

Volunteer Reviewers Invitation Expansion and Enhancement of Medication-Assisted Treatment for Opioid Use Disorder in Chicago

Public Health Institute of Metropolitan Chicago (PHIMC) is seeking volunteers to serve as reviewers for proposals submitted in response to the *Expansion and Enhancement of Medication-Assisted Treatment (MAT) for Opioid Use Disorder in Chicago* Request for Proposals (RFP). PHIMC is in search of a diverse group of reviewers, but particularly those with experience in MAT for opioid use disorder. Reviewers will evaluate applications submitted in response to the RFP. Each application will be evaluated by multiple reviewers. PHIMC's goal is to recruit at least **30** volunteers for this effort; please share this announcement with your networks.

PHIMC is serving as the Lead Organization for the Chicago Department of Public Health (CDPH), Office of Violence Prevention and Behavioral Health. For more information about the *Expansion and Enhancement of MAT for Opioid Use Disorder in Chicago* in Chicago funding opportunity, see the full RFP at <http://www.phimc.org/substanceuse>.

Reviewer Skills and Qualifications

- Ability to analyze grant applications effectively against specific criteria
- Strong written and verbal communication skills to express application evaluations
- Professional experience with MAT for opioid use disorder is preferred. Individuals with professional experience in substance use disorder services will also be considered.

Reviewer Commitment

Reviewers must commit to the following:

1. Follow PHIMC instructions for application review, including, but not limited to:
 - o Read the full RFP and application template prior to reviewing applications.
 - o Review and score each application to the best of their ability. Reviewers will be assigned a maximum of seven applications to review. It is anticipated that each application should take between 60 to 90 minutes to thoroughly read and score.
 - o Participate in a reviewer roundtable preferably in-person or virtually.
2. Maintain the highest level of personal conduct during the review process, including, but not limited to:
 - o Ethically review proprietary information.
 - o Maintain confidentiality.
 - o Avoid any conflict of interest and sign a 'Conflict of Interest and Confidentiality of Information' form. **Reviewers cannot review applications if they are affiliated with an organization applying for this RFP.**
 - o All reviewers will be required to provide written and verbal comments based on their professional knowledge, not their personal opinion.

Reviewer Timeline	Date
Application to be a Reviewer due to PHIMC	5/1/17
RFP Individual and Roundtable Review Period	5/12/17 through 5/31/17
Completed RFP Reviews Returned to PHIMC	5/31/17

If you would like to be considered to be a reviewer for this RFP, you will need to complete a short application that should take 10-15 minutes.

For the reviewer application, please [click here](https://goo.gl/forms/oPjfomUskV00aGCz2) (https://goo.gl/forms/oPjfomUskV00aGCz2).

If you have any questions related to this reviewer opportunity, please contact Ayla Karamustafa at ayla.karamustafa@phimc.org.