Conducting a Review Event in Grants Online

The requirements and general sequence of events for conducting a review event in Grants Online are:

1) Create the review event in accordance with the Evaluation Criteria in the Federal Funding Opportunity (FFO). Guidance on creating the review event can be found on the Grants Online Federal Program Officer training site. The review event can be created prior to the creation of the FFO, but the review criteria must match. To conduct the Review Event in Grants Online, the following option must be selected while setting it up:

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

2) Ensure that the FFO is published.
3) Develop reviewer instructions and attach them to the Reviewer Instructions document in Grants Online. If the review event is a secondary review event, e.g. panel after merit, ensure that all reviews from the first review event that are to be seen by the secondary reviewers are attached to the Reviewer Instructions document.
4) If the review event is for a competition, send the Reviewer Instructions document to FALD for review. Once FALD has reviewed the Reviewer Instructions, no changes should be made to the Review Criteria.
5) Receive applications and complete the minimum requirements review for each.
6) During the minimum requirements review, set up the Application Review Report for the applications' attached files. This includes setting up the order of display and converting the non-PDF files, e.g. Word files, to PDF. To set up the order and presentation of application attachments, navigate to the Attachments link provided on the Application details page (not the launch page). Follow the instructions from the guidance document available on that page to set up the application for review.
7) Assign applications to the review event. For the first review event, all applications are automatically assigned to the review event as soon as they are approved for minimum requirements. Subsequent review events must have the applications individually assigned. To assign an application: a) navigate to the review event launch page, b) scroll to the Sub Documents section, c) click on the link for Review Event Applications.
8) Start the review event. This is done from the review event launch page.
9) Assign reviewers to applications.
10) Notify reviewers of their assignments.
11) Monitor the progress of the review event by using the reports available on the Review Event Summary page.
12) Accept reviews. If reviews are to be redacted, the redaction is to occur as part of the acceptance task.
13) While tracking the progress of the Review Event, it is expected that some reviews will be declined, others will removed, and new reviews will need to be assigned.

14) Prior to closing the review event, accept all outstanding submitted reviews and remove all outstanding un-submitted reviews.
15) Close the review event.

The above sequence is not strictly required. However, the following rules are enforced:

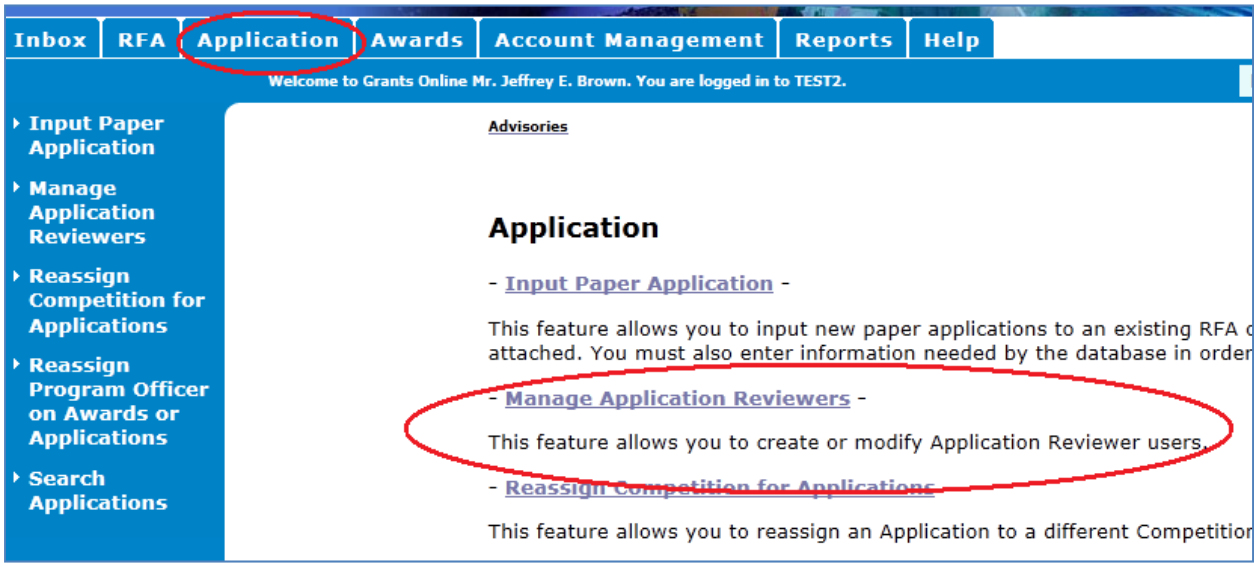
- The FFO must be published before workflow can be started on the Reviewer Instructions.
- If the review event is for a competition, the Reviewer Instructions document must be reviewed by FALD before the review event can be started.
- Applications cannot be assigned to a review event unless they have successfully passed their minimum requirements check.
- The review event cannot be started until at least one application is assigned to it.
- Applications cannot be removed from a review event if they have assigned reviews (including removed reviews).
- Reviewers cannot be assigned to applications unless the review event is open.
- A reviewer cannot access an application for review until after they are notified.
- An accepted review cannot be removed.
- The review event cannot be closed until all reviews are completed (accepted, declined, or removed).

