



Federal Program Office (FPO)
User Manual
Conduct a Review Event Using Grants Online

NOAA Grants Online Program Management Office

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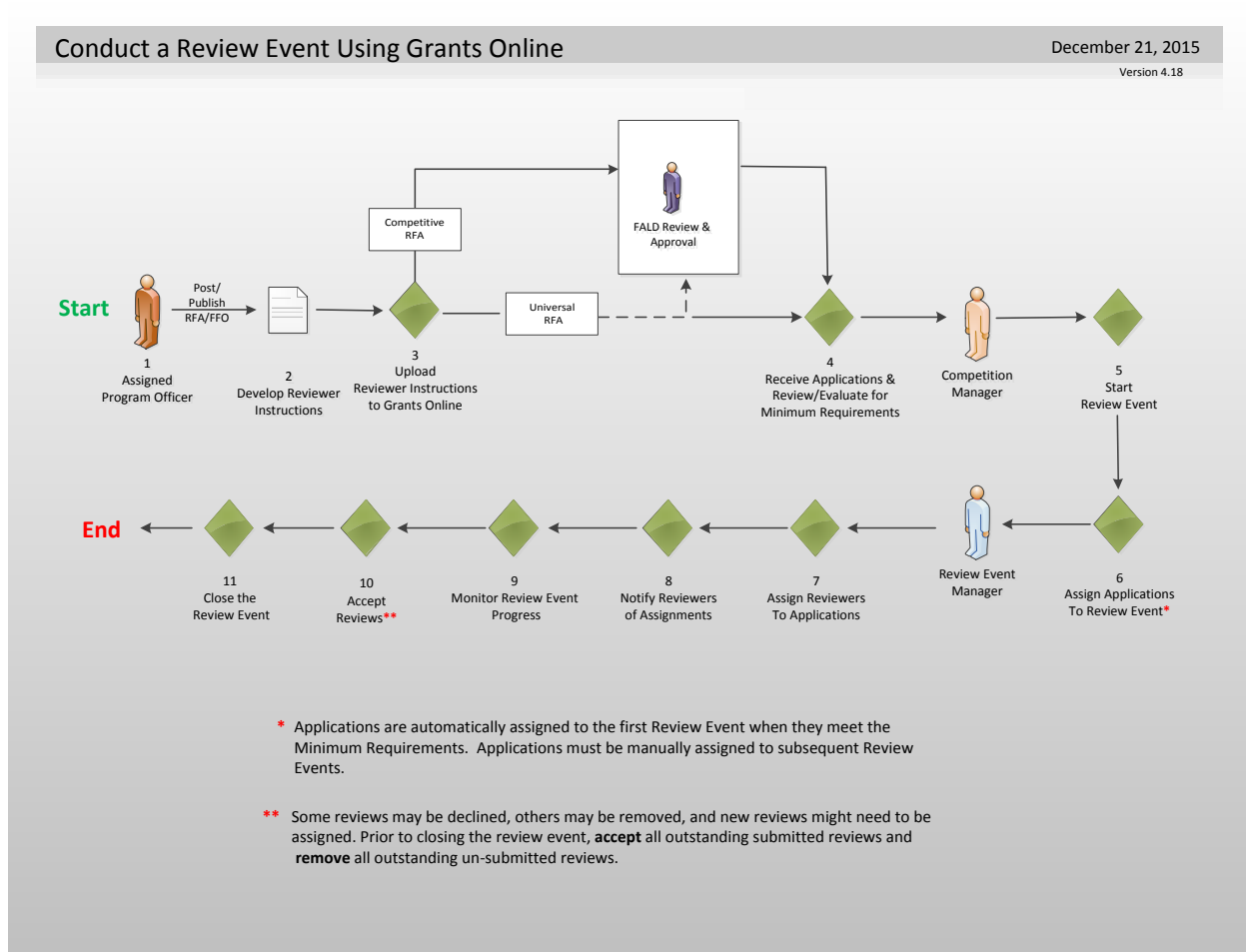
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Overview

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



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 | <input checked="" type="radio"/> Reviews assigned and completed using Grants Online. |
| By:* | <input type="radio"/> 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 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.

VS.

[+] Application Header

Application Attachments for Review

| Action | Filename | Description | Created Date | Internal Use Only |
|-------------------|---|----------------|--------------|-------------------|
| Up Down Remove | Test Document #5.docx (CONVERT TO PDF) | Attachment #5 | 12/07/2015 | Yes |
| Up Down Remove | Test Document #3.docx (CONVERT TO PDF) | Attachment #3. | 12/07/2015 | No |
| Up Down Remove | Test Document #4.docx (CONVERT TO PDF) | Attachment #4. | 12/07/2015 | No |

Export options: [Excel](#)

File name should be 50 characters or less if there are more than 10 attachments.
Add new Attachment for Application Review: [\[+\]](#)
[PDF Application Review Report](#) [Guidance](#)

Application Attachments NOT Included in the Application Review

| Action | Filename | Description | Created Date | Internal Use Only |
|------------------------------------|-----------------------|------------------|--------------|-------------------|
| Include for Review | Test Document #3.docx | Test document #3 | 12/07/2015 | No |

Export options: [Excel](#)

File name should be 50 characters or less if there are more than 10 attachments.
Add new Attachment NOT to be included in the Application Review: [\[+\]](#)
[Return to Application Details](#)

- 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).

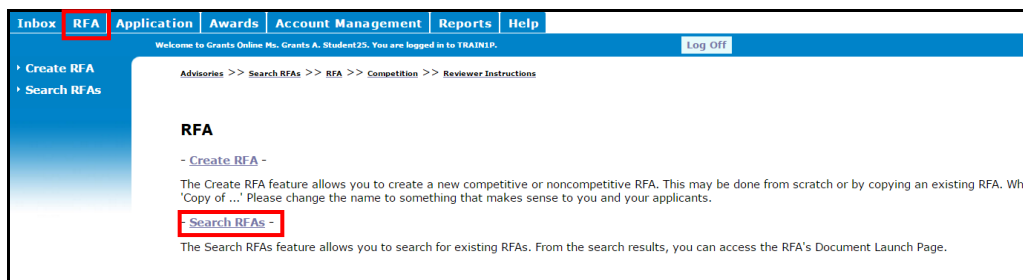
Guidelines

- 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 when 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.

