



CSP 2022-2023 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

We will confirm your participation on the Reading Committee by **October 26, 2022**. Reading Committee members must submit their participation confirmation and signed terms and conditions (T&C) by **Tuesday, November 1, 2022**. 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, a short video tutorial, detailed instructions, and an application scoring rubric.

Reading Committee members will be assigned 30 applications to review in IREX's online system. Members will have between **November 10 and November 27, 2022** to complete their reviews. Members are asked to submit at least one reviewed application to IREX's online system by **November 15, 2022**, 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 27, 2022**.

Interview Committee

Interview Committee members will be assigned approximately 20 pre-recorded semi-finalist interviews to review and score between **December 15, 2022 and January 5, 2023**. 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 5, 2023**.

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.

Timeline*

- **October 26, 2022:** Applicants are notified if they have been selected to join the Reading Committee
- **November 1, 2022:** Reading Committee members confirmations and signed T&C due
- **November 4, 2022:** Reading Committee members receive application reviewing instructions and training resources
- **November 10, 2022:** Reading Committee members receive applications and begin reviewing applications
- **November 10–27, 2022:** Reading Committee review period
- **November 15, 2022:** Reading Committee members submit at least one application score deadline



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- **November 27, 2021: All application reviews are due**
- **December 5, 2022:** Applicants are notified if they have been invited to join the Interview Committee
- **December 15, 2022 – January 5, 2023:** Interview Committee review period
- **January 5, 2023: All interview evaluations are due**

Honoraria

Reading Committee members that successfully review all assigned applications by **November 27, 2022** will receive an honorarium of **\$100** for their time and service. Interview Committee members that successfully evaluate all assigned semi-finalist interviews by **January 5, 2023** 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 direct deposit. Non-U.S. residents will receive their honoraria payment by wire transfer.

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 2022-2023 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.