OFFICE FOR VICTIMS OF CRIME

JUSTICE FOR VICTIMS • JUSTICE FOR ALL

Become an OVC Peer Reviewer

March 22, 2022
2:00pm – 3:00pm ET

The webinar will begin shortly

OJP PEER REVIEWER ENROLLMENT PROCESS

MARCH 22, 2022

BETAH ASSOCIATES

leidos

AGENDA

- Overview of Roles and Responsibilities
- The OJP Peer Review Process – Reviewer Perspective
- Peer Reviewer Database Enrollment Process Steps
- JustGrants – DOJ's Grants Management System

PEER REVIEW ROLES AND RESPONSIBILITIES

Role	Responsibility
Program Office	• Recruit Peer Reviewers • Develop program solicitations and establish program goals and objectives • Establish peer review criteria scoring • Approve/Select Peer Reviewers • Peer Reviewer outreach and engagement
Peer Reviewer	• Become part of the peer reviewer database for potential selection • Maintain enrollment data on annual basis • Review and score applications (if selected to be a reviewer) • Complete evaluations
OJP Office of Audit, Assessment, and Management	• Responsible for OJP-wide peer review contract • Maintain peer reviewer database • Maintain internal peer review policies and procedures • Collaborate with Program Offices on entire peer review process • Recruit peer reviewers • Peer reviewer outreach and engagement

OJP PEER REVIEW PROCESS

Request

- Request to be an OJP Peer Reviewer through the specified email account
- Attach your resume or CV

Enroll

- You will receive an invite to create an account in the Peer Reviewer Database (PRD)
- You will be asked to create your profile and upload your resume or CV
- OJP will review and approve the request

Selection

- Based on specific program requirements, reviewers will be identified in the PRD and approved by OJP
- Peer reviewers will be invited to participate via email from the peer review contractor

OJP PEER REVIEWER PROCESS

Review

- In JustGrants reviewers will access the applications and do their assessments
- Typically collaboration sessions are held for each panel to discuss the applications.

Evaluate

- Peer Reviewers will evaluate the peer review contractor
- OJP staff and the peer review contractor will evaluate the reviewers

Update

- Reviewers are requested to review and update their profile
- The peer review contractor coordinates this **annual** effort

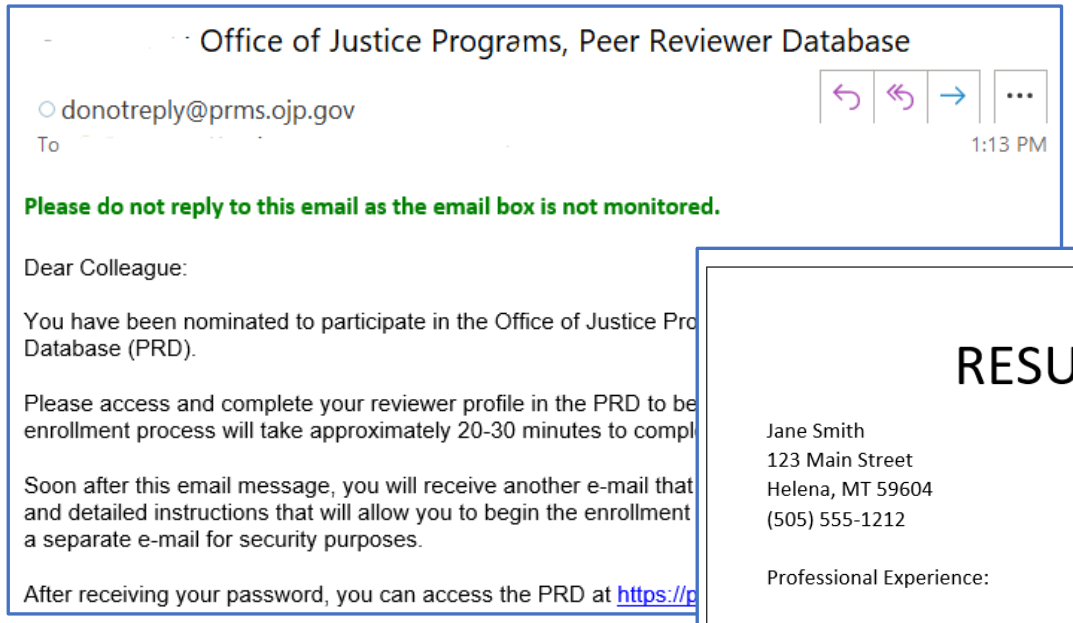
The Enrollment Process Steps:

- Requests with resume or CV can be submitted to this email account: ojpprsupport@usdoj.gov, managed by OJP's peer review contractor. Please include "OVC Webinar" in subject line.
- If you already have a profile in the database you do not need to send another request, please review and update your profile and resume
- OJP's peer review contractor will initiate enrollment into the OJP Peer Reviewer Database (PRD)

INITIATING NEW OJP PEER REVIEWER ENROLLMENT

- An email will be sent to the new reviewer with a link to the PRD
- The new reviewer will create their profile and upload their resume or CV

INITIATING NEW OJP PEER REVIEWER ENROLLMENT



Office of Justice Programs, Peer Reviewer Database

donotreply@prms.ojp.gov

To

1:13 PM

Please do not reply to this email as the email box is not monitored.

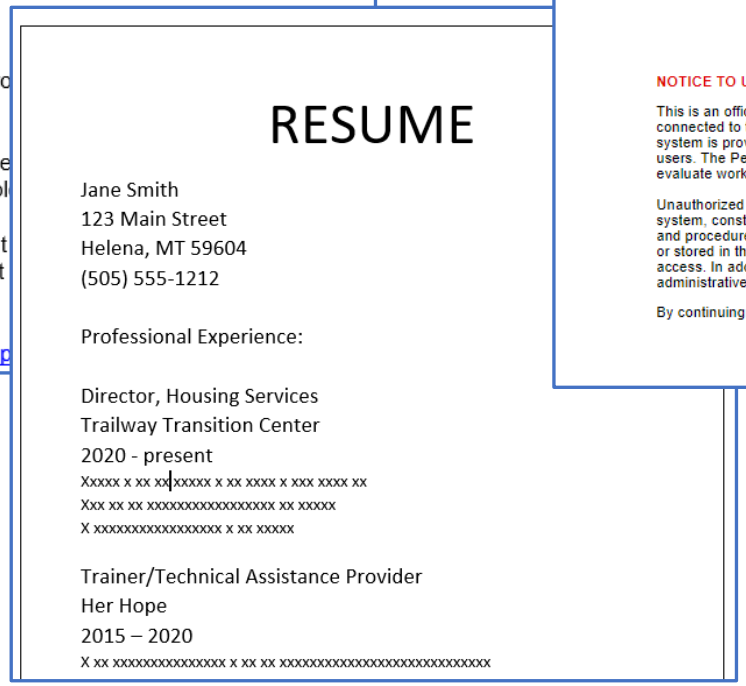
Dear Colleague:

You have been nominated to participate in the Office of Justice Pro
Database (PRD).

Please access and complete your reviewer profile in the PRD to be
enrollment process will take approximately 20-30 minutes to compl

Soon after this email message, you will receive another e-mail that
and detailed instructions that will allow you to begin the enrollment
a separate e-mail for security purposes.

