

Release Notes for Grants Online Version 4.08
Date Deployed: October 9, 2011

Global

- a. The iText reporting tool was upgraded to provide better control of embedded PDF documents. (Ticket 513482)
- b. The POI reporting tool was installed to create capability of generating reports directly in MS Word/Excel 2007 XML formats (.docx/.xlsx). (Ticket 513480)

RFA Tab

- a. The Federal Funding Opportunity Report output in Rich Text Format (.rtf) is replaced with MS Word 2007 XML format (.docx). This repairs the issue of "?" characters appearing at the end of each line. (Tickets 513480, 513481)
- b. When starting workflow on the Federal Funding Opportunity, Reviewer Instructions, or Universal RFA, the system waits until the workflow starts before returning to the corresponding launch page. This provides the user with correct workflow options. (Ticket 506026)
- c. The instructions on the RFA routing slip have been modified by removing references to the Federal Register Notice. (Ticket 515848)
- d. Application attachments that are in MS Word or Excel format can now be converted to PDF for the Application Review Report. (Ticket 508470)
- e. A new Application Review Score Sheet Report is now available. This can be executed from:
 - a. the Review Event details page for a template/blank report that can be distributed to reviewers in an external review event
 - b. the Reviewer Instructions page for review by FALD (for a template/blank report)
 - c. the Application Review launch page for scores and redacted reviewer comments
 - d. the Application Review details page for scores and original reviewer comments(Ticket 508548)
- f. Program Officers can assign applications to Application Reviewers for review. (Tickets 508514, 508515)
- g. Once a reviewer has been assigned on one application in a Review Event, other applications in the same Review Event can simultaneously be assigned to that Application Reviewer. (Ticket 508525)
- h. Lead Reviewers and Scribes can be designated for applications in a Panel Review Event. (Ticket 508527)
- i. Program Officers can notify Application Reviewers that they have been assigned one or more applications for review. The notification starts a workflow task for the reviewer and allows them to login through the Grants Online Application Review home page. (Ticket 508523)
- j. Program Officers can set a due date for application reviews prior to notifying the Application Reviewers. (Ticket 508514)
- k. Program Officers can remove application reviews from Application Reviewers. If the removal is after the reviewer has been notified, a reason is required to be entered for the removal. (Ticket 508542)
- l. Program Officers can notify Application Reviewers that they have been removed from their application review assignments - but only if the Application Reviewers were notified that they were assigned the application reviews. (Ticket 508524)
- m. Application Reviews are set up as Grants Online documents with workflow. They have a launch page for the Review Event Manager to execute workflow tasks. (Ticket 508535)
- n. Program Officers can enter application reviews on behalf of Application Reviewers. (Tickets 508531, 508532)
- o. Program Officers can redact application review comments. (Ticket 508532)
- p. Program Officers can accept application reviews or return them for revision. They can also reopen workflow on Application Reviews that have been accepted. (Ticket 508532)
- q. Program Officers can attach scanned paper Conflict of Interest statements signed by Application Reviewers. (Tickets 508531)
- r. The link to the deprecated "Reviews Summary Scoring" page is removed from the Review Event launch page. (Ticket 508543)
- s. A link to the Bonus Points details page is added to the Review Event launch page as a sub-document when bonus points are designated for a Review Event. (Ticket 508543)

- t. A link to the new Review Event Summary page is added to the Review Event launch page as a sub-document. (Ticket 508543)
- u. The deprecated Review Event Summary page is replaced with a new page that provides links to new reports. (Ticket 508549)
- v. A new Application Reviewers Report can be executed from the Review Event Summary page. (Ticket 508545)
- w. A new Reviewers Scoring and Evaluation Report can be executed from the Review Event Summary page. (Ticket 508546)
- x. A new Review Summary Scoring Report can be executed from the Review Event Summary page or the Selection Package details page. (Ticket 508547)
- y. Parameters for refining the Review Event Briefing Book Report are available on the Review Event Summary page, as well as the link to execute the new Briefing Book Report (508550)

Application Tab

- a. When starting workflow on an application, the system waits until the workflow starts before returning to the Application launch page. This provides the user with correct workflow options. (Ticket 506026)
- b. Application attachments that are in MS Word or Excel format can now be converted to PDF for the Application Review Report. (Ticket 508470)
- c. Program Officers can create Application Reviewer users as well as search for Application Reviewers and modify their associated information. (Tickets 508502, 508503, 508504, 508506)
- d. Program Officers can print a report of Application Reviewer information. (Ticket 508505)
- e. Program Officers can notify applicants of non-selection. (Ticket 508468)
- f. When a Program Officer chooses to reject an application, any open reviews on the application will be removed. (Ticket 508533)
- g. Application Reviews are available as sub-documents on the Application launch page. They are not available to recipient users. (Ticket 508544)

Awards Tab

- a. The misspelling of "discrepancy" in the automated analysis was repaired. (Ticket 513638)
- b. The SF-270 report can now be printed prior to certification by the Recipient Authorized Representative. (Ticket 517312)
- c. Ensured that no conflicts occur between Recipient User Administrators managing their users and Program Officers managing the same users as Application Reviewers. (Ticket 508509)

Application Reviewer

- a. Application Reviewers are able to login through a new Application Reviewer home page. Logins are specific to Review Events. (Ticket 508528)
- b. After an Application Reviewer logs in, they are presented with an Application Review Status Page that provides details about the Review Event, Reviewer Instructions, and a list of applications assigned to the Application Reviewer. Each listed application displays the progress made toward completion of the application review. (Ticket 508530)
- c. If the Review Event is closed when the Application Reviewer logs in, a Review Event Closed Status Page is displayed instead of presenting the Application Review Status Page (508529).
- d. When an Application Reviewer selects an application to review from the Application Review Status page, they are presented with an Application Review Launch Page which is specifically designed for Application Reviewers. (Ticket 508535)
- e. Application Reviewers can perform the following workflow actions on each application review: decline review, decline review based on conflict of interest (special case of decline review), submit review (if completed), navigate to the page for completing the review scoring and comments, and navigate to the certification of conflict of interest page. (Ticket 508531)
- f. The Application Review launch page contains application header information that includes: the Assigned Program Officer (with phone and email), the list of Principal Investigators/Project Directors, and the Federal and Non-Federal requested funding. (Ticket 508536)

- g.** Application Reviewers can view the Application Review Report (a concatenation of the submitted application documents) from the Application Review Launch Page. (Ticket 508535)
- h.** When the Application Reviewer navigates to the Conflict of Interest Certification Page, they are presented with certification options based on their Federal employment status. If they are incorrectly identified regarding their Federal employment status, they can change that status and the page will refresh with the correct certification options. (Ticket 508538)
- i.** While viewing the Conflict of Interest Certification Page, the Application Reviewer can decline the review based on a Conflict of Interest. They are required to enter an explanation for the Conflict of Interest before declining the review. Once they choose the decline option, the workflow executes from this page and removes the option for the reviewer to continue reviewing the application. (Tickets 508512, 508539)
- j.** When an Application Reviewer declines a review for some reason other than a conflict of interest, they are required to enter a reason. (Ticket 508540)
- k.** Application Reviewers can add review comments and scores related to the criteria established for the Review Event. (Ticket 508537)
- l.** Application Reviewers are not limited in the amount of text that can be entered as comments for application review criteria comments. (Ticket 508511)
- m.** Application Reviewers can print a report of their review from either the Application Review launch or details pages. (Ticket 508458)