The screenshot shows the 'Search for RFA' form. It has four input fields: 'RFA Name', 'Funding Opportunity Number' (with '3887' entered), 'CFDA Number', and 'Fiscal Year' (with a note '(use format YYYY)'). Below the fields are radio buttons for 'Choose Type': 'All' (checked), 'Competitive', 'Congressionally Directed', 'Institutional', 'Noncompetitive', 'Broad Agency Announcement', 'Congressionally Mandated', and 'Formula/Allotment'. At the bottom, there are 'Search' and 'Reset' buttons. The 'Search' button is highlighted with a red box.

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

The screenshot shows the 'Search Results' table. It contains one row of results. The 'RFA ID' column is highlighted with a red box.

| RFA ID | Name | Type | FFO Number | Competition Name | Competition Id | Fiscal Year | Publication Date |
|---------|------------------------------|-------------|----------------------------|------------------------------|----------------|-------------|------------------|
| 2281179 | Test for Create Review Event | Competitive | NOAA-GOT-OCPO-2016-2003887 | Test for Create Review Event | 2281181 | 2016 | 2015-12-14 |

Conduct a Review Event Using Grants Online

6. Beneath the Sub-Documents header, click the **ID** link beside the **Competition** (Type).

| 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.

| Reviewer Instructions | |
|-----------------------|--|
| Id: | 2281221 |
| Status: | |
| Action: | View Reviewer Instructions Details <input type="button" value="Submit"/> |
| Your Comments: | <input type="text"/> |
| | <input type="button" value="Spell Check"/> |
| | <input type="button" value="Save Comment"/> |

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 [+].

The screenshot shows two sections: "Reviewer Instructions" and "Logistical Reviewer Instructions". Each section has an "Attachments:" header, followed by "No attachments." and "Add new Attachment: [+]" (the "+" is highlighted with a red box). Below each is a "Save" button. A "Note:" at the bottom states: "The Logistical Reviewer Instructions may only be used for attaching instructions related to travel and meeting dates, times and locations, as well as meeting requirements and reimbursement instructions. DO NOT attach any instructions on how to how to conduct the review, review priorities, etc. The Logistical Reviewer Instructions do not require FALD review."

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 finished specifying details for the attachment, click the **Save Attachment** button.

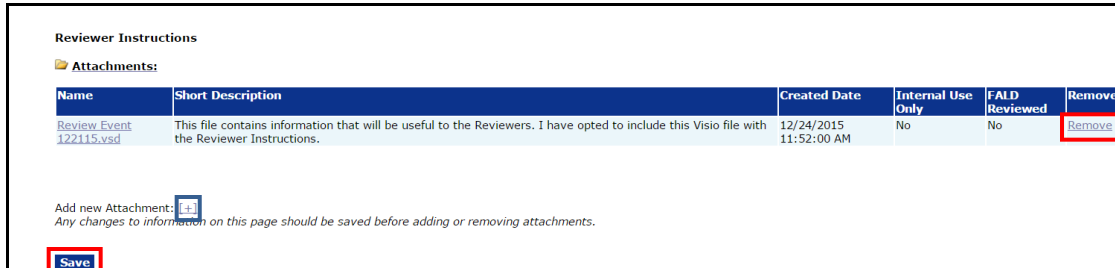
The screenshot shows the "Reviewer Instructions" section with the "Attachments:" header. Below it, "No attachments." is displayed. The "Add new Attachment: [-]" link is present. The "Filename: *" field contains "Review Event 122115.vsd" and has a "Choose File" button. The "Description: *" field contains the text: "This file contains information that will be useful to the Reviewers. I have opted to include this Visio file with the Reviewer Instructions." Below the description is a character count "142 / 1000" and a "Spell Check" button. An "Internal use only" checkbox is checked. The "Save Attachment" button is highlighted with a red box. A note at the bottom reads: "Any changes to information on this page should be saved before adding or removing attachments."



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.

Conduct a Review Event Using Grants Online

- 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.



Reviewer Instructions

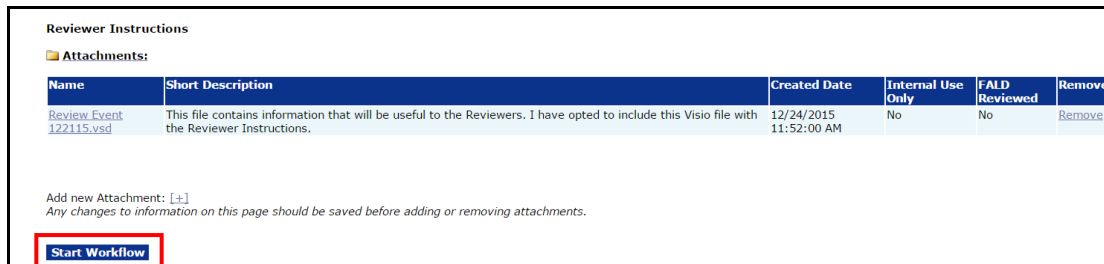
Attachments:

| Name | Short Description | Created Date | Internal Use Only | FALD Reviewed | Remove |
|---|--|------------------------|-------------------|---------------|------------------------|
| Review Event 122115.vsd | This file contains information that will be useful to the Reviewers. I have opted to include this Visio file with the Reviewer Instructions. | 12/24/2015 11:52:00 AM | No | No | Remove |

Add new Attachment: [\[+\]](#)
Any changes to information on this page should be saved before adding or removing attachments.

