



**Utah State Office of Education  
Learn and Serve K-12  
Become a Peer Reviewer**

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### **What is a peer Review?**

The Utah State Office of Education (USOE) uses external professionals as reviewers for awarding Learn and Serve America service-learning grants. Peer review comments and ratings reduce bias in determining which proposals receive funding.

### **What are the responsibilities of peer reviewers?**

The primary responsibility of a reviewer is to read, analyze, and rate service-learning grant applications using a rubric scoring tool. In addition, participation in a grant review/award meeting to discuss applications is required.

### **What are the qualifications of a peer reviewer?**

We seek a diverse group of peer reviewers who have expertise in one or more of the following areas: knowledge of service-learning principles, experience with grant writing or management, personal community service, and past peer review experience.

In essence, we seek people who can use their past experience and knowledge to assess the quality of grant proposals. Peer reviewers should be comfortable reading a large volume of material in a short period of time and providing a detailed analysis on the scoring rubric and in a group discussion with others.

### **What is the time commitment for participating in a review?**

The time commitment for a peer reviewer is based on the number of applications received. The components of the review and estimate amount of time are as follows:

- Self orientation to RFP document and scoring document: 1 hour
- Individual review of applications: 4 hours
- Group Peer review/award meeting: 4 hours

### **What are other benefits of being a peer reviewer?**

By participating in the peer review process, you will have exposure to new and innovative ideas in your field, engage in the grant awarding process, and network with other professionals in the service sector. In addition, each peer reviewer will be compensated with a one-time stipend of \$100 for being a peer reviewer.

### **Is there a deadline to apply?**

The deadline for submitting peer review applications is August 31. The deadline for reviewing and awarding grants is September 30.

### **Who do I contact if I have questions?**

Address questions to:

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