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 <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

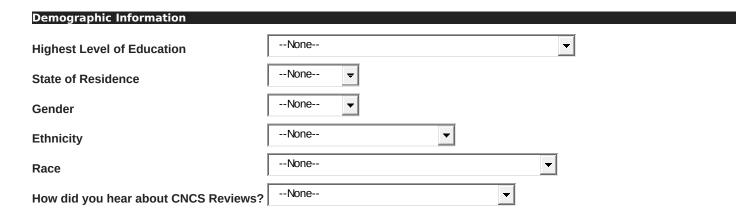
Account Information		
*Salutation	None 🔻	
Preferred Name		
*First Name		
Middle Name		
*Last Name		

Suffix *Primary Phone *Is this a Mobile Number *Would you like to receive texts? Secondary Phone

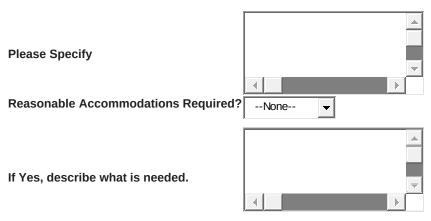
*Email

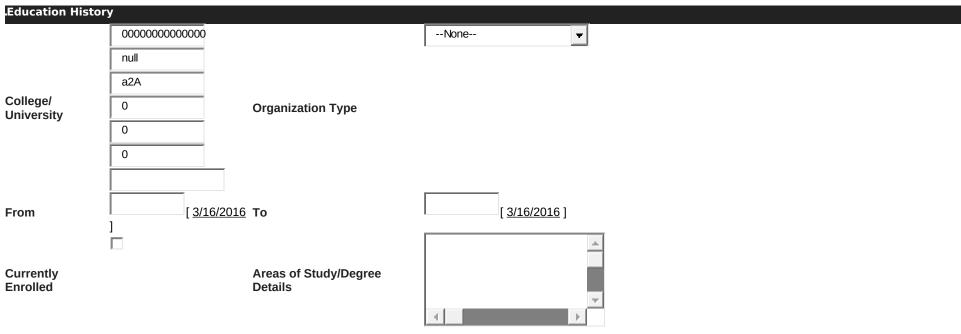
*Re-Enter Email

*Mailing Street Address 1 Mailing Street Address 2 *Mailing City *Mailing State *Mailing State *Mailing Zip Code

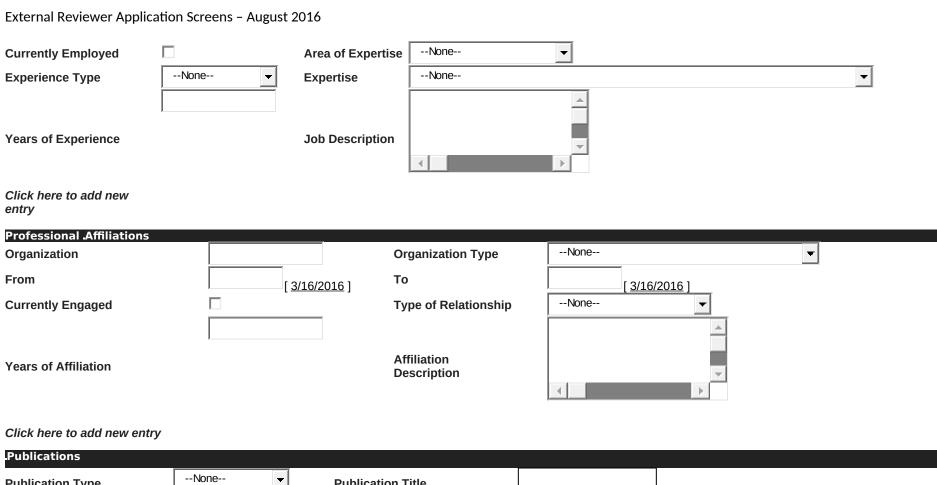


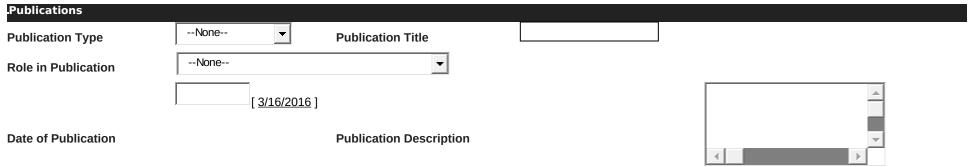
External Reviewer Application Screens - August 2016











Click here to add new entry

Banking Information

External Reviewer Appli	cation Screens - August 2016	b .	
Routing Number		Account Number	
Social Security Number			