Federal Program Office (FPO)

User Manual

Conduct a Review Event Using Grants Online

NOAA Grants Online Program Management Office

March 2016
Version 4.18

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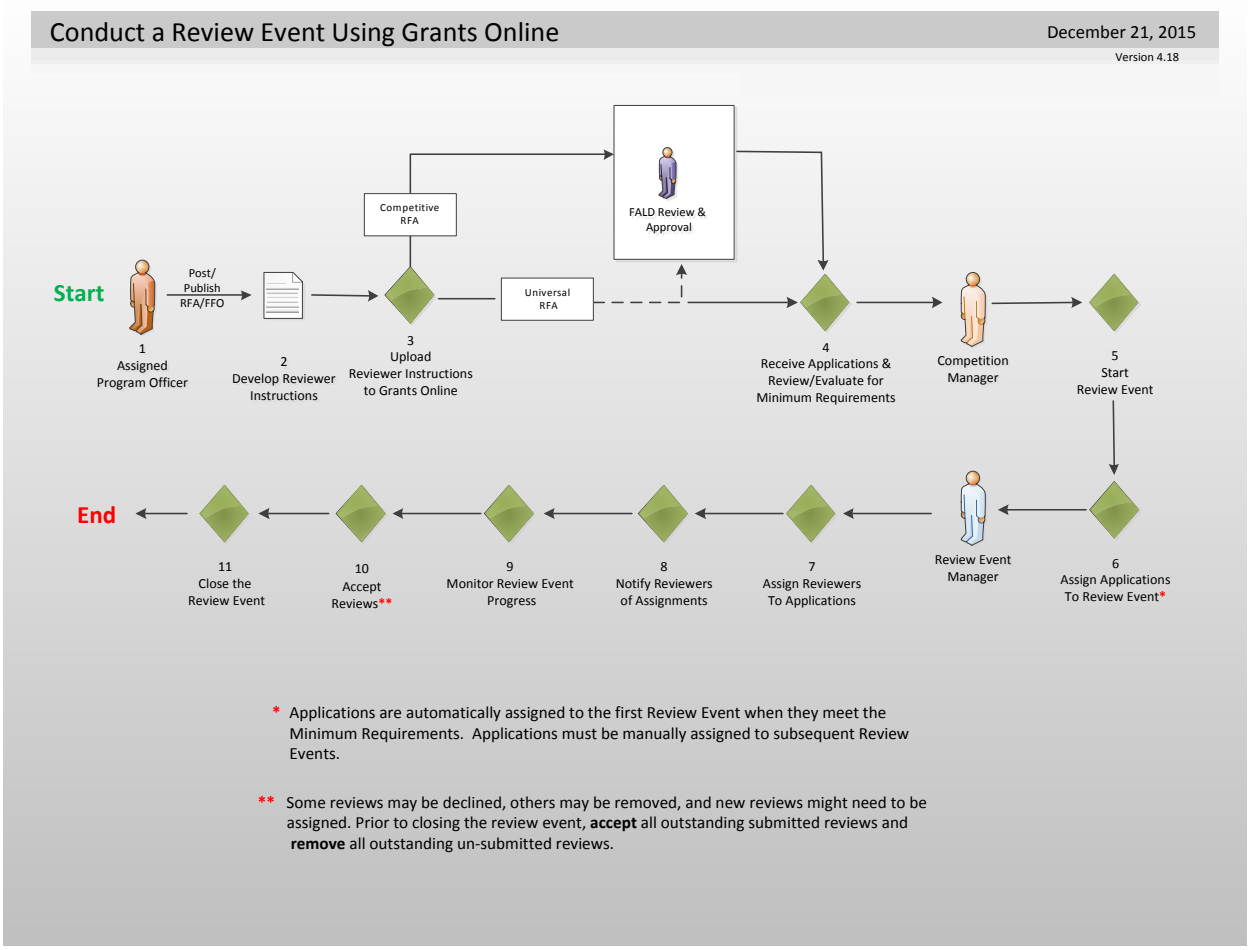
Overview

The Review Event may be conducted using Grants Online or outside of Grants Online. This document guides the Review Event Manager through the steps of conducting a Review Event using Grants Online.

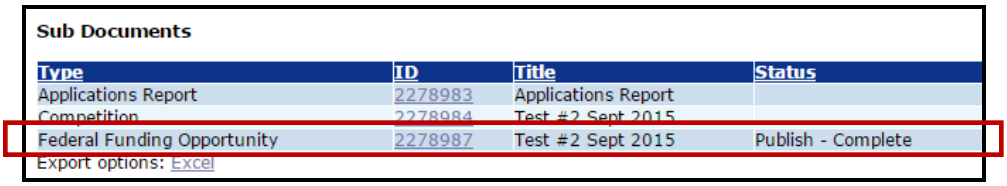
Process Diagram – Conduct a Review Event Using Grants Online



Review Event Tasks – Summary

There is a one-to-one correlation between the items in the **Review Event Task – Summary** section and the steps in the **Conduct a Review Using Grants Online** process diagram.

1. Publication of the Federal Funding Opportunity (FFO) is a precondition for the Review Event. The Application Review Information (section V.) of the FFO is the source of information for the Review Event.

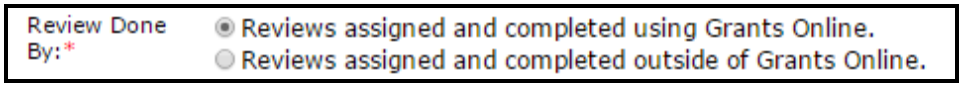


Sub Documents

Type	ID	Title	Status
Applications Report	2278983	Applications Report	
Competition	2278984	Test #2 Sept 2015	
Federal Funding Opportunity	2278987	Test #2 Sept 2015	Publish - Complete

Export options: Excel

NOTE: If the Review Event will be conducted using Grants Online, make certain the **Reviews assigned and completed using Grants Online** radio button has been selected.



Review Done By:*
- (●) Reviews assigned and completed using Grants Online.
- ( ) Reviews assigned and completed outside of Grants Online.

2. Develop a set of Reviewer Instructions for each Review Event. For a secondary Review Event, (e.g., a Non-consensus Panel Review conducted after an Independent Individual Merit Review), ensure that all reviews (from the first Review Event) that should be viewed by the secondary Reviewers are included with the Reviewer Instructions.

3. For a Competitive Review Event, the Reviewer Instructions must be sent to Federal Assistance Law Division (FALD) for review and approval. After FALD approval, the Reviewer Instructions are a legal document and **should not** be modified.

4. Each application will be evaluated to determine if it meets the standards specified in the Minimum Requirements checklist. The Minimum Requirements checklist may be a default set of standards to which a Department of Commerce (DOC) agency must comply or a customized list developed by the Program Officer.

NOTE: Prior to evaluating an application against the Minimum Requirements checklist, all attachments should be included with the application.

5. After verifying that all required “signatures” have been obtained and all documents and components associated with the Review Event are in place, the Competition Manager starts the Review Event.

6. Applications are automatically assigned to the **first** Review Event after they have been evaluated and are found to meet the Minimum Requirements. Any additional Review Events, (whether conducted concurrently or subsequent to the first Review Event), must be manually assigned.

7. Assign Reviewers to applications. These assignments may be based upon expertise or other appropriately-identified criteria as determined by the Review Event Manager.

8. Notify Reviewers of their assignments. The task to assign Reviewers to applications and to notify Reviewers of their assignments is iterative; the process may be repeated as Reviewers are added to, deleted from, or decline participation in a Review Event.

9. Use the reports available on the Review Event Summary page to monitor the progress of the Review Event. When tracking the progress of the Review Event, it is expected that some Reviews will be declined, others will be removed, and new Reviewers will need to be assigned.

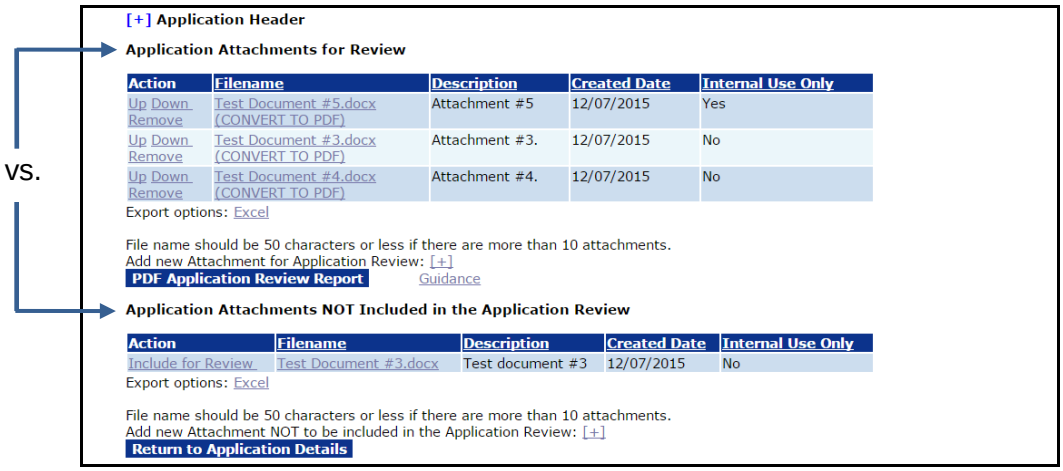
10. Accept Reviews. If Reviews need to be redacted, the redaction is completed during the acceptance phase. A precursor to closing the Review Event is to accept all outstanding submitted Reviews and remove all outstanding un-submitted Reviews.

11. The final step is to close the Review Event.

Review Event Requirements / Guidelines – Summary

Requirements

- The FFO must be published before workflow can be started on the Reviewer Instructions.
- If the Review Event is for a Competitive Award, the Reviewer Instructions **must be** reviewed by FALD prior to starting the Review Event.
- Attachments typically should be added to an application prior to the start of the Minimum Requirements check. The image shown below displays the Application Attachments that **will be** and those that **will not be** included for review with the Application.



- An application must successfully pass a Minimum Requirements check prior to being assigned to a Review Event.
- The Review Event cannot be started until at least one application is assigned to it.
- An application cannot be removed from a Review Event if it has assigned Reviewers; assigned Reviewers must be removed and notified prior to excluding an application from a Review Event.
- A Reviewer can only be assigned to an application associated with an open Review Event.
- An application is visible to the Reviewer only **after** s/he has been notified.
- After a review is accepted it cannot be removed.
- The Review Event cannot be closed until all reviews are completed (accepted, declined, or removed).

Guidelines

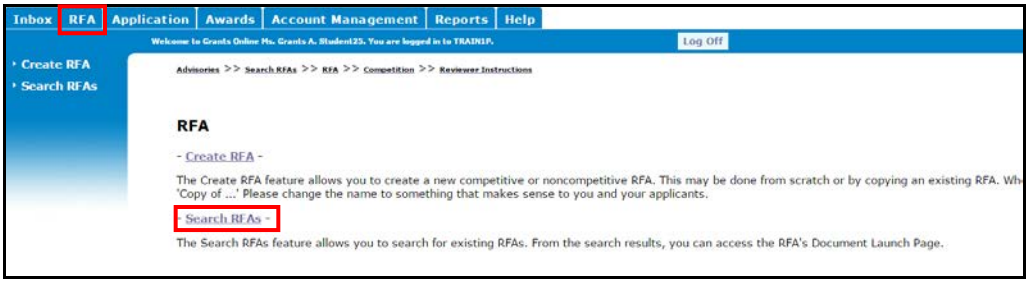
- Review Events can be modified **before** the Review Event has started (i.e., before the Competition Manager selects Start Review Event from the Action dropdown menu).
- Applications can be added to (or removed from) a Review Event after it has started. However, there are rules regarding notification of a Reviewer prior to taking such action.
- A Review that is assigned and removed before the Reviewer was notified is not retained by the system (i.e., it is as though the assignment never occurred).
- A closed Review Event can be reopened – if the list of selected applications has not been sent to the Selection Official (Competitive Review Event).
- The Review Event Manager can enter reviews on behalf of a Reviewer.

Create Reviewer Instructions

By default, the system will generate Reviewer Instructions for the first Review Event. If there are multiple Review Events for a Competition, the Competition Manager should add a corresponding set of Reviewer Instructions for each new Review Event. When there are multiple Review Events for a competition, the Review Events should be placed in the order in which the reviews will be conducted (e.g., Individual Merit Review Event, followed by a Non-Consensus Panel Review Event).

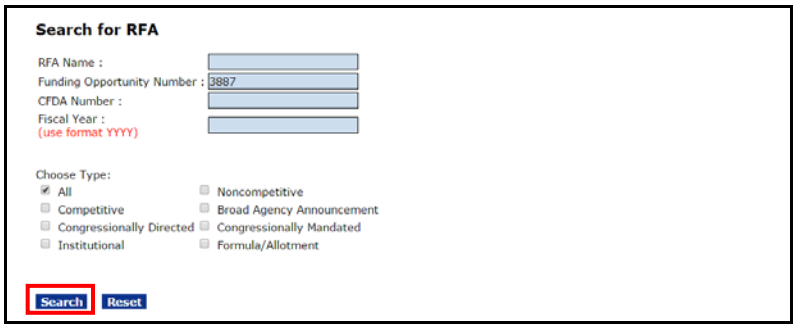
1. Click the **RFA** tab.

2. Click the **Search RFAs** link.

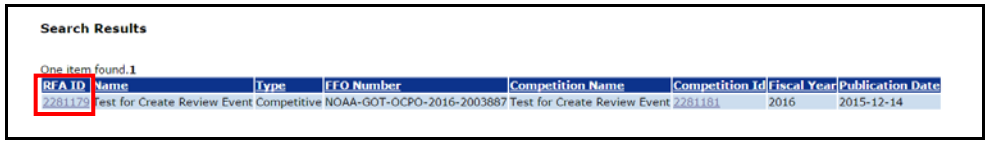


3. Enter data for one of the four (4) parameters on the **Search for RFA** screen. (e.g., RFA Name, Funding Opportunity Number, CFDA Number, or Fiscal Year (YYYY)).

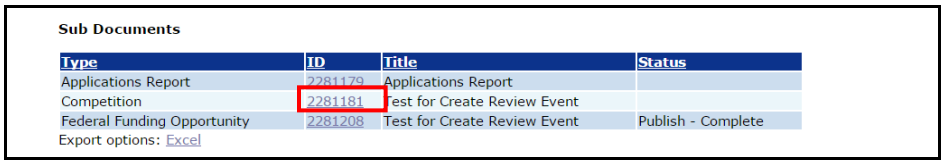
4. Click the **Search** button.



5. Click the **RFA ID** link beside the RFA on which you would like to work.



6. Beneath the Sub-Documents header, click the **ID** link beside the word **Competition.**

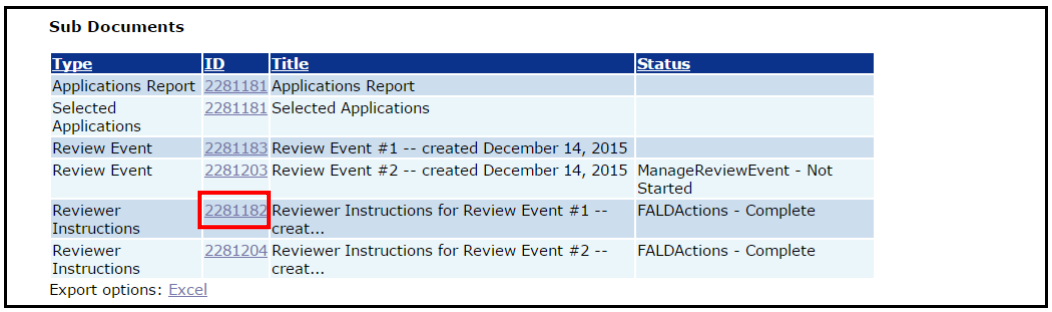


Sub Documents

Type	ID	Title	Status
Applications Report	2281179	Applications Report	
Competition	2281181	Test for Create Review Event	
Federal Funding Opportunity	2281208	Test for Create Review Event	Publish - Complete

Export options: Excel

7. Beneath the Sub-Documents header (different than the Sub-Documents header in the previous step), click the **ID** link beside the words Reviewer Instructions (Title: Reviewer Instructions for Review Event #1 – created...).

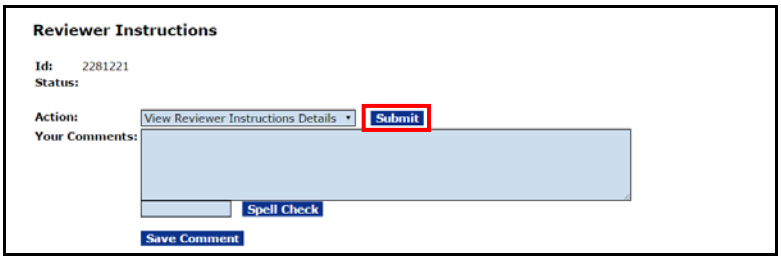


Sub Documents

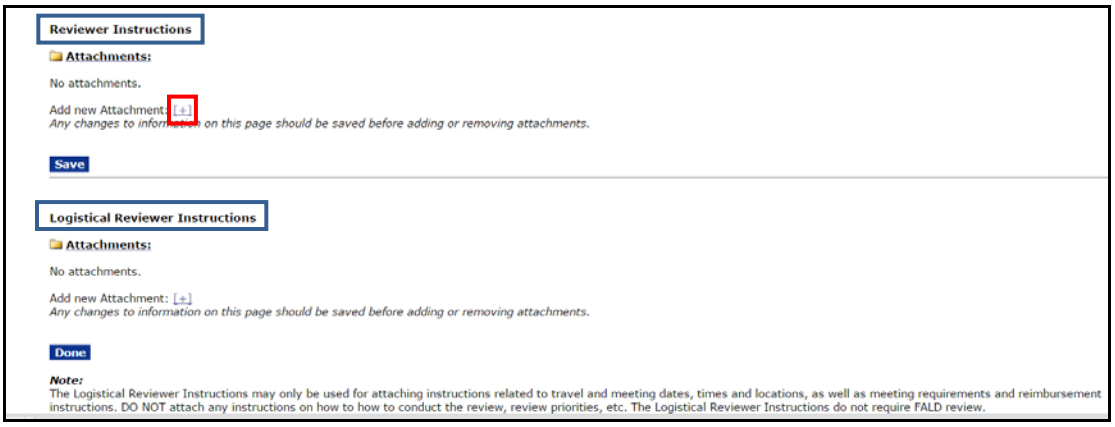
Type	ID	Title	Status
Applications Report	2281181	Applications Report	
Selected Applications	2281181	Selected Applications	
Review Event	2281183	Review Event #1 -- created December 14, 2015	
Review Event	2281203	Review Event #2 -- created December 14, 2015	ManageReviewEvent - Not Started
Reviewer Instructions	2281182	Reviewer Instructions for Review Event #1 -- creat...	FALDActions - Complete
Reviewer Instructions	2281204	Reviewer Instructions for Review Event #2 -- creat...	FALDActions - Complete

Export options: Excel

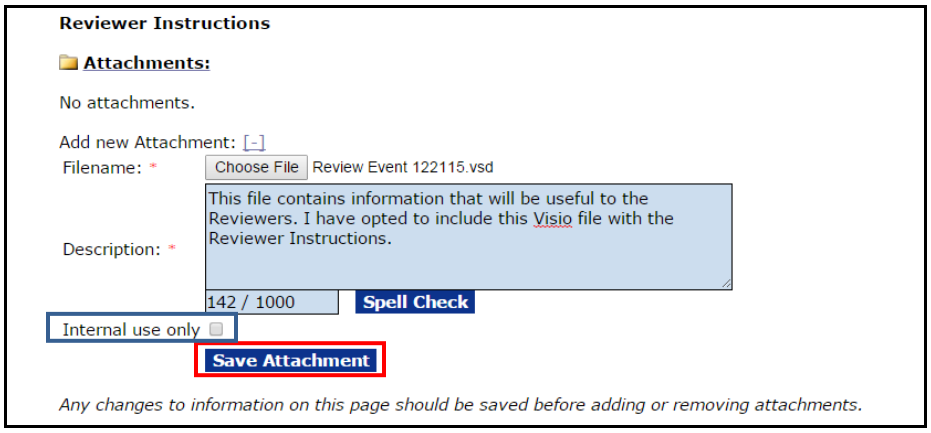
8. Select View Reviewer Instructions Details from the Action dropdown menu. Click the **Submit** button.



9. At the bottom of the screen, there are two sections where Attachments can be added: **Reviewer Instructions** and **Logistical Reviewer Instructions**. Beneath the Reviewer Instructions header, locate the words Add New Attachment and click the **[+].**

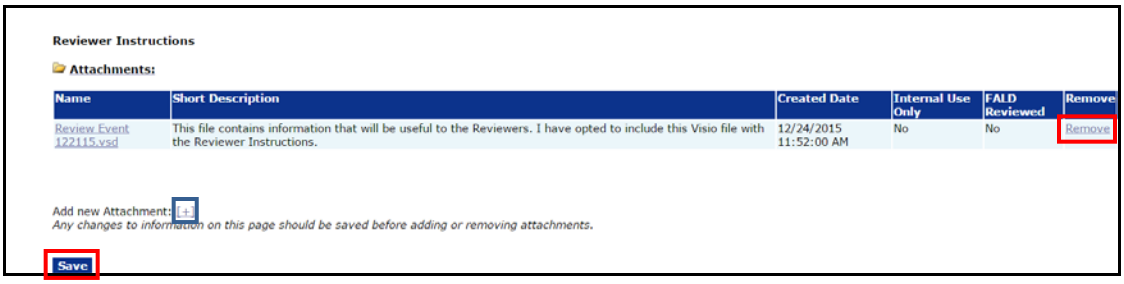


10. On the screen, Filename* and Description* are mandatory for data entry. Click the **Choose File** button and navigate to the file you would like to attach. Enter a brief description of the attached file. When finsihed specifiying details for the attachment, click the **Save Attachment** button.

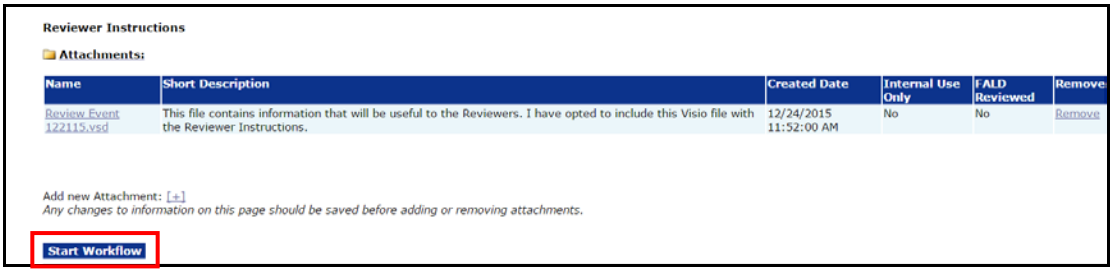


NOTE: Although it is a rare occurrence, if the attachment is for informational purposes only and not to be displayed to the Reviewers, click the small checkbox beside the **Internal Use Only** label.

11. From the Reviewer Instructions screen, to remove an attachment click the **Remove** link. To add another attachment, click the **[+]** and repeat step 10 for each attachment that should be included with the Reviewer Instructions. Click the **Save** button when all Reviewer Instructions have been added.

