CALL FOR REVIEWERS

**FY25 Mathematics Achievement Fund Coaching Cohort 2 Grant Review**

The Kentucky Department of Education is seeking qualified individuals to review the Mathematics Achievement Fund (MAF) Coaching Cohort 2 grant.

**Reviewer Qualifications**

For this review, we seek persons with a variety of backgrounds related to mathematics education, professional learning, mathematics coaching, grant writing, grant review, or related fields. We desire representation from individuals with teaching, coaching, assessment, intervention, administrative, higher education, or non-profit backgrounds.

## 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 **June 17-20, 2024**, virtually. Reviewers may not finish and leave ahead of their assigned review team members, as group discussion and debate are required for each application. The first day will consist of training and scoring. The scoring process will continue in the following days. 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 the four-day training and evaluation process. Note - These reviewers are neither employees nor contractors of KDE, and as such, cannot be paid through the payroll system.

## State Employees

Employees of the State of Kentucky may not serve as grant reviewers.

**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,*** [***tiffany.yeast@education.ky.gov***](mailto:tiffany.yeast@education.ky.gov) ***.The KTRS process must be completed by April 20, 2025.***

All other questions should be sent to Jennifer Bryant.

\*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 in order 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 – June 17-20, 2024? YES NO | | | |
| Highest Degree Received: Associate Bachelor’s Master’s Doctorate Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Do you have experience in reviewing local, state, or federal competitive applications? | | YES | NO |
| Do you have experience 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 FY25 Mathematics Achievement Fund (MAF) Coaching Cohort 2 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 (RTA or RDIF) grants  21st Century Community Learning Center Grant  Dropout Prevention, Re-Engagement, or McKinney-Vento grants  Striving Readers/ KYCL Grants or other reading grants. | Arts Grant (any)  Math Achievement Fund/ Any Math grant  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No KDE Grant Review Experience | | |

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| **List grants you have reviewed for other entities.** |

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| Enter the number of years of experience at each level.  Reviewers should have a minimum of five years combined experience in the following fields.  Reviewers should not “double count” years of experience. | | | |
| 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 |  |
| Social or Community Services |  | Non-Profit/501©3 Organizations |  |

A CURRENT RESUME\* MUST BE ATTACHED TO THIS APPLICATION

\*Not to exceed three pages.

REVIEWER TIMELINE

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| FY25 Mathematics Achievement Fund (MAF) Reviewer Applications with Resume due Tuesday, June 4, 2024 |
| KDE will notify selected reviewers on or around Thursday, June 6, 2024.  KDE does not notify applicants who are not selected. |
| KDE will host a practice TEAMS meeting with Reviewers on Friday, June 14, 2024, at 10 am ET. |
| FY25 MAF Review Dates: June 17-20, 2024, Virtually |

Reviewer Applications can be emailed or mailed.

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)