



Panelist Work and Confidentiality Agreement

This Panelist Work and Confidentiality Agreement (the “Agreement”), outlines the specific Terms and Conditions for a Panelist or Notetaker (“Consultant”) for the GrantSolutions Grant Review Team (“GGRT”). GGRT provides grant administrative, programmatic support and processing services on behalf of the Federal agency (the “Customer”) for whom Consultant may be assigned.

Article I. Relationship of Parties

Consultants shall be considered “Independent Contractors” and are not eligible for any benefits enjoyed by regular employees, including but not limited to, health coverage, overtime, and similar. As Independent Contractors, Consultants assume full responsibility for all tax liability related to payments received from LCG.

Article II. Confidentiality

- a) Consultant shall treat the entire review process, including the application content and evaluations, with strict confidence at all stages of the review process and for a period of twelve (12) months thereafter.
- b) Consultant shall not discuss information contained in the applications, nor any learned particulars of the Work, during panel meetings or with anyone not included in the immediate panel.
- c) Consultant shall be able to reproduce application materials for the sole purpose of completing the review and must dispose of all copies properly at the conclusion of the review.
- d) Should the Consultant elect to use a personal or work computer during any part of the review process, at the completion of the review they are required to:
 - i. Delete all documents saved on the personal computer’s hard drive and/or any flash drives used;
 - ii. Delete all emails and email attachments related to the grant review; and
 - iii. Delete all electronic or printed copies of the applications, notes from the application review, and all other confidential information.
- e) Consultant acknowledges they will not be reimbursed for any disposal expenses incurred with fulfilling this requirement.
- f) Consultant shall refrain from referencing any information regarding an applicant organization or grant application from any source other than the application itself.

Article III. Payment

- a) Payments issued under this Agreement are dependent on the Customer’s satisfactory acceptance of the Consultant’s finished work product (the “Work”), receipt of all required documents, and Consultant’s compliance with all Terms and Conditions herein. No payments will be made to Consultant without the Customer’s satisfactory acceptance of the end product.
- b) Consultants who are not Federal employees or Federal contractors shall be eligible for honorarium payment only upon confirmation by the Federal staff.
- c) No partial honorarium payments will be made. Current Federal employees and Federal contractors are not eligible for honorarium payment.

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- d) Prior to the release of any payments, GGRT must have in its possession a properly executed Work Agreement along with all other required documentation; including, but not limited to, a Payment Voucher.
- e) All payments will be made electronically through a secure internet portal, ADP WorkMarket, which will issue a 1099 prior to January 31st following the calendar year-end, if income is greater than Six Hundred Dollars (\$600.00).

Article IV. Scope of Work

- a) Consultant will be required to provide an independent, unbiased assessment of assigned grant applications received in response to the:
 - i. Funding Opportunity Announcement ("FOA");
 - ii. Notice of Funding Opportunity ("NOFO");
 - iii. Notice of Funding Announcement ("NOFA");
 - iv. Request for Applications ("RFA"); or
 - v. Notice of Intent to Apply ("NIA").
- b) Consultant is required to participate for the entirety of the grant review period, during which time they will be required to adhere to all actions outlined in this Agreement.
- c) Full cooperation and participation of all Consultants is mandatory. Failure to meet the application deadlines, participate in panel discussions and/or respond to the panel Chairperson and/or Federal staff in a timely fashion may result in early dismissal without compensation.
- d) Consultant shall carefully review and evaluate each application, write evaluative weakness and strength statements, score applications, and participate in conference call discussions following the schedule determined by the panel chairperson. Evaluation of applications will be completed remotely using a web-based review tool, Application Review Module (ARM), from the Consultant's chosen location. Consultant further confirms they have use of a computer with access to high-speed Internet and a telephone for participating in conference calls.
- e) Consultant shall respond to all requests from their panel chair within 12 hours of the request. Consultant shall be accessible by phone or e-mail during the business day, after business hours and on the weekend throughout the review period.
- f) Consultant shall carefully read and understand the evaluation criteria, explanations, and instructions for scoring as described in the funding opportunity and explained in the orientation conference calls, during mandatory trainings, and as outlined in training materials.
- g) Consultant, in accordance with the priorities, criteria, assigned role, and explanations and instructions provided electronically, shall score each grant application on the degree to which the grant application meets each criterion, based on the content of the grant application.
- h) Consultant shall correctly indicate the score awarded to each grant application on the criterion in the place provided in the scoring system, ARM, for that grant application and provide detailed narrative comments to support such scores.



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- i) The entire process will be web-based, and it is up to the Consultant's discretion and expense if they wish to print any review materials during the process. Consultants will not be reimbursed for any expenses incurred printing or accessing documents or participating in conference calls.
- j) Consultant agrees to the terms in the Conflict of Interest policy for the grant-making agency and certifies to having disclosed all potential Conflicts of Interests with applicant organizations.

Article V. Training

- a) Consultant shall participate in all mandatory trainings and conference calls and fully review all orientation and instruction materials.
- b) Consultant shall thoroughly review and adhere to the guidance provided during trainings and by the grant review staff.

By my signature herein, I acknowledge and agree to adhere to the Terms and Conditions outlined in this Agreement.

Print Consultant Name

Consultant Signature

Date