[Save](#)

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



Reviewer Instructions

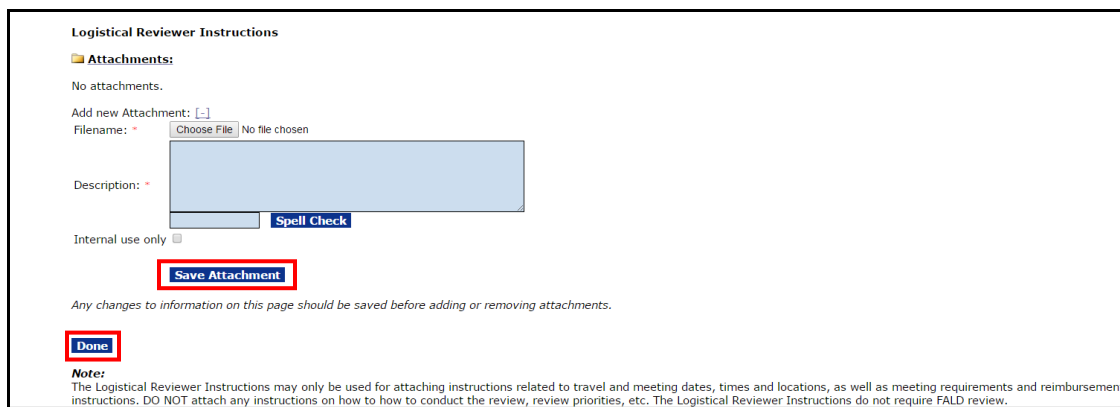
Attachments:

| Name | Short Description | Created Date | Internal Use Only | FALD Reviewed | Remove |
|---|--|------------------------|-------------------|---------------|------------------------|
| Review Event 122115.vsd | This file contains information that will be useful to the Reviewers. I have opted to include this Visio file with the Reviewer Instructions. | 12/24/2015 11:52:00 AM | No | No | Remove |

Add new Attachment: [\[+\]](#)
Any changes to information on this page should be saved before adding or removing attachments.

[Start Workflow](#)

- 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 include attachments for the Logistical Reviewer Instructions. When all necessary information has been specified, click the **Save Attachment** button.
- 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.



Logistical Reviewer Instructions

Attachments:

No attachments.

Add new Attachment: [\[-\]](#)

Filename:

Description:

Internal use only

[Save Attachment](#)

Any changes to information on this page should be saved before adding or removing attachments.

[Done](#)

Note:
The Logistical Reviewer Instructions may only be used for attaching instructions related to travel and meeting dates, times and locations, as well as meeting requirements and reimbursement instructions. DO NOT attach any instructions on how to how to conduct the review, review priorities, etc. The Logistical Reviewer Instructions do not require FALD review.

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.

Reviewer Instructions

Id: 2281221
Status: ProgramOfficerActions - Not Started

Action: Forward To FALD **Submit**

Your Comments:

Spell Check

Save Comment

Workflow Analysis
 There is an open task to review the Reviewer Instructions. Workflow on the Reviewer Instructions workflow must be completed before applications can be selected for funding.

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.

Reviewer Instructions

Id: 2281221
Status: FALDActions - Complete

Action: Please select an action **Submit**

Your Comments:

Spell Check

Save Comment

Workflow Analysis
 The Reviewer Instructions workflow has successfully completed. See the Competition launch page for next steps.

Workflow History

| Name | Date Assigned | Date Started | Date Completed | Performer | Role | Action Taken | Current Status | User Comments |
|------------------------------|------------------------|------------------------|------------------------|---------------------|----------------|------------------|----------------|---------------|
| Review Reviewer Instructions | 12/24/2015 12:33:08 PM | 12/24/2015 12:35:07 PM | 12/24/2015 12:35:16 PM | | FALD | NoLegalObjection | Complete | |
| Review Reviewer Instructions | 12/24/2015 12:28:03 PM | 12/24/2015 12:33:07 PM | 12/24/2015 12:33:07 PM | Grants A, Student25 | ProgramOfficer | ForwardToFALD | Complete | |

Export options: [Excel](#)

Conduct a Review Event Using Grants Online

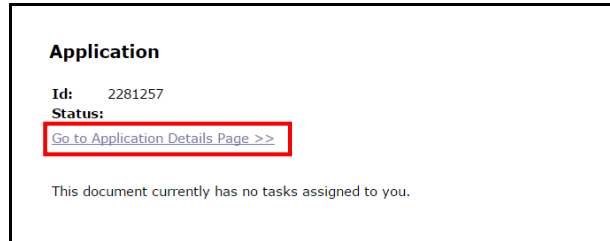
18. After FALD has indicated there are No Legal Objections to the information in the Reviewer Instructions, each application must be evaluated against the Minimum Requirements.



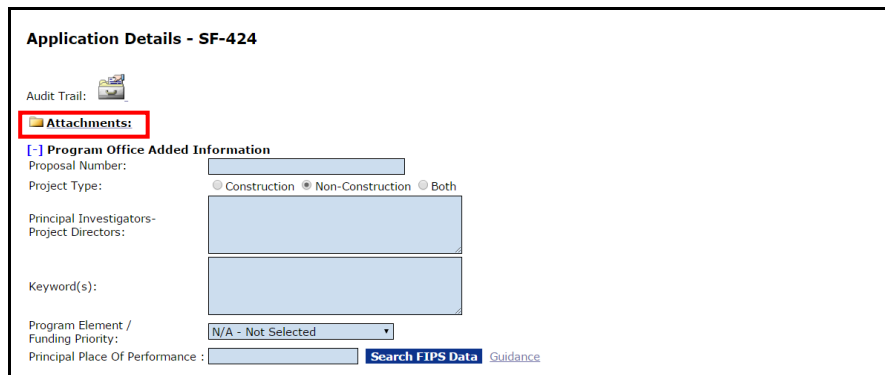
NOTE: If all Review Events are deleted, one set of Reviewer Instructions remains associated with the Review Event. Only the Help Desk staff has the administrative rights to remove the remaining set of Reviewer Instructions.

