

## Steps To Serving as a Peer Reviewer

1. Complete online peer review forms from various agencies. You will need to set up a user name and password for all of them. Be sure to write those down and keep them handy. You will need to have an electronic version of your resume ready to upload for all of these websites, so get that done first. Please note that you must update these websites at least once per year. The most popular websites to sign up as a peer reviewer are as follows:
  - a. Administration for Children, Youth, and Families (ACYF) - <http://www.acf.hhs.gov/programs/grantreview/> You have to complete a lengthy resume written to their specifications and also include a writing sample. It takes awhile, but well worth the time.
  - b. Office of Community Services - <http://www.ocsgrantreview.net/> You will click on the Register to be a Grant Reviewer icon and complete their form.
  - c. Corporation for National and Community Services - <http://www.nationalservice.gov/egrants/index.asp>. Click on Be a Peer Reviewer which is listed on the left side of the page under eGrants. It is the last selection icon.
  - d. U.S. Department of Education - <http://opeweb.ed.gov/frs> . You will want to select continue until you get to their Field Reader System site and click on first time user in the box on the right side of the page under the Login box.
  - e. National Institute of Justice - <http://www.nijcis.org> You will complete the consultant information.
2. Once you have completed all of these forms, the waiting begins. One thing that I would suggest would be to visit the U.S. Dept. of Education website once per week at <http://www.ed.gov>, click on Grants and Funding at the right, and then click on Funding Opportunities which is the third icon down on the right in the box that is located in the middle of the page. This will show you the date any new grants that come out. When you see a new grant that you think you qualify for, click on it, scroll down to the bottom of the application until you see a contact person's name and email. Then send them an email requesting to be considered as a peer reviewer and attach your resume to that email. They will probably email you back and tell you to complete the online application and you can just let them know that you already have. At this point it is just a waiting game to see if they feel like you are qualified to serve as a reader. As you complete jobs, you will add those to your resume. The more reviews you do, the better your chances are of getting asked back.