



Date: Spring 2009

To: Potential OHS Peer Grant Reviewer

From: Office of Head Start

Re: Opportunity to Participate in Office of Head Start Peer Grant Reviews

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The Office of Head Start (OHS) is seeking peer grant reviewers for Head Start and Early Head Start grant competitions.

The Office of Head Start (OHS) provides grants to organizations to administer and operate Head Start and Early Head Start programs in communities across the nation.

OHS is seeking peer grant reviewers who have direct Head Start or Early Head Start experience and/or academic expertise including, but not limited to: knowledge of infant, toddler and child development, best practices, fiscal management, program development and design, family outreach, professional development and Head Start and Early Head Start Performance Standards.

As a reviewer you should be:

- Comfortable reading a large volume of material in a short period of time while providing a detailed analysis.
- Able to write comprehensive descriptions that support your scores, incorporating the grant evaluation criteria in your written response.
- Willing to participate in group discussions where the goal is to arrive at consensus.

Participating in a grant review provides numerous opportunities for professional development. You will:

- Learn more about the peer grant review process;
- Refresh your knowledge of the Head Start and Early Head Start Performance Standards; and
- Strengthen your grant writing skills.

It is anticipated that all reviews will be held in the metropolitan Washington, D.C. area, lasting approximately six days throughout the summer of 2009. Reviewers receive an honorarium for their work upon satisfactory completion of the review. Travel costs, including lodging and per diem for food, are covered for the period of the review.

OHS staff will assess individual reviewer qualifications and select a group for recruitment. Potential reviewers will be contacted regarding their availability. Mandatory training will be provided for all reviewers prior to each review as well as at the beginning of each review week.

If you or others you know are interested in serving as a peer grant reviewer, please visit the following website and submit your information into the reviewer database.

<http://www.acf.hhs.gov/programs/grantreview>

Thank you for helping to identify qualified peer reviewers to support OHS in reviewing grant applications. If you have any questions or can not access this website please call (866) 796-1613 or email at reviewer@dixongroup.com.