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 –

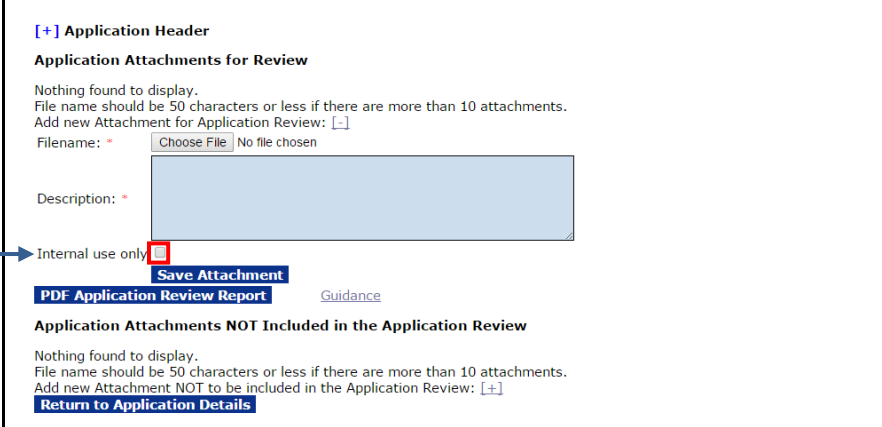
Click the **[+]** next to the Add new Attachment NOT to be included in the application Review (under the header **Application Attachments NOT Included in the Application Review**).



Conduct a Review Event Using Grants Online

- 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.

Optional →



[+] Application Header

Application Attachments for Review

Nothing found to display.
File name should be 50 characters or less if there are more than 10 attachments.
Add new Attachment for Application Review: [-]

Filename: * No file chosen

Description: *

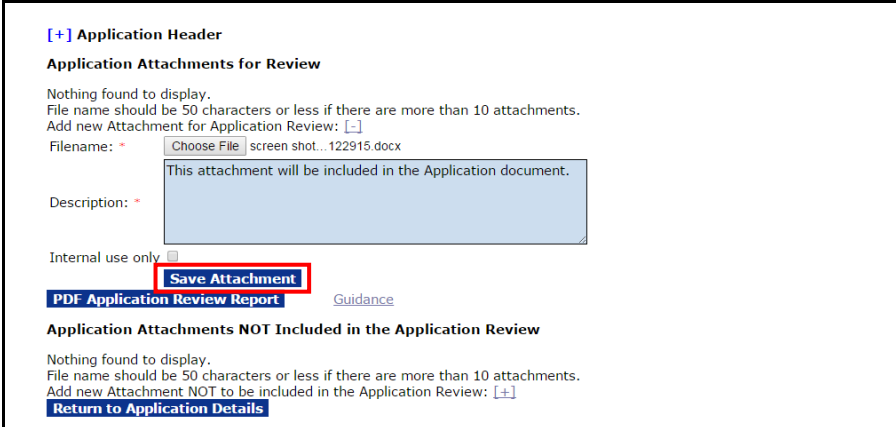
Internal use only

[PDF Application Review Report](#) [Guidance](#)

Application Attachments NOT Included in the Application Review

Nothing found to display.
File name should be 50 characters or less if there are more than 10 attachments.
Add new Attachment NOT to be included in the Application Review: [+]

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



[+] Application Header

Application Attachments for Review

Nothing found to display.
File name should be 50 characters or less if there are more than 10 attachments.
Add new Attachment for Application Review: [-]

Filename: * screen shot...122915.docx

Description: *

Internal use only

[PDF Application Review Report](#) [Guidance](#)

Application Attachments NOT Included in the Application Review

Nothing found to display.
File name should be 50 characters or less if there are more than 10 attachments.
Add new Attachment NOT to be included in the Application Review: [+]

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

[+] Application Header

Application Attachments for Review

| Action | Filename | Description | Created Date | Internal Use Only |
|-------------------|---|----------------|--------------|-------------------|
| Up Down Remove | Test Document #5.docx (CONVERT TO PDF) | Attachment #5 | 12/07/2015 | Yes |
| Up Down Remove | Test Document #3.docx (CONVERT TO PDF) | Attachment #3. | 12/07/2015 | No |
| Up Down Remove | Test Document #4.docx (CONVERT TO PDF) | Attachment #4. | 12/07/2015 | No |

Export options: [Excel](#)

File name should be 50 characters or less if there are more than 10 attachments.
 Add new Attachment for Application Review: [+](#)

PDF Application Review Report [← Guidance](#) **Guidance Document**

Application Attachments NOT Included in the Application Review

| Action | Filename | Description | Created Date | Internal Use Only |
|------------------------------------|-----------------------|------------------|--------------|-------------------|
| Include for Review | Test Document #3.docx | Test document #3 | 12/07/2015 | No |

Export options: [Excel](#)

File name should be 50 characters or less if there are more than 10 attachments.
 Add new Attachment NOT to be included in the Application Review: [\[+\]](#)

[Return to Application Details](#)



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.

Review Applications for Minimum Requirements

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

The screenshot shows the 'Application' review interface. At the top, it displays 'Id: 2281274' and 'Status: ReviewMinimumRequirementsChecklist - In Progress'. Below this, the 'Action:' dropdown menu is set to 'Review Application for Minimum Requirements', and the 'Submit' button is highlighted with a red box. There is also a 'Your Comments:' text area with a 'Spell Check' button and a 'Save Comment' button. At the bottom left, there is an 'Attachments:' section.

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 **must be** answered before the content can be saved and the user can navigate to the next section.