The following options are allowed:

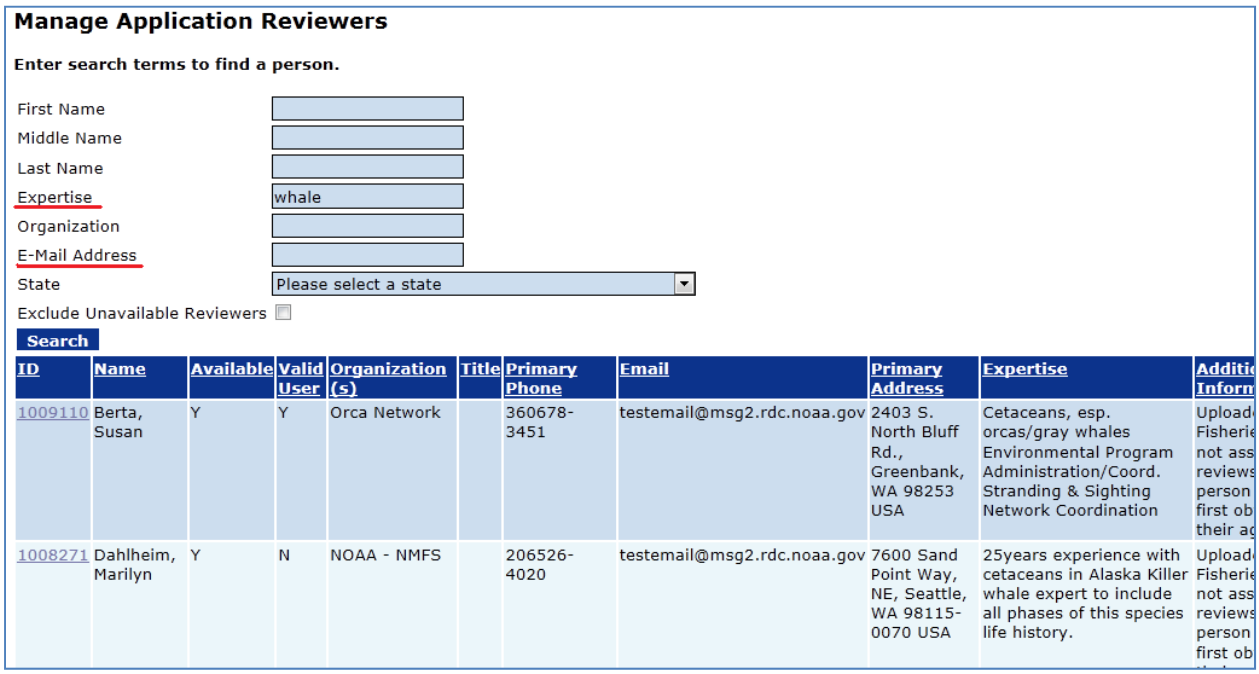
- Reviewer Instructions for a review event belonging to a Universal RFA do not require FALD review. However, if workflow is started on the Reviewer Instructions, it must be completed through FALD review.
- Multiple review events can be set up prior to the creation of the FFO.
- Applications can be modified to update the Program Office added information after the applications are accepted for minimum requirements. This information includes the Funding Priority, list of Principal Investigators, and Proposal Number.
- Attached files in the application review list (under application details), can be converted to PDF after the application has been accepted for minimum requirements (although they cannot be removed or reordered).
- Applications can be added to (or removed from) a Review Event after it has started.
- A review that is assigned, and then removed before the reviewer was notified, will be erased from the system (as though the assignment never occurred).
- The review event manager can restart workflow on reviews that are accepted, declined, or removed.
- The review event manager can enter reviews on behalf of reviewers.
- A closed review event can be reopened.

Setting up Reviewers

Before starting the review event and assigning reviewers to applications, you may wish to search for reviewers and set them up in Grants Online. Setting up reviewer users can be done at any time. Navigate to the Application tab and choose the option to Manage Application Reviewers:



This will bring you to a search screen:



The search criteria for reviewers include capability to search for expertise as well as the email address. The email address search results can come from either the email address associated with

