



How to Become a FY 2025 Grant Application Peer Reviewer

The Center for Hispanic Policy, Research, and Development (CHPRD) is actively seeking qualified grant reviewers to participate in its grant application process. This presents a valuable opportunity to gain insights into the grant-making process while contributing your expertise to help select high-quality programs for CHPRD funding. To apply, please fill out the contact information and application questions provided below. Note that dates may be subject to change.

Commitment: Peer Reviewers are required to commit to reviewing, scoring, and discussing a minimum of 15 and a maximum of 25 applications throughout March and April 2024. Additionally, they should be available for conference calls in May 2024 to deliberate on the outcomes. Reviewers are expected to:

- Perform an initial in-home review and submit initial scores through the System for Administering Grants Electronically (SAGE). Specific dates will be communicated.
- Participate in final deliberation Zoom or Conference Calls for scoring in May 2024 (all conducted virtually or via conference call).
- Be available for post-deliberation follow-up phone calls if clarifications are needed.

Responsibilities and Expectations: Given that a significant aspect of the review process involves reading applications, you should be at ease handling substantial amounts of material within tight timelines. Additionally, your responsibilities include furnishing comprehensive written responses regarding your review and score, as well as engaging in Zoom or conference calls to discuss your scoring with the CHPRD staff.



What advantages do reviewers gain?

The grant review experience offers an exceptional chance to:

- Acquire insights into compelling programming and trends in social services.
- Cultivate a more profound understanding of both the grant-writing and grant-making processes.
- Contribute expertise to the selection of high-quality programs for New Jersey.
- Reviewers will be compensated with a \$650 stipend.

What are the next steps after submitting a resume?

The CHPRD will assess both resumes and applications and will reach out to you if you have been chosen to serve as a reviewer.

CONTACT INFORMATION

Name: _____

Current Profession: _____

Place of Employment: _____

Personal Mailing Address: _____

Work Phone: _____ Cell Phone: _____

Personal Email: _____



APPLICATION INFORMATION

Kindly specify the application program area(s) that align most closely with your background, interests, and/or expertise by selecting the relevant categories below*:

- Hispanic Entrepreneurship
- Citizenship and Integration
- Workforce Development
- Youth Workforce Investment In-School and Out-of-School
- Children at Risk
- Prevent Health Risk and Disease
- Senior Citizen Assistance
- Health and Wellness

**Please note peer reviewers may be assigned grant applications that are not in their specified issue areas if a high number of applications are submitted.*

If you have acted as a Peer Reviewer for any New Jersey or Federal Grant Programs within the last three years, kindly specify the timeframe and the respective department or organization. If you have not served as a Peer Reviewer for the CHPRD, please type N/A.

Kindly provide a brief explanation of your interest in serving as a Peer Reviewer for the CHPRD.



Have you gained any experience with the CHPRD or its grantees in the capacity of a staff member or program director of the CHPRD or a community-based organization? If yes, please provide details. If not, type N/A.

Is your organization currently running a program funded by CHPRD? If so, kindly provide the program's name and the amount of funding received.

Is your organization intending to apply for CHPRD grants in the fiscal year 2025?
Yes: No: If yes, please provide the category applying for:

Have you offered technical assistance and/or consultative services to organizations intending to submit applications for the fiscal year 2025 CHPRD grant process? If yes, please specify the name of the organization. Yes: No:

Can you commit to reviewing and scoring 15 to 25 applications from home within the designated timeframe? Yes: No:



Are you associated with any nonprofit organization in New Jersey? Yes: No: If yes, please list any and what is your affiliation.

To submit your application, please adhere to the following instructions:

1. Email your application to maria.miranda@sos.nj.gov
2. Use "FY 2025 Peer Reviewer Application" as the subject line.
3. In the body of the email, provide a brief self-introduction.
4. For any inquiries, contact Maria Miranda at maria.miranda@sos.nj.gov