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Cook County Justice Advisory Council Grant Review Panelist Requirements and Guidelines

The Cook County Justice Advisory Council (JAC) is looking for a diverse group of individuals to serve on a grant review panel. The purpose of the review panel is to evaluate applications submitted in response to Notice of Funding Opportunity (NOFO) issued to provide services funded by one or more government sources. The panelist reviews proposals and forwards recommendations to JAC regarding appropriateness of services, responsiveness of the application, and soundness of the proposed programs. This is a voluntary position.

The following are requirements for Review Panel participants. More detailed instructions will be given to you if you are selected for a Review Panel.

Roles and Responsibilities: Read, evaluate, and rate each grant application independently. After independently reviewing applications, panelists may be asked to participate in a consensus process, where panelists will meet to discuss and rate each application.

- **Attend Review Panel training:** Review Panel participants will be asked to attend a (1) hour virtual training that will outline the evaluation process.
- **Allowing Enough Time:** Independently review and rate applications within the allotted time frame. Depending on the program, each application may require 90 minutes to read and rate. Reviewers may be asked to review as many as 7 applications but not more than 10.
- **Finding a Conducive Workspace:** Reading applications requires uninterrupted concentration.
- **Understanding What You Are Evaluating:**
 - **Using the resources provided:** The NOFO is the best tool for understanding what you are evaluating. Before reading and rating any application, read the NOFO. The NOFO describes the services eligible for funding, funding priorities, and allowable activities. It describes how applicants were instructed to organize the application and what the content of each application should be. It gives explicit information on how the application budget is to be prepared. Finally, the NOFO describes the review criteria to be used to evaluate the application.
- **Evaluating and Rating the Individual Application:** Reviewers will read, evaluate, and rate each application using an Application Rating Sheet. Notes should be clear and informative, so that they could be used by any reviewer or applicant without additional context, to understand the outcome of their application.
- **Return Completed Paperwork to JAC:** After completing the Application Rating Sheet bring the completed sheets to your scheduled review panel meeting.
- **Review Panel Meeting:** Attend a virtual review panel meeting to review applications and make final recommendations to JAC.

If you are interested in becoming an JAC peer reviewer, please [complete the online application form](#) and send a copy of your current resume or curriculum vitae to JAC.Info@cookcountyil.gov.

Please note that submission of this information does not guarantee your selection and that each year a number of factors determine the specific qualifications (i.e. area of expertise, profession, availability) and the number of peer reviewers needed by JAC.