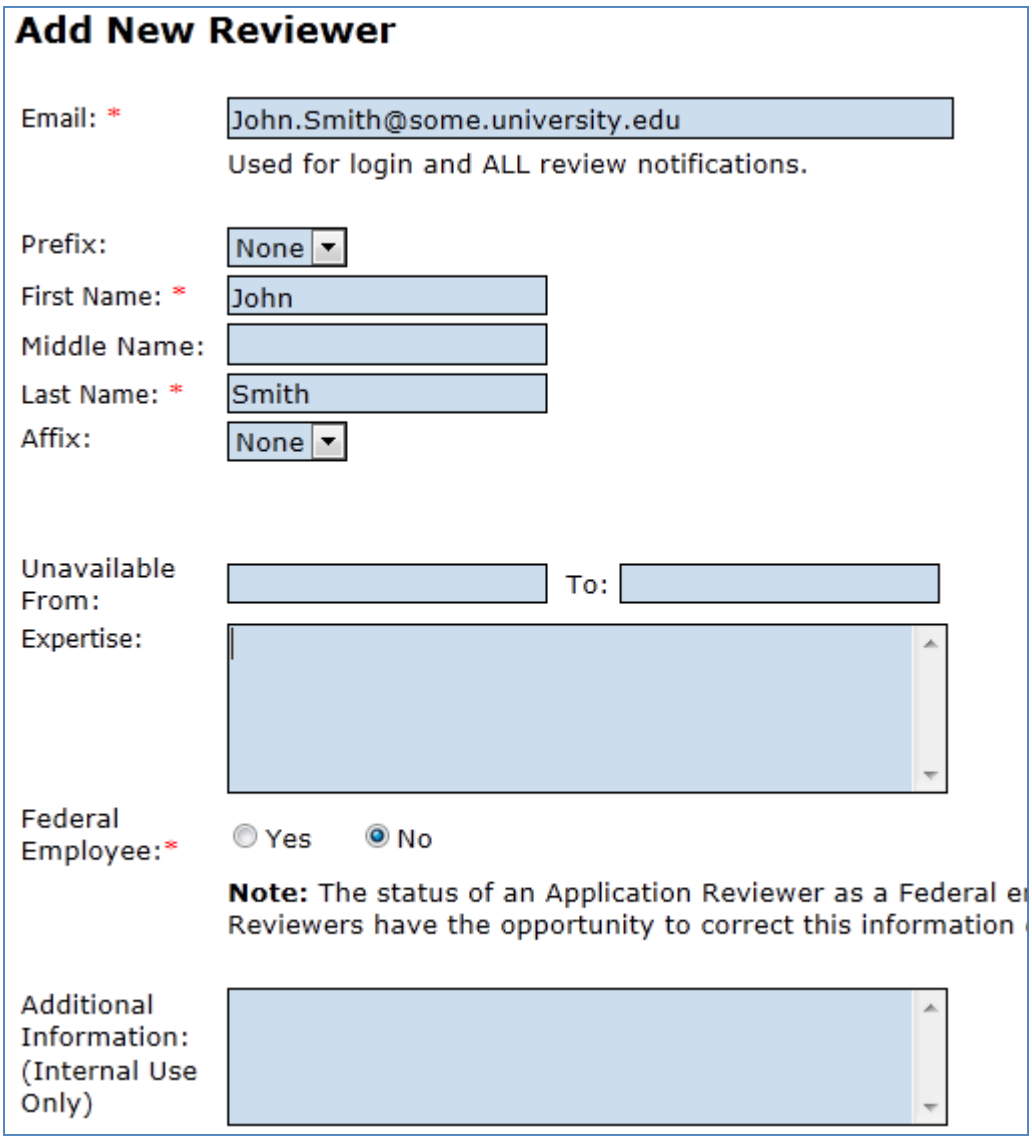
the reviewers' affiliations or from their username (which is an email address). The search results columns are self explanatory, except for:

- Available – If the "Not Available To" date on the reviewer details page is in the future, this value is returned as "N".
- Valid User – If the reviewer does not have an email address as their username, this value is returned as "N".

After one search is completed (with or without results), a link is provided to:

Add a new Application Reviewer >>

Choosing this link, you are brought to a page for creating a new (reviewer) person in Grants Online:



Top Part of the Add (or Edit) Reviewer Page

After saving the reviewer, this page is also displayed as the “Edit Reviewer” page. When editing, the reviewer’s name cannot be changed. The Edit page is also available to the reviewer while they are assigned applications for review. That version of the page omits the “Additional Information”.

Email Prompt: On the Email prompt, there is an explanation: “Used for login and ALL reviewer notifications”. Because the reviewer’s email is also their login, every email address for reviewers entered in this field must be unique. If a reviewer already exists in the system, but they have a group email address under their affiliation information, that will have no bearing on their reviewer login name. If a reviewer’s email address changes, it can be changed on the reviewer information page without losing any of their review history. If an attempt to insert a duplicate email address is made, a warning message will be presented with the name of the reviewer who currently holds that email address, as well their internal Grants Online ID number.

Reviewer Name: The name of the reviewer should be carefully inserted on creation. After the first save, the name can no longer be modified.

Unavailable Dates: If the reviewer is unavailable to accept assignments to conduct application reviews, the unavailability dates should be entered here. If they will never be available, e.g. deceased, enter a date that is very far in the future. An explanation should be provided, if possible, in the Additional Information section.

Expertise: The reviewer’s expertise may be entered at your (and their) discretion. Adding expertise makes the reviewer appear in the search results when a search is done by expertise.

Federal Employee: The reviewer’s status as a Federal employee is required. The Federal employment status determines the conflict of interest certification for the reviewer. If they are a Federal employee, conflict of interest is determined by Federal ethics laws. If they are not a Federal employee, conflict of interest is determined by the CD-571 - Reviewer Conflict of Interest and Confidentiality Certification for Non Governmental Peer Reviewers. If you do not know the Federal employment status when creating the person as a reviewer, enter your best guess. The reviewer can change their status while certifying the conflict of interest.

Additional Information: Additional Information will not be displayed to the Reviewer. Use the Additional Information field to explain any issues with the Application Reviewer. Appropriate entries include: a very busy schedule during certain times of the year, willingness to only perform application reviews for one Program Office, conflict of interest issues, a consistently high (or low) scorer, biases that affect their ability to provide fair evaluations of particular kinds of applications, etc.

This person does not have a Grants Online regular user account.