After receiving your password, you can access the PRD at https://p



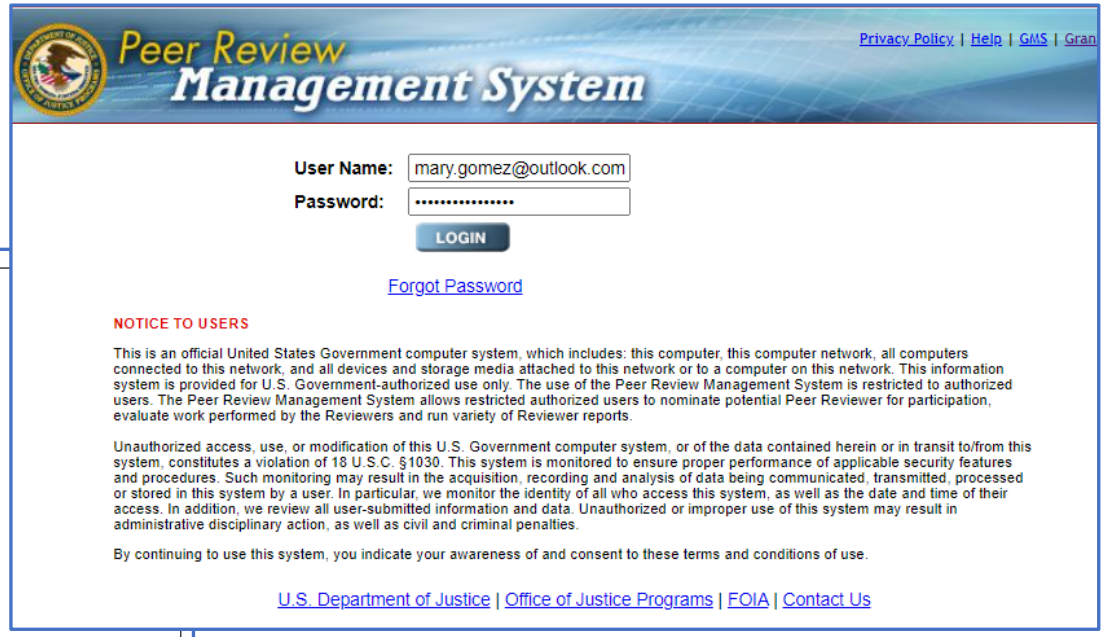
RESUME

Jane Smith
123 Main Street
Helena, MT 59604
(505) 555-1212

Professional Experience:

Director, Housing Services
Trailway Transition Center
2020 - present
Xxxxx x xx xxxxxx x xx xxxx x xxx xxxx xx
Xxx xx xx xxxxxxxxxxxxxxxx xx xxxxx
X xxxxxxxxxxxxxxxx x xx xxxxx

Trainer/Technical Assistance Provider
Her Hope
2015 – 2020
X xx xxxxxxxxxxxxxx x xx xx xxxxxxxxxxxxxxxxxxxxxxxxxxxx



Peer Review Management System

Privacy Policy | Help | GMS | Gran

User Name: mary.gomez@outlook.com

Password: ••••••••••••••

LOGIN

Forgot Password

NOTICE TO USERS

This is an official United States Government computer system, which includes: this computer, this computer network, all computers connected to this network, and all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. The use of the Peer Review Management System is restricted to authorized users. The Peer Review Management System allows restricted authorized users to nominate potential Peer Reviewer for participation, evaluate work performed by the Reviewers and run variety of Reviewer reports.

Unauthorized access, use, or modification of this U.S. Government computer system, or of the data contained herein or in transit to/from this system, constitutes a violation of 18 U.S.C. §1030. This system is monitored to ensure proper performance of applicable security features and procedures. Such monitoring may result in the acquisition, recording and analysis of data being communicated, transmitted, processed or stored in this system by a user. In particular, we monitor the identity of all who access this system, as well as the date and time of their access. In addition, we review all user-submitted information and data. Unauthorized or improper use of this system may result in administrative disciplinary action, as well as civil and criminal penalties.

By continuing to use this system, you indicate your awareness of and consent to these terms and conditions of use.