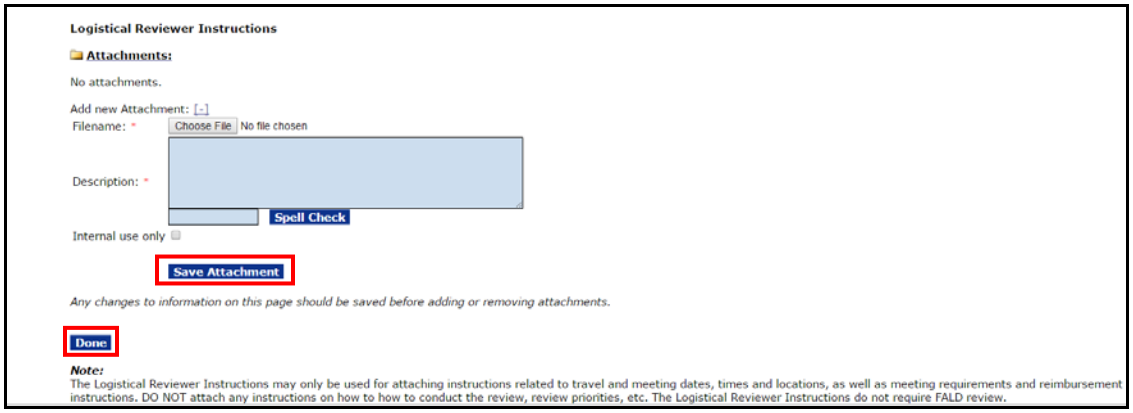


12. Click the **Start Workflow** button at the bottom of the screen.



13. In a similar manner, if appropriate, the user may click the **[+]** beneath the Logistical Reviewer Instructions header (beside the words Add New Attachment). Follow the instructions in step 10 to add content for the Logistical Reviewer Instructions. When all neceesary information has been specified, click the **Save Attachment** button.

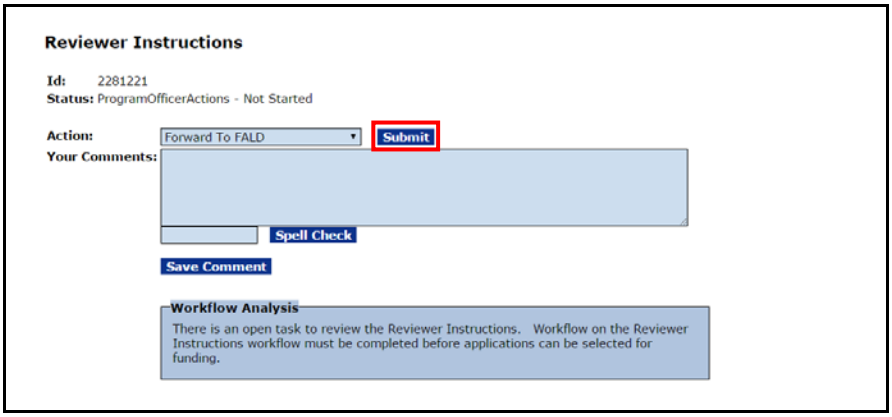
14. When all relevant information has been entered for the Reviewer Instructions and/or the Logistical Reviewer Instructions, click the **Done** button at the bottom of the page to return to the previous screen.



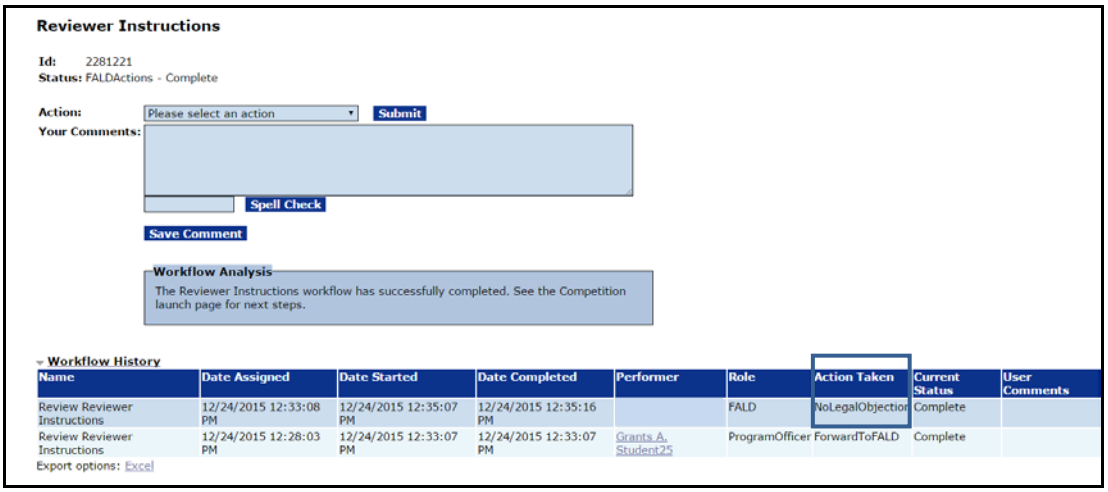
15. When the Review Event is associated with a Competitive RFA, the Reviewer Instructions **must be** sent to FALD for review and approval. When the Review Event is associated with a Universal RFA and there are legal concerns that need to be reviewed, the Reviewer Instructions **should be** sent to FALD.

    Logistical Reviewer Instructions, if completed, **do not** have to be sent to FALD for review.

16. To send the application to FALD, select Forward to FALD from the Action dropdown menu. Click the **Submit** button.



17. A FALD staff member reviews the Reviewer Instructions. When satisfied the content is complete and accurate, s/he will indicate there is No Legal Objection**.** The result of the FALD review is shown in the next screen image on the Reviewer Instructions Workflow History. After approval by FALD, the Reviewer Instructions **should not** be modified.

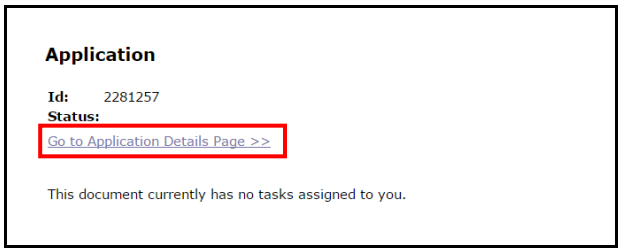


18. After FALD has indicated there are No Legal Objections to the information in the Reviewer Instructions, each application must be evaluated against the Minimum Requirements.

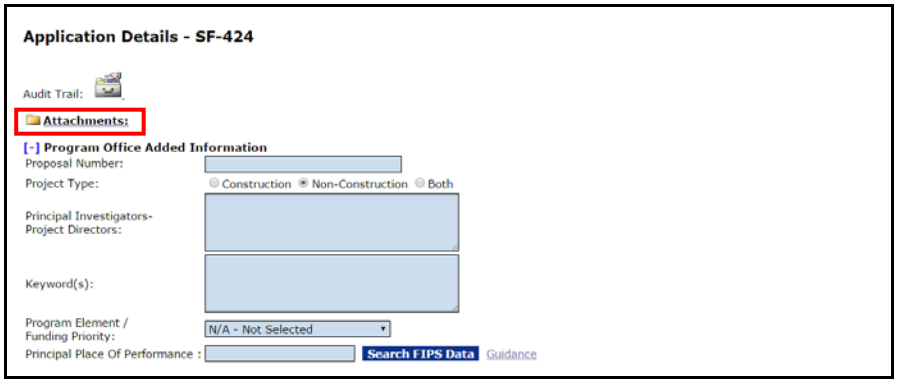
NOTE: If all Review Events are deleted, one set of Reviewer Instructions remains associated with the Review Event. Only the Help Desk staff has the administrative rights to remove the remaining set of Reviewer Instructions.

Specify Application Attachments

1. While on the Application launch page, click the **Go to Application Details Page** link.



2. At the top of the Application Details – SF-424 page, locate and click the **Attachments** link.

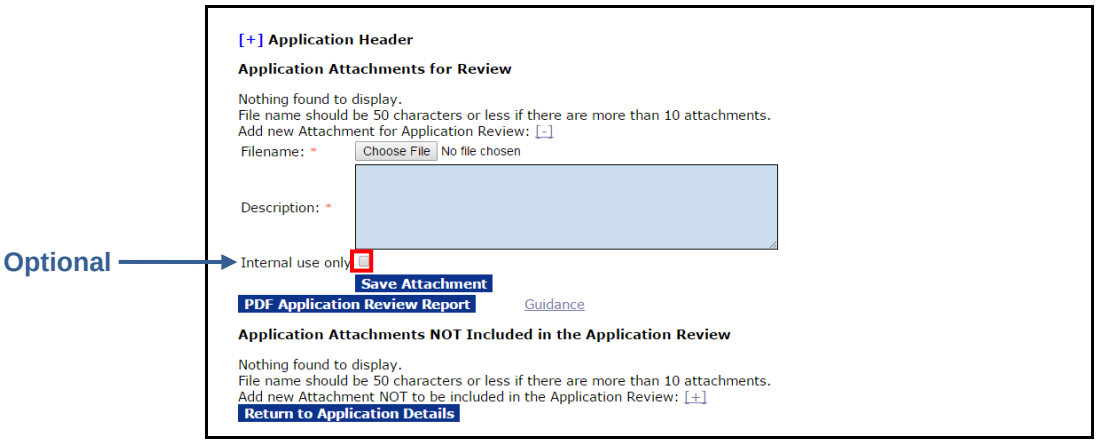


3. Click the **[+]** next to the Add new Attachment for Application Review (under the header **Application Attachments for Review)**

– or –

Click the **[+]** next to the Add new Attachment NOT to be included in the application Review (under the header **Application Attachments NOT Included in the Application Review).**

4. On the resulting screen, there are two mandatory data entry fields: Filename* and Description*. Click the **Choose File** button and specify the file that will be included as an attachment. Provide a brief description of the file. If the attachment is for internal viewing, click the checkbox next to the **Internal Use Only** header.

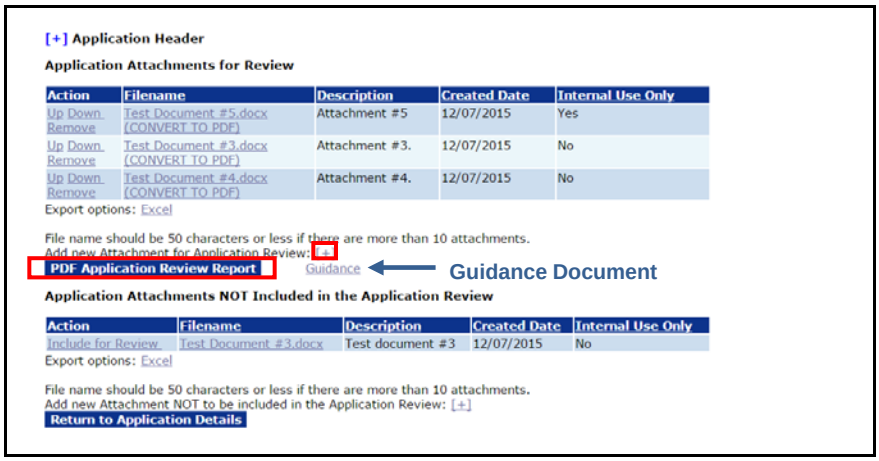


5. When finished specifying the document that should be included with the application, click the **Save Attachment** button.

6. Repeat steps 3-5 as many times as is necessary to add documents that **should** – or – **should not** be included in the Application Review.

7. The order specified under the **Application Attachments for Review** heading is the sequence in which the files will be assembled in the PDF file. Use the **Up, Down, Remove, and Include for Review** links in the Action column to move and reorder the files that are **Application Attachments for Review** – or – **Application Attachments NOT in the Application Review.**

8. When files are appropriately included / excluded and ordered, click the **PDF Application Review Report** button to generate a PDF file of relevant attachments. The set-up process includes converting any non-PDF files (e.g., Word, Excel, etc.) to PDF files.



NOTE: For detailed information on the process of assembling the application and its associated attachments, follow the instructions accessible from the **Guidance** link.

9. Below is an example of the resulting PDF file.

Application for Federal Assistance

ID:	2281257
Applicant Name:	Application submitted 122315
Project Title:	This application was submitted on 122315
Project Period:	10/01/2015 - 09/30/2016
Federal Funding Requested:	$1,200.00
Non-Federal Funding Requested:	$300.00
Fiscal Year of Funding Requested:	2016
Federal Application Receipt Date:	09/30/2015
Submitted for:	Test for Create Review Event
Federal Funding Opportunity Number:	NOAA-GOT-OCPO-2016-2003887
CFDA Number: 11.999	

Application Documents for Review

File Name	**Description Page**
screen shots -- 122915.docx	This attachment will be included in the Application document.

This Application Report has non-PDF or "PDF Catalog" embedded attachments. To print the entire application, each embedded attachment must be opened and printed separately.

This Application Report was produced by DoC Grants Online (https://grantsonline.rdc.noaa.gov) on 12/30/2015 01:56 PM EST

Page 1 of 2

Embedded Non-PDF File

Filename: screen shots -- 122915.docx

Description: This attachment will be included in the Application document.

Double-click the Paperclip link above to view the file.

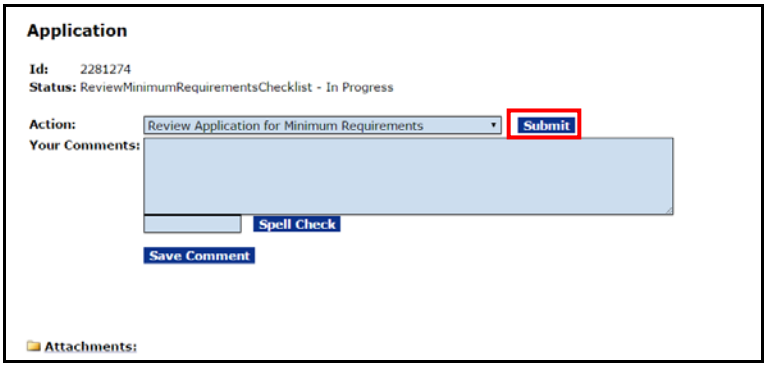
PDF Catalog files cannot be concatenated like regular PDF files because they can contain multiple attachments within them.

To print the entire application, embedded attachments must be printed separately.

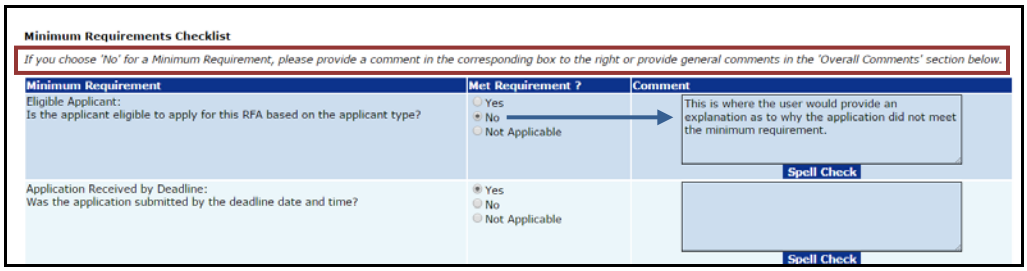
Page 2 of 2

Review Applications for Minimum Requirements

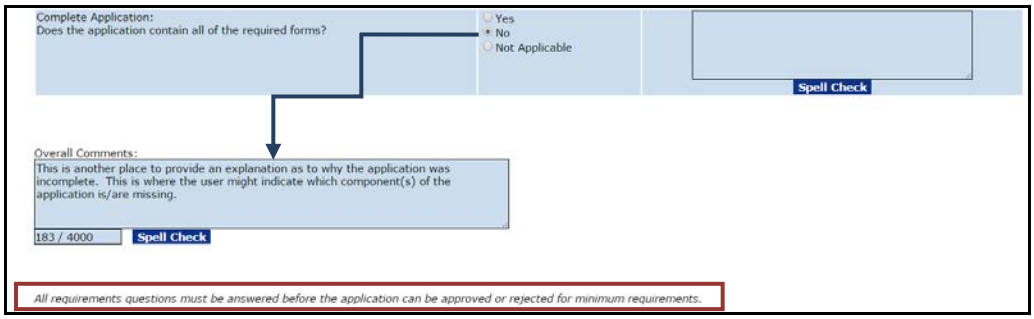
1. From the Application launch page, select Review Application for Minimum Requirements. Click the **Submit** button.



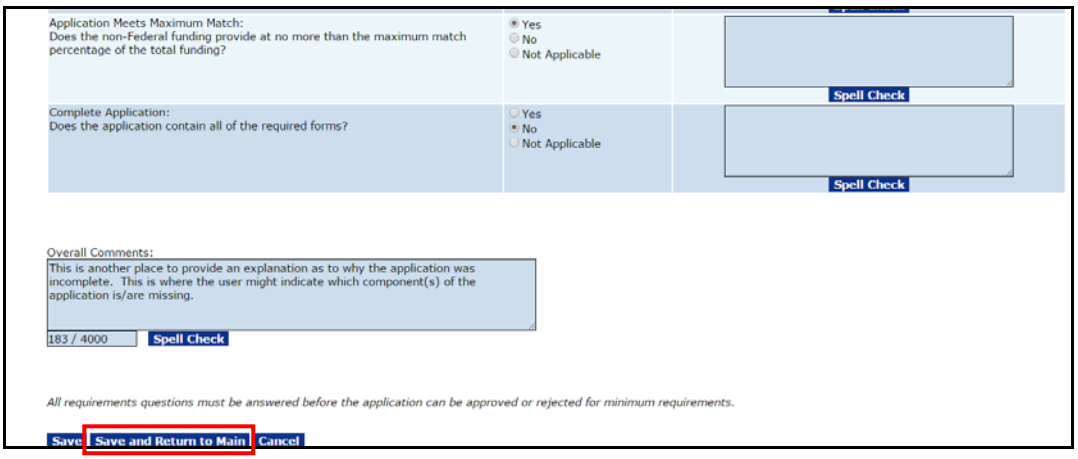
2. Evaluate the application against each Minimum Requirement. As the instructions indicate, for each question where 'No' is the response, a comment must be provided in the corresponding box to the right of the Minimum Requirement – ***or*** – a general comment must be entered for the Overall Comments section at the bottom left-hand portion of the screen. All questions **<u>must be</u>** answered before the content can be saved and the user can navigate to the next section.



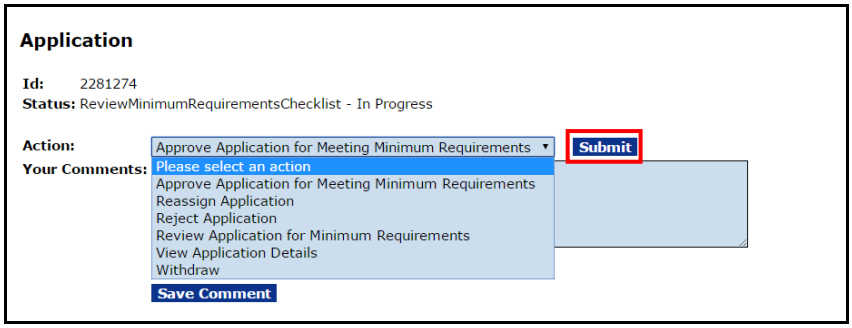
– or –



3. Click the **Save** button to capture the responses; click the **Save and Return to Main** button to navigate to the previous screen.



4. From the Action dropdown menu, when appropriate, select Approve Application for Meeting Minimum Requirements and click the **Submit** button.



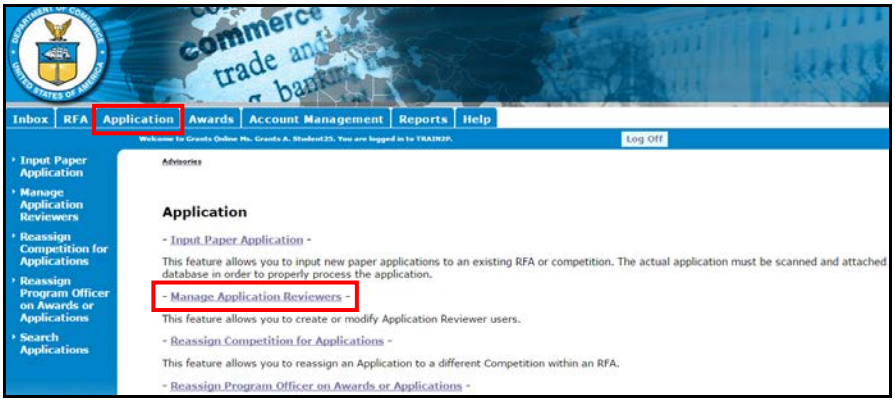
NOTE: From the Action dropdown menu, there are several other options: Reassign Application, Reject Application, Review Application for Minimum Requirements, View Applications Details or Withdraw.

Identify Potential Reviewers

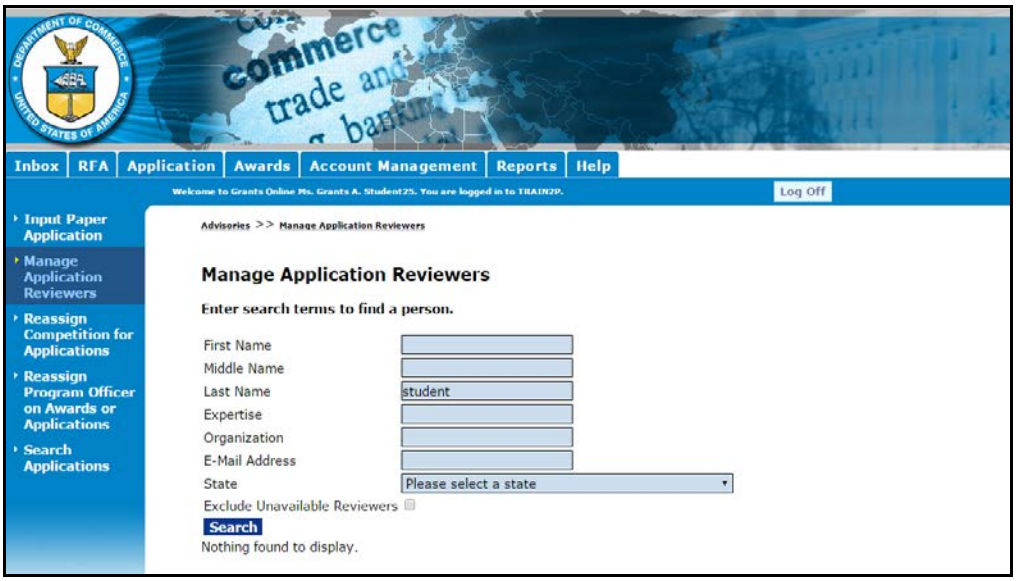
Although it can be done at any time, it is advantageous to identify Reviewers prior to starting the Review Event and attempting to assign Reviewers to applications.

1. Click the **Application** Tab.

2. Click the **Manage Application Reviewers** link.



3. To search for an Application Reviewer, specify information for the minimum number of fields necessary to conduct the search. In this example, we specify data for the Last Name. Click the **Search** button. When an Application Reviewer has a common Last Name, it may be advantageous to also specify the First Name – that will decrease the number of responses returned from the search.