Affiliations

Details	Org ID	Organization	Position	Phone	Address	E-Mail
Details	1003111	Boston University		123-456-7890	5 Cummington Street, Boston, MA 02215 USA	Test.Email@rdc.noaa.gov

Add a new affiliation >>

Print Reviewer Information

Cancel/Done Save

Bottom Part of the Add (or Edit) Reviewer Page

When inserting a new person as a reviewer, the above screen will be replaced by a search button that will allow you to find an organization for associating the new reviewer. If no organization can be found, there is an option to create a new organization. The same is true when adding new affiliations for a reviewer.

In the above example, there is the statement: "This person does not have a Grants Online regular user account." Because of this, you are allowed to make changes to the reviewer's affiliations and related information. If the reviewer has a regular Grants Online user account, modification of the reviewer's affiliation information must be done by the reviewer from their regular login (first initial – last name as username) under the Account Management tab – My Profile page.

When adding a new affiliation, you see the following search screen:

Select Organization

Enter your search criteria to find the organization.

Organization Name Boston

Address-City

Address-State Please select a state

Search Cancel

2 items found, displaying all items.**1**

Select	Org ID	Name	Address
Select	1003111	Boston University	5 Cummington Street, Boston, MA 02215 USA
Select	1002696	EISAI Research Institute Boston, Inc.	4 Corporation Dr, Andover, MA 01810 USA

Add a new organization >>

This search screen is slightly different than other search screens when associating organizations to applications. This screen does not have search criteria for DUNS Number or EIN. Additionally, the search results exclude all recipient organizations. Separation of recipient organizations from reviewer organizations is necessary to keep management of reviewers out of the Recipient Administrators purview.

On the Add/Edit Reviewer screen, there is a link to Print Reviewer Information. Clicking this link provides a Word document with information as shown in the below sample:

Application Reviewer Information for John Smith

Name: John Smith
Username/Email: John.Smith@test.com
Phone: 123-456-7890

This person is not listed as unavailable.

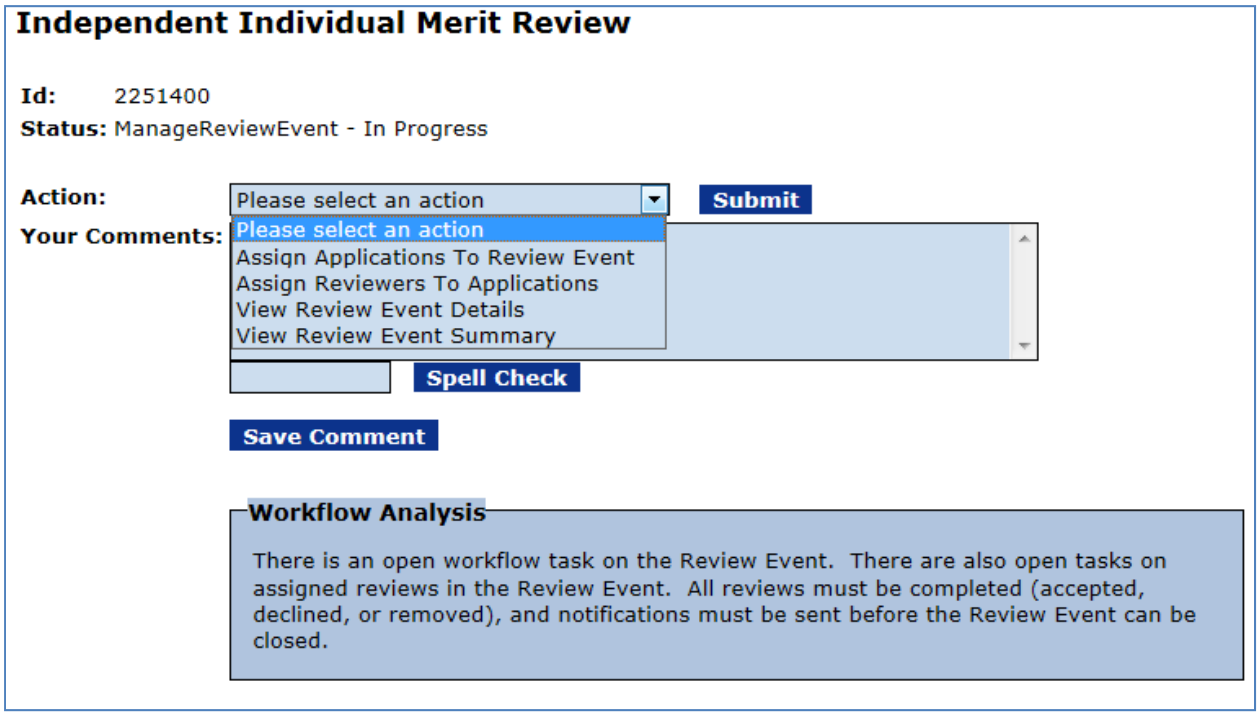
Expertise: No expertise listed.

This person is not a Federal Employee.

