CSP 2024 SELECTION COMMITTEE

Terms and Conditions Agreement

Thank you for your interest in participating in the Selection Committee for the Community Solutions Program (CSP). We appreciate your commitment to this program and value your evaluation of our applicants. Your evaluation of our applicants is an essential component of CSP's commitment to an open and transparent selection process. The CSP Participant Selection Committee includes a: (1) Reading committee (reading phase) and (2) Interview committee (interview phase). All CSP Participant Selection Committee Members will serve through the reading phase. Reading Committee Members who also identify an interest in reviewing pre-recorded interviews may be invited to serve on the Interview Committee through the interview phase.

Please review this Terms and Conditions Agreement carefully and save a copy for your records. You will need to confirm that you have read this document in its entirety before submitting your application to participate on the Selection Committee.

*Note: Current applicants of the Community Solutions Program (CSP) are **not eligible** to serve on a CSP Participant Selection Committee(s). CSP Participant Selection Committee Members will be provided a Certificate of Participation for this voluntary activity. No monetary compensation will be provided.*

Reading Committee

We will confirm your participation on the Reading Committee by **October 25, 2023**. Reading Committee members must submit their participation confirmation and signed terms and conditions (T&C) by **Wednesday, November 1, 2023.** Once confirmed, the CSP team will provide you with access to an online, self-paced onboarding module (hosted on Canvas) where you will have access to information and resources to guide you through the reading and review process. These resources will include your username and password for IREX's online application system, detailed instructions for reviewing participant applications, and an application scoring rubric.

Reading Committee members will be assigned 20-30 applications to review in IREX's online system. Members will have between **November 10 and November 26, 2023** to complete their reviews**.** Each application should take no more than 15 minutes to read and evaluate (approximately 6 to 7 hours total). **Members are asked to submit at least one reviewed application by Thursday, November 16, 2023,** to confirm they can successfully access the online system. If you do not review at least one application by November 16, 2023 and the CSP team does not receive a response from you by **Sunday, November 19, 2023**, your applications will be reassigned to another reviewer. Please note that all applications must be reviewed by no later than **11:59 pm EST on Sunday, November 26, 2023.**

Interview Committee

Selection Committee Members who also identify an interest in reviewing pre-recorded interviews may be invited to participate in the CSP Interview Committee. Selection Committee members are only eligible for participation on the Interview Committee if they also participated on the Reading Committee this year. If

you express interest in participating on the Interview Committee, we will invite you to join the committee by **December 5, 2023**. We will share further information about the interview review process at that time. Interview Committee members will be assigned approximately 15-20 pre-recorded semi-finalist interviews to review and score between **December 15, 2023 and January 7, 2024**. Each interview should take no more than 20 minutes to view and evaluate (approximately 5 - 6 hours total). Please note that interview scores will be due to IREX no later than **11:59 pm EST on January 7, 2024.**

Timeline*

October 25, 2023	Applicants are notified if they have been selected to join the Reading Committee
November 1, 2023	Reading Committee members confirmations and signed T&C due
November 3, 2023	Reading Committee members receive application reviewing instructions, training resources and access to virtual Onboarding (Canvas)
November 10, 2023:	Reading Committee members receive applications and begin reviewing applications
November 10 - November 26, 2023	Reading Committee review period
November 16, 2023	Reading Committee members submit at least one application score deadline
November 26, 2023	**All application reviews are due**
December 5, 2023	Applicants are notified if they have been invited to join the Interview Committee
December 15, 2023 - January 7, 2024	Interview Committee review period
December 20, 2023	Interview Committee members submit at least one application score deadline
January 7, 2024	**All interview evaluations are due**

Terms and Conditions

- The CSP Participant Selection Committee Members are responsible for reviewing all assigned applications and/or pre-recorded interviews and will not share this duty with anyone else.
- Upon completion of the agreed upon services, the Selection Committee Member will destroy any application or interview copies
- The CSP Participant Selection Committee Member will not contact program applicants or use the confidential information for any purpose other than what is explicit in the agreed task of evaluating applicants for this program
- The CSP Participant Selection Committee Member will not disclose any information for any reason regarding the program, applicants, or selection process of the program with which they have worked
- The CSP Participant Selection Committee Member understands that this voluntary activity will be provided with a Certificate of Participation and that no monetary compensation will be provided.

- The CSP Participant Selection Committee Member is aware of no conflicts of interest that would interfere with their ability to perform the work required under this agreement, and the Reading Committee Member will not, without the prior written consent of IREX, undertake any other obligations that conflict with the Reading Committee Member's obligations under this Agreement
- The CSP Participant Selection Committee Member is not a current applicant for the 2024 Community Solutions Program
- The CSP Participant Selection Committee Member will only use the email address provided in their application throughout the entire selection process.

Thank you again for your willingness to share your time and energy in support of the Community Solutions Program. If you have any questions or concerns throughout the review process, please contact us via email at csp@irex.org with the **Subject Line: Selection Committee Inquiry.**