



SEEKING PEER REVIEWERS!

The International and Foreign Language Education (IFLE) office at the U.S. Department of Education administers Fulbright-Hays and Title VI grant and fellowship competitions throughout the year. We are seeking specialists to serve as peer reviewers to evaluate and identify the most qualified applicants to receive grant awards.



WHO

Individuals with expertise relevant to international and foreign language education (e.g., foreign languages, area studies, international business, etc.) and the particular grant or fellowship program competition. Peer reviewers may include postsecondary faculty, practitioners, administrators, researchers, evaluators, and past recipients. We aim to recruit individuals who represent disciplinary, geographic, and institutional diversity.



WHERE

Panel reviews are conducted virtually. Peer reviewers receive application materials electronically and participate in conference calls (audio and/or video, scheduled M-F during business hours) with fellow reviewers and the IFLE panel monitor. Comments and scores are submitted electronically using a competition-specific evaluation form.



HOW

Register in G5, the Department of Education's online grant management system, AND send your CV directly to IFLE by email. Also begin the registration process in SAM.gov. Further instructions are outlined on the next page.



WHAT

Peer reviewers play an integral role in the grant process. Selected reviewers are placed on a panel of 2-3 reviewers and are guided in the application evaluation and deliberation process by a panel monitor. The benefits of participating in a panel review include the following:

- Read, discuss, and score 10-15 applications using the Fulbright-Hays or Title VI program selection criteria.
- Provide constructive feedback to applicants regarding the strengths and weaknesses of their applications.
- Connect with and learn from other specialists in the field.
- Receive a minimum stipend of \$1,000 for your expertise, time, and effort.



WHEN

Panel reviews are held each time IFLE holds a competition for new awards. Reviews usually last 3 weeks.



APPLY TO BE A PEER REVIEWER!

We are always looking for specialists to serve as peer reviewers to identify the most qualified applicants for our Fulbright-Hays and Title VI grant and fellowship programs. Peer reviewers' commitment to this process result in positive contributions to the development of students, educations, and institutions of higher education across the United States.



1. REGISTER IN G5

If you are interested in serving as a peer reviewer for IFLE grant competitions, you must first create a profile and register in G5, the U.S. Department of Education's online grant management system.

If you are a new reviewer and do not have a G5 account, you can create one via the G5 Home page at www.g5.gov. Click the "Not Registered? Sign up" link, then:

1. Log in and select "My Profile" under the "Main" tab in the top navigation bar;
2. Scroll to the bottom of the page, select "Reviewer" in the Available Type list, and click "Continue";
3. Complete the reviewer profile tabs in the left sidebar;
4. Submit your resume through this online process. Please make sure your resume (5 pages max.) includes a brief list of career highlights and/or outlines your specific area(s) of expertise;
5. Click "Submit" to save your submission.



2. REGISTER IN SAM.GOV AND OBTAIN A UEI

In order to work with the federal government as a panel reviewer, you must register in SAM.gov and obtain a Unique Entity ID (UEI). The registration process requires you to submit a fair amount of information. Once you have completed your part, it can take several weeks for the entire process to be completed. Therefore, we strongly recommend starting the SAM.gov registration process and obtaining a UEI early.

If you are a new reviewer and do not have a SAM.gov registration or UEI, you can create one at <https://sam.gov/content/entity-registration>. Contact IFLE for further guidance.



3. EMAIL YOUR CV TO IFLE

For planning purposes, IFLE asks that interested peer reviewers send their curricula vitae directly to us at ifle@ed.gov. Please indicate in your email if you are already registered in G5 and SAM.gov, and provide your UEI if you have one. Be advised that the selection of peer reviewers is contingent upon the number of applications we receive and the expertise needed to evaluate a particular program.