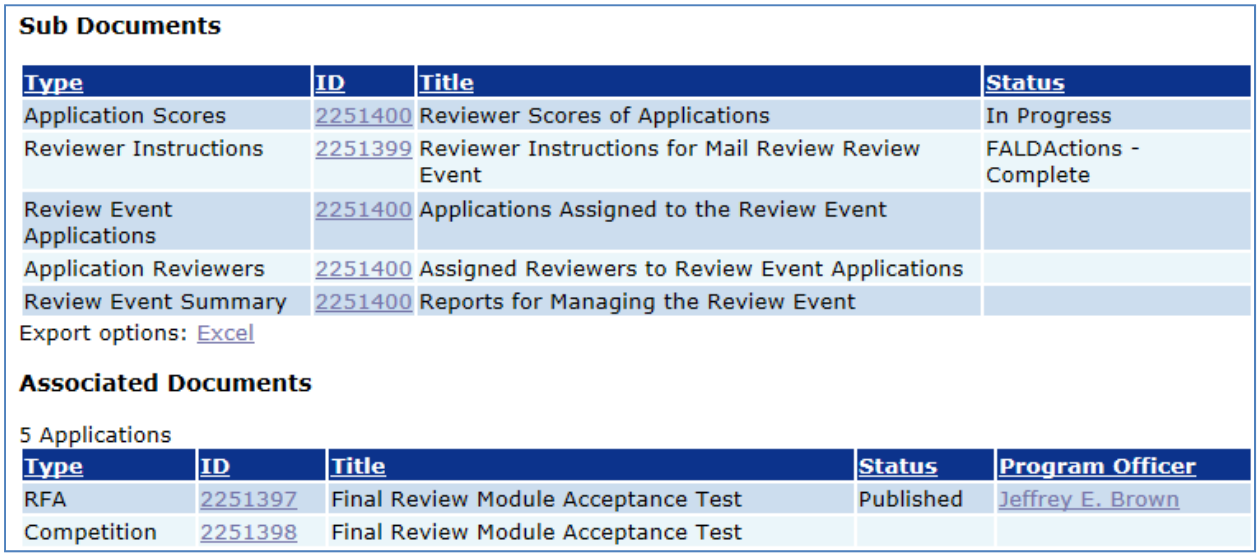
Affiliations

Organization: Boston University
Title:
Phone: 123-456-7890
Email: Test.Email@rdc.noaa.gov
Address: 5 Cummington Street, Boston, MA 02215 USA

Executing a Review Event



When you are ready to start the review event, navigate to the Review Event launch page and choose the option to "Start Review Event". This will place a task in your inbox to "Manage Review Event". After starting the review event, you will have the above options (as well as "Close Review Event" if appropriate). The workflow analysis will provide you with information necessary to complete the review event workflow. Each of the above options, except "View Review Event Details" has a corresponding Sub Document:



Sub Documents

Type	ID	Title	Status
Application Scores	2251400	Reviewer Scores of Applications	In Progress
Reviewer Instructions	2251399	Reviewer Instructions for Mail Review Review Event	FALDActions - Complete
Review Event Applications	2251400	Applications Assigned to the Review Event	
Application Reviewers	2251400	Assigned Reviewers to Review Event Applications	
Review Event Summary	2251400	Reports for Managing the Review Event	

Export options: Excel

Associated Documents

5 Applications

Type	ID	Title	Status	Program Officer
RFA	2251397	Final Review Module Acceptance Test	Published	Jeffrey E. Brown
Competition	2251398	Final Review Module Acceptance Test		

Review Event Applications:

Applications in Review Event

Remove	Proposal Number	Award Number	ID	Applicant	Project Title	PIs/PDs	Funding Priority	Status	Federal Amount Requested: Total
	PS-01		2251534	Carston College	Second Sample Application for User Guide	Drew	PS	Review Minimum Requirements Checklist - Complete	$50,000.00
	SG-01		2251529	Cromwell University	First Sample Application for User Guide	Harris	SG	Review Minimum Requirements Checklist - Complete	$100,000.00

Export options: Excel

An application cannot be removed from the Review Event if:
- it has a score (either reviewer's score or bonus points)
- it is selected for funding
- it has assigned reviews

Save Done

Applications Not In Review Event

Add	Proposal Number	Award Number	ID	Applicant	Project Title	PIs/PDs	Funding Priority	Status	Federal Amount Requested: Total
	SG-02		2251535	Jefferson State University	Third Sample Application for User Guide	Winn	SG	Review Minimum Requirements Checklist - Complete	$75,000.00

The applications for the review event can be added or removed before or after the review event is started. Check boxes are disabled for applications having issues that prohibit them from being removed. The first review event listed under the competition (or under the RFA for a Universal RFA), will get every application added to it automatically upon successful completion of minimum review requirements. Subsequent review events must have the applications added through this screen. Clicking on the ID link for any application will open the application details page for that application. Exiting that page will return here.

Assigning Reviewers

Review Event - Applications: Reviewer Assignments

Review Event Information

Review Event Type:	Independent Individual Merit		
Review Event Name:	Mail Review	**Review Event ID:**	2251527
RFA Name:	Sample RFA for User Guide	**RFA ID:**	2251524
Competition Name:	Sample RFA for User Guide	**Competition ID:**	2251525
Program Office:	Fisheries Southeast Region Program Office (SE)		

Guidance

	Proposal Number	App Id	Applicant	Project Title	PIs/PDs	Funding Priority	Assign Reviewers
⊞	PS-01	2251534	Carston College	Second Sample Application for User Guide	Drew	PS	Assign
⊞	SG-01	2251529	Cromwell University	First Sample Application for User Guide	Harris	SG	Assign

Removal Reason:

Review Due Date:* 09/18/2011 (for new notifications) There are no reviews currently tasked to reviewers.