The screenshot shows the 'Minimum Requirements Checklist' table. A red box highlights the instruction: 'If you choose 'No' for a Minimum Requirement, please provide a comment in the corresponding box to the right or provide general comments in the 'Overall Comments' section below.' The table has three columns: 'Minimum Requirement', 'Met Requirement?', and 'Comment'. The first row is for 'Eligible Applicant: Is the applicant eligible to apply for this RFA based on the applicant type?'. The 'Met Requirement?' column has radio buttons for 'Yes', 'No', and 'Not Applicable', with an arrow pointing from 'No' to the 'Comment' box. The 'Comment' box contains the text: 'This is where the user would provide an explanation as to why the application did not meet the minimum requirement.' and a 'Spell Check' button. The second row is for 'Application Received by Deadline: Was the application submitted by the deadline date and time?'. The 'Met Requirement?' column has radio buttons for 'Yes', 'No', and 'Not Applicable'. The 'Comment' box is empty and has a 'Spell Check' button.

– or –

The screenshot shows the 'Overall Comments' section. It has a text area with the instruction: 'This is another place to provide an explanation as to why the application was incomplete. This is where the user might indicate which component(s) of the application is/are missing.' Below the text area is a character count '183 / 4000' and a 'Spell Check' button. A red box highlights the instruction: 'All requirements questions must be answered before the application can be approved or rejected for minimum requirements.'

Conduct a Review Event Using Grants Online

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

Application Meets Maximum Match:
Does the non-Federal funding provide at no more than the maximum match percentage of the total funding?

Yes
 No
 Not Applicable

Complete Application:
Does the application contain all of the required forms?

Yes
 No
 Not Applicable

Overall Comments:
This is another place to provide an explanation as to why the application was incomplete. This is where the user might indicate which component(s) of the application is/are missing.

183 / 4000 [Spell Check](#)

All requirements questions must be answered before the application can be approved or rejected for minimum requirements.

[Save](#) [Save and Return to Main](#) [Cancel](#)

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

Application

Id: 2281274
Status: ReviewMinimumRequirementsChecklist - In Progress

Action: Approve Application for Meeting Minimum Requirements [Submit](#)

Your Comments: [Please select an action](#)

- Approve Application for Meeting Minimum Requirements
- Reassign Application
- Reject Application
- Review Application for Minimum Requirements
- View Application Details
- Withdraw

[Save Comment](#)

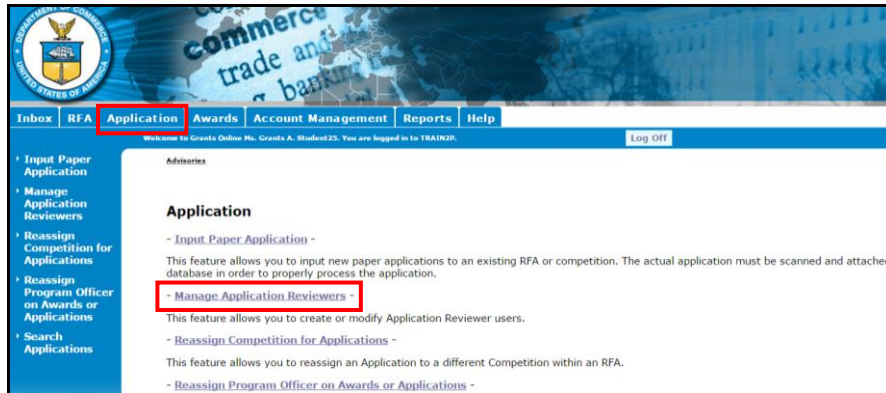


NOTE: From the Action dropdown menu, there are several other options: Reassign Application, Reject Application, Review Application for Minimum Requirements, View Applications Details or Withdraw.

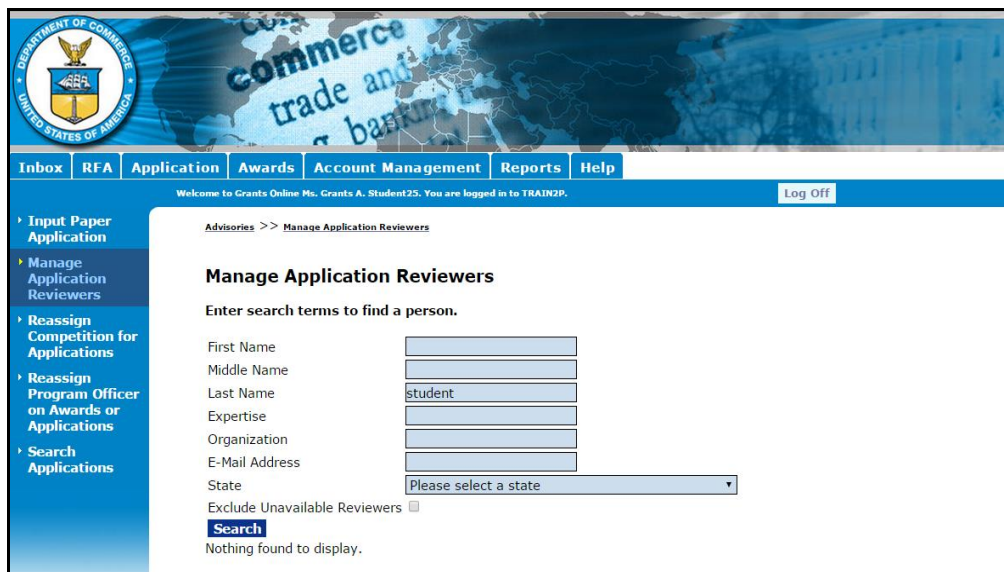
Identify Potential Reviewers

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 is recommended that the user also specify the First Name – that will decrease the number of responses returned from the search.



Conduct a Review Event Using Grants Online

- 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.

- 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.

Manage Application Reviewers

Enter search terms to find a person.

