



U.S. ELECTION ASSISTANCE COMMISSION
1225 New York Ave. NW – Suite 1100
Washington, DC 20005

CALL FOR PEER REVIEWERS

The U.S. Election Assistance Commission (EAC) is recruiting peer reviewers for two competitive grant programs, the 2009 Mock Election Program and the 2009 College Poll Worker Program. More information about the programs can be found on the EAC website here: <http://www.eac.gov/program-areas/grants/>.

The U.S. Election Assistance Commission (EAC) was established by the Help America Vote Act of 2002 (HAVA). EAC is an independent, bipartisan commission charged with developing guidance to meet HAVA requirements, adopting voluntary voting system guidelines, and serving as a national clearinghouse of information about election administration. EAC also accredits testing laboratories and certifies voting systems, as well as audits the use of HAVA funds. In 2009, EAC will administer several grant programs that address critical issues such as research into voting technology improvements that ensure accessibility for voters with disabilities, the shortage of poll workers, and teaching young people about election processes and the importance of civic responsibility.

Peer Reviewers will be required to review grant applications and provide a clear and thoughtful assessment based on criteria established by EAC. Peer reviewers for these and future competitions should have experience in one or more of the following areas: 1) election administration; 2) secondary and post-secondary education students; 3) volunteer coordination and program development; 3) disability inclusion; or 4) development of outreach and training materials. Individuals with past experience reviewing federal grant applications are especially welcome. Selected reviewers must be able to meet deadlines and participate in any required teleconferences and trainings.

Time Frame: Reviewers must be available June 30, 2009 through July 21, 2009 and/or July 16, 2009 through August 2, 2009.

Level of Effort: Selected reviewers must attend one of two 90-minute training sessions at the start of the review. Reviewers will review between 8-12 applications, which range in length from eight to ten double-spaced pages, and return the assessments within the specified timeframe. No travel is required. All reviews will take place remotely. Reviewers may be required to participate in one or two virtual panel meetings with other reviewers to determine consensus scores for the applications reviewed.

Payment: Reviewers will be compensated \$650.00 for reviewing applications plus up to \$35.00 for costs associated with printing electronic applications. Reviewers that are employees of the Federal government are not eligible to receive compensation for their services.



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Minimum Qualifications:

1. A Bachelor of Arts (BA) or Bachelor of Science (BS) degree
2. At least two years of experience in one of the following areas:
 - a. Local or state election administration
 - b. Volunteer management
 - c. Civics or social studies instruction 9-12 grades
 - d. Non-profit program management in education-related field
 - e. Disability inclusion
 - f. Poll worker recruitment and management
3. Specific experience in an area related to a particular NOFA (preferred but not necessary)
4. At least two years or experience in facilitating small groups (For Facilitators)

A good peer reviewer will demonstrate objectivity and mature judgment, work effectively in groups, commit to assuring confidentiality of applications and discussions relating to applications; display an active interest mission of EAC, and; read a large volume of material in a short period of time.

Additional Requirements: Reviewers must be able to correspond via email and complete their assessment in an electronic, fillable form. Reviewers must submit a signed conflict-of-interest and non-disclosure form prior to beginning review of applications.

Application Instructions: Interested applicants should send a brief email letter and resume to havafunding@eac.gov before **June 24, 2009**. Applicants should be sure to provide a current and accurate telephone number and email address.

The U.S. Election Assistance Commission is an Equal Opportunity Employer. This Office prohibits discrimination on the basis of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, marital status or political affiliation.