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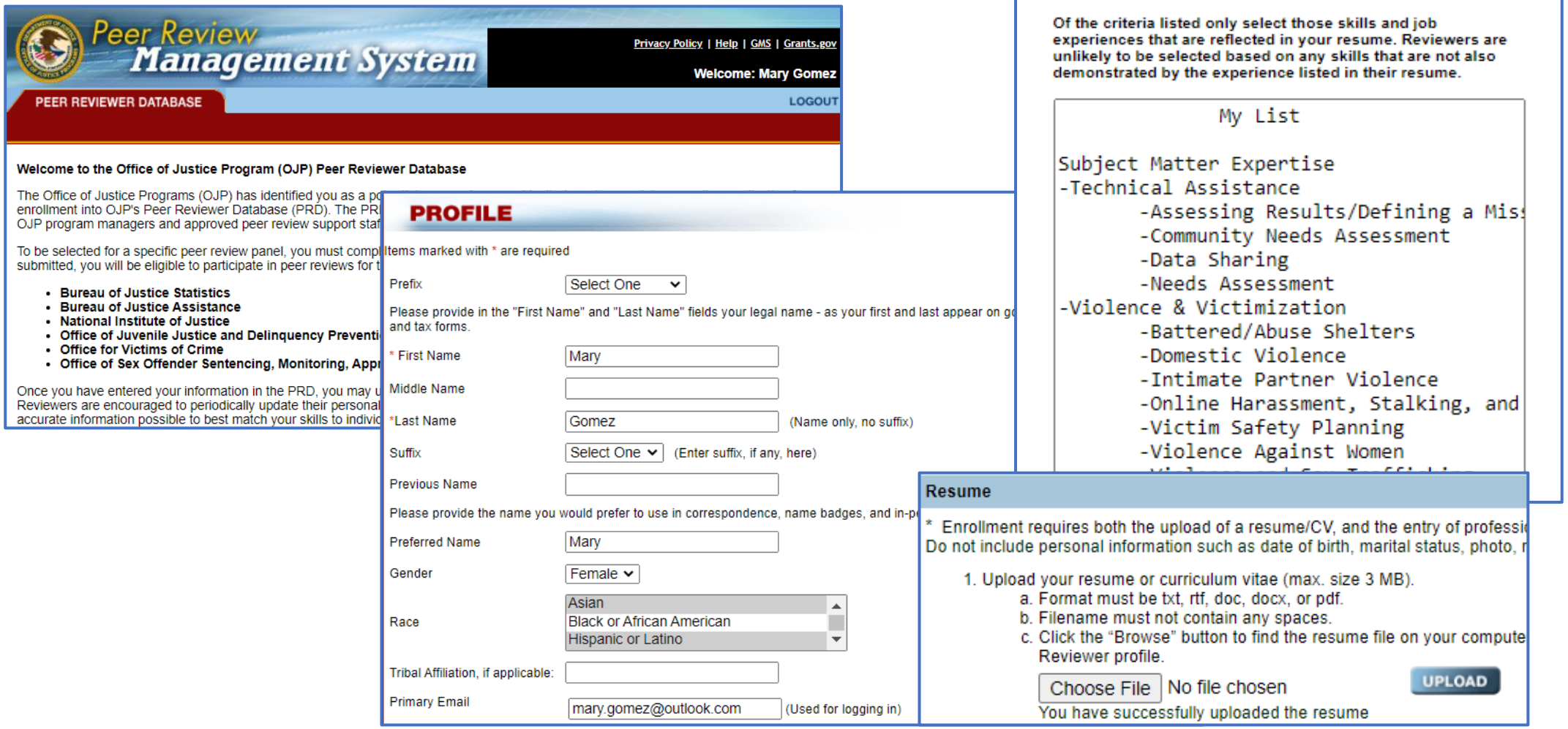
INITIATING NEW OJP PEER REVIEWER ENROLLMENT



INITIATING NEW OJP PEER REVIEWER ENROLLMENT

- OJP Program Office staff review and approve submissions to activate profiles
- If approved the reviewer is eligible for selection as a peer reviewer by **all** OJP program offices
- OJP program offices identify prospective reviewers by the specific experience and expertise reflected in their resumes. When there is a match for an upcoming peer review, the reviewer will be contacted by email with an invitation and the peer review details

JUSTGRANTS AND PEER REVIEW

On October 15, 2020, the Department of Justice's (DOJ) grant making components—the Office of Community Oriented Policing Services (COPS Office), the Office of Justice Programs (OJP), and the Office on Violence Against Women (OVW)—launched new grants management and payment management systems.

- FY 2021 was the first year using JustGrants for Peer Review
- Experienced several issues shortly after launch, with peer review functionality.
- Immediate steps taken to remediate those issues, where the remainder of FY 21 peer review cycle improved significantly
- Since October 2021 and through much of FY 2022, OJP has been focused on stabilizing the system to ensure it works as intended and designed, which includes stabilizing the peer review functionality.
- Anticipating a much smoother FY 2022 peer review cycle as a result.
- OJP Peer Review Website: https://www.ojp.gov/funding/peer-reviewers#resources, which includes details on how to become a reviewer, eLearning Videos, and links to JustGrants information and resources.

QUESTIONS?

Thank You!

The Enrollment Process Steps:

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