



Call for Peer Reviewers: Charter Schools Program

The Ohio Department of Education is seeking individuals to serve as peer reviewers for the Charter Schools Program (CSP) subgrant. Each peer reviewer will provide a detailed and objective review of approximately six grant applications. These reviews will be used to recommend applications for funding.

Ohio was awarded a Charter Schools Program grant from the U.S. Department of Education for the creation of high-quality community school planning and implementation subgrants to carry out the following objectives:

1. Provide high-quality educational options to Ohio's most disadvantaged students;
2. Stimulate the creation of high-performing community schools that operate successfully under the CSP program utilizing quality practices; and
3. Increase academic performance of students attending community schools.

Who: The Department is seeking individuals with expertise in community schools to score Charter Schools Program subgrant applications. Reviewers will be selected based on programmatic expertise and experience.

Grant reviewers will have a minimum of three years' experience in one or more of the following areas of expertise:

- Curriculum and instruction;
- Law;
- Governance;
- Management;
- Leadership;
- Finance;
- School start-up;
- Policy; and
- Community school operations.

Preferred qualifications include three or more years' experience in the following areas:

- Community school authorizing and accountability;
- Community school policy;
- Community school research and evaluation;
- Community school development and implementation; and
- Community school grant administration.

Availability

Peer reviewers must commit to complete their work between May 23-June 19, 2019. All peer reviewers must participate in training between May 23-29, 2019, including:

- Up to four hours participating in a training webinar held on May 23, 2019;
- Up to four hours reading and scoring a sample (calibration) application (May 24-28, 2019);
- Up to two hours participating in a consensus call to discuss consensus of peer review ratings on the calibration application, which will be held on May 29, 2019.

Once trained and selected to read and score subgrant applications, peer reviewers will read and score their assigned applications from June 5, 2019 through noon on June 19, 2019. Aside from the Department-scheduled webinar training and consensus call, peer reviewers set their own schedule for reading grant applications.

Requirements

Peer reviewers must have the following:

- Technology (computer, printer, internet capability and phone);
- A SAFE account with the Ohio Department of Education; to sign up, click here: <https://safe.ode.state.oh.us/portal>;
- Set up as a vendor with the state of Ohio (click here for information: <http://supplier.obm.ohio.gov/>).

Conflict of Interest

Peer reviewers will be required to self-report any conflicts of interest. Peer reviewers shall not participate in any way in actions or decisions that directly or indirectly involve their own financial interests or those of their families or business associates. If potential reviewers are directly or indirectly affiliated with a grant applicant through themselves, a family member or business interest, the individual will not be allowed to score applications where the conflict of interest exists.

Individuals must complete and sign a Pre-Review Conflict of Interest Form and, if selected as a peer reviewer, individuals must complete and sign a Post-Review Conflict of Interest Form. The signature on the forms must be a physical signature and not an electronic signature. As such, reviewers must complete the form, scan it and upload the form as a PDF in the [Call for Reviewers](#) application survey.

The Conflict of Interest process and forms can be found on the [Charter Schools Program webpage](#) or by clicking [here](#).

Payment and Fee Structure

Peer reviewers must be set up as a vendor with the state of Ohio (click here for information: <http://supplier.obm.ohio.gov/>).

Reviewers will be paid using the following structure:

- \$400 for training as outlined above; and
- \$200 per reviewed and scored subgrant application.

Payment for peer reviewers is contingent upon attendance at all training and the satisfactory completion of the above requirements.

Peer reviewers must complete all training requirements and will be paid for the completion of any training, even if the individual is not selected to read and score subgrant applications due to the number of applications received.

To Apply: If you would like to apply to be a reviewer, **please complete the application at the following link by Wednesday, April 17, 2019:** [Call for Reviewers](#).

Program Information: Visit the [Charter Schools Program grant webpage](#) for more information on the grant.

Questions: Please direct all reviewer application questions to Community.Schools@education.ohio.gov or call (614) 466-7058.