



## Call for Reviewers for the Transgender and Gender Diverse Wellness and Equity Program

Public Health Institute of Metropolitan Chicago (PHIMC) is seeking individuals to serve as reviewers for proposals submitted in response to the *Transgender and Gender Diverse (TGD) Wellness and Equity Program* Notice of Funding Opportunity (NOFO) in Illinois Department of Human Services (IDHS) Region 2 of Illinois.

PHIMC is in search of a diverse group of reviewers, but particularly those who identify as individuals with lived or professional experience working with the transgender, gender diverse, intersex, lesbian, gay, bisexual, and queer (TGD/LGBTQ+) population. Reviewers will evaluate applications submitted in response to the NOFO. Each application will be evaluated by multiple reviewers. PHIMC's goal is to recruit at least **10** reviewers who work or live in the IDHS region 2, comprised the following counties: Boone, Carroll, Dekalb, DuPage, Grundy, Jo Daviess, Kane, Kendall, Kankakee, Lake Lee, McHenry, Ogle, Stephenson, Whiteside, Will, or Winnebago. Reviewers will be compensated \$300 for full participation.

### Reviewer Skills and Qualifications

- Ability to analyze grant applications effectively against specific criteria
- Strong written communication skills to express application evaluations
- Professional experience serving the TGD/LGBQ+ population and/or lived experience as a member of the TGD/LGBTQ+ population
- Live or work in Illinois, with priority given to individuals living or working in IDHS Region 2.

### Reviewer Commitment

Reviewers must commit to the following:

1. Follow PHIMC instructions for application review, including, but not limited to:
  - a. Attend one virtual reviewer training to fully understand scoring criteria and how to utilize tools and equitably score funding applicants.
  - b. Read the full NOFO and application template prior to reviewing applications.
  - c. Review and score each application to the best of their ability. Reviewers will be assigned up to three applications to review once NOFO closes. It is anticipated that each application could take between 60 to 90 minutes to thoroughly read and score.
2. Maintain the highest level of personal conduct during the review process, including, but not limited to:
  - a. Ethically review proprietary information.
  - b. Maintain confidentiality.
  - c. Avoid any conflict of interest and sign a 'Conflict of Interest and Confidentiality of Information' form. **Reviewers cannot review applications if they are affiliated with an organization applying for this NOFO.**
  - d. All reviewers will be required to provide written comments based on their professional knowledge, not their personal opinions.

**Timeline**

<b><u>Reviewer Timeline</u></b>	<b><u>Date</u></b>
Reviewer Application due to PHIMC	November 18, 2024
Reviewer Training Dates	November 22, 2024, 12:00pm December 3, 2024, 1:00pm December 4, 2024, 5:00pm December 6, 2024, 10:00am
NOFO Individual Review Period	December 13, 2024, to January 3, 2025
Completed NOFO reviews returned to PHIMC	January 3, 2025

If you would like to be considered to be a reviewer for this NOFO, you will need to complete a short application that should take approximately 10 minutes. For the reviewer application, please [click here](#). Eligible reviewers will be selected on a first-come, first-served basis until all slots have been filled.

If you have any questions related to this reviewer opportunity, please email: [nofo@phimc.org](mailto:nofo@phimc.org) and include 'Call for Reviewers' in the subject line.