Review Event Process Map
v 4.28
Last Updated: March 4, 2020

- REF – Review Event Workflow – Federal Agency
- RER – Review Event Workflow – Reviewer

For a step by step tutorial of this process map, please reference the following:


Federal Employee (including GMD)

Grantee

Reviewers

Grants Online Document

Multiple
Grants Online Documents

Process Step

Notification

Important Note

Grants Online Hard Stop Codes

HS = “Vendor and Funding”
HSP = “Vendor and Funding – POST”
HSFP = “Funding Only - POST”
HSV = “Vendor Only”
HSF = “Funding Only”

“Interface” User

VV = Vendor Transaction – Validate
VC = Vendor Transaction - Create
P = Procurement Request Transaction
O = Obligation Transaction
C = Closeout Transaction

SN = SF-270 – Non-ASAP Transaction
SA = SF-270 – ASAP Transaction

Important Note

Alternate Path

Continue
Only if Review Event Exists

- Review Events are optional in Grants Online.
- Review Event is conducted for both Competitive and Universal, if chosen.
- Review can be conducted using Grants Online functionality or outside of Grants Online.

Once the Competition Manager/Assigned Program Officer selects the “Notify Reviewers” task, the Review Event Manager receives the task to send the Email Notification to the Reviewers.

Review Event Manager can enter review on behalf of Reviewer, if review was submitted via email or mail.

For Competitive processing, Select Applications global option becomes available after the Review Event workflow is completed if there is a Review Event.
Review Event Workflow – Reviewer (RER)

1. Reviewer
2. Receive Notification Via Email
3. Select Application to Review
4. Review the Application
5. Certify Conflict of Interest
6. Review Application / Enter Scores / Comments
7. Forward Review to Agency
8. Comment About the Decline
9. Forward to Agency

The Review Event Manager will see the Status Decline Flag under Manage Review Event.

Single or Multiple Applications in one Notification

Federal Employees determine the Conflict of Interest by the Federal Ethics Laws. Non-Federal Employees determine the Conflict of Interest by the Reviewer Conflict of Interest and Confidentiality Certification for Non Governmental Peer Reviewers form.