



U.S. Department of Health and Human Services  
Administration on Children, Youth and Families  
Family and Youth Services Bureau



**The Adolescent Pregnancy Prevention Program is seeking qualified professionals and master's level students with a background in adolescent health, human services, or public health to serve as reviewers and panel chairpersons for a teen pregnancy prevention grant review process.**

#### **How are Grant Application Reviewers Selected?**

- Grant application reviewers are selected for their subject matter expertise and their ability to objectively evaluate the quality of a grant application submitted to receive federal funding. They are expected to use their expertise to assess grant applications according to the published evaluation criteria.

#### **Grant Reviewer Qualifications:**

- Professionals with human services or public health experience, to include program work in teen pregnancy prevention and/or adolescent STI/HIV prevention
- Students who are pursuing a master's degree in the human service or public health fields
- Ability to analyze and evaluate complex applications
- Organizational and time management skills
- Ability to collaborate and work effectively in a virtual team environment
- Ability to provide written and oral evaluative comments
- Reviewer profile in the ACF grant reviewer database

#### **Required Tools:**

- Telephone service and computer with reliable Internet access via broadband or DSL
- Windows or Mac-based interface
- Adobe Acrobat Reader 9
- Back-up plan to access the Internet in the event the primary Internet connection is lost during a review. A connection must be re-established within three hours

#### **Level of Commitment:**

- Participate in approximately 3 mandatory web-based training sessions to prepare for the grant review process
- Devote 8 hours daily over a period of 5 to 6 days to review applications



#### **Next Steps:**

Register as a grant application reviewer at [www.acfgrantreviewer.com](http://www.acfgrantreviewer.com) and enter reference code PREP-001-2013 or call 866-796-1613

**For more information on ACYF and the Adolescent Pregnancy Prevention Program, please visit [www.acf.hhs.gov/programs/fysb/index.htm](http://www.acf.hhs.gov/programs/fysb/index.htm).**