

# RECRUITMENT NOTICE – Peer Reviewers for Grant Applications Needed

## PROGRAM: *Comprehensive Literacy State Development Grant*

The Colorado Department of Education (CDE) Competitive Grants and Awards Office seeks qualified individuals to review applications to help ensure that the investment of state and federal funds, in accordance with authorizing legislation, supports high-quality, evidence-based programs and student services; sustainable program development; and the achievement of intended outcomes.

### Program Purpose

The Colorado Comprehensive Literacy State Development Grant is a federally supported grant intended to expand the use of evidence-based reading practices and interventions that advance literacy skills for children from birth through grade 12 with an emphasis on historically underserved students including children in poverty, English learners, and children with disabilities. It is designed to improve students' reading competency by supporting local education providers in the development of a Comprehensive Local Literacy Plan aligned with the Statewide Literacy Plan, evaluation of existing structures, practices, and instructional materials across birth through grade 12 to ensure they are evidence-based, expand family and community engagement in literacy efforts, and support teachers and administrators with professional development and coaching on the science of reading, classroom practices, and implementation of the CLLP. Approximately \$3.3 million is available for the first year of this four-year grant. More information about this grant is available on the [CLSD webpage](#).

### Desired Areas of Expertise

It is preferred that reviewers have experience in the areas of K-3 literacy instruction including evidence-based practices in curriculum, instruction, and assessment. Also preferred experience in literacy in all age ranges birth to grade twelve.

### Expectations of Reviewers

- Each reviewer will receive a link to an online folder containing reviewer guidance, a copy of the Request for Applications (RFA), assigned applications, budget worksheets, and the scoring rubric.
- Reviewers will read and assess their assigned applications individually and then collaborate with their team members to determine a consensus score and feedback for each of their assigned applications. CDE will then debrief with each team to finalize scores, feedback, and funding recommendations.
- The review process can take up to **approximately 15 hours of active time to complete, including the team collaboration and debrief**. The time commitment can vary depending on simplicity or complexity of individual applications and the length of each review team's discussion. The review team debriefs will be scheduled in no more than two-hour blocks.
- Honorarium payment is not available.

### Conflicts of Interest

If you are unsure if a conflict of interest will preclude your participation, please let us know and we can help determine whether you are still eligible to participate, whether that means recusing yourself from certain applications, regions, etc. Interested parties may be ineligible to serve as a reviewer if they:

- Have assisted in the preparation of an application in this competition or are employed by an eligible applicant that intends to apply or has already applied for this *current* competition.
- Have agreed to serve as an employee or consultant, agreed to otherwise provide assistance or advice to an applicant, or have been offered an opportunity to do so and have not yet accepted or declined, based on whether a grant is awarded.
- Have a personal financial interest affected by the outcome of this grant competition.

### How to Make Your Interest Known

If you are available and interested in participating in this review process, please complete a [short interest form](#) regarding your experience and availability as soon as possible but no later than **Wednesday, October 27, 2021**. This is the first step in the process to select reviewers. Responding with your availability does not guarantee your participation. Responses after the deadline will be considered for reviewer alternates, should the need arise.

### Confirmation of Reviewers

Reviewers are selected based on their relevant qualifications and the number of grant applications received. Those selected will be contacted with additional information no later than **Wednesday, November 3, 2021**.

### Tell a Friend or Colleague!

If you know someone with the appropriate qualifications who would be interested in this review opportunity, you are encouraged to share this flyer with them.

For questions, please contact Mandy Christensen at [Christensen\\_A@cde.state.co.us](mailto:Christensen_A@cde.state.co.us), or (303) 957-6217.

### COMMITMENT TIMELINE

**Wednesday, November 4, 2021**

**Readers receive review materials**

Participants review approximately 4-6 applications.

**Thursday, November 18, 2021**

**Scores due to CDE by 9 am**

**Friday, November 19, 2021, 8 am - 4 pm**

**Virtual Review Team Debriefs**

Reviewers will join in facilitated team discussions remotely via video/phone conferencing. Team discussion sessions are anticipated to run two hours or less per team.

Scheduling to be determined.