



Call for Peer Reviewers: Charter Schools Program

The New Jersey Public Charter Schools Association (NJPCSA) is seeking individuals with expertise in the charter public school sector to serve as peer reviewers for its Charter Schools Program (CSP) subgrantee application process. Applications are due by Friday, January 15, 2021.

NJPCSA was awarded a CSP grant from the U.S. Department of Education to support the opening, expansion, and replication of high-quality public charter schools across New Jersey. Through its CSP program, NJPCSA seeks to accomplish two overarching goals: (1) increase the number of high-quality charter schools statewide; and (2) increase the overall quality of NJ’s charter school sector.

Responsibilities: New Jersey intends to award between six and 10 subgrants annually to high-quality applicants. The subgrant competition will open in February 2021, and applications will be reviewed and scored by a Peer Review Committee composed of national experts in one or more of the following areas:

- Charter school operations;
- Charter school authorization;
- Charter school law;
- Charter school governance;
- Charter school finance and budgeting;
- Charter school facilities; or
- Family engagement.

Each peer reviewer will independently read, score, and provide a timely and objective written review of up to five subgrant applications during the 2020–21 grant cycle. Peer reviewers may also be required to participate in summary reviews, and/or applicant interviews. The timeline of activities is as follows:

Date	Activity
Early-February	CSP applications received
Mid-February	Orientation session with peer reviewers
March / April	Peer reviewers individually score applications (max 5 applications)
April / May	Peer reviewers participate in team summary reviews, and/or applicant interviews.
May / June	Final decisions announced

Requirements: Peer reviewers must be able to attend a preliminary orientation session via Zoom in February 2021 and to review applications in March–May 2021. Peer reviewers must also have reliable technological access (i.e., computer, Internet, phone, and printer) and must not have any real or perceived conflict of interest in any of the schools whose subgrant applications they are scoring. Follow-up virtual training sessions may be required on an as-needed basis.

Compensation: \$750 per application



Apply: To be considered as a peer reviewer, please complete the Statement of Interest and Pre-Proposal Conflict of Interest Form and send along with your resume to Harry Lee (hlee@njcharters.org) under the subject line "NJPCSA CSP Peer Review Committee Application" **by Friday, January 15, 2021.**

More Information: Please direct all reviewer application questions to Harry Lee at hlee@njcharters.org. For more information on the CSP grant program, visit the NJPCSA [webpage](#).

NJCSP Peer Reviewer Statement of Interest

Name:

Email Address:

Phone Number:

Please provide a brief (~500 word) description of your experience in the public charter school sector.

Please provide a brief (~250 word) description of why you would like to be a Peer Reviewer.

Please Initial next to each statement indicating that you understand the following:

_____ I understand that I must self-report any conflicts of interest.

_____ I understand that I will need to dedicate between 15-40 hours to the review process. This estimate includes participation in an orientation conference call in February 2021, prior to evaluating the applications, and time for reading, scoring, developing comments, and discussing applications in March–May 2021.

_____ I understand that I will be required to provide detailed, objective, constructive, timely, well-written reviews for each assigned application.

NJCSP Pre-Review Conflict of Interest Form

Thank you for your interest in becoming an NJPCSA CSP Peer Reviewer. Please complete the questions below. Information gathered will not be shared publicly. It is collected to ensure a fair and competitive application review process, by enabling program staff to identify potential peer reviewer conflicts of interest or other factors that might affect objectivity.

Name:

Email Address:

Phone Number:

Please answer the following by selecting the appropriate response.

Do you have a financial interest in any application that may be submitted in this competition? For instance, will you or your spouse receive a salary from an applicant if the application is funded?

Yes

No

Have you been offered an opportunity to serve as an employee or consultant, advisor or contractor under any proposal that may be submitted in this competition? For instance, has an applicant indicated interest in your consulting or other services if the application is funded?

Yes

No

Does your employer have an interest in the outcome of the competition, even if you will not benefit personally?

Yes

No

Does your spouse's employer have an interest in the outcome of the competition?

Yes

No

Do any of the following persons or organizations have a financial interest in the outcome of the competition? Select all that apply.

a. Your child. For instance, your son or daughter will receive compensation under a proposed project.

b. A member of your household; for instance, a "significant other" or "spouse equivalent" with whom you live.

c. Any relative with whom you have a close relationship; for instance, a first cousin, parent, or sibling.

- d. A business partner.
- e. A former employer – if you have left employment within the last 12 months.
- f. An organization or person with whom you are seeking employment.
- g. Someone with whom you have an arrangement for employment.
- h. An organization for which you serve as a director, officer, or trustee.
- i. An entity for which you serve as an active volunteer or participant.
- j. A professional associate with whom you are conducting research or other professional activities, or have done so within the last 12 months; for instance, your Ph.D. advisor, if you received your degree within the last 12 months.
- k. A personal relationship, the nature of which might cause a reasonable person with knowledge of the facts to question your impartiality. For instance, your fiancé, a close personal friend, or someone in your field of expertise with whom you are an open ally or antagonist has submitted an application in the competition.
- l. None of these apply.

Initial only one:

I hereby certify that:

_____ I have no relationships with any person or entity that might constitute a conflict of interest.

_____ I have a potential conflict(s) of interest. *If initialing this line, please identify the individual or entity with whom there is an economic or fiduciary relationship and describe briefly the nature of the relationship/conflict. **Attach additional sheets if necessary.***

Signature

Date