

# FAQs



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## FREQUENTLY ASKED QUESTIONS FOR PEER REVIEWER APPLICANTS

### What is the Bureau of Justice Assistance (BJA) looking for in potential peer reviewers?

BJA needs reviewers from diverse backgrounds and regions who have relevant expertise and experience in at least one of the following areas:

- Crime prevention
- Community-based violence reduction
- Criminal justice reform
- Law enforcement
- Gang and gun crime
- Prosecution
- Courts and adjudication
- Corrections and community corrections
- Reentry and recidivism reduction
- Tribal justice
- School safety
- Forensic sciences

- Mental health and crisis intervention services
- Alcohol and substance use disorder prevention, harm reduction, treatment, and recovery services
- Information sharing and technology
- Evaluation, research, and statistics
- Forensic DNA
- Crime Laboratory

### How do I become a BJA peer reviewer?

Submit an up-to-date résumé or curriculum vitae, including a valid email address, to: [BJAreviewer@usdoj.gov](mailto:BJAreviewer@usdoj.gov). Please put "Peer Reviewer Candidate Résumé" in the subject line.

### Is there a deadline to apply to become a peer reviewer?

While there is no set deadline to apply, the BJA peer review season generally begins in February and ends in July. However, BJA welcomes résumés from applicants year-round.



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

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## How will I know if I am added to BJA's Peer Reviewer Database (PRD)? What happens next?

This database is used by all Office of Justice Programs (OJP) program offices, including BJA, to select highly qualified reviewers to participate in the peer review process for OJP grant applications. If your qualifications match BJA's requirements to become a peer reviewer, an automated email will be sent to you with a user name, a password, and a link to the database. In addition, you will receive a follow up email with more information about the database and how to complete your profile. Once you are fully enrolled in the PRD with a completed profile, your résumé will be searchable by OJP program staff. The database is used to find potential reviewers who have specific skills to match the needs of each grant solicitation. If you are found to be a match for any of these peer review opportunities, you will be contacted by the peer review staff. Please ensure that your email address and phone number are correct on your résumé. The invitation correspondence you receive via email will contain a timeline and a copy of the grant solicitation.

## How long will my peer reviewer résumé be active in the PRD?

Your résumé will remain active in the database for at least 4 calendar years. You will be required to review your profile on an annual basis to confirm accuracy and update information as needed. If you do not review/update your profile within 4 years, you will be deactivated in the PRD. Additionally, if you are not found to be a match for reviewing any OJP solicitations within 4 years, your profile will be deactivated.

## Will I be required to travel?

No. All meetings are held via conference call.

## Will I be compensated as a peer reviewer?

Yes. Reviewers are paid \$125 for each application reviewed. Federal employees and employees of organizations recognized as federal positions (i.e., U.S. Postal Service, District of Columbia Court Systems, etc.) are not eligible for compensation but may still review on a volunteer basis.

## How many times can I serve as a peer reviewer each year?

If selected, you may serve as a peer reviewer on a maximum of four separate grant solicitations per OJP program office per calendar year.

## What will my duties be as a peer reviewer?

Selected peer reviewers will review and score 5 to 15 applications within a 2-week period. Peer reviewers are also required to participate in an orientation call before beginning their review. The purpose of the orientation call is to define the peer reviewers' roles and responsibilities as well as the background and purpose of the grant program being reviewed.

## ABOUT BJA

BJA helps America's state, local, and tribal jurisdictions reduce and prevent crime, lower recidivism, and promote a fair and safe criminal justice system. BJA provides a wide range of resources—including grants, funding, and training and technical assistance—to law enforcement, courts and corrections agencies, treatment providers, reentry practitioners, justice information sharing professionals, and community-based partners to address chronic and emerging criminal justice challenges nationwide. To learn more about BJA, visit [bja.ojp.gov](http://bja.ojp.gov) or follow us on Facebook ([www.facebook.com/DOJBJA](https://www.facebook.com/DOJBJA)) and Twitter ([@DOJBJA](https://twitter.com/DOJBJA)). BJA is a component of the Department of Justice's Office of Justice Programs.