First Name:
 Middle Name:
 Last Name:
 Expertise:
 Organization:
 E-Mail Address:
 State:

Exclude Unavailable Reviewers

| ID | Name | Available | Valid User | Organization(s) | Title | Primary Phone | Email | Primary Address | Expertise | Additional Information |
|---------|-------------------|-----------|------------|--|-------|---------------|-----------------------------|---|--------------------------------|--|
| 2010890 | Student00, Grants | Y | Y | GOT One Commerce Program Office (OCPO) | | 301-555-1212 | testemail@msg2.rdc.noaa.gov | 20020 Century Blvd, Germantown, MD 20874-1143 USA | Biology, Chemistry, Statistics | This person would make a stellar reviewer. |
| 2010891 | Student01, Grants | N | 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 | N | 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 | N | N | GOT One Commerce Program Office (OCPO) | | 301-555-1212 | testemail@msg2.rdc.noaa.gov | 20020 Century Blvd, Germantown, MD 20874-1143 USA | | |

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

Manage Application Reviewers

Enter search terms to find a person.

First Name:
 Middle Name:
 Last Name:
 Expertise:
 Organization:
 E-Mail Address:
 State:

Exclude Unavailable Reviewers

| ID | Name | Available | Valid User | Organization(s) | Title | Primary Phone | Email | Primary Address | Expert |
|-------------------------|-------------------|-----------|------------|--|-------|---------------|-----------------------------|---|--------|
| 2010890 | Student00, 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 | |
| 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 | |

Conduct a Review Event Using Grants Online

- On 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*.

On 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).

Manage Application Reviewer - Grants Student00

Person Id: * 2010890

Email: * [text box]
Used for login and ALL review notifications.

Name: **Grants Student00**
If the spelling of this person's name is incorrect, please contact the Help Desk for assistance.

Unavailable From: [text box] To: [text box]

Expertise: [text box]

Federal Employee: * Yes No

Note: The status of an Application Reviewer as a Federal employee affects their conflict of interest certification requirement. Application Reviewers have the opportunity to correct this information during the application review.

This person has an active Grants Online regular user account. They are required to manage their own affiliations through their regular Grants Online account.

| Org ID | Organization | Position | Phone | Address | E-Mail | Primary | Active |
|---------|--|----------|--------------|---|-----------------------------|---------|--------|
| 2002468 | GOT One Commerce Program Office (OCPO) | | 301-555-1212 | 20020 Century Blvd, Germantown, MD 20874-1143 USA | testemail@msg2.rdc.noaa.gov | true | true |



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

- 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.

This person has an active Grants Online regular user account. They are required to manage their own affiliations through their regular Grants Online account.

| Org ID | Organization | Position | Phone | Address | E-Mail | Primary | Active |
|---------|--|----------|--------------|---|-----------------------------|---------|--------|
| 2002468 | GOT One Commerce Program Office (OCPO) | | 301-555-1212 | 20020 Century Blvd, Germantown, MD 20874-1143 USA | testemail@msg2.rdc.noaa.gov | true | true |

[Print Reviewer Information](#)

Conduct a Review Event Using Grants Online

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.

Manage Application Reviewers

Enter search terms to find a person.

First Name

Middle Name

Last Name

Expertise

Organization

E-Mail Address

State

Exclude Unavailable Reviewers

Search

| 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 | |

[Add a new Application Reviewer >>](#)

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.

Add New Reviewer

Email: *
Used for login and ALL review notifications.

Prefix:

First Name: *

Middle Name:

Last Name: *

Affix:

Unavailable From: To:


Expertise:

Federal Employee: * Yes No
Note: The status of an Application Reviewer as a Federal employee affects their conflict of interest certification requirement. Application Reviewers have the opportunity to correct this information.

Additional Information: (Internal Use Only)
Note: 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: 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

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 **unique** 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.

 The email address specified for login and notifications is already assigned to GOT Reviewer25. (Person ID = 2011488)
The email address for login and notifications must be unique for each reviewer

Manage Application Reviewer - Grants Student01

Person Id: * 2010891

Email: *
Used for login and ALL review notifications.

Name: **Grants Student01**
If the spelling of this person's name is incorrect, please contact the Help Desk for assistance.

- 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.

Conduct a Review Event Using Grants Online

- 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.

The screenshot shows a web form titled "Affiliation" with the following fields and controls:

- Organization * (with a "Search" button next to it)
- Title
- Street Address *
- City *
- State *
- Zip *
- Country * (with a note: "(use 'USA' for non-foreign)")
- Mail Route
- Phone Number * (with an "Extension" field)
- Alternate Phone Number (with an "Extension" field)
- Fax Number
- E-Mail *
- Alternate E-Mail

At the bottom of the form are two buttons: "Cancel/Done" and "Save".

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

Select Organization

Enter your search criteria to find the organization.

Organization Name

Address-City

Address-State

Search **Cancel**

Nothing found to display.
[Add a new organization >>](#)



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).

- 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.

Select Organization

Enter your search criteria to find the organization.

Organization Name

Address-City

Address-State

Search **Cancel**

2 items found, displaying all items.1

| Select | Org ID | Name | Bureau | Address |
|---------------|---------|-----------------------------------|--------|--|
| Select | 1000152 | NOAA Grants Online PMO (PMO-NOAA) | NOAA | 20020 Century Blvd, Germantown, MD 20874-1143 USA |
| Select | 2002603 | NOAA Grants Online PMO Test | | 20020 Century Boulevard, Suite 100, Germantown, MD 20874 USA |

- 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.

Affiliation

Organization *

Title

Street Address *

City *

State *

Zip *

Country * (use "USA" for non-foreign)

Mail Route

Phone Number * Extension

Alternate Phone Number Extension

Fax Number

E-Mail *

Alternate E-Mail

Cancel/Done **Save**

Conduct a Review Event Using Grants Online

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.

Manage Application Reviewer - GOT Reviewer25

Person Id: * 2011488

Email: *
Used for login and ALL review notifications.

Name:
If the spelling of this person's name is incorrect, please contact the Help Desk for assistance.

Unavailable From: To:

Expertise:

Federal Employee: * Yes No

Note: The status of an Application Reviewer as a Federal employee affects their conflict of interest certification requirement. Application Reviewers have the opportunity to correct this information.

Additional Information: (Internal Use Only)

Note: 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 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 evaluation.