Review Status Report

Save Done

All reviewers have been notified.

Choosing the workflow option to "Assign Reviewers to Applications", or selecting the corresponding link in the Sub Documents section of the Review Event launch page will display the list of applications, as seen above. To assign reviewers to an application, click the "Assign" link:

Manage Application Reviewers

Enter search terms to find a person.

First Name: Jo

Middle Name:

Last Name: Smith

Expertise:

Organization:

E-Mail Address:

State: Please select a state

Exclude Unavailable Reviewers

Search Add Selected Reviewers Cancel

Disabled check boxes can be enabled by setting the person up as a reviewer.

Select Reviewer	ID	Name	Available	Valid User	Organization(s)	Title	Primary Phone	Email
	2008996	Smith, Belinda (Joan)	Y	N	Executive Office State of West Virginia			
	2000515	Smith, Joel	Y	N	Stratus Consulting Inc.		303-381-8000	testemail@msg2.rdc.noaa.gov
	2011154	Smith, John	Y	Y	Boston University		123-456-7890	John.Smith@test.com

When the search results appear, if the “Valid User” is “N”, the Select Reviewer check box will be disabled (as seen in the first 2 results above). You can enable the check box by clicking on the ID and adding the person’s email address as their username. Multiple reviewers can be added from one set of search results. After selecting the reviewer to be added and clicking the “Add Selected Reviewers” button, you are returned to the Reviewer Assignment page:

Guidance

Proposal Number	App Id	Applicant	Project Title	PIs/PDs	Funding Priority	Assign Reviewers
PS-01	2251534	Carston College	Second Sample Application for User Guide	Drew	PS	Assign

Reviewer Assignments:

Reviewer	Status	Date Assigned	Due Date	Review Id	Affiliations	Email	Currently Assigned Reviews	Assigned This/Prior Year	Action
Smith, John	Assignment waiting on reviewer notification.	Not Assigned		2251537	Boston University	Dennis.A.Seem@q.com	2	2/0	Remove

SG-01	2251529	Cromwell University	First Sample Application for User Guide	Harris	SG	Assign

Removal Reason:

Review Due Date:* 09/18/2011 (for new notifications) There are no reviews currently tasked to reviewers.

Review Status Report

Save Done

Notify Reviewers There are 1 notifications pending.

The display of review assignments are controlled by the [+] and [-] controls in the first column. Assignment of reviews is a two step process: 1) Selection and 2) Notification. The reviewer does not get a notification or a task in their inbox until after the “Notify Reviewers” button is clicked. This allows you to assign multiple applications to a single reviewer and provide a single notification which lists all of the reviewer’s review assignments. If a review is removed (right-side “Action” column) before the reviewer is notified, it is erased from the system and no notification is sent to the reviewer. If a reviewer is notified of their review assignment and the review is subsequently removed, the reviewer is notified of the removal. Any removal that requires a notification will also require that you enter a reason for the removal. Prior to notification, you can set the review due date for all notifications that are sent. Changing the review due date for new notifications will not change the review due date for any review assignments that were previously notified. Below is a sample assignment notification:

```
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 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 Username is John.Smith@sample.com. Your Personal Identification
Number (PIN) is 272D. This PIN is valid for this Review Event only.
```

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

The Review Event Manager is:
Jeffrey E. Brown
727 824-5324
testemail@msg2.rdc.noaa.gov

The Review Event Manager has scheduled this Review Event to end on Sep 13, 2011. You may be contacted separately by the Review Event Manager regarding a different due date for this application review.

The Applications you are requested to review are:

Applicant: 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), AND if the Review Event Manager confirms that you are still being requested to conduct application reviews for this Review Event but is 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 time.

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

Sincerely,
Jeffrey E. Brown

The notification tells the reviewer:

1) The location of the Reviewer Login page with a hyperlink that allows them to navigate directly to the login from the email.
2) Their username is the email address to which the notification was sent.
3) Their Personal Identification Number (PIN). This is a 4-character code that is valid only for this review event, and remains valid only while the review event is open.
4) Their primary point of contact is the Review Event Manager. The Review Event Manager is the best first point of contact for the reviewers because most problems will be extremely simple to resolve. There is not any account locking, or expired/forgotten passwords that would normally be Help Desk issues.

Once a reviewer has been assigned to an application, clicking on the reviewer's name under the Review Assignments section for that application will display the "Assign Applications to Reviewer" page:

Reviewer Information

Name:	John Smith		
Organization:	Boston University		
Email:	Dennis.A.Seem@q.com	**Phone:**	123-456-7890
Currently Assigned Reviews:	2	**Reviews Assigned Past Year:**	2/0

Guidance

Applications Assigned

Remove	Proposal Number	Status	App Id	Applicant	Project Title	PIs/PDs	Funding Priority
	PS-01	Assignment waiting on reviewer notification.	2251534	Carston College	Second Sample Application for User Guide	Drew	PS

Export options: Excel

Applications Not Assigned

Add	Proposal Number	App Id	Applicant	Project Title	PIs/PDs	Funding Priority
	SG-01	2251529	Cromwell University	First Sample Application for User Guide	Harris	SG

Export options: Excel

Removal Reason:

Review Due Date:* 09/18/2011 (for new notifications)

Save Done

This page provides the opportunity to assign several applications to a reviewer at one time. This might be more efficient, especially for panel review events.

