

## 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-performing community school planning and implementation subgrants and already existing high-quality community schools for expansion subgrants to carry out the following objectives:

1. Provide high-quality educational options to Ohio's most disadvantaged students;
2. Stimulate the creation/expansion of high-performing and high-quality 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 July 9-July 31, 2020. All peer reviewers must participate in training between July 1-July 31, 2020, including:

- Up to four hours participating in a training webinar held on July 1, 2020;
- Up to four hours reading and scoring a sample (calibration) application (July 2-July 6, 2020);
- 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 July 8, 2020.

Once trained and selected to read and score subgrant applications, peer reviewers will read and score their assigned applications from July 9, 2020 through noon on July 31, 2020. 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 OH-ID Portal with the Ohio Department of Education; to sign up, click [here](#).
- Set up as a vendor with the state of Ohio (click [here](#) for information).

## 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 email the form as a PDF to [tiffany.cartier@education.ohio.gov](mailto:tiffany.cartier@education.ohio.gov).

The Conflict of Interest process and forms can be found 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).

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 be considered to be a reviewer, **please email your resume and signed pre-conflict of interest form to [tiffany.cartier@education.ohio.gov](mailto:tiffany.cartier@education.ohio.gov) by May 29, 2020.**

**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](mailto:Community.Schools@education.ohio.gov) or [tiffany.cartier@education.ohio.gov](mailto:tiffany.cartier@education.ohio.gov).