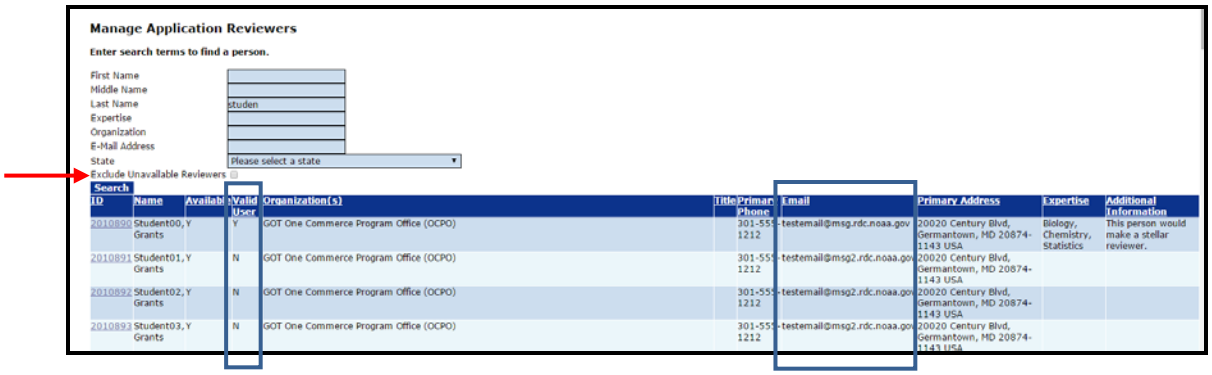


4. As an alternative, the user can specify Expertise or a valid email address to search for a Reviewer.

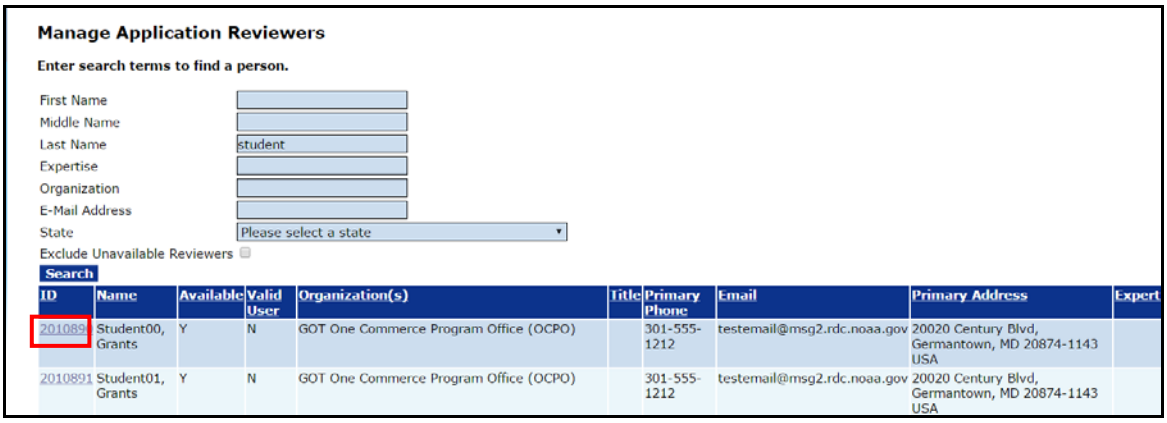
NOTE: Use the checkbox on the screen (see image below step 5) to exclude Reviewers who are not available to evaluate applications.

5. When the value for the column **Available** is "N", the Reviewer is currently not available to conduct reviews. When the value for the column **Valid User** is "N" the Reviewer does not have a **unique** email address associated with his/her username.

   In the image below, several Grants Online users have the same email address (testemail@msg2.rdc.noaa.gov). Therefore only the user Grants Student00 has a "Y" displayed in the **Valid Users** column; all other users shown on the screen have "N" displayed in the **Valid Users** column.



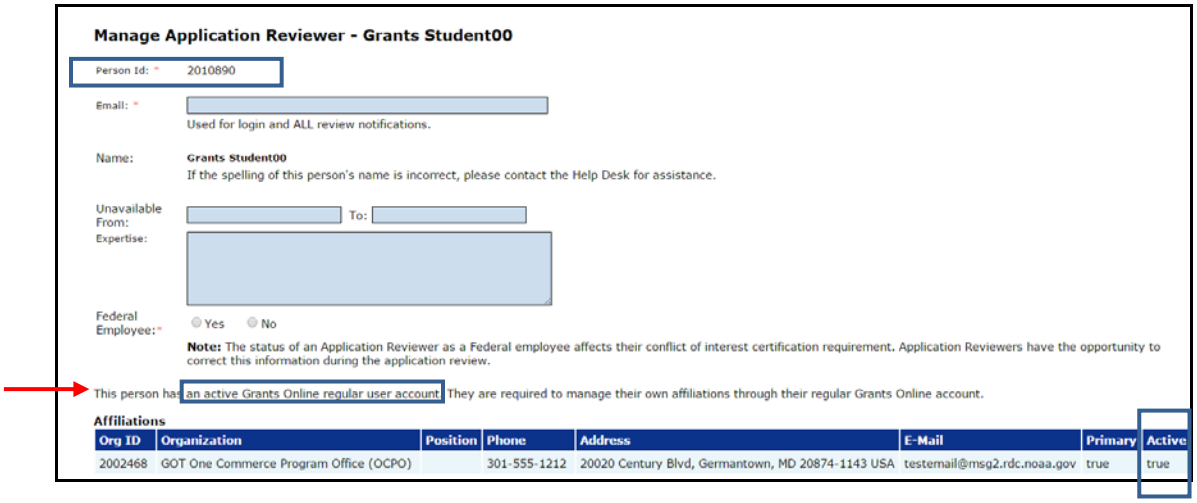
6. Click the **ID** link next to the name of the Reviewer you would like to select.



7. In the resulting screen, each data field with a red asterisk (*) represents mandatory data entry. The Person Id is pre-populated with a unique number. The Review Event Manager must provide a valid, **unique** email address for each person to whom the application might be assigned for review. The Review Event Manager should also indicate whether the Reviewer is a Federal Employee*.

   In the screen image below, note the message indicating the selected person has an **active** Grants Online regular user account. In addition, under the Affiliations header the value for Active is **true**.

   On the other hand, an individual who is set up in Grants Online with a **Reviewer Only** account must access the system using a unique email address and a Personal Identification Number (PIN).



NOTE: If the Reviewer is an existing Grants Online user, the email address data element on the screen should be pre-populated.

8. To generate an electronic copy of the selected Reviewer's information (where Active = true), the Review Event Manager can click the **Print Reviewer Information** link at the bottom of the screen. A Word document is downloaded to the user's computer.

   Click the **Save** button to preserve the information; click the **Cancel/Done** button to exit the screen without saving any information.

9. An example of the Word document downloaded to the Review Event Manager's computer is shown below.

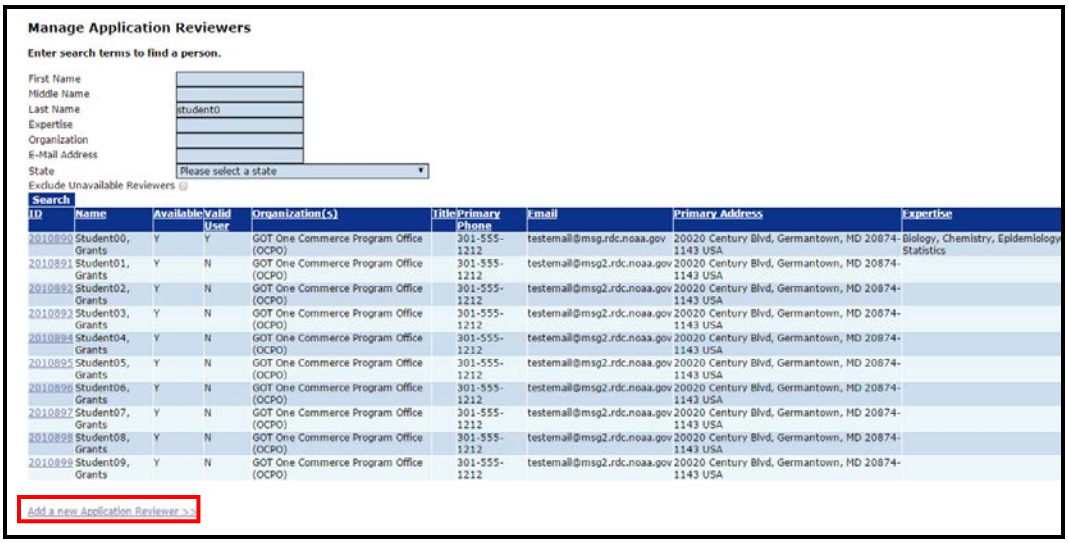
Application Reviewer Information for
Grants StudentXX

Name: Grants StudentXX
Username/Email: testemail@msg.rdc.noaa.gov
Phone: 301-555-1212
This person is not listed as unavailable.
Expertise: Biology, Chemistry, Epidemiology, Statistics
This person is not a Federal Employee.

Additional Information (INTERNAL USE ONLY)
This person would make a stellar Reviewer.

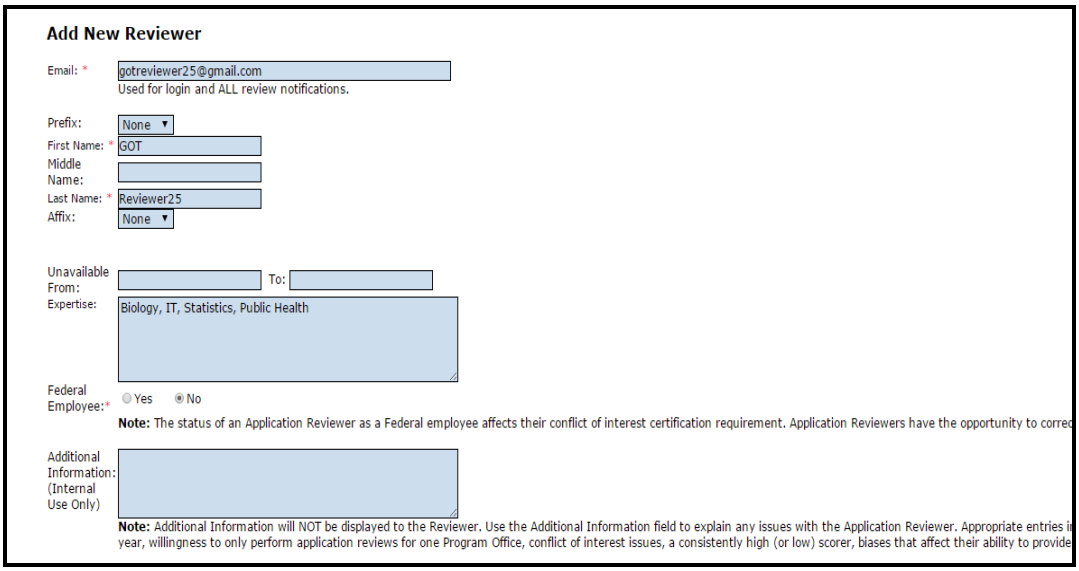
Affiliations
Organization: GOT One Commerce Program Office (OCPO)
Title:
Phone: 301-555-1212
Email: testemail@msg.rdc.noaa.gov
Address: 20020 Century Blvd, Germantown, MD 20874-1143 USA

10. If the Reviewer is **not** an active Grants Online user (Active = false), the Review Event Manager must add the Reviewer and his/her affiliation information to Grants Online. To specify a new user, scroll to the bottom of the screen and click the **Add a New Application Reviewer** link.



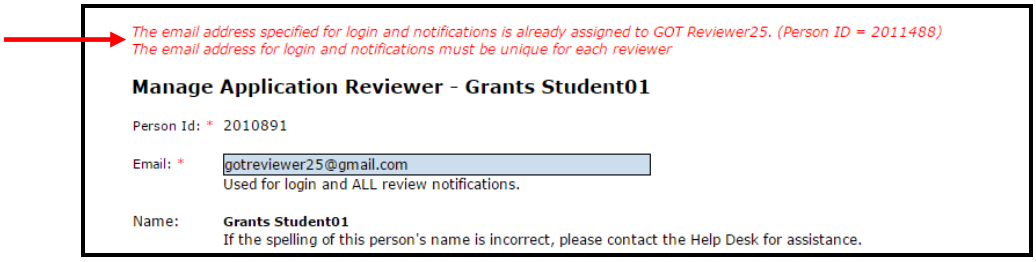
ID	Name	Available	Valid User	Organization(s)	Title	Primary Phone	Email	Primary Address	Expertise
2010890	Student00, Grants	Y	Y	GOT One Commerce Program Office (OCPO)		301-555-1212	testemail@msg.rdc.noaa.gov	20020 Century Blvd, Germantown, MD 20874-1143 USA	Biology, Chemistry, Epidemiology, Statistics
2010891	Student01, Grants	Y	N	GOT One Commerce Program Office (OCPO)		301-555-1212	testemail@msg2.rdc.noaa.gov	20020 Century Blvd, Germantown, MD 20874-1143 USA	
2010892	Student02, Grants	Y	N	GOT One Commerce Program Office (OCPO)		301-555-1212	testemail@msg2.rdc.noaa.gov	20020 Century Blvd, Germantown, MD 20874-1143 USA	
2010893	Student03, Grants	Y	N	GOT One Commerce Program Office (OCPO)		301-555-1212	testemail@msg2.rdc.noaa.gov	20020 Century Blvd, Germantown, MD 20874-1143 USA	
2010894	Student04, Grants	Y	N	GOT One Commerce Program Office (OCPO)		301-555-1212	testemail@msg2.rdc.noaa.gov	20020 Century Blvd, Germantown, MD 20874-1143 USA	
2010895	Student05, Grants	Y	N	GOT One Commerce Program Office (OCPO)		301-555-1212	testemail@msg2.rdc.noaa.gov	20020 Century Blvd, Germantown, MD 20874-1143 USA	
2010896	Student06, Grants	Y	N	GOT One Commerce Program Office (OCPO)		301-555-1212	testemail@msg2.rdc.noaa.gov	20020 Century Blvd, Germantown, MD 20874-1143 USA	
2010897	Student07, Grants	Y	N	GOT One Commerce Program Office (OCPO)		301-555-1212	testemail@msg2.rdc.noaa.gov	20020 Century Blvd, Germantown, MD 20874-1143 USA	
2010898	Student08, Grants	Y	N	GOT One Commerce Program Office (OCPO)		301-555-1212	testemail@msg2.rdc.noaa.gov	20020 Century Blvd, Germantown, MD 20874-1143 USA	
2010899	Student09, Grants	Y	N	GOT One Commerce Program Office (OCPO)		301-555-1212	testemail@msg2.rdc.noaa.gov	20020 Century Blvd, Germantown, MD 20874-1143 USA	

11. Supply information for the data elements shown in the diagram below. All items with a red asterisk (*****) require data. Carefully enter data on this screen; after an initial Save, the Reviewer's name cannot be changed.



12. To ensure an understanding of the content/format of the requested information, a quick walkthrough of the data elements in the image above is provided.

- Email***** – A **<u>unique</u>** email address used to log on to the Reviewer's Grants Online account. If an attempt is made to use an email address that is associated with another Reviewer, an error message is displayed. If a Reviewer's email address changes, the existing email address can be updated without losing any of the Reviewer's review history.



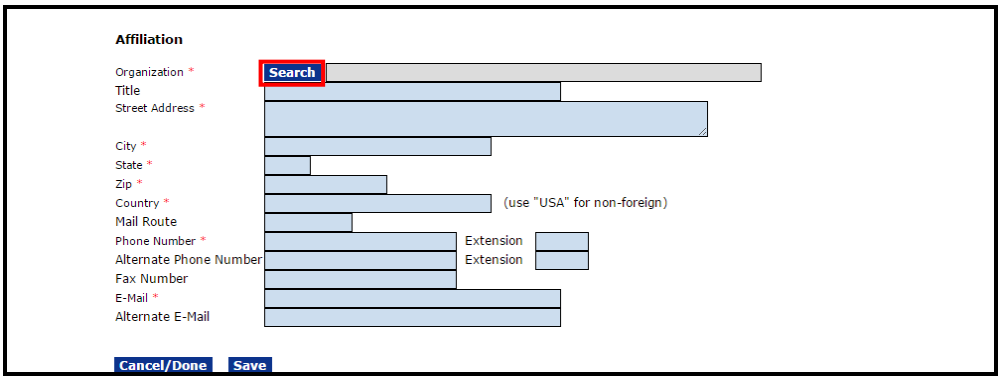
- First Name*****
- Last Name*****
- Unavailable **From:** and **To:** – If the user will never be available to conduct additional Reviews (due to retirement or relocation) enter a **To:** date well into the future (e.g., 12/31/2070). The Help Desk should be contacted to completely remove a Reviewer from the system.

- Expertise – Information may be entered at the discretion of the Review Event Manager (and/or that of the Reviewer). Data in this field provides an additional means to search for potential Reviewers.
- Federal Employee* – The Federal employment status determines the type of Conflict of Interest certification that must be completed for the Reviewer.
    - For Federal employees, conflict of interest is governed by Federal ethics laws.
    - For non-Federal employees, conflict of interest is verified by completion of the CD-571 – ***Reviewer Conflict of Interest and Confidentiality Certification for Non-Governmental Peer Reviewers***.

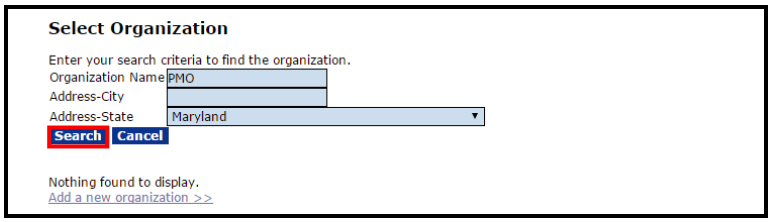
  If the Federal Employment status is unknown, take a guess. The Reviewer will have an opportunity to correct this information when s/he certifies his/her conflict of interest.

- Additional Information (Internal Use Only) – Use this field to explain any Application Reviewer issues (e.g., periods of unavailability, a busy schedule during certain times of the year, willingness to conduct Reviews for certain Program Offices, consistently high or low scores, information associated with the Reviewer's ability to provide unbiased evaluations of certain types of applications).

13. When entering information for a new Reviewer, that person must also be associated with an organization (i.e., the Reviewer must be affiliated with a valid Grants Online organization). Without entering data in any of the boxes, click the **Search** button.



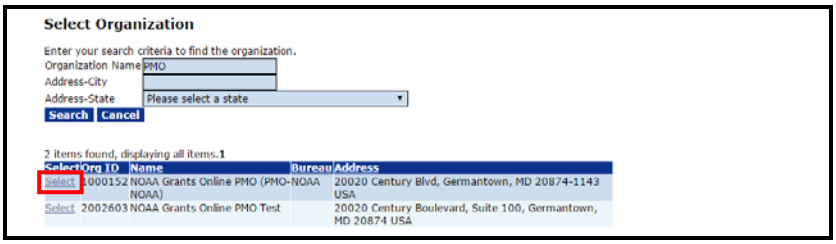
14. On the screen, enter data for Organization Name or Address-City and/or select a state from the Address-State dropdown menu. Click the **Search** button**.**



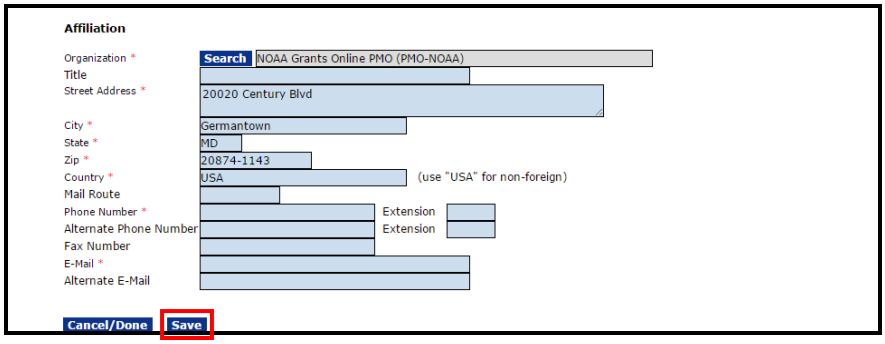
NOTE: The search results exclude all Recipient's organizations. A separation of the Recipient's organization(s) from the Reviewer's organization(s) is necessary to prevent disclosure of the Reviewers to the Recipient Administrator(s).

15. If one of the organizations returned by the search is applicable, click the **Select** link next to that organization. Doing this will associate the Reviewer with that organization. If the Reviewer is appropriately associated with the correct organization, continue to step 16.

    If the relevant organization is not returned by the search, advance to step 19 and follow the instructions to add a new organization.

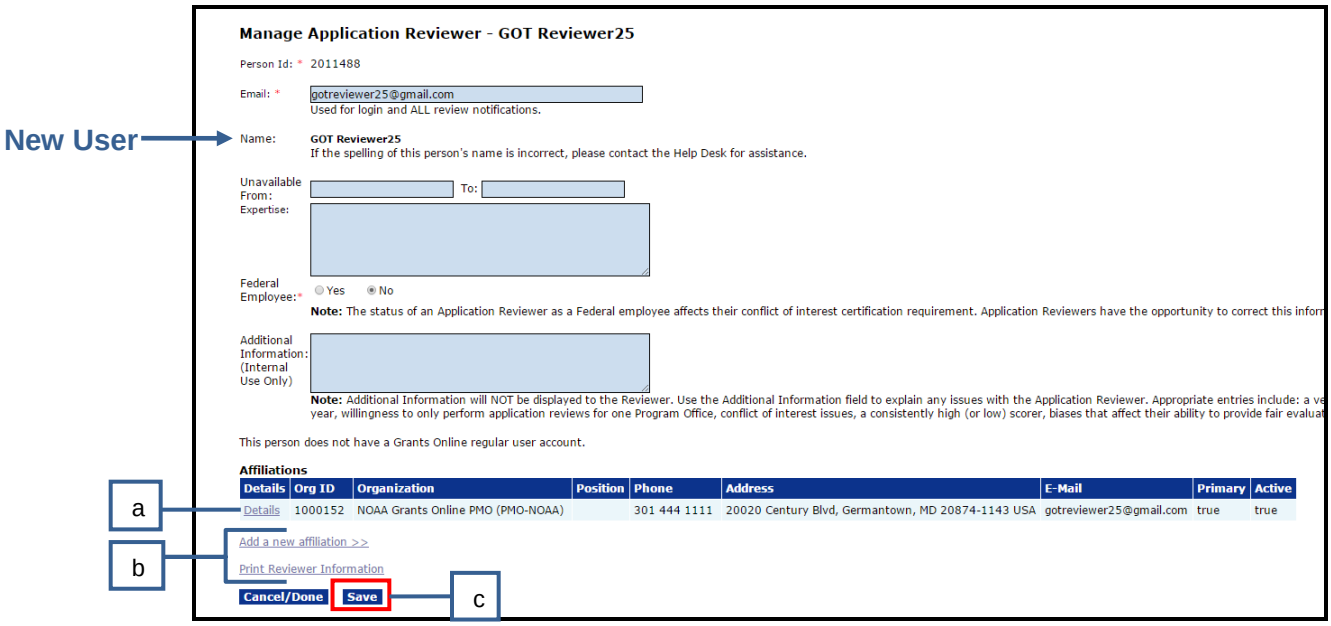


16. When the organization has been selected, the image below is visible. A portion of the Affiliation data sheet is pre-populated. Supply data for the remaining red asterisk (*) fields. When data entry for all mandatory fields is complete, click the **Save** button.



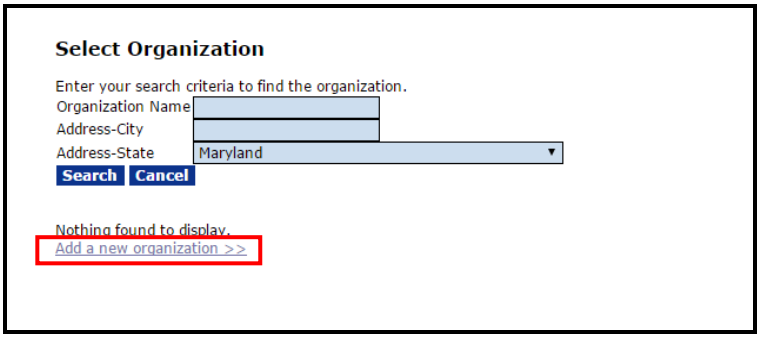
17. When the Reviewer and his/her organization/affiliation information have been saved, the image below is visible.

    a. To perform additional edits to the Reviewer's contact information, click the **Details** link. From the Details page, click the **Edit** link (next to the word Affiliation).
    b. From the **Manage Application Reviewer – GOT ReviewerXX** screen, the Review Event Manager can also click the **Add New Affiliation** link or click the **Print Reviewer Information** link.
    c. When all modifications are complete, click the **Save** button to retain updated information. Upon return to the screen below, click the **Save** button and then the **Cancel/Done** button to return to the previous screen.

