



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. 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.

Reading Committee

Reading Committee members will be assigned 30 applications to review in IREX's online system between **November 6 – November 23, 2018**. Readers are asked to submit at least one reviewed application to IREX's online system by **November 12, 2018**, to confirm they have access to the system. Each application should take no more than 15 minutes to read and evaluate. Please note that all applications must be reviewed by no later than **11:59 pm EST on November 23, 2018**.

We will confirm your participation on the Reading Committee by **October 17, 2018**. Once confirmed, we will share several resources to guide you through the reading process. These resources will include your username and password for the online application system, detailed instructions and an application scoring rubric.

Interview Committee

Interview Committee members will be assigned approximately 20 pre-recorded semi-finalist interviews to review and score between **January 10 – January 21, 2019**. Each interview should take no more than 20 minutes to view and evaluate. Please note that interview scores will be due to IREX no later than **11:59 pm EST on January 21, 2019**.

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 12, 2018**. We will share further information about the semi-finalist interview review process at that time.

Timeline*

- **October 15, 2018:** Applications to participate in the Reading Committee are due
- **October 17, 2018:** Applicants are notified if they have been selected to participate on the Reading Committee
- **November 6, 2018:** Application assignments are sent to the Reading Committee
- **November 12, 2018:** First review due on IREX's online system
- **November 23, 2018:** All application reviews are due
- **December 12, 2018:** Applicants are notified if they have been invited to participate on the Interview Committee
- **January 10, 2019:** Interviews are sent to the Interview Committee
- **January 21, 2019:** All interview evaluations are due

*Dates subject to minor changes with prior notification.

Honoraria

Reading Committee members that successfully review all assigned applications by **November 23, 2018** will receive an honorarium of **\$100** for their time and service. Interview Committee members that successfully evaluate all assigned semi-finalist interviews by **January 21, 2019** will receive a *total* honorarium of **\$200** for their time and service (\$100 for service on the Reading Committee and \$100 for service on the Interview Committee).

IREX will begin processing honoraria payments for the Reading Committee after all application scores are received. IREX will begin processing honoraria payments for those who participate in both the Reading Committee and Interview Committee after all interview evaluations are received. Please note that it may take up to **60 days** for you to receive payment. Selection Committee members that are U.S. residents will receive their honoraria via check or direct deposit. Non-U.S. residents will receive their honoraria payment by wire transfer. **Fees associate with international wire transfers will be deducted from your honorarium payment.**

Terms and Conditions

- IREX will not withhold federal, state or local taxes. All income from IREX will be reported to the Internal Revenue Service (IRS).
- The Selection Committee Member will not assign any portion of this Agreement to another party without prior written consent of IREX.
- Upon completion of the agreed upon services, the Selection Committee Member will destroy any application or interview copies.
- The 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 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 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 Selection Committee Member is not a current applicant for the 2019-2020 Community Solutions Program.
- The Selection Committee Member will not receive their honorarium if they fail to complete evaluations for all assigned applications in full. Selection Committee Members who receive their honorarium by wire transfer will be responsible for all fees incurred during the transfer of funds.

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 e-mail at csp@irex.org.