Call for IOTI grant reviewers

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Call for IOTI Grant Reviewers

FY 2020

The Center for Persons with Disabilities at Utah State University is seeking individuals to serve as peer reviewers for the Fiscal Year 2020 Interagency Outreach and Training Initiative Grant competition.

The purpose of the IOTI is to address critical training gaps in knowledge and skills for paraprofessionals who work directly with people with disabilities, direct care staff, individuals with a disability, family members of people with disabilities, and/or volunteers. In particular, IOTI proposals should respond to needs identified through a statewide needs assessment conducted by the CPD. Funding for IOTI projects cannot supplant funds for training responsibilities that are required functions of the agency or organization applying for funding. The following principles guide decisions regarding project funding under IOTI.

What

We are seeking peer reviewers from a variety of professions and backgrounds related to the disability field, including but not limited to:

- State/public agency staff
- Nonprofit or private for-profit organization staff
- Higher education faculty and staff
- Family members of individuals with disabilities
- Self-advocates
- Individuals with other disability related experience

Who

Peer reviewers will independently read, score, and provide timely, well written comments of the eligible grant applications submitted to the CPD. Reviewers are also expected to participate in a one-time, two-hour meeting to discuss the final scoring and selection of successful applicants (in-person or via distance).

Requirements

All reviewers should have current experience (within the last 3 years) working directly with individuals with disabilities and/or within the disability related service system, or be an individual with a disability or family member/caregiver of someone with a disability. In addition to having relevant and direct experience with disability services and supports, peer reviewers must also meet the following requirements:

- Availability: Reviewers will need to commit between 10 – 20 hours, depending on the number of proposals received for the competition. This general estimate of time includes participation in an orientation session by conference call; time to read, score and provide comments; and discussion of assigned applications in a final review meeting.
- Timeline: While exact dates for the reviews have yet to be finalized, we expect that reviews will take place between April 22, 2019 and May 24, 2019.
- Tools: Each reviewer must have access to the internet, a phone, a computer, a printer, and be able to successfully collaborate within the web environment.
- Quality of review: Each reviewer must provide detailed, objective, constructive, and timely written reviews for each assigned application. A standard scoring rubric will be provided to all reviewers for using in organizing written feedback. These reviews will be used to make determinations on whether or not to fund applications. The individual reviews will be shared with the respective applicant and the comments regarding the funded applicants will be made public once awards are decided.
Selection

Qualified reviewers will be selected on a first-come, first-first selected basis, up to the point that there is an adequate number of reviewers to address the number of submitted applications.

Compensation

A small stipend of $200.00 will be provided to reviewers who adequately complete the assigned application reviews by the assigned deadline and participate in the final selection meeting.

If you are interested

To be considered as a peer reviewer please submit a short (one-page or less) statement regarding your interest in serving as a reviewer, your relevant experience within the disability field (you may also attach a short resume if desired) and your contact information to Jeff Sheen. The requested information must be provided by Friday, March 15, 2018 at 5:00 pm. Please do not exceed a five-page maximum for resumes.

Conflict of interest

Please remember, if you, your organization, or someone you are professionally or personally affiliated with intends to apply for the FY 2020 IOTI competition, you may not be eligible to serve as a reviewer.

As a reviewer, a conflict of interest exists 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. This includes any family members, employees or associates of the project applying for funding.

If you have any questions about the peer review process, please contact Jeff by email.

Non-discrimination

The CPD solicits reviewers without regard to race, color, national origin, gender, sexual orientation, age or disability.

Program information

For more information about IOTI request for proposal, visit the IOTI webpage.