CALL FOR REVIEWERS

**FY24 Reading Diagnostic and Intervention Fund (RDIF) Grant Review**

The Kentucky Department of Education (KDE) is seeking qualified individuals to review Reading Diagnostic and Intervention Fund (RDIF) mini-grant applications. Public schools are eligible to apply for funds to design and implement diagnostic or intervention programs and/or practices that address the needs of learners.

**Reviewer Qualifications**

For this review, the KDE seeks people with a deep understanding of effective reading intervention services, experience in, or knowledge of, early reading instruction and the five components of literacy instruction, and/or grant review experience. We desire representation from educators with teaching, administrative, or higher education backgrounds as well as qualified people from the community who have experience reviewing grant applications.

## Reviewer Requirements

In addition to the specified experience and background, reviewers **must** be available to attend the **entire** review training and review to be held, on **April 2-5, 2024**, virtually. Reviewers may not finish and leave ahead of their assigned team members, as group discussion and debate are required for each application. The first day will consist of training and scoring. The remaining days will consist of scoring. Each reviewer must be present each day in its entirety to be eligible to review and receive payment.

**To facilitate a successful virtual review, reviewers should have access to a personal computer with Microsoft Word, PowerPoint, Excel, and Teams software installed. Reviewers should also have reliable access to high-speed internet.**

## Reviewer Compensation

Persons selected for this review will receive a $300.00 per day stipend for each day of the review process. Note - These reviewers are neither employees nor contractors of KDE, and as such, cannot be paid through the payroll system.

**KTRS Exemption**

***The KDE will continue to inform all reviewers that if they are KTRS retired members, they have the responsibility to seek an exemption from the KTRS for return to work and to report earnings appropriately to the KTRS. It is not KDE’s responsibility to complete this paperwork for individuals. Please contact Tiffany Yeast if you have any questions about KTRS retiree eligibility, at*** [***tiffany.yeast@education.ky.gov***](mailto:tiffany.yeast@education.ky.gov)***. The KTRS process must be completed by April 20, 2024.***

General Questions about this Call for Reviewers should be addressed to Jennifer Bryant, [jennifer.bryant@education.ky.gov](mailto:jennifer.bryant@education.ky.gov)

\*DO NOT SUBMIT THIS PAGE WITH THE REVIEWER APPLICATION\*

KENTUCKY DEPARTMENT OF EDUCATION

# COMPETITIVE GRANTS REVIEWER APPLICATION

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| **Name:** |  | | | **\*KY Vendor #:** |  |
| **Physical Address:** |  | | **Mailing Address**  **(If different)** |  | |
| **City:** |  | **State:** |  | **Zip Code:** |  |
| **Preferred Phone:** |  | | **Alternate Phone:** |  | |
| **Preferred Email:** |  | | **Secondary Email:** |  | |

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| \*All reviewers must obtain a Kentucky Vendor number to be paid for grant review services. If you currently do not have a KY vendor number, please mark N/A. Directions on how to obtain a vendor number will be shared if selected for grant review. |
| Are you available for the specified review dates – April 2nd – 5th, 2024? YES NO |
| Highest Degree Received: Associate Bachelor’s Master’s Rank 1/ Ed.S Doctorate Other |

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| Do you have any experience in reviewing local, state, or federal competitive applications? | | YES | NO |
| Have you been involved in writing any local, state, or federal competitive applications? | | YES | NO |
| Have you been involved in the writing process (writing, planning, editing, reviewing, etc.) for any applications for the FY24 Reading Diagnostic and Intervention Fund (RDIF) mini grant? If so, you are NOT eligible to score. | | YES | NO |
| Please check any of the following grants that you have reviewed for the Kentucky Department of Education. | | | |
| Read to Achieve/Early Reading Incentive Grant  21st Century Community Learning Center Grant  Dropout Prevention or Re-Engagement Grants  Striving Readers/ KYCL Grants | Arts Grant (any)  Math Achievement Fund/ Any Math grant  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No Grant Review Experience | | |

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| Please list any grants reviewed for other entities. |

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| Enter the number of years’ experience at each level.  Reviewers should have a minimum of five years’ combined experience in the following fields.  Please do not double count years of experience, please choose the most appropriate level. | | | |
| Level | Number of  Years | Level | Number of Years |
| Early Childhood/Preschool |  | Adult Education (ABE/GED) |  |
| Elementary (K-5) |  | Higher Education/Post-Secondary |  |
| Middle (6-8) |  | Out-of-School Programming |  |
| High (9-12) |  | Instructional Coaching |  |
| Educational Administration |  | Instructional Interventions |  |

A CURRENT RESUME\* MUST BE ATTACHED TO THIS APPLICATION

\*Resume of three pages or less

REVIEWER TIMELINE

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| FY24 RDIF Reviewer Applications with Resume due March 19, 2024, at 4 PM ET. |
| KDE will notify selected reviewers on or around Friday, March 22, 2024. |
| KDE will host a practice TEAMS meeting with Reviewers on Monday, April 1, 2024, at 10 AM ET. |
| FY24 RDIF mini-grant Review Dates: April 2-5th, 2024, Virtually |

Mail Applications to:

Jennifer Bryant, Kentucky Department of Education

300 Sower Blvd. 5 CSW 21

Frankfort, Kentucky 40601

Submit Questions about this Call for Reviewers to:   
Jennifer Bryant

**Phone:  502-892-6793 Ext #4354**

**Email:** [**Jennifer.bryant@education.ky.gov**](mailto:Jennifer.bryant@education.ky.gov)

Electronic reviewer applications will be accepted via email.