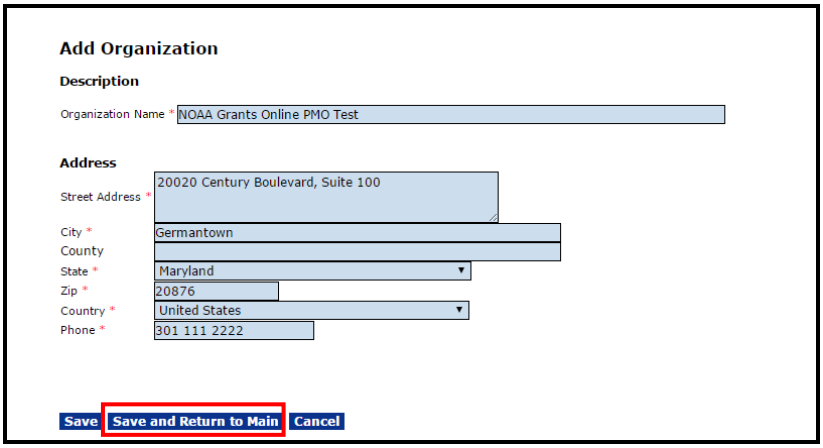


18. If there are no additional modifications, advance to step 23.

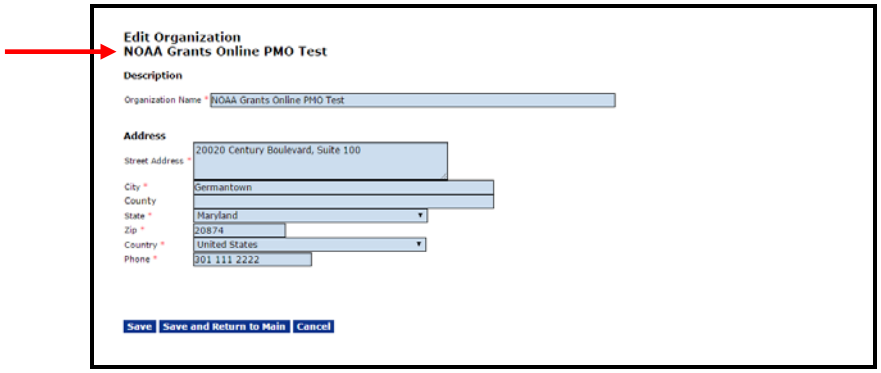
19. When the Review Event Manager needs to add a new organization, s/he can click the **Add a New Organization** link at the bottom of the screen to add a new organization.



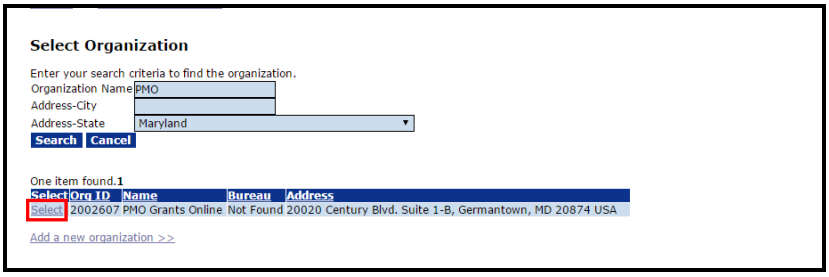
20. Provide data for fields on the screen; fields with a red asterisk (*) are mandatory for data entry. When finished, click the **Save** button to capture the data entered; click the **Save and Return to Main** button to capture information and return to the previous screen; click the **Cancel** button to exit without saving changes.



21. When the Organization has been successfully added, the screen shot shown below is visible.



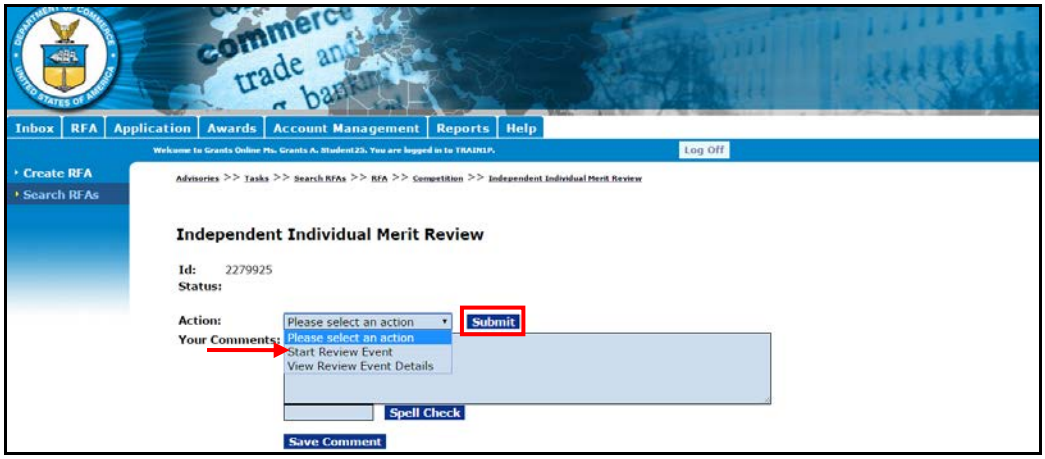
22. The newly created organization is now available for the Review Event Manager to associate with a new or existing Reviewer. Click the **Select** link next to the appropriate organization's name and proceed to the next section – [Assign Applications to the Review Event.]



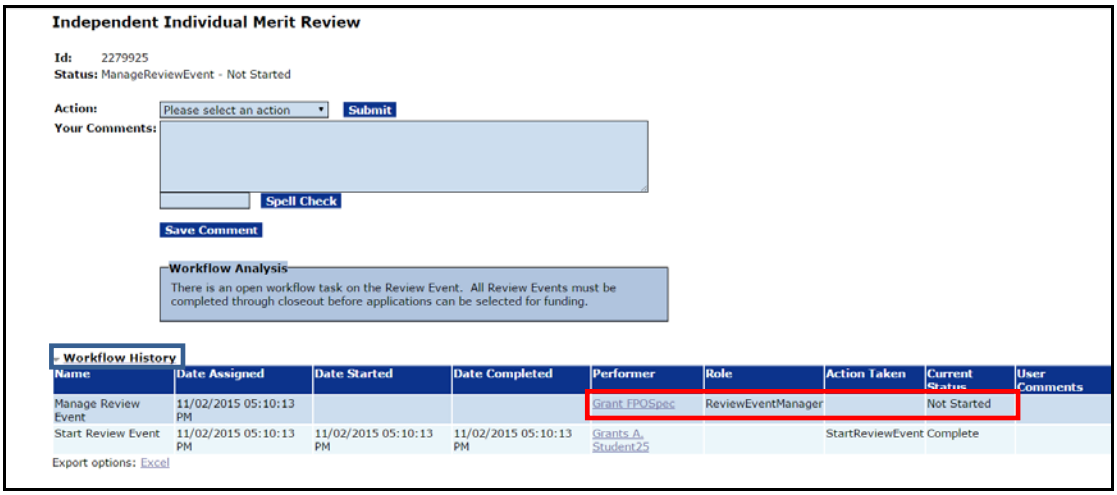
23. If the Reviewer needs to make changes to the data on his/her account, s/he should log on to Grants Online using his/her regular login (typically first initial and last name). If not a regular user, the Reviewer should login to his/her account using the unique email address and PIN.
    a. While on the My Profile page (under the Account Management tab), s/he can update some components of his/her affiliation(s).
    b. The fields that can be updated are: phone number, mailing address, and email address.
    c. The Reviewer's organizational affiliation cannot be updated; that task is performed by the appropriate Grants Management Advisory Council (GMAC) staff member.

Assign Applications to the Review Event

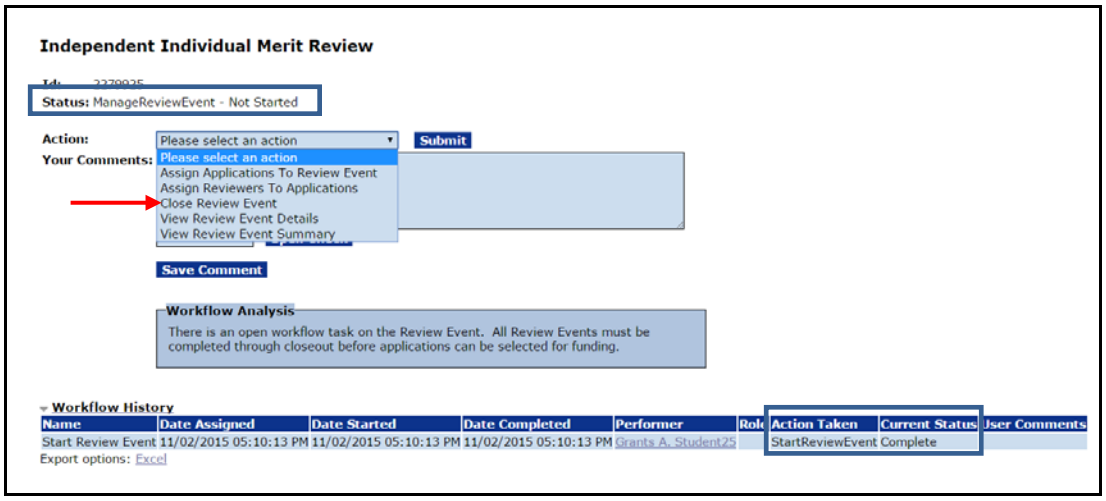
1. When ready to start the Review Event, navigate to the Review Event launch page (RFA ➔ Search for the RFA ➔ Competition ➔ select the appropriate Review Event). From the Action dropdown menu, select Start Review Event. Click the **Submit** button. In this instance, we are working on the first Review Event (an Independent Individual Merit Review).



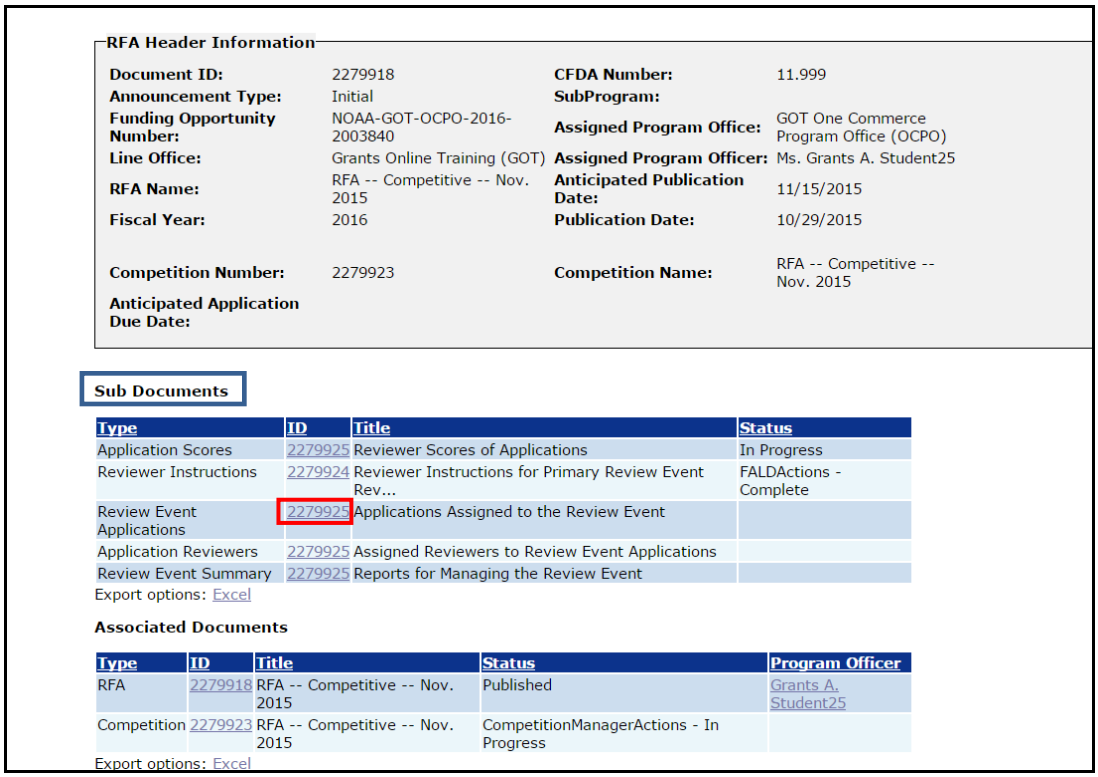
2. Upon starting the Review Event, it should be noted (according the Workflow History); the next person who has a Review Event task is the Review Event Manager. In our example, the person performing the Review Event Manager role is the user Grant FPOSpec (i.e., **Grant** is the first name; **FPOSpec** is the last name).



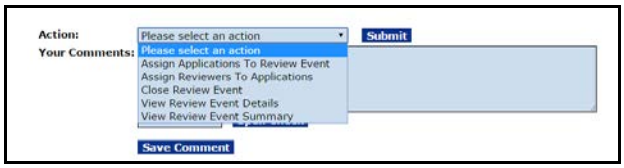
3. When the Review Event Manager has logged onto his/her account and the Workflow History is visible, we can see that the task **Start Review Event** is complete. However, the task **Manage Review Event** has not started. In addition, there is an option on the Action dropdown menu to **Close Review Event**.

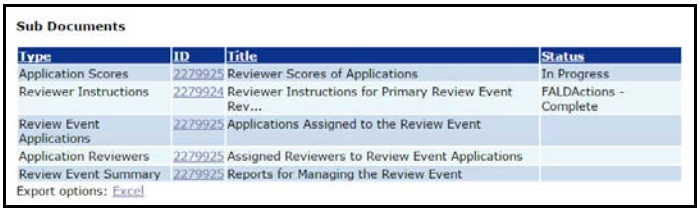


4. Navigate to the Sub-documents section at the bottom of the screen. Locate the line with the title Applications Assigned to the Review Event*;* click the **ID** link.



NOTE: Some of the items on the Action dropdown menu (1st image below) also have links under the Sub-Documents heading (2nd image below).



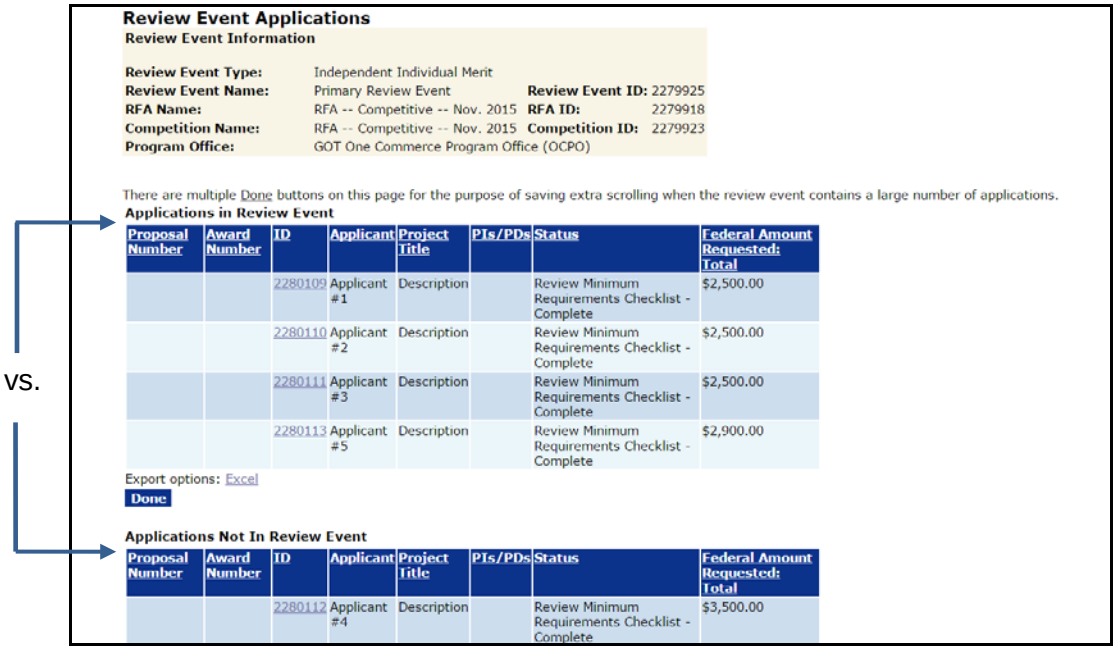


Comparison Between Two Review Event Components

Action Dropdown Menu	Sub-Documents (Type)	Sub-Documents (Title)
Assign Applications to Review Event	Review Event Applications	Applications Assigned to the Review Event
Assign Reviewers to Applications	Application Reviewers	Assigned Reviewers to Review Event Applications
View Review Event Summary	Review Event Summary	Reports for Managing the Review Event

5. The resulting screen indicates which applications have been included in the Review Event and which applications have been excluded from the Review Event. By default, when an application passes the Minimum Requirements checklist, it is automatically assigned to the **first** Review Event.

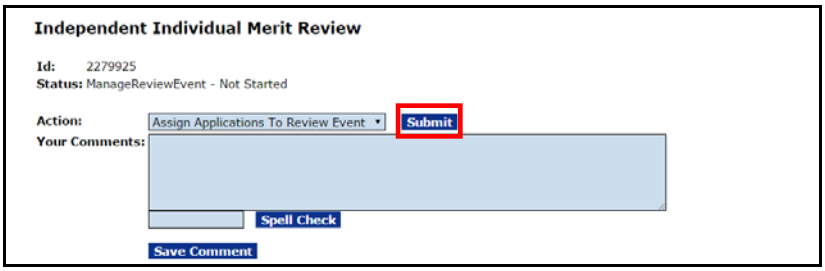
   In the screen on the next page, the Competition Manager has modified the applications assigned to the Review Event. Otherwise all applications would be listed under the heading **Applications in Review Event**.



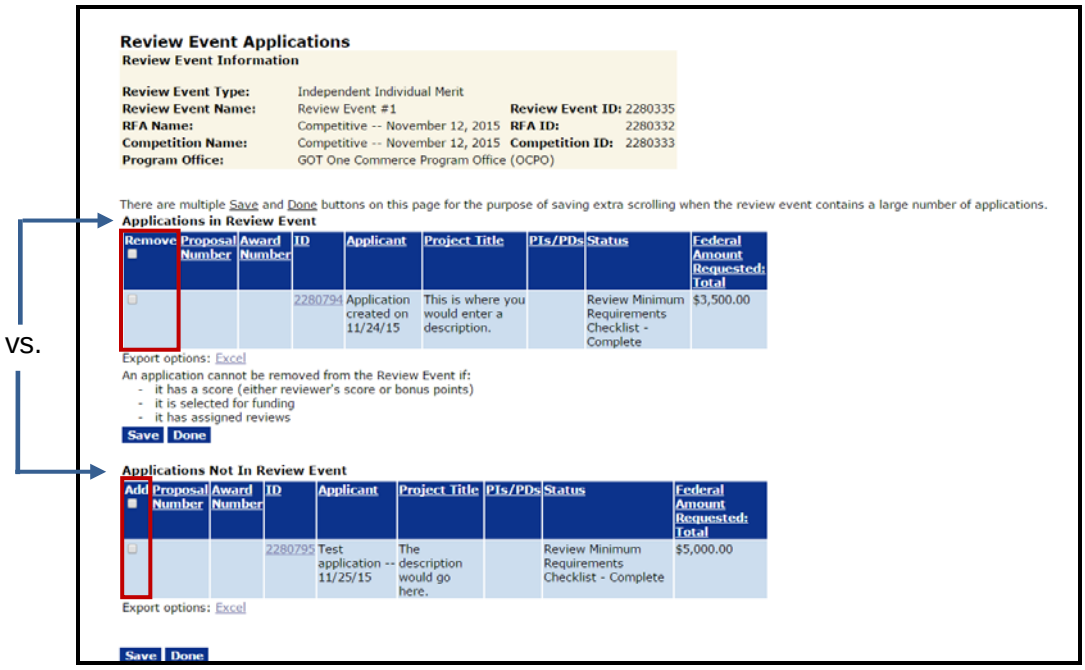
vs.

6. After the Review Event has been started, **only** the Competition Manager can assign applications to a Review Event. Although both the Competition Manager and the Review Event Manager can add potential Reviewers to an application; **only** the Review Event Manager can notify a potential Reviewer that s/he is being asked to participate in a Review Event.

7. If the applications assigned to the Review Event needs to be updated, from the Action dropdown menu select Assign Applications to Review Event and click the **Submit** button.



- To move an application from the **Applications In Review Event** heading to the **Applications Not In Review Event** heading, click the checkbox in the far left-hand corner (under the **Remove** column). Click the **Save** button beneath the **Applications In Review Event** heading.
- To move an application from the **Applications Not In Review Event** heading to the **Applications In Review Event** heading, click the checkbox in the far left-hand corner (under the **Add** column). Click the **Save** button beneath the **Applications Not In Review Event** heading.



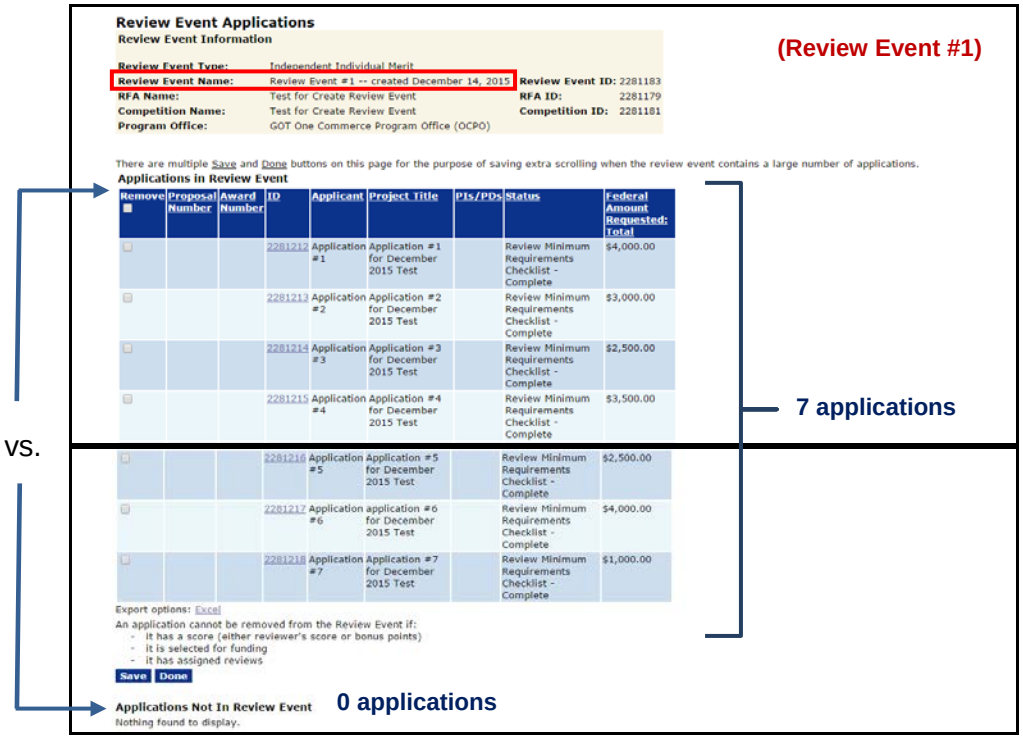
vs.

NOTE: Only applications that have met the Minimum Requirements are visible and available for selection. Applications with unresolved concerns will be listed, but the checkbox will not be available for selection.

