**Komen Chicago Peer Reviewer Program Information**

**(2015-2016 Grant Cycle)**

**About Susan G. Komen® & the Chicagoland Area Affiliate**

Nancy G. Brinker promised her dying sister, Susan G. Komen, she would do everything in her power to end breast cancer forever. In 1982 that promise became Susan G. Komen® and launched the global breast cancer movement. Today, Susan G. Komen is the world’s largest breast cancer organization, funding more breast cancer research than any other nonprofit while providing real-time help to those facing the disease. Since its founding in 1982, Komen has funded more than $2.5 billion into research and community programs, funding screening, education, treatment and psychosocial support programs serving millions of people in more than 30 countries worldwide. The Chicagoland Affiliate, established in 1997, is one of 117 Affiliates in the U.S. In 2014, Komen Chicago invested nearly $1.3 million in grants to 17 local organizations funding lifesaving education, patient navigation, treatment support and treatment programs in our five county service area. Since 1997, Komen Chicago has invested over $15M in local programs, funding potentially lifesaving services for underserved and uninsured women and men.

**What is a Peer Reviewer?**

Peer reviewers assist the Komen Chicago Mission Committee by reviewing grant applications submitted by organizations from across our service area (Cook, DuPage, Kane, Lake and McHenry counties). The applicants are applying for funding for programs that promote breast health education, access to screening, diagnostics, navigation, treatment and treatment support services.

Your work as a peer reviewer ensures that we are providing breast health and support programs that have the most impact across our service area. Being a Komen Peer Reviewer is an excellent way to learn more about Komen programs and help us further our mission to end breast cancer.

**Peer Reviewer Qualifications**

Peer reviewers should have expertise/knowledge in breast health, public health, social services, and/or other relevant fields, such as health systems, community-based organizations focusing on prevention and health programs, health advocacy groups, breast cancer survivors and co-survivors. For example, peer reviewers can be individuals who are public health educators, breast cancer survivors, co-survivors, researchers, program managers, health care professionals, or interested and knowledgeable community members. *(See other qualifications in the Peer Reviewer Job Description.)*

**Commitment**

Time spent reviewing applications vary from person to person. Most reviewers average about 2-3 hours per application. Reviewers will be assigned between 6-10 applications to review (based on number of applications we receive). A total of 12-30 hours spent on reviewing applications is average. All reviews must be completed between December 22, 2014 and January 14, 2015 (3.5 weeks).

**Timeline**

Monday, December 1st, 2014 Peer reviewer application packet due

Friday, December 5th, 2014 Peer reviewers selected and notified

Tuesday, December 16th, 2014 Peer reviewer orientation (6:30-8:30pm) – Komen Chicago’s Office near O’Hare

Dec 22nd, 2014 – Jan 14th, 2015 Independent review of applications

Saturday, January 24th, 2015 Reviewer discussion panel (9am-4pm) – Komen Chicago’s Office near O’Hare

**Selection**

Each year many qualified and gifted volunteers apply to be a peer reviewer. Unfortunately, we don’t have space for every person who applies. To ensure that our reviewers are as diverse as the proposals we review, we select reviewers based on grants/program experience, geographic and ethnic diversity, professional experience and survivorship experience. If you are not selected this year, you may apply again for the next grant cycle.

**How do I become a Peer Reviewer?**

Complete and return your Resume, Peer Reviewer application and Code of Ethics form no later than

Monday, December 1st, 2014. Send all documents to [volunteer@komenchicago.org](mailto:volunteer@komenchicago.org).

For more information or questions, please contact:

Stephanie Chan Vo, Sr. Manager – Development & Volunteer Programs

[volunteer@komenchicago.org](mailto:volunteer@komenchicago.org) ǁ (773) 444-0061 x.111

**Komen Chicago Peer Reviewer Job Description**

**(2015-2016 Grant Cycle)**

**Job Duties**

* Responsible for reviewing grant applications submitted to the Komen Chicago Affiliate.
* Assigns scores to categories that are addressed in the application based on how well the applicant met the required criteria. Scores must be supported with comments.
* Rank applications based on funding priority.

**Qualifications**

* Ability to carefully review several grant applications and offer constructive feedback upon review.
* Ability to maintain confidentiality.
* Ability to understand the Community Profile, grant expectations and funding priorities.
* Have expertise/knowledge in breast health, public health, social services, and/or other relevant fields, such as health systems, community-based organizations focusing on prevention and health programs, health advocacy groups, breast cancer survivors and co-survivors.
* Be familiar with all or part of Komen Chicago’s service area (Cook, DuPage, Kane, Lake and McHenry counties).
* Not be named as the Project Director or key personnel on an application being reviewed.
* Agree to abide by Komen’s Code of Ethics and complete the Conflict of Interest form.
* Ability to access grant applications via an internet based database system.

**Time Commitment**

* Reviewing proposals can be time consuming. Depending on the reviewer, it can take from 2-3 hours per application. Reviewers will be assigned between 6-10 applications to review. A total of 12-30 hours spent on reviewing applications is average.
* Reviewers must attend the Reviewer Orientation scheduled for Tuesday, December 16th from 6:30-8:30pm. The training session will consist of an overview of the grant applications, explanation of the peer review process, how to complete review forms and a question and answer session.
* All reviews will take place between December 22, 2014 and January 14, 2015 (3.5 weeks).
* Applications are accessed electronically.
* All reviewers must attend the reviewer panel to discuss applications on Saturday, January 24th, 2015 from 9am-4pm. No exceptions or flexible dates. (The date is only subject to change due to inclement weather.)

**Conflict of Interest and Confidentiality**

* Review panel members should not have a current grant application submitted for review.
* The names of the review panel will not be publicized or announced before the review process is completed.
* It is not uncommon for a panel member to have a conflict of interest with one or more grant applicant(s). Should any member of the review panel have any direct or indirect interest in, or relationship to, any individual or organization (including employer) which has submitted a grant proposal, the reviewer should provide prompt written notice of this interest or relationship to Stephanie Chan Vo ([svo@komenchicago.org](mailto:svo@komenchicago.org) or (773) 444-0061 x.111).
* Reviewers should keep applications confidential and may not discuss the applications under review with others outside the review committee.

**Application deadline is Monday, December 1st, 2014.**

**Please submit resume, peer reviewer application and code of ethics form to:**

Stephanie Chan Vo, Sr. Manager – Development & Volunteer Programs

[volunteer@komenchicago.org](mailto:volunteer@komenchicago.org)