

## SEEKING PEER REVIEWERS FOR DISCRETIONARY GRANT COMPETITIONS

The U.S. Department of Education's (ED) Office of Indian Education (OIE) is soliciting highly qualified individuals to assist in the review process for the discretionary grant program competitions. In order to allow for sufficient time to recruit qualified peer reviewers, we are issuing this call now prior to announcing the competition and publishing the notice inviting applications. In support of this competition, we now seek individuals who can participate in panel reviews either as peer reviewers, assigned alternate reviewers, and unassigned alternate reviewers. Reviewers will read, score, and provide constructive written feedback for applicants in ED's G5 system. Assigned alternate reviewers will be assigned to a panel and will be expected to attend the panel discussion calls and submit draft technical review forms to the panel monitor. If a member of the panel is unable to complete the review, an assigned alternate reviewer will be made a reviewer and given access to G5. Unassigned alternate reviewers will be on standby and assigned to a panel if one of the assigned alternates becomes a reviewer.

### Who Would Be Successful Peer Reviewers?

**Readers are eligible to apply if you have not served as a reviewer of the same OIE grant program for three consecutive years.**

Successful peer reviewers would have the following experience and skills:

- Prior experience as panel monitors or reviewers in other ED discretionary grant competition reviews with experience in the subjects mentioned below.
- Direct experience working in ED's G5 grants system.
- Excellent writing skills.
- Team player who can work with fellow panelists to complete reviews and written feedback under significant time constraints.
- Bachelor or Advanced Degree in Education or related field.

Successful peer reviewers would also have at least two or more of the following types of professional experience:

- Direct instructional and/or administrative experience in schools and/or districts with significant Native American, Alaska Native, and/or Native Hawaiian student populations.
- Direct research and evaluation experience of K-12 programming with a specific focus on Native American, Alaska Native, and/or Native Hawaiian students.
- Higher education administrators and faculty of teacher education programs who instruct Native American, Alaska Native, and/or Native Hawaiian professionals that will return to schools that serve significant Native American, Alaska Native, and/or Native Hawaiian populations.
- Persons who have administrative, project management or other leadership experience which helps their understanding of what happens in the classroom and how it applies to teacher/administrator training for high proportion Native American, Alaska Native, and/or Native Hawaiian educational programs.
- Responsible for partnership building between tribes and school districts/BIE funded schools.
- Responsible for the retention and persistence of traditional and non-traditional college age Native American students.
- Direct cultural, language, and/or educational K-12 program experience serving Native American, Alaska Native, and/or Native Hawaiian students.
- Grant writing experience resulting in a successful Federal grant award.

## What Is Required of Peer Reviewers if Selected?

- Peer Reviewers must commit to being available for required web-based training webinars (1-2 hours each) prior to the review, and then by videoconference via Zoom and/or Microsoft Teams one or two hours per conference call to occur three to four times in a two-week period.
- Peer Reviewers must commit to participating in a virtual review for up to two weeks, including reading, scoring, and finalizing written feedback on assigned applications in the timeframe set by ED. Exact dates are TBD.

## How Do I Apply to Be a Peer Reviewer?

Please submit your resume, including complete contact information and complete work history (month/year start and end dates in employment history) to [pamela.wallace2@ed.gov](mailto:pamela.wallace2@ed.gov). Please make sure there are no gaps in your resume. If there was a period of time you were not working, ***please make sure to list it on your resume***. Your resume will be reviewed for conflicts of interest. The Peer Reviewer and Assigned Alternate are paid positions, but the Unassigned Alternate is not; however, we oftentimes need to promote Unassigned Alternates into Assigned Alternate positions whenever there is an unexpected vacancy.