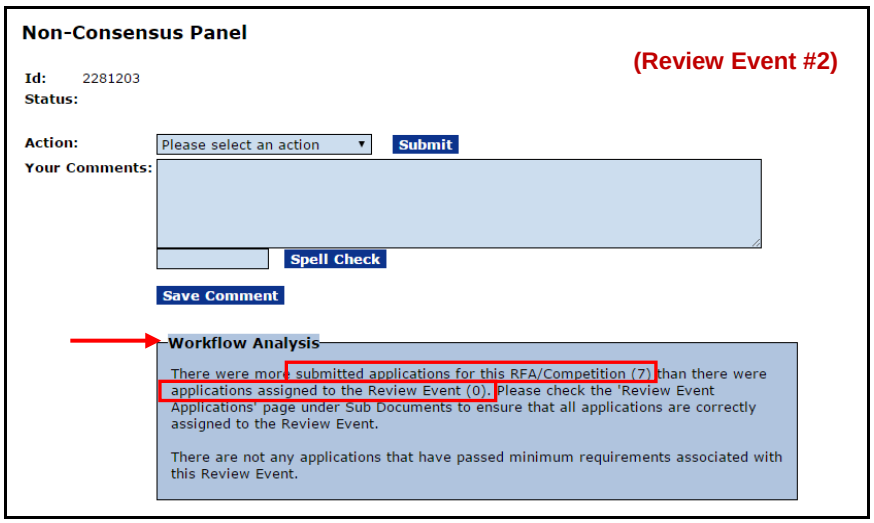
8. RFAs/Competitions with multiple Review Events must have the application(s) manually added to the Review Event. Recall, when an application initially passes the Minimum Requirements checklist it is automatically added to the **first** Review Event and placed under the **Applications in Review Event** heading.

   - This RFA/Competition has two Review Events: **Review Event #1** is an Independent Individual Merit Review; **Review Event #2** is a Non-Consensus Panel Review.

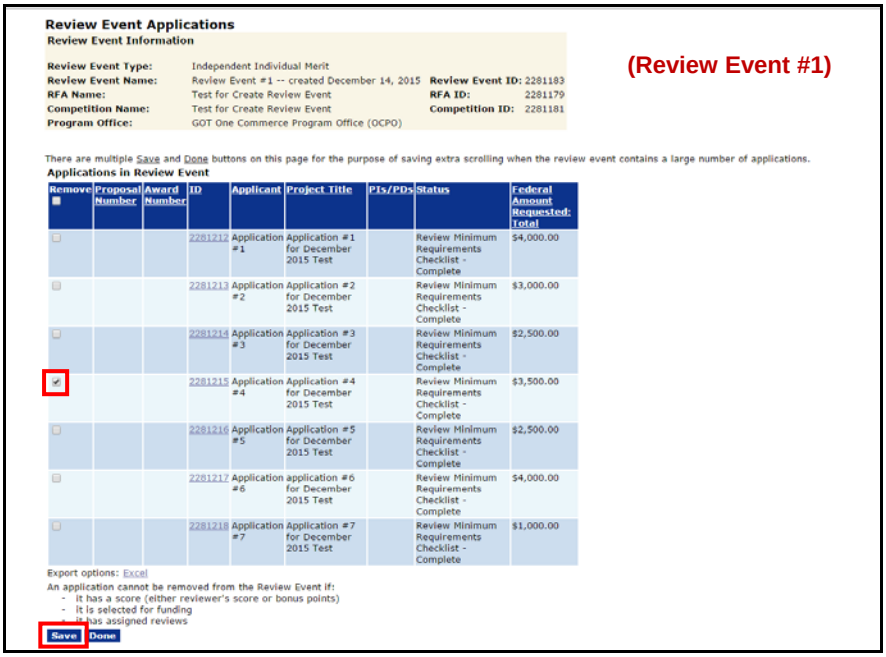
- At the conclusion of the Minimum Requirements check, all applications (in this case, seven, are associated with the **Applications in Review Event** section of Review Event #1). As the screen below indicates, there are no applications in the **Applications Not in Review Event** section.



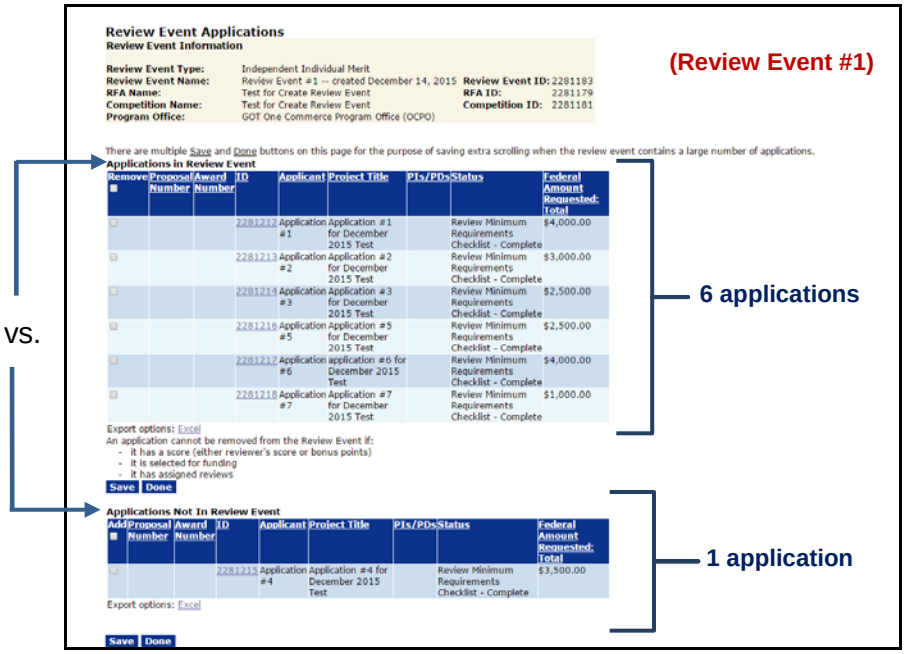
- On the other hand, none of the applications is associated with Review Event #2. Referring to the Workflow Analysis, there were ***more submitted applications for this RFA/Competition (7)*** than there were ***applications assigned to the Review Event (0)***.



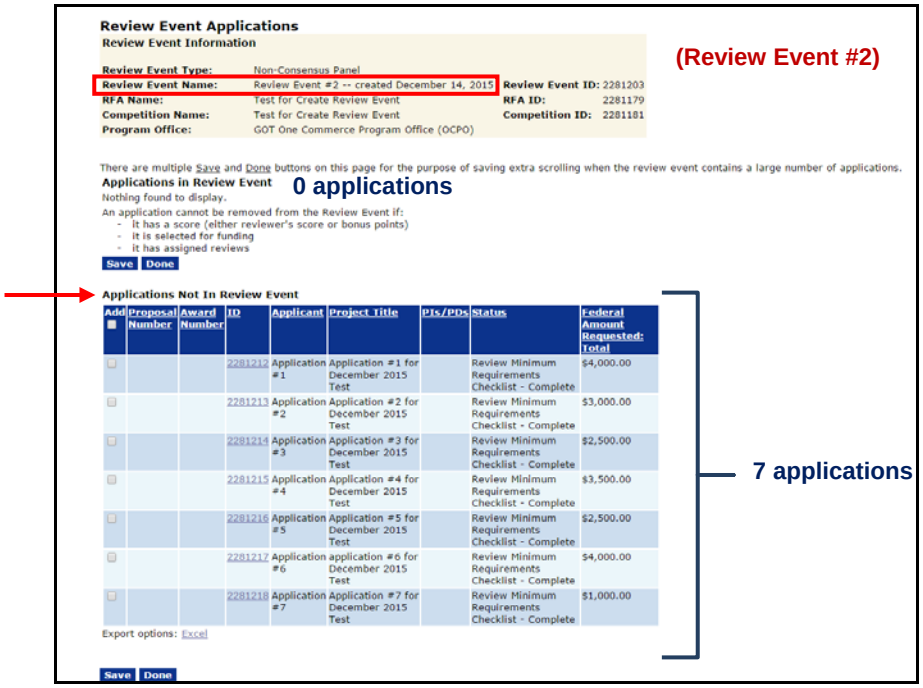
- An application can be moved from one section of Review Event #1 to another section of Review Event #1 using the checkbox beside each application. Simply, click the checkbox and click the **Save** button beneath the section **<u>from</u>** which the move is being requested.



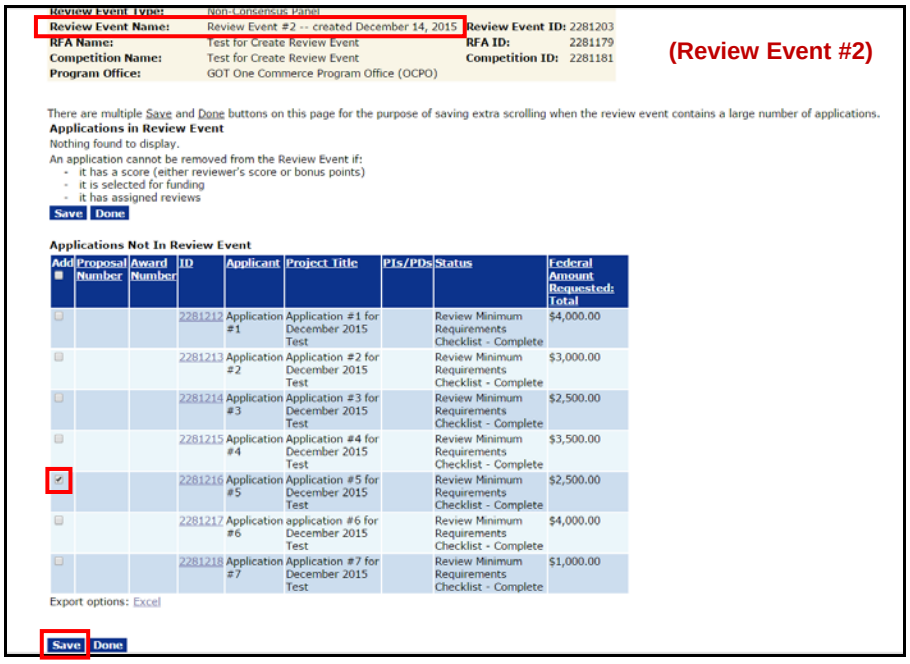
- In the resulting screen image, observe the results of moving an application from the **Applications in Review Event** section to the **Applications Not in Review Event** section.



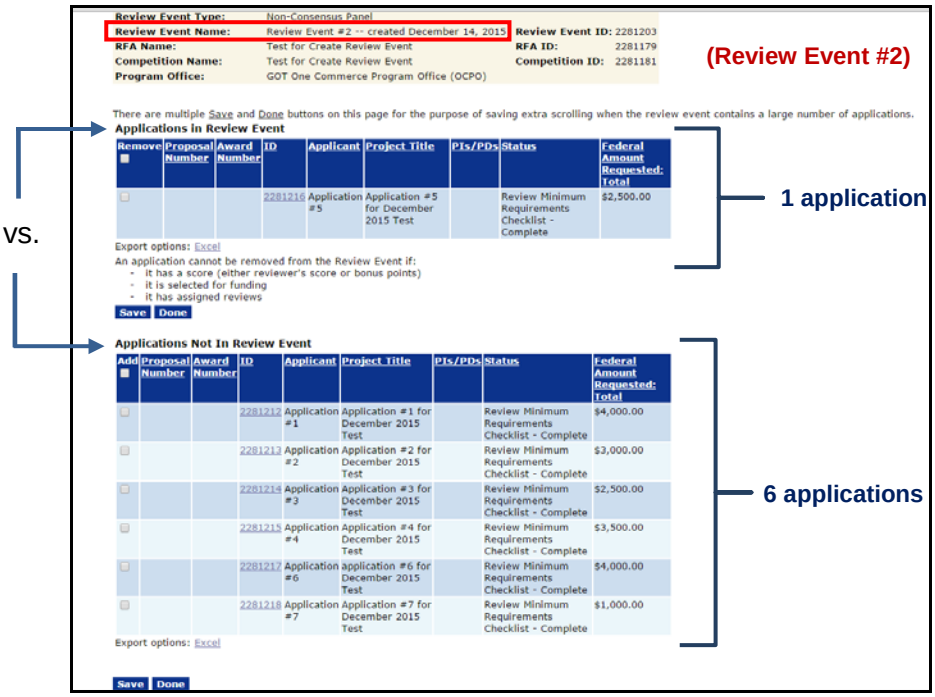
- For Review Event #2, all applications are under the **Application Not In Review Event** heading. There are no applications under the **Application in Review Event** heading.



- In a manner similar to that used for Review Event #1, select the application that is to be moved by clicking the checkbox and then click the **Save** button.

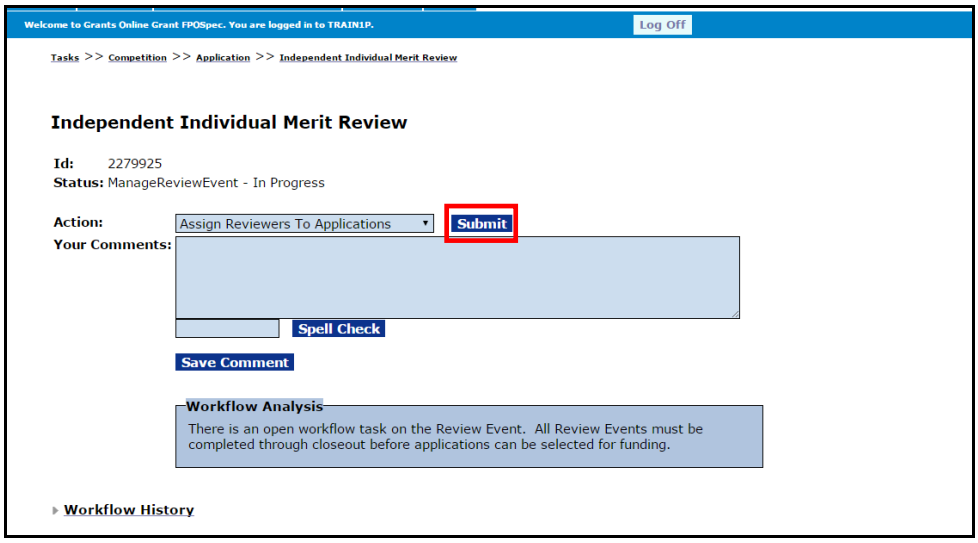


- In the resulting screen image, the selected application has been moved from the **Applications Not In Review Event** section to the **Applications In Review Event** section.

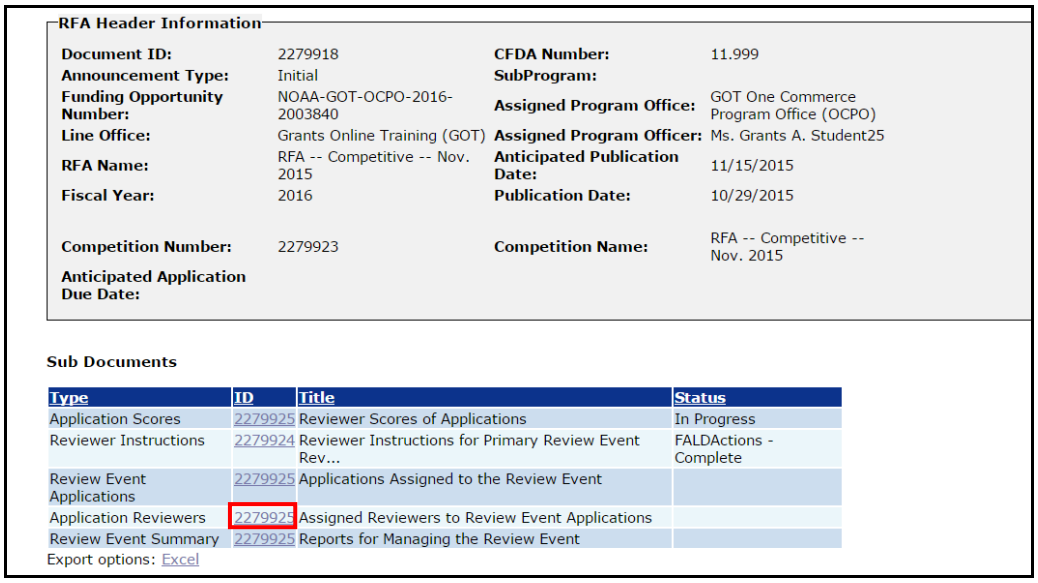


Assign Reviewers to the Applications

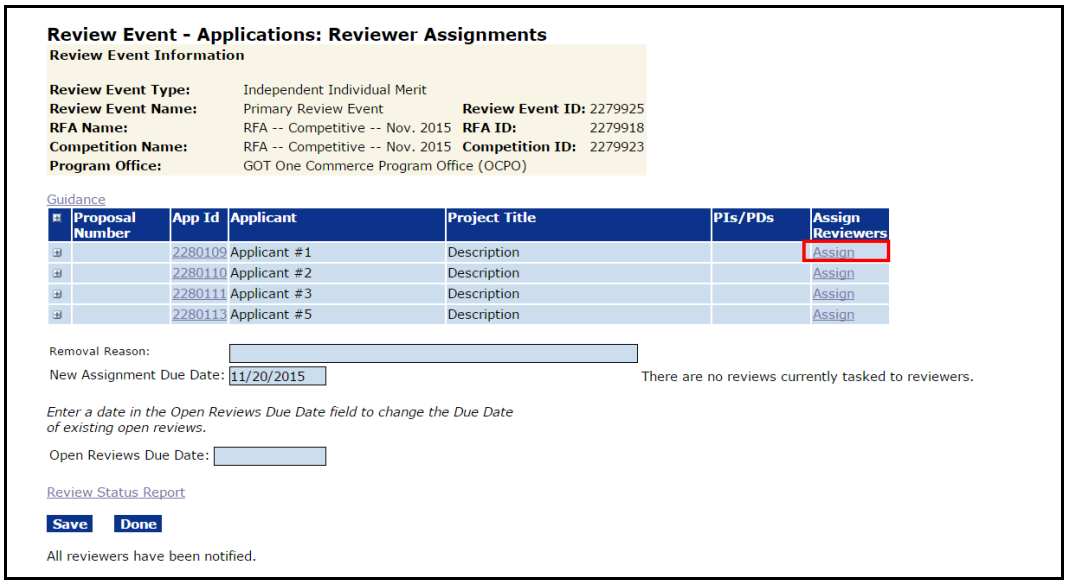
1. Select Assign Reviewers to Applications from the Action dropdown menu. Click the **Submit** button and continue with step 2 **– *or* –** advance to step 3.



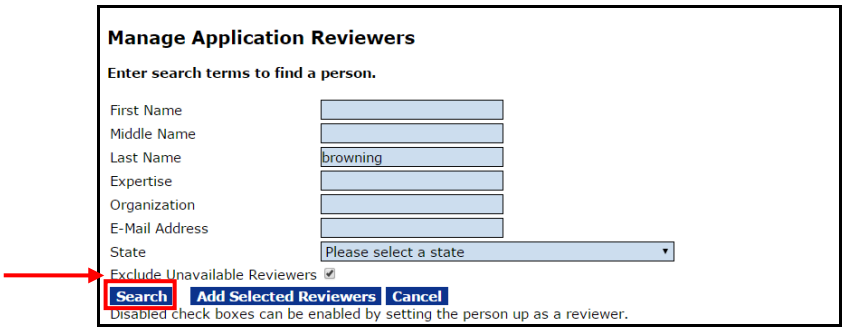
2. Under the Sub-Documents header, click the **ID** link next to the task entitled Assigned Reviewers to Review Event Applications.



3. To assign Reviewers to an application, click the **Assign** link on the Review Event – Applications: Reviewer Assignments launch screen, as shown below.

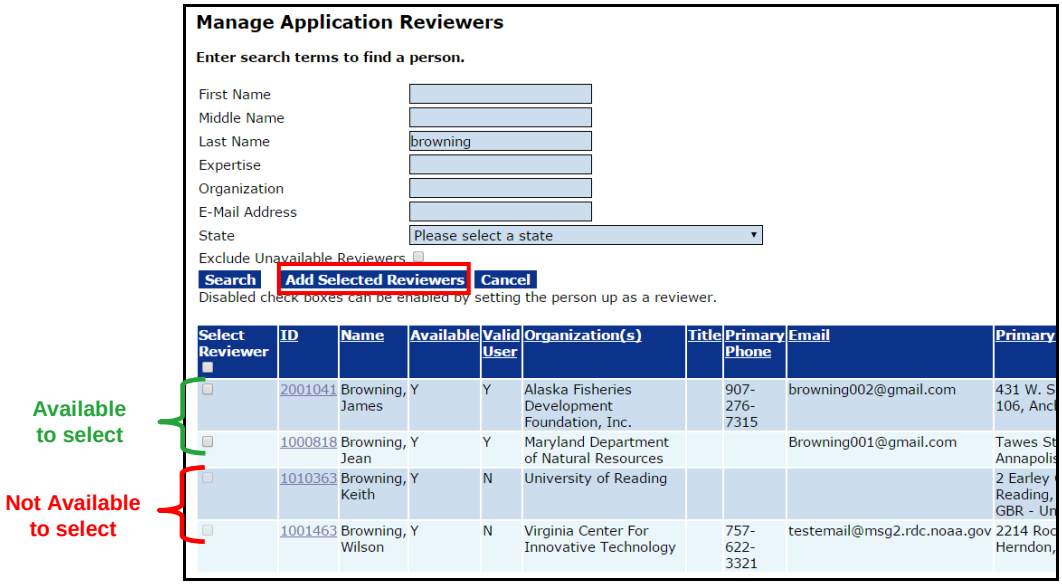


4. Enter at least one search criterion; the fewer the criteria entered, the more efficient the search. Click the **Search** button. The user can Exclude Unavailable Reviewers by clicking the small checkbox just above the **Search, Add Selected Reviewers,** and **Cancel** buttons.



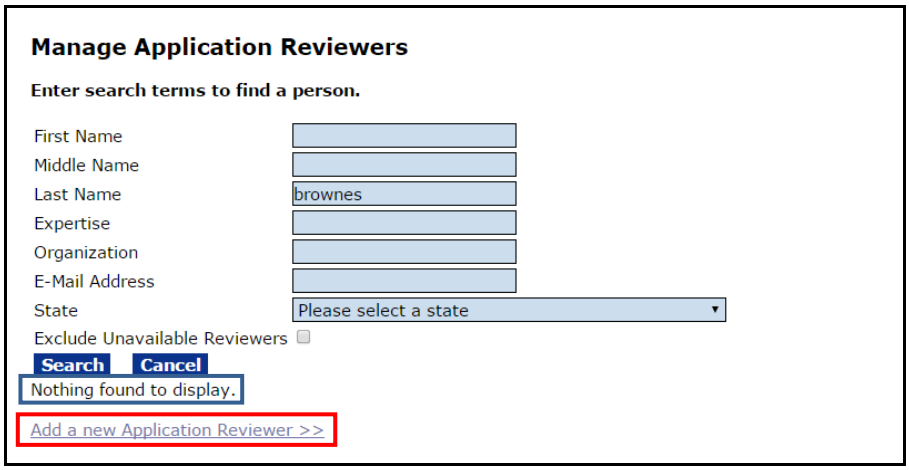
5. All Reviewers who meet the specified criterion are displayed (and are therefore potential Reviewers). To assign a Reviewer to the selected application, click the checkbox next to the Reviewer's name. After selecting the checkbox next to the Reviewer's name, click the **Add Selected Reviewers** button. This returns the user to the Review Event – Applications: Reviewer Assignments launch page. If all desired Reviewers have been successfully identified as being available and valid, advance to step 8.

NOTE: The checkbox next to a user's name is only available for selection if the value for Available is "Y" **and** the value for Valid User is "Y." If more than one Reviewer has the same email address or does not have a unique email address, s/he is not a valid user (i.e., information in the Valid User column displays "N"). This situation can be remedied by clicking the **ID** link and entering a unique email address (typically the Reviewer's username).