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

| Details | Org ID | Organization | Position | Phone | Address | E-Mail | Primary | Active |
|-------------------------|---------|-----------------------------------|----------|--------------|---|-------------------------|---------|--------|
| Details | 1000152 | NOAA Grants Online PMO (PMO-NOAA) | | 301 444 1111 | 20020 Century Blvd, Germantown, MD 20874-1143 USA | gotreviewer25@gmail.com | true | true |

[Add a new affiliation >>](#)

[Print Reviewer Information](#)

New User →

a →

b →

c →

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.

Select Organization

Enter your search criteria to find the organization.

Organization Name

Address-City

Address-State

Nothing found to display.

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.

Add Organization

Description

Organization Name * NOAA Grants Online PMO Test

Address

Street Address * 20020 Century Boulevard, Suite 100

City * Germantown

County

State * Maryland

Zip * 20876

Country * United States

Phone * 301 111 2222

Save Save and Return to Main Cancel

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

Edit Organization

NOAA Grants Online PMO Test

Description

Organization Name * NOAA Grants Online PMO Test

Address

Street Address * 20020 Century Boulevard, Suite 100

City * Germantown

County

State * Maryland

Zip * 20874

Country * United States

Phone * 301 111 2222

Save Save and Return to Main Cancel

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](#).

Select Organization

Enter your search criteria to find the organization.

Organization Name PMO

Address-City

Address-State Maryland

Search Cancel

One item found.1

| Select | Org ID | Name | Bureau | Address |
|---------------|---------|-------------------|-----------|---|
| Select | 2002607 | PMO Grants Online | Not Found | 20020 Century Blvd, Suite 1-B, Germantown, MD 20874 USA |

[Add a new organization >>](#)

Conduct a Review Event Using Grants Online

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).

Independent Individual Merit Review

Id: 2279925
Status: ManageReviewEvent - Not Started

Action:

Your Comments:

Workflow Analysis
 There is an open workflow task on the Review Event. All Review Events must be completed through closeout before applications can be selected for funding.

Workflow History

| Name | Date Assigned | Date Started | Date Completed | Performer | Role | Action Taken | Current Status | User Comments |
|---------------------|------------------------|------------------------|------------------------|---------------------|--------------------|------------------|----------------|---------------|
| Manage Review Event | 11/02/2015 05:10:13 PM | | | Grant FPOSpec | ReviewEventManager | | Not Started | |
| Start Review Event | 11/02/2015 05:10:13 PM | 11/02/2015 05:10:13 PM | 11/02/2015 05:10:13 PM | Grants A, Student25 | | StartReviewEvent | Complete | |

Export options: [Excel](#)

Conduct a Review Event Using Grants Online

- 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**.

Independent Individual Merit Review

Id: 2279925
Status: ManageReviewEvent - Not Started

Action: Please select an action

Your Comments: Please select an action
 Assign Applications To Review Event
 Assign Reviewers To Applications
 Close Review Event
 View Review Event Details
 View Review Event Summary

Workflow Analysis
 There is an open workflow task on the Review Event. All Review Events must be completed through closeout before applications can be selected for funding.

Workflow History

| Name | Date Assigned | Date Started | Date Completed | Performer | Role | Action Taken | Current Status | User Comments |
|--------------------|------------------------|------------------------|------------------------|---------------------|------|------------------|----------------|---------------|
| Start Review Event | 11/02/2015 05:10:13 PM | 11/02/2015 05:10:13 PM | 11/02/2015 05:10:13 PM | Grants A. Student25 | | StartReviewEvent | Complete | |

Export options: [Excel](#)

- 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.

RFA Header Information

| | | | |
|--|---------------------------------|--------------------------------------|--|
| Document ID: | 2279918 | CFDA Number: | 11.999 |
| Announcement Type: | Initial | SubProgram: | |
| Funding Opportunity Number: | NOAA-GOT-OCPO-2016-2003840 | Assigned Program Office: | GOT One Commerce Program Office (OCPO) |
| Line Office: | Grants Online Training (GOT) | Assigned Program Officer: | Ms. Grants A. Student25 |
| RFA Name: | RFA -- Competitive -- Nov. 2015 | Anticipated Publication Date: | 11/15/2015 |
| Fiscal Year: | 2016 | Publication Date: | 10/29/2015 |
| Competition Number: | 2279923 | Competition Name: | RFA -- Competitive -- Nov. 2015 |
| Anticipated Application Due Date: | | | |

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](#)

Associated Documents

| Type | ID | Title | Status | Program Officer |
|-------------|-------------------------|---------------------------------|---|---------------------|
| RFA | 2279918 | RFA -- Competitive -- Nov. 2015 | Published | Grants A. Student25 |
| Competition | 2279923 | RFA -- Competitive -- Nov. 2015 | CompetitionManagerActions - In Progress | |

Export options: [Excel](#)



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

Action:

Your Comments:

- Assign Applications To Review Event
- Assign Reviewers To Applications
- Close Review Event
- View Review Event Details
- View Review Event Summary

| 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](#)

Comparison Between the 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 |

- 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**.

Conduct a Review Event Using Grants Online

Review Event Applications
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)

There are multiple [Done](#) buttons on this page for the purpose of saving extra scrolling when the review event contains a large number of applications.

Applications in Review Event

| Proposal Number | Award Number | ID | Applicant | Project Title | PIs/PDs | Status | Federal Amount Requested: Total |
|-----------------|--------------|---------|--------------|---------------|---------|--|---------------------------------|
| | | 2280109 | Applicant #1 | Description | | Review Minimum Requirements Checklist - Complete | \$2,500.00 |
| | | 2280110 | Applicant #2 | Description | | Review Minimum Requirements Checklist - Complete | \$2,500.00 |
| | | 2280111 | Applicant #3 | Description | | Review Minimum Requirements Checklist - Complete | \$2,500.00 |
| | | 2280113 | Applicant #5 | Description | | Review Minimum Requirements Checklist - Complete | \$2,900.00 |

Export options: [Excel](#)
[Done](#)

Applications Not In Review Event

| Proposal Number | Award Number | ID | Applicant | Project Title | PIs/PDs | Status | Federal Amount Requested: Total |
|-----------------|--------------|---------|--------------|---------------|---------|--|---------------------------------|
| | | 2280112 | Applicant #4 | Description | | Review Minimum Requirements Checklist - Complete | \$3,500.00 |

VS.