Conducting Reviews on Behalf of Reviewers

If you are executing a review event using Grants Online and you have a reviewer who cannot perform their review in Grants Online, but submits a review by paper or email, you can enter the review information on behalf of the reviewer. On the Assign Reviewers page, clicking on the Review Id link will display the Application Review launch page. On this page, you have the workflow options:

Application Review

Id: 2251537

Status: Reviewer actions on Application Review not started.

Action: Please select an action — Submit

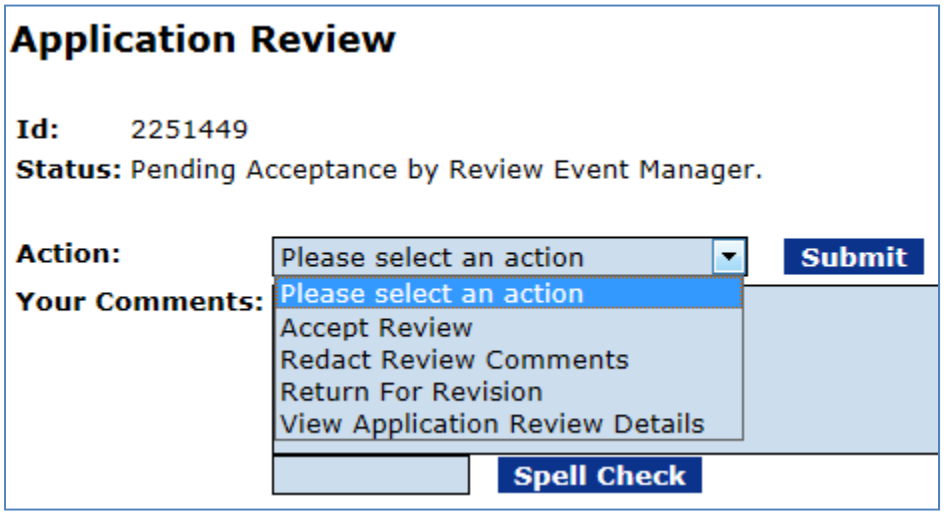
Your Comments:

- Please select an action
- Enter Review on Behalf of Reviewer
- View Application Review Details

When you choose the option to “Enter Review on Behalf of Reviewer”, the task to review the application will be removed from the reviewer’s inbox and placed in your regular Grants Online task inbox. At this point, you would fill out the review information provided by the reviewer and submit the review – just as the reviewer would. If the reviewer submitted a “paper” review, they should have also (if non-Federal employee) submitted a CD-571. This document should be scanned and attached to the Review launch page.

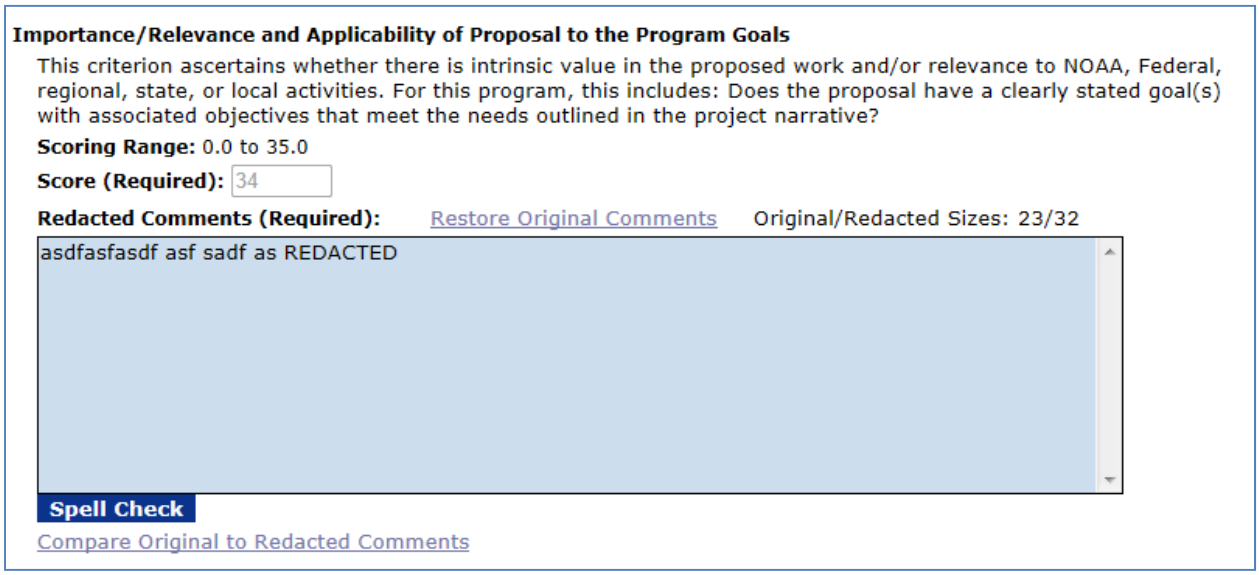
Accepting Reviews

Once reviewers complete their reviews, they will take an action to “Submit Review to Agency”. As the review event manager, you will then receive a task to “Accept Application Review”. The overall application score (if the review event is a scored event) will not be modified by the review until after the review is accepted. The possible workflow actions for the Program Officer after submission of the review are:



- View Application Review Details – This displays the screen with the reviewer’s comments and scores. Clicking on the Application Review Report link on the Review details page will provide a report containing the original reviewer’s comments. All other review reports will display the redacted review comments.
- Return for Revision – This action will place the review assignment back in the reviewer’s inbox and send them an email notification. Any workflow comments that are entered will be displayed to the reviewer when they navigate to their version of the Review launch page.
- Accept Review – This action closes the workflow on the review and modifies the overall application score to reflect this review. After workflow is closed, the Program Officer can navigate back to the launch page and restart the workflow if necessary.
- Redact Review Comments – This action opens the Redact Review page. When a reviewer submits their review, their original comments are copied to redacted comments. The Program Officer must redact comments before accepting the review.

Redacting Review Comments



Each review criterion (that allows comments) is presented on the Redacted Review Comments page in the order that was set up for the reviewer. The criterion is presented as well as the scoring range and score (if applicable). The score cannot be modified. There is a link to "Restore Original Comments". This will copy the original reviewer comments to the redacted comments (for the current criterion only). There is a size comparison (in number of characters) between original and redacted comments. There is also a link to run a report to "Compare Original to Redacted Comments". This report is a Word document with the original comments listed followed by the redacted comments.

Monitoring Review Event Progress

Reviewer progress can be monitored from the Reviewer Assignments page by viewing the "Status" column for reviews, or by clicking the link for the Review Status Report:

Reviewer Assignments:

Reviewer	Status	Date Assigned	Due Date	Review Id
Jones, Stan	Reviewer actions on Application Review not started.	09/15/2011	09/18/2011	2251546
Smith, John	Reviewer actions on Application Review not started.	09/15/2011	09/18/2011	2251537

SG-01	2251529	Cromwell University	First S Guide

Reviewer Assignments:

Reviewer	Status	Date Assigned	Due Date	Review Id
Jones, Stan	Reviewer actions on Application Review not started.	09/15/2011	09/18/2011	2251548
Smith, John	Reviewer actions on Application Review not started.	09/15/2011	09/18/2011	2251543

Removal Reason:

Review Due Date:* 09/18/2011 (for new notifications)

Review Status Report

Save Done

The Review Status Report is an Excel file that can easily be sorted by reviewer or status to quickly determine issues with review submissions.

The status of the review event can also be monitored from the Review Event Summary page:

Review Event Summary

Review Event Information

Review Event Type:	Independent Individual Merit		
Review Event Name:	Mail Review	**Review Event ID:**	2251527
RFA Name:	Sample RFA for User Guide	**RFA ID:**	2251524
Competition Name:	Sample RFA for User Guide	**Competition ID:**	2251525
Program Office:	Fisheries Southeast Region Program Office (SE)		

Review Status Report (exclude removed and declined reviews)

Declined and Removed Review Reasons Report

Reviewers Scoring and Evaluation Report

List of Reviewers Report (exclude unassigned Reviewers and Reviewers removed from all applications)

List of Applications Report

All reviewers have been notified.

Done

Each of the links on this page provides an Excel report showing different aspects of the review event.

Closing the Review Event

The review event can only be closed if there are not any open assignments on reviews. To facilitate the removal of reviews from reviewers that did not complete their reviews, there is an option on the Reviewer Assignments page to close all un-submitted reviews:

Guidance

	Proposal Number	App Id	Applicant	Project Title	PIs/PDs
⊞	PS-01	2251534	Carston College	Second Sample Application for User Guide	Drew
⊞	SG-01	2251529	Cromwell University	First Sample Application for User Guide	Harris

Removal Reason:

Remove ALL Unsubmitted Reviews

Review Due Date:* 09/18/2011 (for new notifications)

There are 4 unsubmitted reviews.

Review Status Report

Save **Done**

All reviewers have been notified.

Removal is a two-step process: 1) removal and 2) notification. To remove reviews, a reason is required. In addition to removing un-submitted reviews, all reviews that are in the Review Event Manager's inbox must be accepted before the review event can be closed. After choosing the

option to “Close Review Event”, it can be reopened. If the review event is for a competition, the option to reopen will only appear if the Selection Package does not yet exist.

Briefing Book

A “Briefing Book” of reviewer comments is often needed when conducting a secondary review event. On the Review Event Summary page, there are options for creating a Briefing Book report:

Briefing Book

Applications in Review Event

Select	Proposal Number	Award Number	ID	Applicant	Project Title	PIs/PDs	Funding Priority	Status	Total Score
	PS-01		2251534	Carston College	Second Sample Application for User Guide	Drew	PS	Review Minimum Requirements Checklist - Complete	-1.0
	SG-01		2251529	Cromwell University	First Sample Application for User Guide	Harris	SG	Review Minimum Requirements Checklist - Complete	-1.0

Export options: Excel

Sort by:	Funding Prioirty - 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