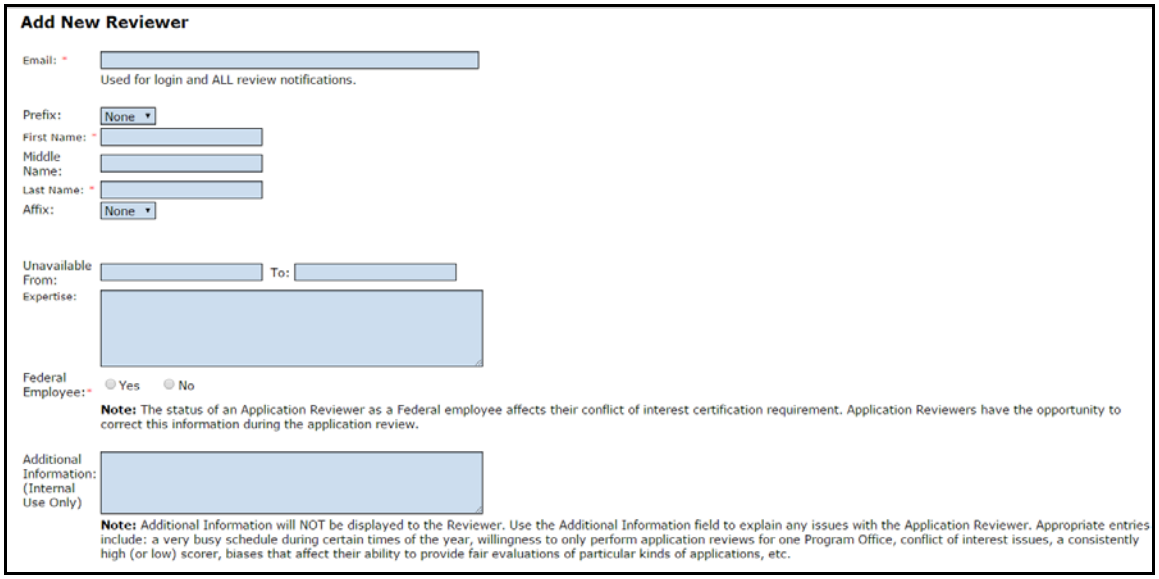


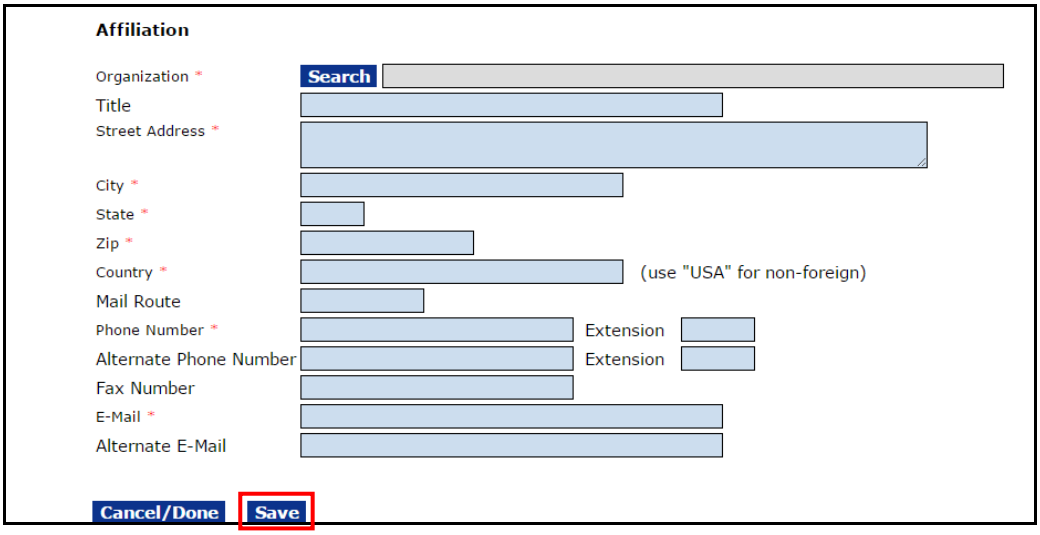
6. When the search is executed, if a Reviewer who meets the specified criterion/criteria (and is an enrolled Grants Online user) is not located, the message **Nothing Found to Display** is visible.

   If necessary, a new Application Reviewer can be added. Click the **Add a New Application Reviewer** link.



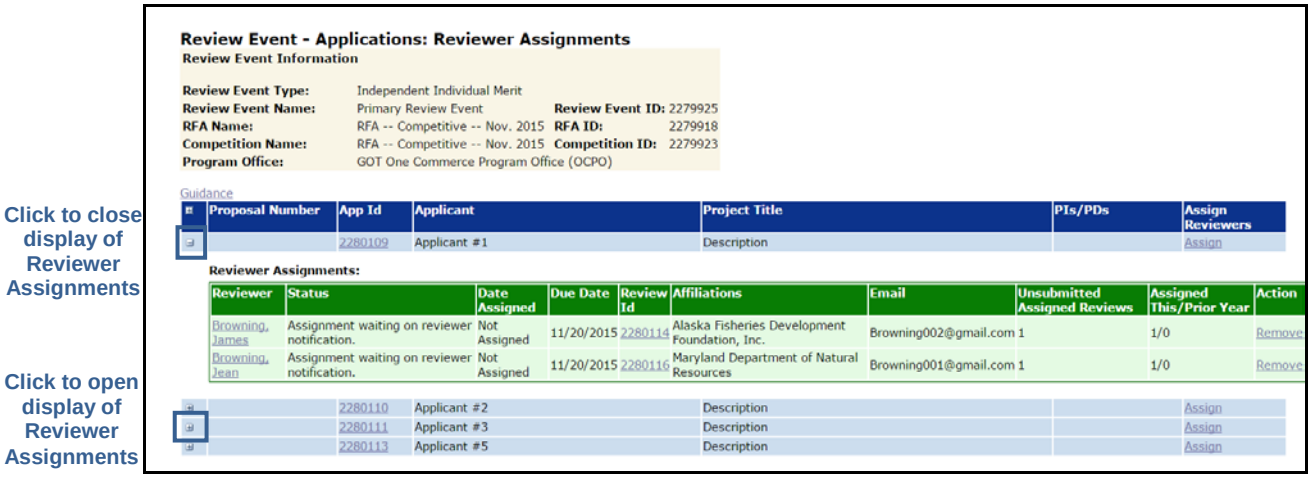
7. The Add New Reviewer screen (divided into two screen images for readability) requires data entry – the top screen is for Reviewer information and the bottom screen is for Reviewer Affiliation information. When finished data entry for all mandatory fields and any appropriate optional fields, click the **Save** button. Click the **Cancel/Done** button to return to the previous screen.





8. The display of Reviewer Assignments is controlled by the **[+]** and **[-]** symbols in the first column. When the user clicks the **[+]** s/he expands or opens the display of information for that application; clicking the **[-]** closes the display of information for that application.

   With the display of Reviewer Assignments fully expanded, there is an opportunity to remove a Reviewer. The steps that should be performed to remove a Reviewer will be discussed later in the document (refer to step 16).



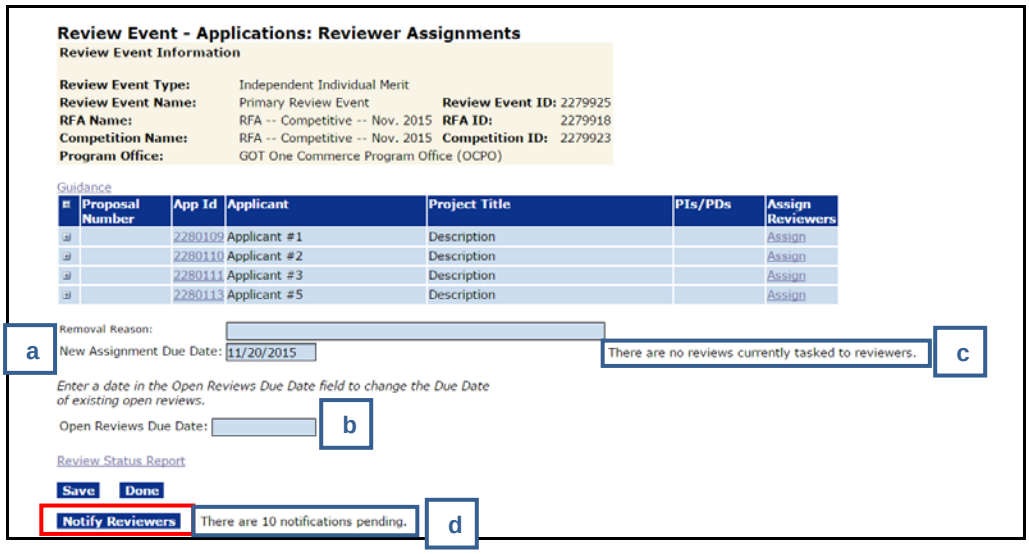
9. The assignment of a Reviewer is a two-step process: 1) selection; and 2) notification. The Reviewer does not get a notification or a task in his/her Inbox until the **Notify Reviewers** button is clicked. This allows the Review Event Manager to assign multiple applications to a single Reviewer and provide a single notification that lists all of the Reviewer's Review Assignments.

10. On the Review Event – Applications: Reviewer Assignments screen on the next page, observe that:

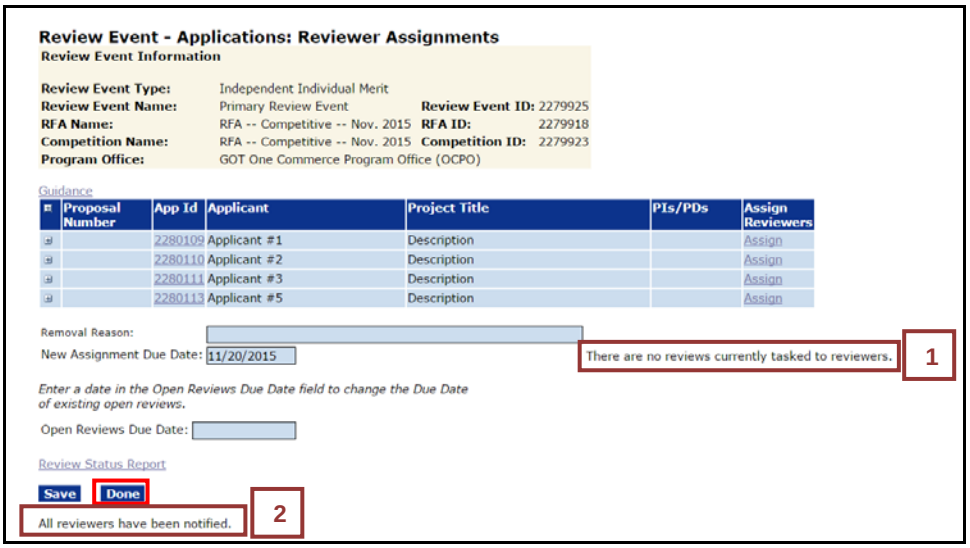
    a. The New Assignment Due Date has been specified. This is the due date that will be included in all email notifications.
    b. The Open Reviews Due Date is currently blank. The existence of this field allows the Review Event Manager to modify the date when, and if, additional Reviewers are added.
    c. There are no Reviews currently tasked to Reviewers.
    d. There are ten (10) notifications pending.

11. Changing the Review Due Date for new notifications will not change the Review Due Date for any Reviewers that were previously notified.

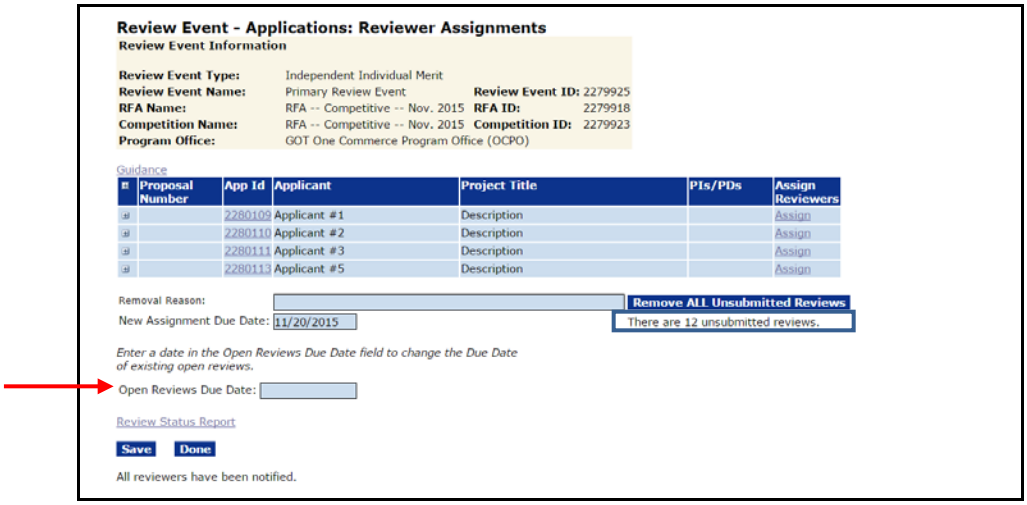
12. Click the **Notify Reviewers** button to launch the email notifications.



13. There are now <u>different</u> messages on the screen: 1) **There are no Reviews currently tasked to Reviewers** and; 2) **All Reviewers have been notified**. Click the **Done** button to return to the previous screen.



14. Upon returning to the previous screen, the message: **There are 12 un-submitted Reviews** is visible**.** In addition, the Review Event Manager now has an opportunity to update the Open Reviews Due Date.



15. The image on the next page shows an example of the email notification sent to a prospective Reviewer. The email provides the Reviewer with the following information:

- A hyperlink (URL) to the Reviewer Login page. This allows the Reviewer to navigate directly to the login page from the email.
- The Reviewer's username – the email address to which the notification was sent.
- The Reviewer's Personal Identification Number (PIN). The PIN is a 4-character code valid only for this Review Event and while the Review Event is open.
- The Reviewer's point of contact – typically the Review Event Manager; that person is the best primary point of contact.
- Issues associated with account locking or expired/forgotten passwords will be addressed by the Grants Online Help Desk.

Dear John Smith,

Thank you for agreeing to review the application(s) listed below. The applications, Review forms, and instructions for completing the Review(s) are available online at the Grants Online web site:
https://grantsonline.rdc.noaa.gov/flows/home/Login/reviewerLogin.do.

The application(s) that you are requested to review is/are for Federal Funding Opportunity Final Review Module Acceptance Test
FFO Number: **NOAA-NMFS-SE-2012-2003142**.
The Review Event is named: **Mail Review**

Your login credentials for this Review Event are as follows:
Username is: **John.Smith@sample.com**.
Personal Identification Number (PIN) is: **272D.**
This PIN is valid for this Review Event **only**.

If you are having trouble logging in or otherwise having trouble conducting the Review(s), please contact the Review Event Manager, listed below. The Review Event Manager will need the information in the previous two paragraphs to assist you.

The Review Event Manager is: Jeffrey E. Brown
301.444.1212
testemail@msg2.rdc.noaa.gov

The Review Event Manager has scheduled this Review Event to end on March 14, 2016. You may be contacted separately by the Review Event Manager regarding a different due date for this Application Review.

The Application(s) you are requested to review is/are:

Application: **Maine Department of Marine Resources**
Project Title: **TEST RECORD - Maine Red Tide Disaster Relief Program**

If you are having trouble conducting the requested Review(s), first contact the Review Event Manager listed above. If that person is not available, or otherwise unable to assist you, please contact the Grants Online Help Desk at 1-877-662-2478 or 301-444-2112, Monday-Friday between 8:00 AM and 6:00 PM Eastern Standard Time.

We at the Department of Commerce, National Marine Fisheries Service (NMFS), appreciate and thank you for the time and effort you are taking to assist us with this effort.

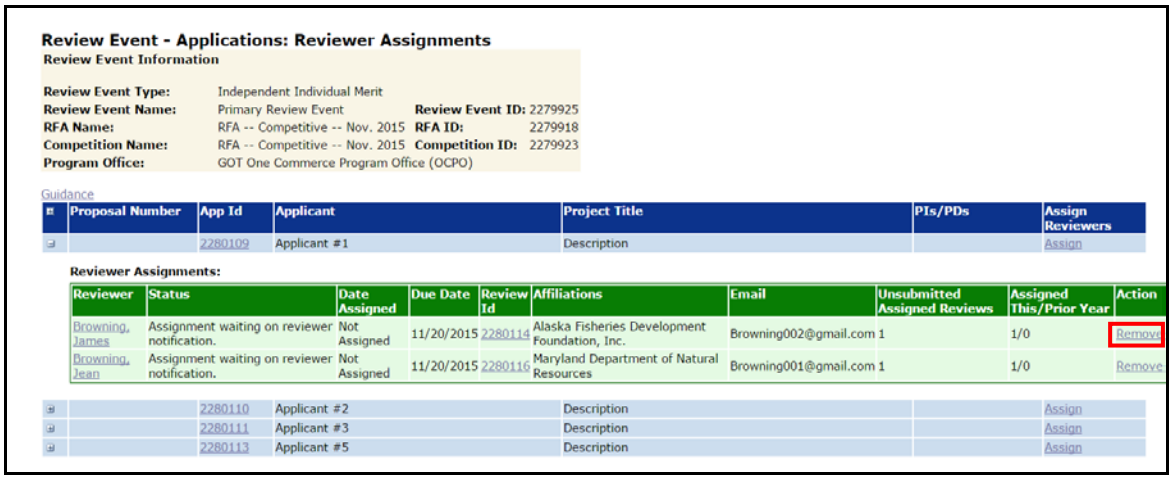
Sincerely,
Jeffrey E. Brown

16. Removing a Reviewer from his/her assignment to an application is a two-step process 1) removal; and 2) notification.

    To Remove a Reviewer, click the **Remove** link in the right-most column.

    a. If this action is taken **before** the Reviewer has been notified of an application, an email regarding participation in the Review Event **is not** sent to the Reviewer.

    b. If the action is taken **after** the Reviewer has been notified of an application, an email regarding participation in the Review Event **is** sent to the Reviewer.



Review Event - Applications: Reviewer Assignments

Review Event Information

Review Event Type:	Independent Individual Merit		
Review Event Name:	Primary Review Event	**Review Event ID:**	2279925
RFA Name:	RFA -- Competitive -- Nov. 2015	**RFA ID:**	2279918
Competition Name:	RFA -- Competitive -- Nov. 2015	**Competition ID:**	2279923
Program Office:	GOT One Commerce Program Office (OCPO)		

Guidance

#	Proposal Number	App Id	Applicant	Project Title	PIs/PDs	Assign Reviewers
		2280109	Applicant #1	Description		Assign

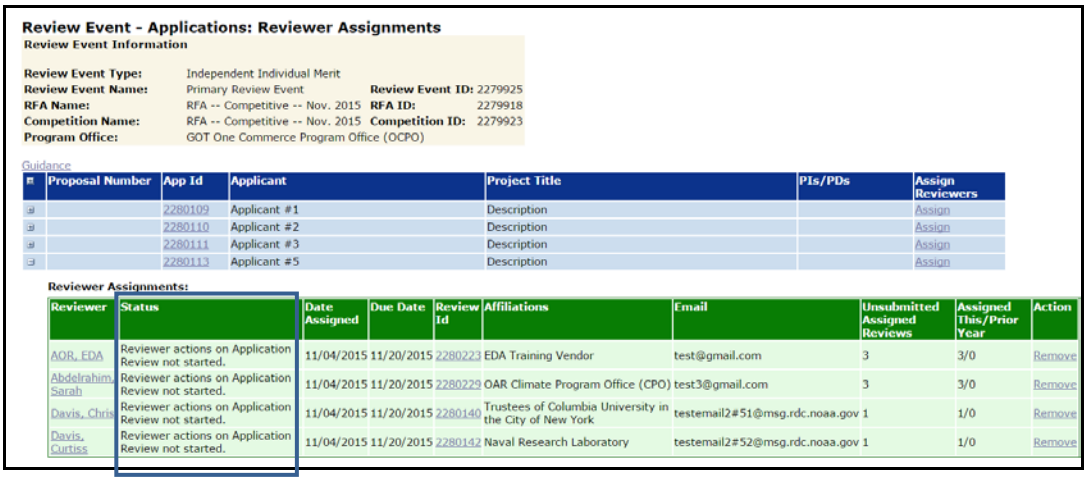
Reviewer Assignments:

Reviewer	Status	Date Assigned	Due Date	Review Id	Affiliations	Email	Unsubmitted Assigned Reviews	Assigned This/Prior Year	Action
Browning, James	Assignment waiting on reviewer notification.	Not Assigned	11/20/2015	2280114	Alaska Fisheries Development Foundation, Inc.	Browning002@gmail.com	1	1/0	Remove
Browning, Jean	Assignment waiting on reviewer notification.	Not Assigned	11/20/2015	2280116	Maryland Department of Natural Resources	Browning001@gmail.com	1	1/0	Remove

	2280110	Applicant #2	Description		Assign
	2280111	Applicant #3	Description		Assign
	2280113	Applicant #5	Description		Assign

17. If a Reviewer is notified of his/her Review Assignment and the Review is subsequently cancelled, the Reviewer must be notified that s/he has been removed from the Review Event. In concurrence with the removal notification, the Review Event Manager must provide an explanation for removing the Reviewer from the Review Event.

18. With the Review Assignments for a single application fully expanded (use the **[+]** in left-most column), all Reviewers for that application are visible. As shown below, the Reviewers have their assignments, but have not yet started the Review process.



Review Event - Applications: Reviewer Assignments

Review Event Information

Review Event Type:	Independent Individual Merit		
Review Event Name:	Primary Review Event	**Review Event ID:**	2279925
RFA Name:	RFA -- Competitive -- Nov. 2015	**RFA ID:**	2279918
Competition Name:	RFA -- Competitive -- Nov. 2015	**Competition ID:**	2279923
Program Office:	GOT One Commerce Program Office (OCPO)		

Guidance

	Proposal Number	App Id	Applicant	Project Title	PIs/PDs	Assign Reviewers
		2280109	Applicant #1	Description		Assign
		2280110	Applicant #2	Description		Assign
		2280111	Applicant #3	Description		Assign
		2280113	Applicant #5	Description		Assign

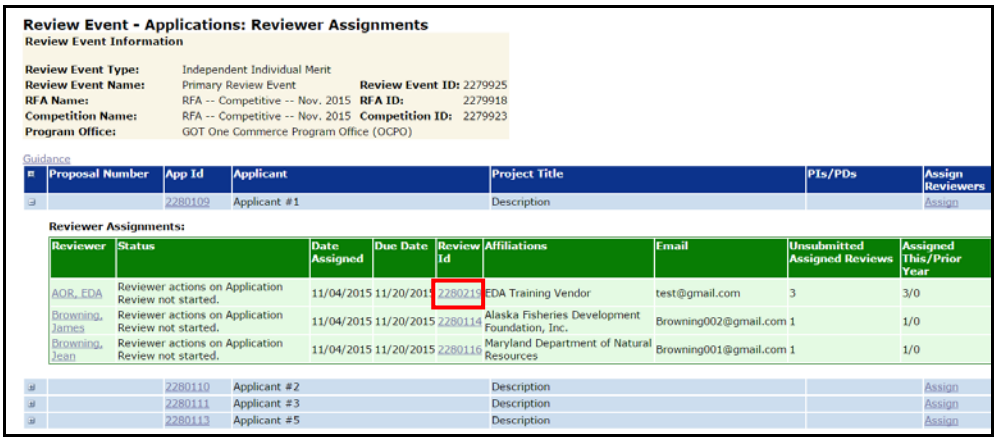
Reviewer Assignments:

Reviewer	Status	Date Assigned	Due Date	Review Id	Affiliations	Email	Unsubmitted Assigned Reviews	Assigned This/Prior Year	Action
AOR, EDA	Reviewer actions on Application Review not started.	11/04/2015	11/20/2015	2280223	EDA Training Vendor	test@gmail.com	3	3/0	Remove
Abdelrahim, Sarah	Reviewer actions on Application Review not started.	11/04/2015	11/20/2015	2280229	OAR Climate Program Office (CPO)	test3@gmail.com	3	3/0	Remove
Davis, Chris	Reviewer actions on Application Review not started.	11/04/2015	11/20/2015	2280140	Trustees of Columbia University in the City of New York	testemail2#51@msg.rdc.noaa.gov	1	1/0	Remove
Davis, Curtiss	Reviewer actions on Application Review not started.	11/04/2015	11/20/2015	2280142	Naval Research Laboratory	testemail2#52@msg.rdc.noaa.gov	1	1/0	Remove

Complete a Review on Behalf of a Reviewer

There may be instances when the Review Event is being conducted using Grants Online but a Reviewer cannot perform his/her Review using Grants Online. The Reviewer may submit his/her Review by paper or email. Subsequently, the Review Event Manager can enter Review information on behalf of the Reviewer.

