

ARKANSAS PUBLIC SCHOOL RESOURCE CENTER

Call for Peer Reviewers for CSP Subgrant Competition

ORIGINAL GRANT PROGRAM: FISCAL YEAR (FY) 2025 EXPANDING OPPORTUNITIES THROUGH QUALITY CHARTER SCHOOLS PROGRAM (CSP) GRANT COMPETITION: Grants to State Entities (SE Grants) (Assistance Listing Number (ALN) 84.282A).

PURPOSE: Arkansas Public School Resource Center (“APSRC”) seeks subject matter experts as peer reviewers to objectively evaluate grant applications for the APSRC Charter Schools Program (CSP) subgrant competition. Applications will be reviewed according to the rubric outlined in APSRC Request for Applications guide. The diverse Peer Review panel will possess expertise in charter school operation, governance, authorization, finance, administration, leadership, and/or law. Apply HERE: [APSRC FY25 CSP SE Peer Reviewer Application](#) to be considered as an APSRC Application Peer Reviewer.

PROCESS: The APSRC CSP subgrant is a competitive grant to be awarded to high-quality developers to open new charter schools and to expand or replicate existing charter schools in the state of Arkansas. Each application submitted will be reviewed by three (3) peer reviewers. Reviewers must have the ability to participate in online virtual meetings and will complete an online initial Conflict of Interest Check concurrent with the peer reviewer application process. They will also complete a more specific Conflict of Interest Check before reviewing a grant application, which is also conducted online.

EXPERIENCE AND EXPERTISE: APSRC seeks peer reviewers from various educational backgrounds and professions with expertise in at least one of the following areas:

- Experience in a charter school setting.
- Experience with charter school administration, operation, or leadership.
- Experience with charter school planning, program design, and implementation.
- Experience with high-quality charter school start-up and expansion.
- Experience with charter school authorizing and accountability.
- Experience with school research, assessment, and evaluation.
- Experience with grants management and administration.
- Experience with facilitating the issuance of bonds by charter schools, or by other public entities for the benefit of charter schools, by providing technical, administrative, and other appropriate assistance.
- Experience with guaranteeing, insuring, and reinsuring bonds, notes, evidence of debt, loans, and interests therein.
- Knowledge of charter school strategy and policy.
- Knowledge of charter school technical assistance and resources.

In addition to the specialized knowledge and experience described above, potential peer reviewers should possess high analysis standards, strong evaluative writing skills, and the ability to assess grant applications with increased objectivity.

REQUIREMENTS: In addition to the skills, attributes, and expertise highlighted above, peer reviewers **must** also meet the following requirements:

Availability: Peer reviewers are required to dedicate approximately 15-20 hours to the entire review process. The number of hours will vary depending on the number of applications received. **Peer reviewers must dedicate time to independently review all their assigned applications, participate in panel discussions about those applications, and write, revise, and finalize comments and scores for each application in accordance with the established timeline.** Independent review includes reading, scoring, and writing evaluative comments. Comments on applications awarded a subgrant will be made publicly available. Peer reviewers will also participate in a training session before starting the independent review of their applications.

Timeframe*: Training will occur between January 23 and February 13, 2026. Peer review will occur from February 16 – April 1, 2026. If selected as a peer reviewer, you will receive a detailed schedule and instructions for the subgrant competition.

Location: All peer review activities will be conducted remotely. You must have a computer, reliable internet, phone and access to a printer (if needed).

Tools: Each peer reviewer must have access to the internet, a phone, and a computer for the entire review process. Peer reviewers must also be able to interact within the web environment, specifically Microsoft Word, Microsoft Teams, Zoom.

Remuneration: Peer Reviewers will receive a flat \$150 for participating in the training and \$400 for each review of a completed application. (total number of applications to be stipulated in an agreement if selected as a reviewer)

CONFLICT OF INTEREST: No individual with a conflict of interest will be permitted to serve as a peer reviewer for the grant competition. If you are affiliated with an organization that intends to apply for a subgrant or you are affiliated with a company or person participating in the awarding of the subgrants, depending on the nature of your affiliation, you may not be eligible to serve as a peer reviewer.

Before starting all peer reviews, CSP program staff are required to screen all potential peer reviewers for conflicts of interest. For example, as a peer reviewer, you will have a conflict of interest if:

- You helped prepare an application, regardless of financial interest in the success or failure of that application;
- You have agreed to serve, or you have been offered a position, as an employee, advisor, or consultant on the project; and/or
- Your personal financial interest will be affected by the outcome of the competition, which would include any family members, employees, or associates of the project applying for funding.

These and other potential conflicts of interest will be addressed on a case-by-case basis once identified or disclose.

SELECTION OF APSRC PEER REVIEWERS:

Applying to be a reviewer does not guarantee selection. Reviewers are selected based on their qualifications, experience, number of grant applications received and corresponding fit with the application review requirements. The process will follow this timeline:

1. Apply HERE: [APSRC FY25 CSP SE Peer Reviewer Application](#) to complete the APSRC Application Peer Reviewer form by January 21, 2026. Initial Conflict of Interest Check must be completed along with the Peer Reviewer application form.
2. Selected reviewers will be notified by ~~January 27, 2026~~. February 13, 2026
3. A training session will be held between January 28 and ~~February 13, 2026~~. Feb 27, 2026 .
4. Before the initial review of applications, reviewers will complete a more specific Conflict of Interest Check.
5. After the peer review scores have been submitted, reviewers will complete a post-review Conflict of Interest Check.

Please reach out to the APSRC Project Director, Luanne Baroni ,with any questions: lbaroni@apsrc.net .

APSRC solicits peer reviewers without regard to race, color, national origin, gender, age, or disability. APSRC will provide reasonable accommodation for a qualified individual with a disability so that the individual might participate in the peer reviewer application process. If you require reasonable accommodation to apply to participate in this review, please contact Luanne using the email address above no later than January 16, 2026, to ensure we can properly facilitate the application process.

*Specific dates and times are TBD