DOL/ETA Seeks Qualified Panel Reviewers
Trade Adjustment Assistance Community College and Career Training (TAACCCT)

Background:
On January 20, 2011, the U.S. Department of Labor/Employment and Training Administration (ETA) announced the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program (www.doleta.gov/grants/pdf/SGA-DFA-PY-10-03.pdf). This program will enable eligible institutions of higher education to expand their capacity to provide quality education and training services to TAA for Workers program participants and other individuals to improve their employment outcomes.

By April 21, 2011, ETA anticipates receiving a large volume of applications in response to this solicitation and expects that many of them will include online or technology-enabled projects. In addition, all applications must demonstrate intent to use standards of evidence to design program strategies. The review of the applications for the TAACCCT program will involve two levels of paneling:

- **Technical** review panels will carefully evaluate all applications against the evaluation criteria found in the Solicitation for Grant Applications (SGA).
- **Expert** review panels will validate the strength of the evidence cited by applicants and/or verify the technical feasibility of the design, technologies, and delivery methods for online and technology-enabled strategies.

Panelist Outreach:
ETA is seeking a pool of education and training professionals that includes individuals with experience in providing or administering fully online or technology-enabled programs, individuals who have knowledge of or experience with evidence-based learning, and individuals with reasonable knowledge in both areas to help evaluate these applications.

This serious responsibility requires a significant commitment of time and panelists must make a full-time commitment to this effort for the duration of the panel, which could last as long as two weeks. If selected, non-Federal panelists will be compensated for their service. Panelists will not be required to travel to Washington, DC, but will be required to read and evaluate applications independently and subsequently participate in conference calls with other panelists to discuss the applications. The estimated workload for selected panelists to review and evaluate is between 10 and 15 applications. This review process is expected to take place in July-August 2011.

Requirements for Consideration:
If you consider yourself a practitioner with reasonable knowledge in either or both of the areas mentioned above, ETA invites you to submit your resume or curriculum vitae for consideration. In addition, also include a paragraph (200 words or less) describing your experience in online and technology-enabled education, experience with the evaluation of evidence-based learning, or both. Please submit the appropriate
information to ETA’s identified contractor, Performance Excellence Partners, Inc., at DOLPanelists@pep8a.com no later than May 27. If your information is in the ETA panelist database, please submit an updated resume or curriculum vitae along with your 200-word paragraph. All individuals who demonstrate reasonable knowledge in either or both of these areas will be considered for the technical review panels. Please note, however, that submitting materials does not guarantee selection as a panelist.

**Conflict of Interest and Bias Information for Potential Panelists**

No person may serve as a panelist if a conflict of interest, real or perceived, exists. A conflict exists when the prospective panelist, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in an organization seeking financial assistance or which may otherwise benefit by an award decision. In addition, grant writers, LLCs and many adjunct professors or consultants that may have business connections with a known applicant would be considered to have a conflict of interest.

Additionally, panelists should not serve if they have a close personal relationship with someone whose financial interests will be affected by awarding of the grant or who is a party or represents a party to the grant award process, such as a close relative, friend or former colleague.

Prospective panelists should note any other biases that may inhibit their ability to fairly and objectively rate an applicant’s proposal for this solicitation. A bias may also exist relative to organizations that are named sub-recipients or partners in an application. For example, biases could include but are not limited to: biases against a rival school, a rival state, a rival organization, a rival industry, etc. Any person selected as a panelist must notify the grant officer immediately if, in the course of performing an evaluation of applications, he/she discovers any fact that would disqualify him/her from being a panelist. All selected panelists will be required to sign a “Conflict of Interest/Non Disclosure Statement.”