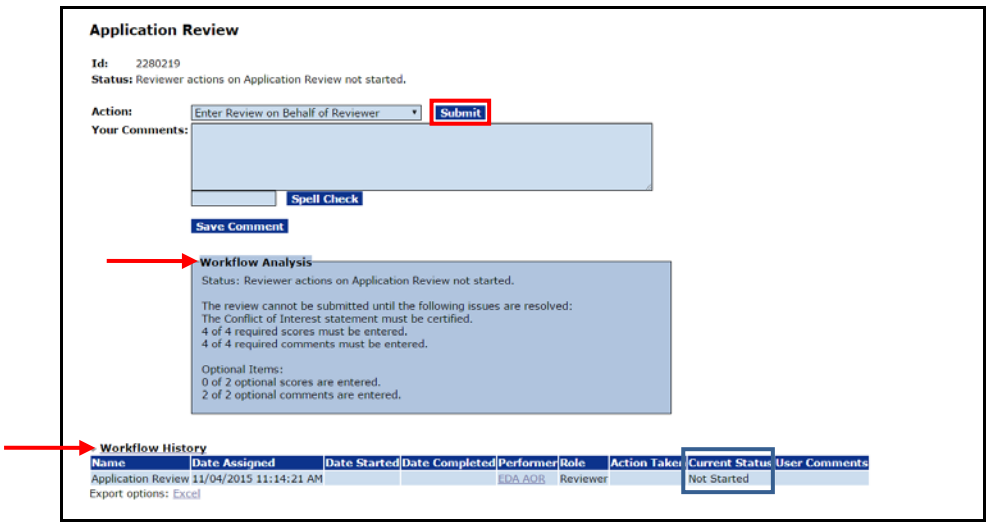
1. On the Reviewer Assignments page, click the **Review Id** link.



2. From the Action dropdown menu on the Application Review page, select Enter Review on Behalf of Reviewer and click the **Submit** button**.**

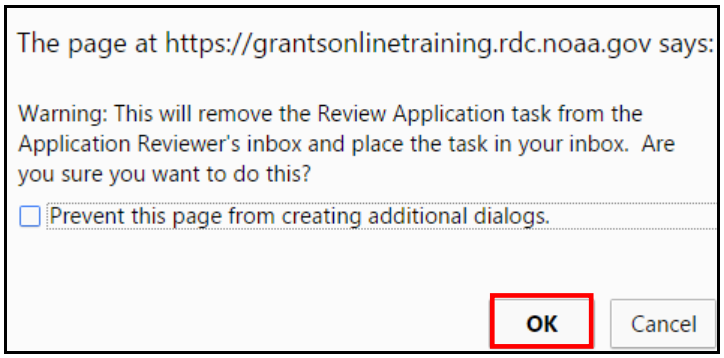
   The Workflow Analysis provides information regarding the action the Review Event Manager must complete on behalf of the Reviewer.

   The Workflow History, as would be expected, indicates the Reviewer has not started this task.

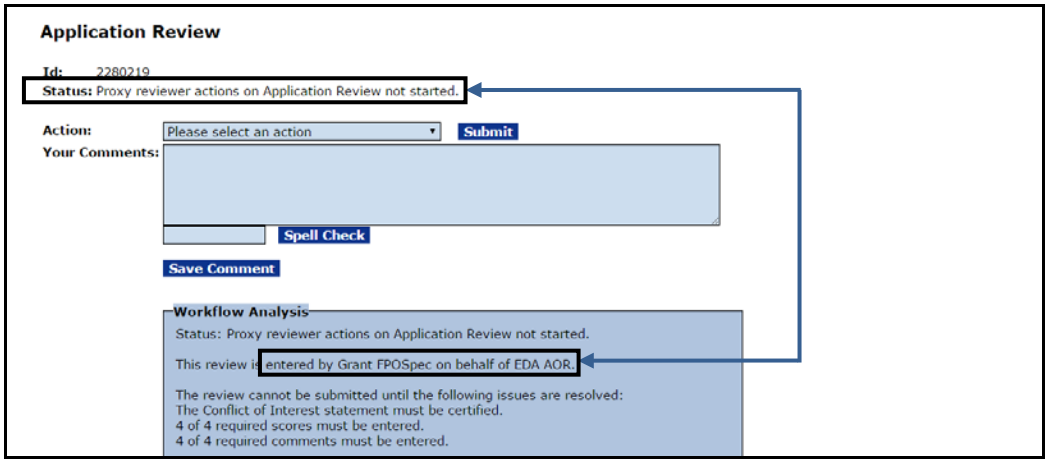


3. When the option to Enter Review on Behalf of Reviewer is selected, the task to review the application is removed from the Reviewer's Inbox and placed in the Review Event Manager's Grants Online Tasks Inbox.

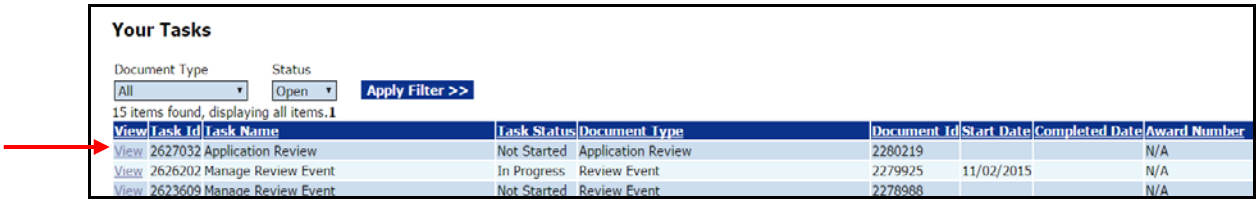
   Prior to moving to the next step, there is a warning message that asks the user to confirm the action s/he is about to take. Click the **OK** button to move forward.



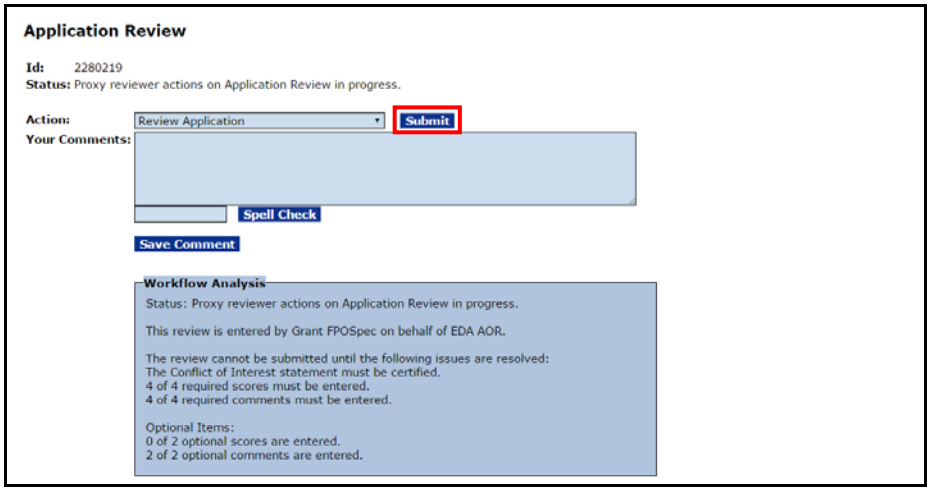
4. Note the Status message indicates **Proxy Reviewer Actions on Application Review Not Started.** The Workflow Analysis confirms that the Review information is being entered on behalf of the Reviewer (EDA AOR in this case) by the Grants FPOSpec.



5. A look at the Review Event Manager's Inbox confirms s/he has a new task to complete the Application Review on behalf of the previously-assigned Reviewer.

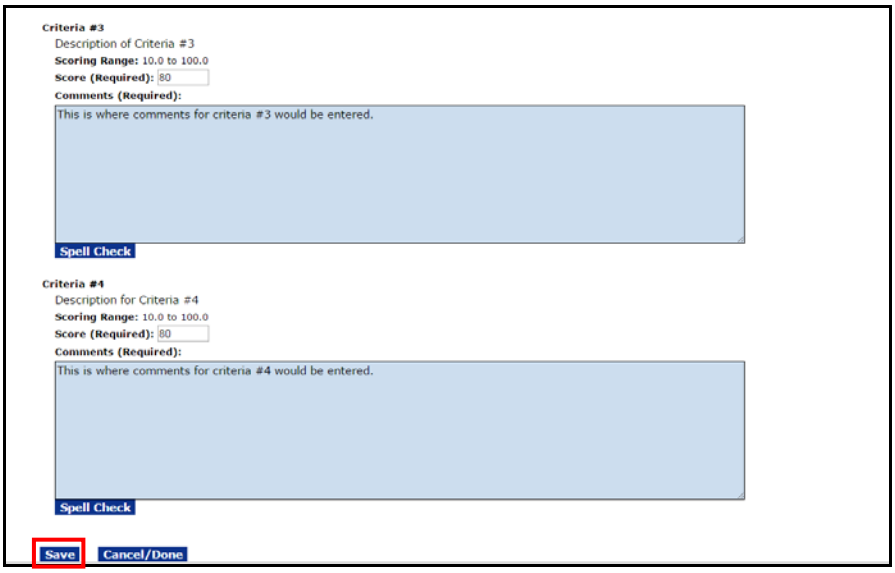


6. To start the process, select the Review Application option from the Action dropdown menu and click the **Submit** button.

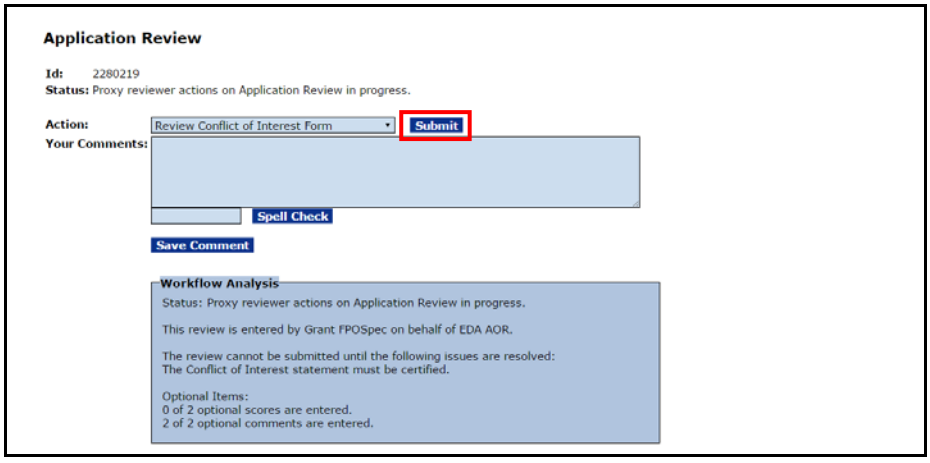


7. On the Application Review screen, the Review Event Manager will complete the Application Review using the information provided by the originally-assigned Reviewer and the **Grants Online Application Review User Guide** hyperlink.

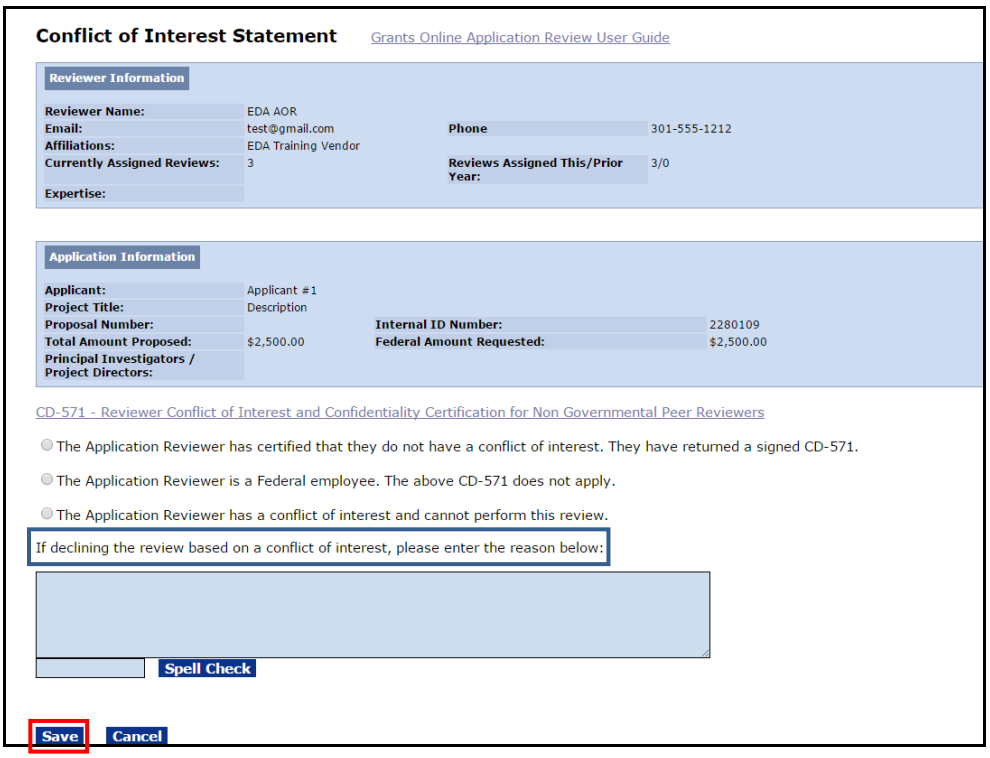
8. When finished entering a score and/or comments, click the **Save** button at the bottom of the screen.



9. The Conflict of Interest form (CD-571) must be completed for non-Federal employees. From the Action dropdown menu, select the Review Conflict of Interest Form and click the **Submit** button.



10. Complete the Conflict of Interest Statement and click the **Save** button at the bottom of the screen when all required information has been entered. As is indicated in the online version of the form, if the Reviewer has a Conflict of Interest s/he **must** provide an explanation. The Conflict of Interest Statement must be scanned and attached to the Review Event launch page.



Conflict of Interest Statement Grants Online Application Review User Guide

Reviewer Information

Reviewer Name:	EDA AOR		
Email:	test@gmail.com	**Phone**	301-555-1212
Affiliations:	EDA Training Vendor		
Currently Assigned Reviews:	3	**Reviews Assigned This/Prior Year:**	3/0
Expertise:			

Application Information

Applicant:	Applicant #1		
Project Title:	Description		
Proposal Number:		**Internal ID Number:**	2280109
Total Amount Proposed:	$2,500.00	**Federal Amount Requested:**	$2,500.00
Principal Investigators / Project Directors:			

CD-571 - Reviewer Conflict of Interest and Confidentiality Certification for Non Governmental Peer Reviewers

- The Application Reviewer has certified that they do not have a conflict of interest. They have returned a signed CD-571.
- The Application Reviewer is a Federal employee. The above CD-571 does not apply.
- The Application Reviewer has a conflict of interest and cannot perform this review.

If declining the review based on a conflict of interest, please enter the reason below:

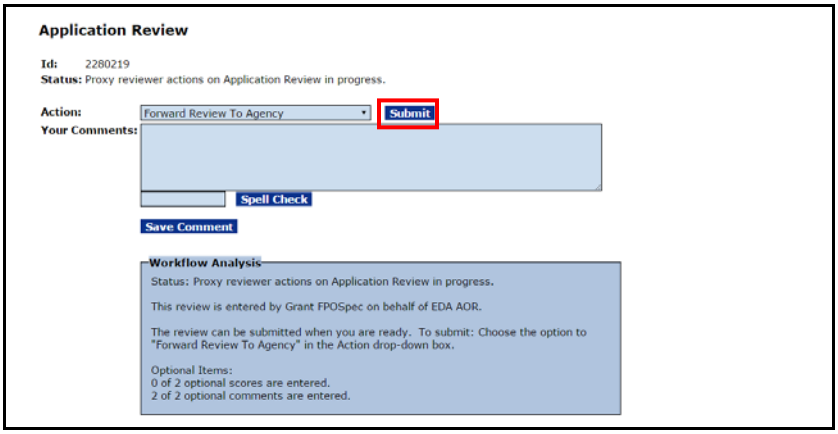
Spell Check

Save Cancel

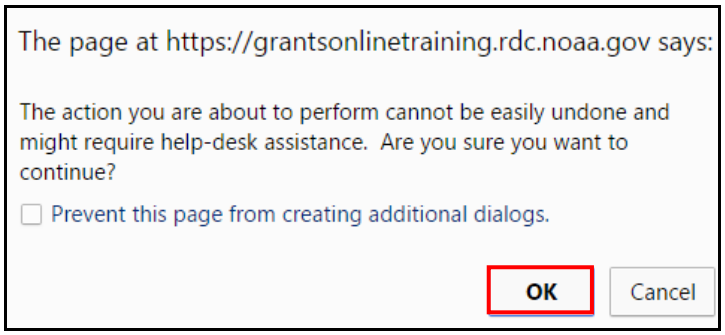
Submit an Application Review

When an application review is completed by a Reviewer (using Grants Online) the Review must be submitted to the Agency from which it originated.

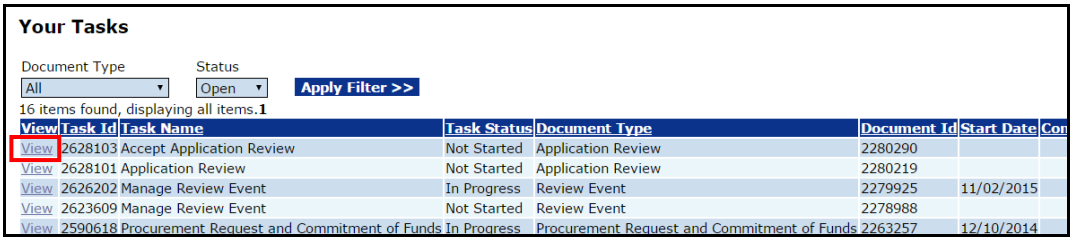
1. Navigate to the Application Review launch page. From the Action dropdown menu, select the option to Forward Review to Agency and click the **Submit** button.



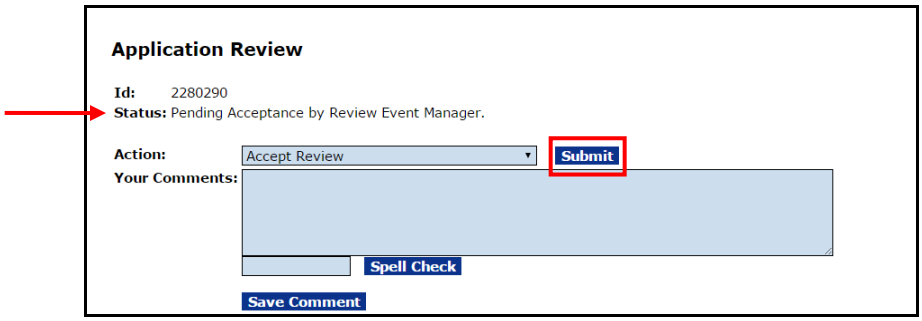
2. The warning message that the next action cannot be easily undone is visible. To proceed to the next step, click the **OK** button.



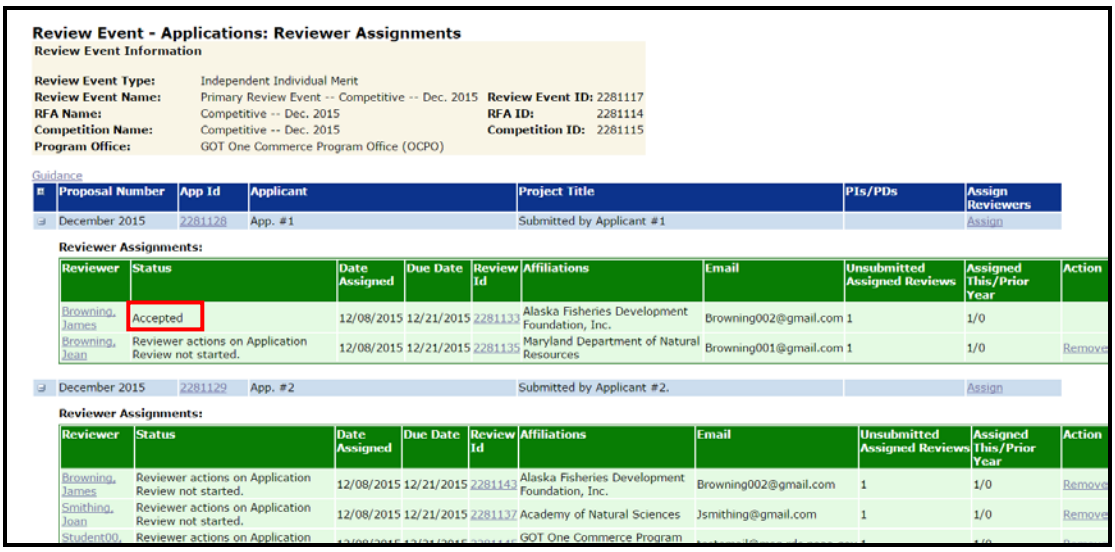
3. The Review Event Manager will receive a task to Accept Application Review in his/her Inbox. Click the **View** link beside the Task Name.



4. The overall application score (if the Review Event is a scored event) and the associated comments will not be retained and stored until the Review is accepted. At this point, the Application Review is Pending Acceptance by the Review Event Manager. When appropriate, select Accept Review from the Action dropdown menu. Click the **Submit** button.



5. When the Review is complete, forwarded to the Agency, and accepted by the Review Event Manager, the Status is **Accepted** under the **Reviewer Assignments** heading for that application.



The possible workflow actions available to the Review Event Manager after submission of the Review are:

- Accept Review – Closes the workflow on the Review. The overall application score is updated to include the scores given by this Reviewer. If necessary, the Review Event Manager can return to the launch page and restart the workflow.

- Redact / View Redacted Review Details – Opens a copy of the original comments, as submitted by the Reviewer. The redacted version, at this point, is an exact duplication of the original comments.

  If the Review contains information that might potentially compromise the identity of the Reviewer, the Review Event Manager should redact comments before accepting the Review.

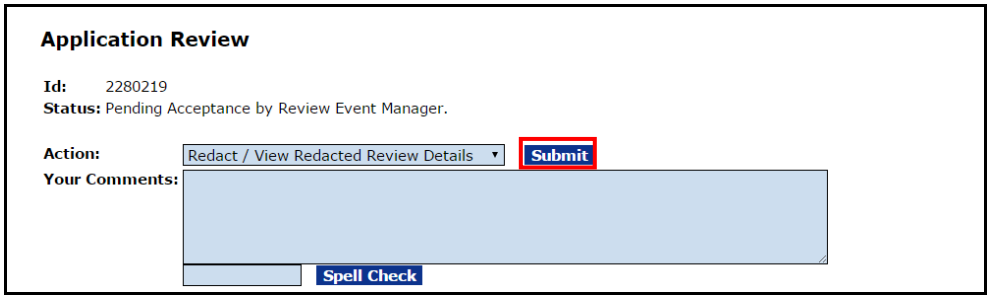
- Return for Revision – Returns the Review assignment to the Reviewer's Inbox and notifies him/her via email that the Review is awaiting additional action.

