--None-- <input type="button" value="v"/>
	<input type="text"/>
Secondary Phone	<input type="text"/>
*Email	<input type="text"/>
*Re-Enter Email	<input type="text"/>

**Contact Information**

*Mailing Street Address 1	<input type="text"/>
Mailing Street Address 2	<input type="text"/>
*Mailing City	<input type="text"/>
*Mailing State	--None-- <input type="button" value="v"/>
*Mailing Zip Code	<input type="text"/>

**Demographic Information**

Highest Level of Education	--None-- <input type="button" value="v"/>
State of Residence	--None-- <input type="button" value="v"/>
Gender	--None-- <input type="button" value="v"/>
Ethnicity	--None-- <input type="button" value="v"/>
Race	--None-- <input type="button" value="v"/>
How did you hear about CNCS Reviews?	--None-- <input type="button" value="v"/>

External Reviewer Application Screens – August 2016

Please Specify

Reasonable Accommodations Required?

If Yes, describe what is needed.

**Education History**

00000000000000	--None--
null	
a2A	
0	Organization Type
0	
0	
From	[ 3/16/2016 To [ 3/16/2016 ]
<input type="checkbox"/>	
Currently Enrolled	Areas of Study/Degree Details
	<input type="text"/>

**Employment History**

Employer		Organization Type	--None--
From	[ 3/16/2016 To [ 3/16/2016 ]		

External Reviewer Application Screens – August 2016

Currently Employed	<input type="checkbox"/>	Area of Expertise	--None--
Experience Type	--None--	Expertise	--None--
Years of Experience		Job Description	

[Click here to add new entry](#)

**Professional Affiliations**

Organization		Organization Type	--None--
From	[ 3/16/2016 ]	To	[ 3/16/2016 ]
Currently Engaged	<input type="checkbox"/>	Type of Relationship	--None--
Years of Affiliation		Affiliation Description	

[Click here to add new entry](#)

**Publications**

Publication Type	--None--	Publication Title	
Role in Publication	--None--		
Date of Publication	[ 3/16/2016 ]	Publication Description	

[Click here to add new entry](#)

**Banking Information**

External Reviewer Application Screens - August 2016

Routing Number

Account Number

Social Security Number