

## 2013 CTE Revitalization Grant Review Process

### Grant Review Panel

- The Oregon Department of Education (ODE) uses a grant review panel to evaluate applications submitted under this program.
- ODE in collaboration with the Bureau of Labor and Industries (BOLI) will identify a pool of possible reviewers.
- A reviewer cannot participate in the review of a grant where a conflict of interest exists.
- Each grant will be read by a team of at least two reviewers.
- Whenever possible, one reviewer will be from business, industry, or labor and one will be from education.
- The Department of Education will screen and approve grant reviewer applications for direct and indirect conflict of interest. A reviewer cannot review a grant if a conflict of interest exists, including any of the following:
  - A reviewer has agreed to serve as an employee or consultant on a project for which funding is being sought in a CTE Revitalization Grant application currently under review, or has been offered the opportunity to do so and has not yet accepted or declined, based on a grant award outcome.
  - The reviewer's personal financial interests will be affected by the outcome of the competition.
  - The reviewer helped prepare an application in the competition, even if the reviewer has no financial interest in the outcome of that application.
  - The reviewer has a relationship with an entity or individual that has a financial interest in the outcome of the competition.

### Grant Review Process

- ODE will provide training and review tools.
- Reviewers will use the review tools to assess how well a grant applicant addresses the CTE Revitalization RFP criteria and submit their final comments and scores to ODE.
- The CTE Revitalization Advisory Committee will make funding recommendations to assure the requirements established in the legislation and budget notes are met.

### Awarding Grants

- The Deputy Superintendent of Public Instruction will make the final award decision.
- The Oregon Department of Education will notify both successful and unsuccessful applicants and will provide a summary of comments and suggestions related to their applications.
  - Applicants will have one week from the date of the notification letter to appeal the funding decision to the Deputy Superintendent of Public Instruction.
  - Once appeals have been considered, the award decisions made by the Deputy Superintendent are final.

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*It is a policy of the State Board of Education and a priority of the Oregon Department of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, sexual orientation, or disability in any educational programs, activities or employment.*