- View Original Application Review Details – Displays a screen with the original Reviewer's scores and comments. All other Reviewer's reports are displayed using redacted Review comments.

Redact Reviewer Comments

For each Review Criterion (that allows comments), the scoring range and score (if applicable) are displayed on the Redacted Review Details page.

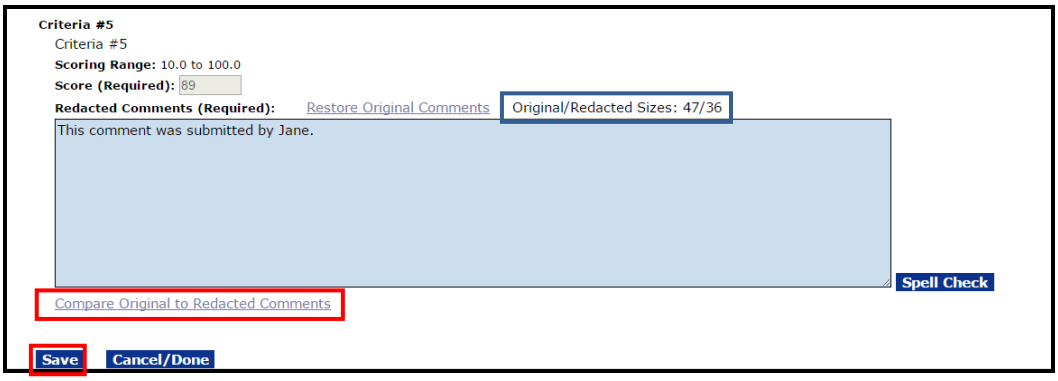
1. The Review Event Manager can create a redacted version of the comments. However, the score as submitted by the Reviewer cannot be modified. To create the redacted version of the comments, navigate to the Application Review launch screen and select the Redact / View Redacted Review Details from the Action dropdown menu. Click the **Submit** button.



2. For each criterion, and as is appropriate, the Review Event Manager would remove any information that might identify the author(s) of the Review. After removing that information, scroll to the bottom of the screen and click the **Save** button.

   After modifications have been made, note the difference in file size for the orginal and redacted version of the comments (i.e., 47 / 36).

   The Word file on the following page is displayed when the **Compare Original to Redacted Comments** link is clicked.

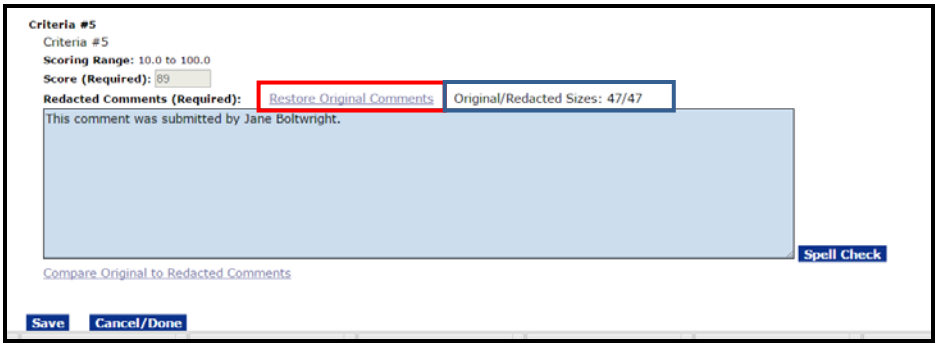


Application Review - Redacted Comment Comparison

Original Comment:
This comment was submitted by Jane Boltwright.

Redacted Comment:
This comment was submitted by Jane.

3. If the Review Event Manager wishes to restore the redacted comments to the original version, s/he should click the **Restore Original Comments** link. In the image below, the original Reviewer comments (for the current criterion) have been restored. This is evident because the file sizes for the two versions are the same (i.e., 47 / 47).



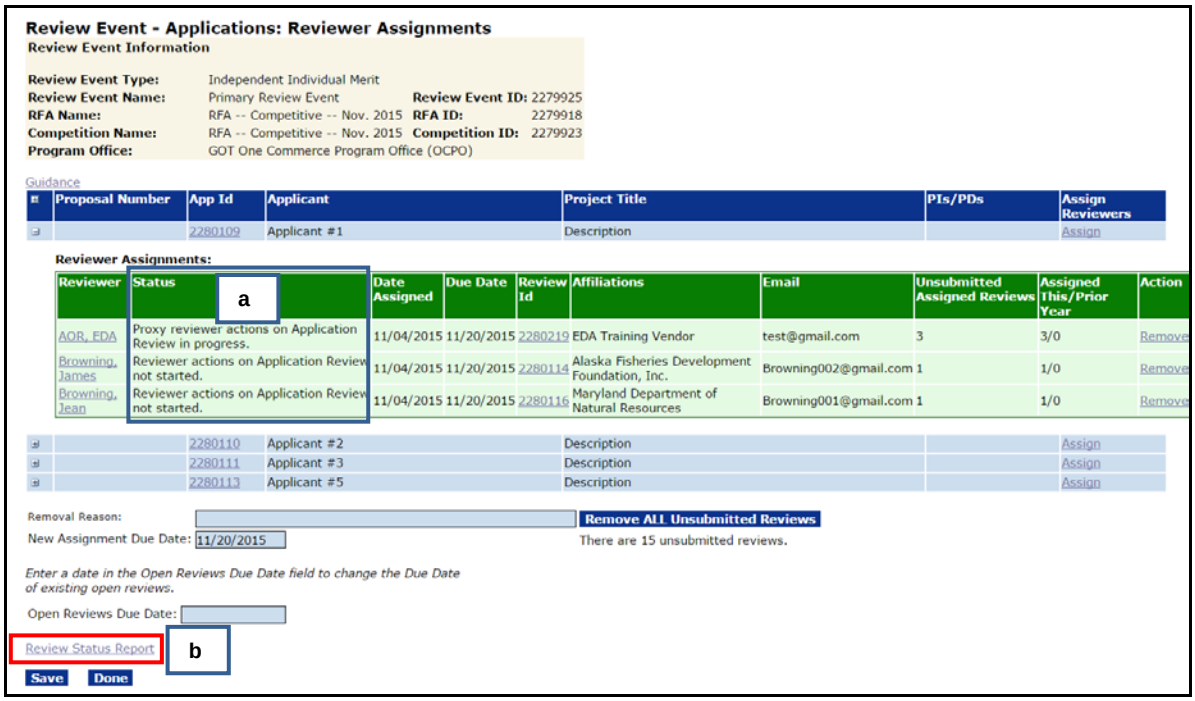
Monitor Review Event Progress

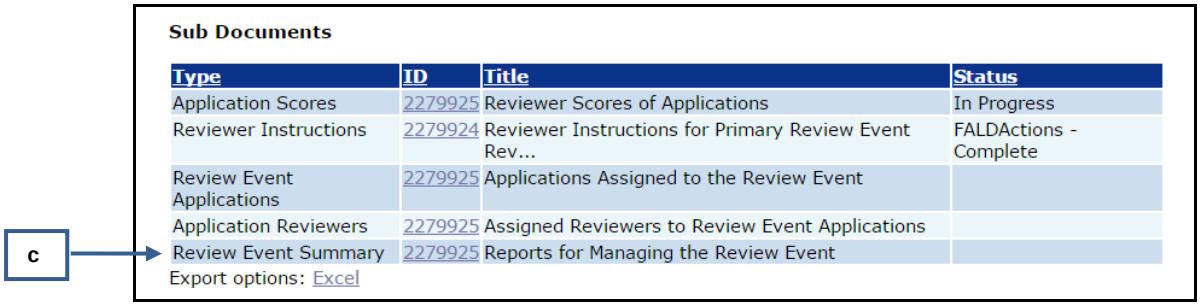
1. Information associated with Reviewer progress can be viewed using one of three approaches:

    a. The **Status** column on the Review Event – Applications: Reviewer Assignments launch page.

    b. Click the **Review Status Report** link. The Review Status Report link generates an Excel file. That file can easily be sorted by Reviewer and/or Status to determine issues with Reviewer submissions.

    c. The **Review Event Summary** page (located in the Sub-Documents section of the Review Event screen). This page includes 5 links; each link generates an Excel report that displays information regarding various aspects of the Review Event.
        - Review Status Report (excludes removed and declined Reviews)
        - Declined and Removed Review Reasons Report
        - Reviewers Scoring and Evaluation Report
        - List of Reviewers Report (excludes unassigned Reviewers and Reviewers removed from all applications)
        - List of Applications Report





Sub Documents

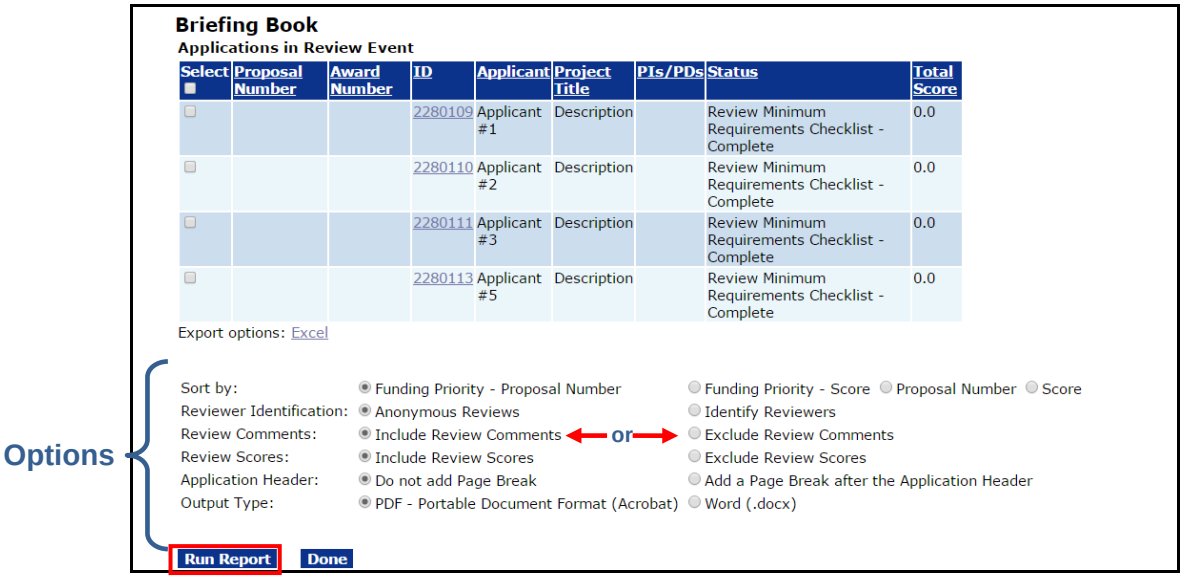
Type	ID	Title	Status
Application Scores	2279925	Reviewer Scores of Applications	In Progress
Reviewer Instructions	2279924	Reviewer Instructions for Primary Review Event Rev...	FALDActions - Complete
Review Event Applications	2279925	Applications Assigned to the Review Event	
Application Reviewers	2279925	Assigned Reviewers to Review Event Applications	
Review Event Summary	2279925	Reports for Managing the Review Event	

Export options: Excel

2. When tracking the progress of the Review Event, it is expected that some requests for Reviews will be declined, some Reviews may be removed, and new Reviews will need to be assigned.

3. The Briefing Book of Reviewer Comments is also available from the **Review Event Summary** page. The Briefing Book is useful when conducting a secondary Review Event. Notice the options at the bottom of the page that allow the user to specify the content and format of the Briefing Book.

   After specifying the options (content and format), click the **Run Report** button.



Briefing Book

Applications in Review Event

Select	Proposal Number	Award Number	ID	Applicant	Project Title	PIs/PDs	Status	Total Score
			2280109	Applicant #1	Description		Review Minimum Requirements Checklist - Complete	0.0
			2280110	Applicant #2	Description		Review Minimum Requirements Checklist - Complete	0.0
			2280111	Applicant #3	Description		Review Minimum Requirements Checklist - Complete	0.0
			2280113	Applicant #5	Description		Review Minimum Requirements Checklist - Complete	0.0

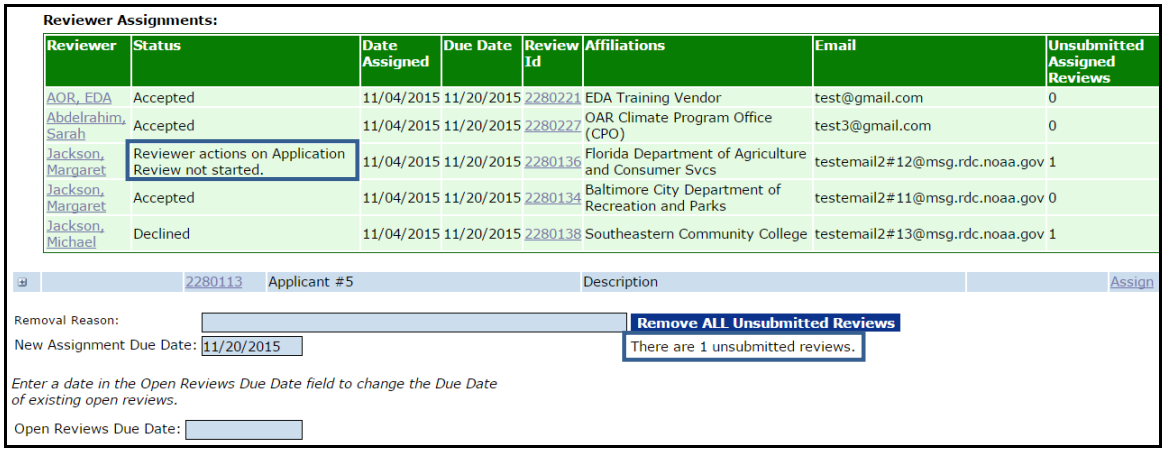
Export options: Excel

Sort by:	Funding Priority - Proposal Number	Funding Priority - Score / Proposal Number / Score
Reviewer Identification:	Anonymous Reviews	Identify Reviewers
Review Comments:	Include Review Comments	Exclude Review Comments
Review Scores:	Include Review Scores	Exclude Review Scores
Application Header:	Do not add Page Break	Add a Page Break after the Application Header
Output Type:	PDF - Portable Document Format (Acrobat)	Word (.docx)

Run Report Done

Close the Review Event

1. The Review Event can only be closed if there are no assignments open for review. In the screen image below, there is one (1) un-submitted Review. There may also be Reviews in the Review Event Manager's Inbox that have not been accepted. Those must be accepted prior to having an opportunity to close the Review Event.



Reviewer Assignments:

Reviewer	Status	Date Assigned	Due Date	Review Id	Affiliations	Email	Unsubmitted Assigned Reviews
AOR, EDA	Accepted	11/04/2015	11/20/2015	2280221	EDA Training Vendor	test@gmail.com	0
Abdelrahim, Sarah	Accepted	11/04/2015	11/20/2015	2280227	OAR Climate Program Office (CPO)	test3@gmail.com	0
Jackson, Margaret	Reviewer actions on Application Review not started.	11/04/2015	11/20/2015	2280136	Florida Department of Agriculture and Consumer Svcs	testemail2#12@msg.rdc.noaa.gov	1
Jackson, Margaret	Accepted	11/04/2015	11/20/2015	2280134	Baltimore City Department of Recreation and Parks	testemail2#11@msg.rdc.noaa.gov	0
Jackson, Michael	Declined	11/04/2015	11/20/2015	2280138	Southeastern Community College	testemail2#13@msg.rdc.noaa.gov	1

2280113 Applicant #5 Description Assign

Removal Reason:

Remove ALL Unsubmitted Reviews

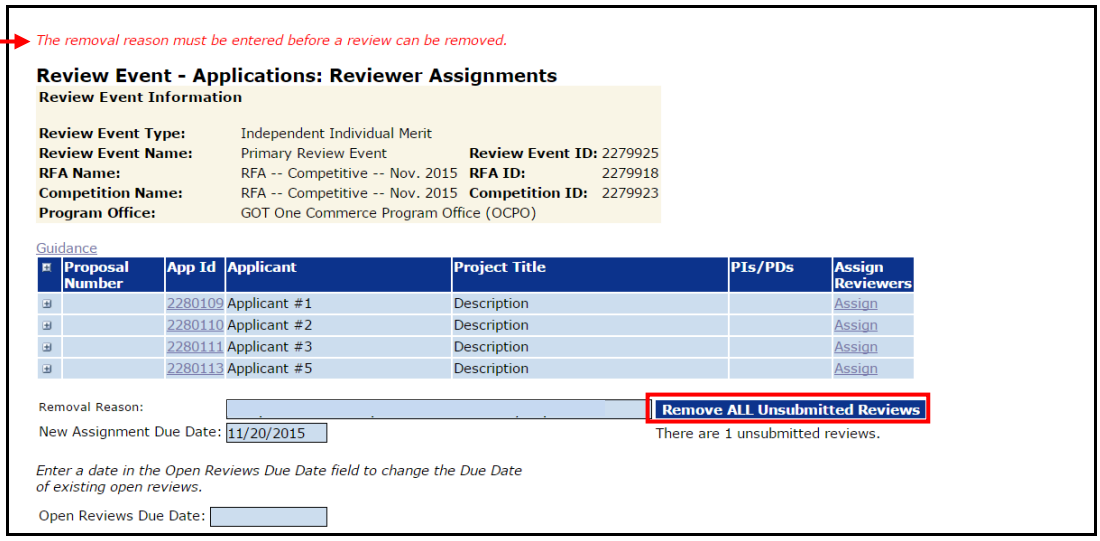
New Assignment Due Date: 11/20/2015

There are 1 unsubmitted reviews.

Enter a date in the Open Reviews Due Date field to change the Due Date of existing open reviews.

Open Reviews Due Date:

2. To remove Reviews from Reviewers who did not complete their Reviews, click the **Remove ALL Un-submitted Review**s button. If the Review Event Manager did not specify a Removal Reason, an error message is visible.



The removal reason must be entered before a review can be removed.

Review Event - Applications: Reviewer Assignments

Review Event Information

Review Event Type:	Independent Individual Merit		
Review Event Name:	Primary Review Event	**Review Event ID:**	2279925
RFA Name:	RFA -- Competitive -- Nov. 2015	**RFA ID:**	2279918
Competition Name:	RFA -- Competitive -- Nov. 2015	**Competition ID:**	2279923
Program Office:	GOT One Commerce Program Office (OCPO)		

Guidance

Proposal Number	App Id	Applicant	Project Title	PIs/PDs	Assign Reviewers
	2280109	Applicant #1	Description		Assign
	2280110	Applicant #2	Description		Assign
	2280111	Applicant #3	Description		Assign
	2280113	Applicant #5	Description		Assign

Removal Reason:

Remove ALL Unsubmitted Reviews

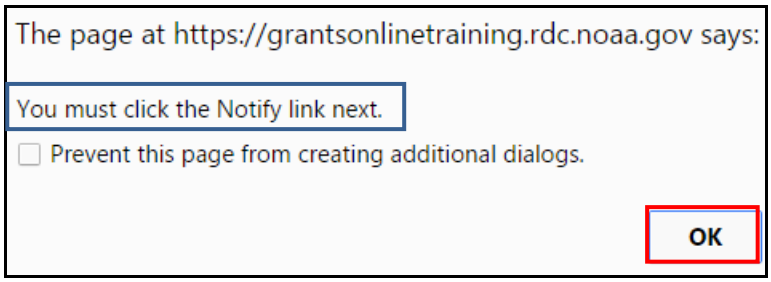
New Assignment Due Date: 11/20/2015

There are 1 unsubmitted reviews.

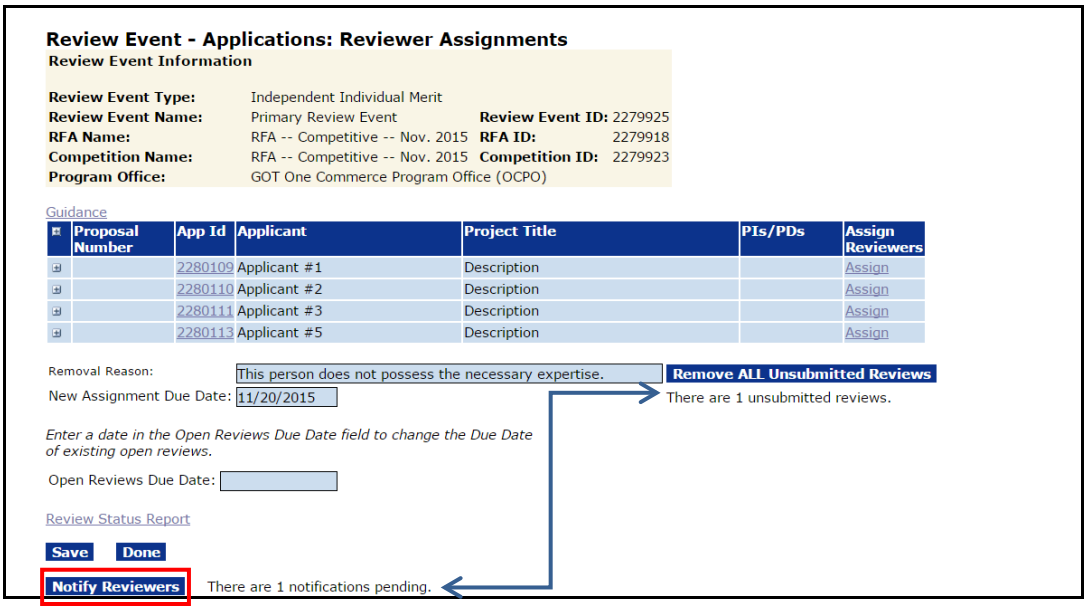
Enter a date in the Open Reviews Due Date field to change the Due Date of existing open reviews.

Open Reviews Due Date:

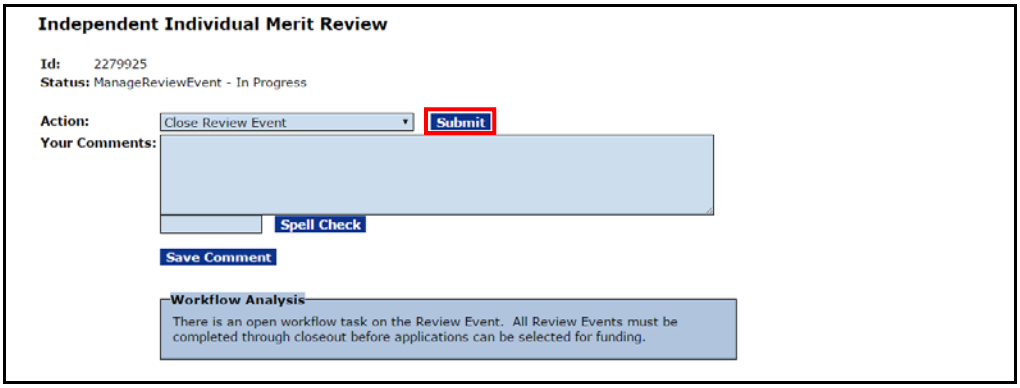
3. When a Removal Reason has been specified, there will be an opportunity to click the **OK** button to proceed. The warning message indicates: **You must click the Notify link next.**



4. In the image below, note the two messages: 1) **There are 1 un-submitted Reviews** and; 2) **There are 1 notifications pending**. Click the **Notify Reviewers** button at the bottom left-hand side of the screen.



5. The final step is to end the Review Event process. From the Action dropdown menu select Close Review Event. Click the **Submit** button.



6. The Review Event can be reopened. If the Review Event is associated with a Competitive RFA, the option to reopen the Review Event is **only** available if the Selection Package **has not** been created.