

# Become a Grant Reviewer

## **FY 2024 Call for Peer Reviewers for Sub-Awards**

Apply by August 18, 2023

National Children's Alliance (NCA) provides funding for the establishment, improvement, and expansion of Child Advocacy Centers and/or work of Multidisciplinary Teams. The Department of Grants Management seeks individuals from diverse backgrounds and regions to serve as peer reviewers to assess Fiscal Year (FY) 2024 grant applications.

### **Introduction**

NCA is looking for qualified grant peer reviewers who can evaluate grant applications and recommend which projects should receive federal funding. NCA selects peer reviewers based on their knowledge, skills and expertise both in grant review and the CAC movement.

The grant review process utilizes non-federal, independent, qualified individuals to serve as peer reviewers. The peer review process is designed to identify and fund the highest-quality applications and create opportunities for participation in the federal funding process. Peer reviewers are relied upon to use their content knowledge, expertise, judgment, and professional experience to evaluate, and score submitted applications against the selection criteria. Scores from the peer reviewers are then ranked, and scores and comments are shared with each applicant.

### **Skills and Experience**

Potential peer reviewers should also possess the following skills, experience and attributes:

- Have an understanding about the work of the CACs and be dedicated to the mission of the CAC movement.
- Have related grant screening and review experience.
- Be a subject matter expert in the subject area to be reviewed.
- Be able to analyze grant applications effectively against specific criteria.
- Be an effective communicator and be willing to engage in productive discussions and to bridge differences.

- Have the ability to listen attentively and work with other reviewers to synthesize comments, especially when resolving discrepancies in scoring.
- Have the ability to ethically review proprietary information and maintain confidentiality.
- Be able to fulfill the grant review assignments and meet the assigned deadlines.

Ultimately, peer reviewers should be unbiased and possess high standards of analysis, strong evaluative writing, and the ability to assess grant applications with a high degree of objectivity.

## Preferred Backgrounds

The Department of Grants Management seeks peer reviewers from various educational backgrounds and professions, including but not limited to:

- Work at a Child Advocacy Center (CAC), State Chapter, or partner agency.
- Work in the provision of direct services at CACs - Mental Health, Medical, Forensic Interviewing, Victim Advocacy, Law Enforcement, Child Protective Services.
- Work in management, finance, and/or other grant related positions. *(All CAC/MDT Board Members encouraged to apply)*
- Have experience working at a rural CAC and/or in an unserved/underserved area, including rural, tribal, frontier, and with diverse populations.
- Have experience applying for the next development step in the CAC accreditation model, to include developing a new CAC and/or establishing an NCA satellite location.
- Familiarity with CACs with smaller operating budgets and/or CACs with limited staffing and financial resources.
- Military/FAP/National Guard experience, and familiarity with the CAC model.
- Work with American Indian and Alaska Native (indigenous) Communities.
- Expertise related to Victims of Child Sexual Abuse Materials and Child Sex Trafficking.

## Requirements

In addition to the skills, attributes, and expertise highlighted above, peer reviewers must also meet the following requirements:

**Availability:** All reviews are conducted electronically and, typically, reviewers assess and score approximately 12 to 15 applications within a 2-week period. Before beginning their work, reviewers must participate in an orientation, which covers the roles and responsibilities of the reviewers and the

background and purpose of the grant program under review. Reviewers must also enter their scores and comments to an automated data system, and participate in a consensus call with all other reviewers on their assigned panel.

### *Grant reviews will be held from September - October 2023*

*\*All reviewers will be required to take an online reviewer orientation prior to participating in the review process.*

Location: Virtual. All peer review activities will be conducted remotely via email, phone, video conference and the online reviewer portal.

Tools: Each peer reviewer must have access to the Internet, a phone, and a computer. Peer reviewers must also have the ability to interact within the web environment (Blackbaud Grantmaking) and Zoom.

### **Conflict of Interest**

Selected Grant Reviewers must agree to fully disclose all potential conflicts of interest and to abide by NCA's by-laws and policies. The conflicts may include but are not limited to:

- The Grant Reviewer has a relationship with a staff member of the organization they are assigned to provide a grant review for by blood, marriage, or domestic partnership.
- The Grant Reviewer is a staff member or a member of the organization board they are assigned to provide a grant review for.
- The Grant Reviewer has a previous professional relationship with the organization they are assigned to provide a grant review for, such as staff member or contractual employee/consultant. No individual with a conflict of interest will be permitted to serve as a peer reviewer. If you are affiliated with an organization that intends to apply for a grant, depending on the nature of your affiliation, you may not be eligible to serve as a peer reviewer.

Prior to the start of all peer reviews, program staff are required to screen all potential peer reviewers for conflicts of interest. For example, as a reviewer you will have a conflict of interest if:

- You helped prepare an application, regardless of financial interest in the success or failure of that application.
- You have agreed to serve, or you have been offered a position, as an employee, advisor, or consultant on the project.

- Your personal financial interest will be affected by the outcome of the competition, which would include any family members, employees, or associates of the project applying for funding.

The above-mentioned potential conflicts of interest will be addressed on a case-by-case basis once identified/disclosed.

## **How to Apply**

If you would like to be considered for this role, please:

- (1) Complete the peer reviewer interest form
- (2) Submit your resume to Stacy Cooks, Grants Administrative Assistant, at [scooks@nca-online.org](mailto:scooks@nca-online.org)

## **Selection Notification**

Following the receipt of your interest form and resume, the grants management team will be in touch with you about next steps. Outreach will take place from August - September 2023.

If selected, Grant Review Orientation will take place mid-September (*Tentative Date - September 18, 2023*)

National Children's Alliance solicits peer reviewers without regard to race, color, national origin, gender, age, or disability. Reasonable accommodations will be made for a qualified individual with a disability so that individual might participate in the peer reviewer application process. If you require a reasonable accommodation to apply to participate in this review, please contact the Grants Management Administrative Assistant, Stacy Cooks, at [scooks@nca-online.org](mailto:scooks@nca-online.org) to ensure we can properly facilitate the application process.

The NCA peer grant review process assures independent, unbiased and timely review of the applications from our centers and chapters. If you would like to become part of the team of professionals assuring the utilization of the available funding through NCA, please apply.