



Philip D. Murphy
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State of New Jersey
Department of State
Center for Hispanic Policy,
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Post Office Box 456
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Tahesha Way
Secretary of State

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Director

Become a Peer Reviewer

Background on the Center for Hispanic Policy, Research and Development

The Center for Hispanic Policy, Research and Development (CHPRD) was established in 1975 to address the needs of the Hispanic community, recognizing that it was imperative to pay particular attention to this segment of the population, which may have been historically neglected. The Office was mandated to provide funding for Hispanic initiatives in the Garden State. The CHPRD has an director and an advisory committee, all appointed with Governor's approval.

The CHPRD administers an annual appropriation from the State of New Jersey. The CHPRD seeks to empower, provide financial support and technical assistance to primarily Hispanic community-based organizations throughout New Jersey and also ensures the executive and legislative branches are informed of legislative initiatives with potential impact on the Hispanic community. The CHPRD seeks to aggressively promote a new model of community development that is focused on making REAL impacts in people's lives while helping community based organizations achieve greater self-sufficiency.

The mission of the New Jersey Center for Hispanic Policy, Research and Development is to improve the quality of life and the empowerment of the state's Hispanic community using CHPRD's new model of community development. Its goals are:

- Increase public and private resources invested well in the growth, development and long-term stability of high quality HCBO's.
- Develop public/private partnerships that enrich and promote the Office's programs and initiatives in support of Hispanics across the State.
- Provide the necessary tools and assistance in creating training and employment opportunities for Hispanics.
- Facilitate the professional and leadership development of Hispanics in NJ



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What is a Peer Review?

The CHPRD engages persons with expertise from various fields to read applications and provide an analysis and rating of the quality of each grant application based upon published selection criteria. The opinion of External Peer Reviewers and the final group consensus of the CHPRD's Advisory Committee are considered by the CHPRD in making funding decisions and to provide feedback to applicants.

What are the responsibilities of Reviewers?

The primary responsibilities of Reviewers are to participate in the provided orientations and trainings, and to read, and provided an appraisal of applications. This is done in Trenton utilizing the System for Administering Grants Electronically (SAGE) which provides documents prepared for the review. Reviewers are accountable to the guidance of a Staff Liaison throughout the review, thus a high-level of responsiveness and the ability to work well with others is required.

What are the responsibilities of Staff Liaison?

A Staff Liaison's primary responsibilities are to guide and support the work of the Reviewers on his or her panel; to ensure the Reviewers produce thoughtful, fair, well-documented appraisals of all applications, to ensure that panelists are held accountable to the review schedule and standards, and to manage the writing responsibilities. The Staff Liaison also helps resolve any conflicts among the panelists. The Staff Liaison participates in the provided orientations, trainings and assists in the completion of various forms for documentation during the review.



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What are the qualifications of Reviewers and Facilitators?

We seek a diverse group of people with expertise (a minimum of 3 years) in a variety of relevant areas and ability to objectively assess the quality of grant applications. Reviewers are held to high-standards of writing (a writing sample may be requested), and the paramount responsibility of preserving the integrity of the review (by omitting or reporting potential bias, or conflicts of interest).

Reviewers should be comfortable reading a large volume of material in a defined period of time and be capable of providing in-depth individual analysis, and/or participating in small group discussions about the applications. Each panel will have a Panel Coordinator who should have substantial skills managing individual and group activities and experience facilitating small groups. Panel Coordinators also need to be comfortable reading a large volume of material in a short period.

Current Reviewers include practitioners, educators, administrators/managers, analysts, researchers, funders, entrepreneurs, evaluators, and board members. Their expertise should include at least 3 years in one of the relevant areas such as Hispanic Entrepreneurship, Workforce Development for Adults and Young Adults in and out of school, the delivery of social services (i.e. Immigration, Children at Risk, Senior Citizens Information and Referral Services, Mental Health Support Services, Preventative Healthcare), human services, nonprofit management, grant making, philanthropy and, program evaluation.

Reviewers and Panel Coordinators are selected based on education and experience specific to a review. Once you have completed an application, and your background is appropriate, a CHPRD representative contacts you by e-mail to check on your availability to participate in that review. We often have more peer review applicants than we may need for a year, but we will maintain your application in our database for future reviews.



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What is the time commitment for participating in a review?

The CHPRD's peer review process is a time-intensive and time-sensitive activity. The components of a review and an estimate for the amount of time each item takes are as follows:

- **In-Home** review begin between the months of May 2019 to June 2019, and in-person review will last 3-5 hours per application category reviewed (reading, completing all documents, entering assessments into SAGE, participating in panel discussions, and reviewing and certifying final forms in Trenton). Please be advised that all of these dates are subject to change.

What are other benefits of being a peer reviewer or facilitator?

Participating in a review is an excellent professional development opportunity to serve. The CHPRD provides extensive training and preparation as well as individual support for each review. You will be exposed to new and innovative ideas in your field and engaged in the grant-making process of a major funder of service and volunteerism while meeting and networking with other experts in your profession. The review experience also provides an in-depth look at the work and efforts of a grant evaluation process; this provides perspective and skills that are applicable in other professional endeavors. Most Reviewers and Panel Coordinators, with the exception of state employees, receive a modest honorarium (\$250.00) for their participation in the grant review.

Location: The reviewing process of the grant applications will take place in the Department of State, 33 West State St. Trenton, NJ 08625 or via phone conference calls.



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Is there a deadline?

We invite Panel Coordinator and Reviewer applicants to complete the Peer Reviewer Application and submit by no later than **March 22, 2019** via an email to: maria.miranda@sos.nj.gov. Your application will be reviewed to determine if your experiences match the expertise needed for specific reviews.

If I work or serve in a CHPRD-funded program or my organization is applying for CHPRD funds, may I serve as a Reviewer or Panel Coordinator?

You may not serve as a Reviewer or Panel Coordinator in the type of program for which you work or serve. For instance, if you are part of an organization that is seeking a CHPRD grant, you may not be eligible to review CHPRD applications. Inquire with CHPRD staff to be sure, as each potential conflict of interest is determined on its own merits.

What happens next?

If you would like to be considered for an External Peer Reviewer or Panel Coordinator, complete the Peer Reviewer Application found at

http://www.state.nj.us/state/programs/dos_program_chprd_grants.html

Who do I contact if I have a question?

If you have specific questions about the content of the peer reviewer application, or additional questions about the peer review experience, please e-mail us at: maria.miranda@sos.nj.gov.