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## Wisconsin Charter Schools Program Peer Reviewer Information

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The Department of Public Instruction (DPI) is seeking peer reviewers to evaluate subgrant applications for the Wisconsin Charter School Program (WCSP) grant. Charter School subgrants are for eligible applicants to open and prepare for the operation of new charter schools, to open and prepare for the operation of replicated high-quality charter schools and to expand existing high-quality charter schools. Through this discretionary, competitive grant competition, the WCSP will award funds to eligible applicants who submit a high-quality proposal likely to improve student academic achievement, especially for educationally disadvantaged students

**WHO:** DPI is interested in peer reviewers from various backgrounds and professions including: educators, school administrators, charter developers, charter school board members, and other experts with public school, charter school, and alternative school knowledge and expertise. The most qualified candidate will have expertise in: program or organizational innovation, charter school policy, and/or prior experience reviewing grant applications for DPI.

### EXPECTATIONS FOR PEER REVIEWERS:

- Be available between March and April of 2019.
- Have access to the internet and phone.
- Identify any conflict of interests arising before/during the review process.
- Complete 2-3 hours of reviewer training.
- Complete your individual reviews of up to 3-5 grant applications.
- Participate in phone meetings to discuss each grant (up to one hour for each grant).
- Submit final reviews. Each reviewer must provide detailed, objective, constructive, and timely, well written reviews for each assigned application.
- Submit W2 form to receive honorarium.
- Maintain confidentiality and discretion throughout the review process.

**CONFLICT OF INTEREST:** All applicants are required to complete a conflict of interest questionnaire. If a possible, apparent, and/or actual conflict of interest is identified, the DPI will consider whether the applicant can participate as a peer reviewer.

If your organization intends to apply for a grant under any WCSP competitions, you may not be eligible to serve as a reviewer. As a reviewer, you will have a conflict of interest if:

- You helped prepare an application, regardless of financial interest in the success or failure of that application.
- You have agreed to serve, or you have been offered a position, as an employee, advisor, or consultant on the project.

- Your personal financial interest will be affected by the outcome of the competition, which would include any family members, employees or associates of the project applying for funding.

**HONORARIUM:** Reviewers who complete the process will receive an honorarium of approximately \$300. Submission of a W2 form is required to receive the honorarium.

**IF INTERESTED:** Complete the [Peer Review Interest Survey](#) and send a resume to [charterschools@dpi.wi.gov](mailto:charterschools@dpi.wi.gov) prior to February 1, 2019. Please ensure that your resume (maximum of five pages) includes a brief list of career highlights and/or outlines your specific expertise to be considered as a reviewer. Please also let us know if you need reasonable accommodations to participate as a reviewer. Put reviewer resume in the subject box.

If you have any questions about the peer review process and/or potential conflicts of interest, please contact Diane Schwartz at [diane.schwartz@dpi.wi.gov](mailto:diane.schwartz@dpi.wi.gov) or (608) 267-9287.