- 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.
- 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.

Independent Individual Merit Review

Id: 2279925
Status: ManageReviewEvent - Not Started

Action: [Submit](#)

Your Comments:

[Spell Check](#)

[Save Comment](#)

- 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.

Review Event Applications
Review Event Information

Review Event Type: Independent Individual Merit
Review Event Name: Review Event #1 **Review Event ID:** 2280335
RFA Name: Competitive -- November 12, 2015 **RFA ID:** 2280332
Competition Name: Competitive -- November 12, 2015 **Competition ID:** 2280333
Program Office: GOT One Commerce Program Office (OCPO)

There are multiple [Save](#) and [Done](#) buttons on this page for the purpose of saving extra scrolling when the review event contains a large number of applications.

Applications in Review Event

| Remove | Proposal Number | Award Number | ID | Applicant | Project Title | PIs/PDs | Status | Federal Amount Requested: Total |
|--------------------------|-----------------|--------------|---------|---------------------------------|--|---------|--|---------------------------------|
| <input type="checkbox"/> | | | 2280794 | Application created on 11/24/15 | This is where you would enter a description. | | Review Minimum Requirements Checklist - Complete | \$3,500.00 |

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 | Status | Federal Amount Requested: Total |
|--------------------------|-----------------|--------------|---------|------------------------------|--------------------------------|---------|--|---------------------------------|
| <input type="checkbox"/> | | | 2280795 | Test application -- 11/25/15 | The description would go here. | | Review Minimum Requirements Checklist - Complete | \$5,000.00 |

Export options: [Excel](#)

[Save](#) [Done](#)



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.

RFA Header Information

Document ID: 2281179 **CFDA Number:** 11.999
Announcement Type: Initial **SubProgram:**
Funding Opportunity Number: NOAA-GOT-OCPO-2016-2003887 **Assigned Program Office:** GOT One Commerce Program Office (OCPO)
Line Office: Grants Online Training (GOT) **Assigned Program Officer:** Ms. Grants A. Student25
RFA Name: Test for Create Review Event **Anticipated Publication Date:** 12/20/2015
Fiscal Year: 2016 **Publication Date:** 12/14/2015
Competition Number: 2281181 **Competition Name:** Test for Create Review Event
Anticipated Application Due Date:

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 | |
| 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](#)

Conduct a Review Event Using Grants Online

- 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.

Review Event Applications (Review Event #1)

Review Event Information

Review Event Type: Independent Individual Merit

Review Event Name: Review Event #1 -- created December 14, 2015 Review Event ID: 2281183

RFA Name: Test for Create Review Event RFA ID: 2281179

Competition Name: Test for Create Review Event Competition ID: 2281181

Program Office: GOT One Commerce Program Office (OCPO)

There are multiple [Save](#) and [Done](#) buttons on this page for the purpose of saving extra scrolling when the review event contains a large number of applications.

Applications in Review Event

| Remove | Proposal Number | Award Number | ID | Applicant | Project Title | P1s/PDs | Status | Federal Amount Requested: Total |
|--------------------------|-----------------|--------------|---------|----------------|---------------------------------------|---------|--|---------------------------------|
| <input type="checkbox"/> | | | 2281212 | Application #1 | Application #1 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$4,000.00 |
| <input type="checkbox"/> | | | 2281213 | Application #2 | Application #2 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$3,000.00 |
| <input type="checkbox"/> | | | 2281214 | Application #3 | Application #3 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$2,500.00 |
| <input type="checkbox"/> | | | 2281215 | Application #4 | Application #4 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$3,500.00 |
| <input type="checkbox"/> | | | 2281216 | Application #5 | Application #5 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$2,500.00 |
| <input type="checkbox"/> | | | 2281217 | Application #6 | Application #6 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$4,000.00 |
| <input type="checkbox"/> | | | 2281218 | Application #7 | Application #7 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$1,000.00 |

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 0 applications

Nothing found to display.

7 applications

VS.

- 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)**.

Non-Consensus Panel (Review Event #2)

Id: 2281203

Status:

Action: [Submit](#)

Your Comments:

[Spell Check](#)

[Save Comment](#)

[Workflow Analysis](#)

There were **more submitted applications for this RFA/Competition (7)** than there were **applications assigned to the Review Event (0)**. Please check the "Review Event Applications" page under "Sub Documents" to ensure that all applications are correctly assigned to the Review Event.

There are not any applications that have passed minimum requirements associated with this Review Event.

Conduct a Review Event Using Grants Online

- 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 **from** which the move is being requested.

Review Event Applications
Review Event Information

Review Event Type: Independent Individual Merit
Review Event Name: Review Event #1 -- created December 14, 2015
RFA Name: Test for Create Review Event
Competition Name: Test for Create Review Event
Program Office: GOT One Commerce Program Office (OCPO)

(Review Event #1)

There are multiple **Save** and **Done** buttons on this page for the purpose of saving extra scrolling when the review event contains a large number of applications.

Applications in Review Event

| Remove | Proposal Number | Award Number | ID | Applicant | Project Title | PIs/PDs | Status | Federal Amount Requested: Total |
|-------------------------------------|-----------------|--------------|---------|----------------|---------------------------------------|---------|--|---------------------------------|
| <input type="checkbox"/> | | | 2281212 | Application #1 | Application #1 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$4,000.00 |
| <input type="checkbox"/> | | | 2281213 | Application #2 | Application #2 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$3,000.00 |
| <input type="checkbox"/> | | | 2281214 | Application #3 | Application #3 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$2,500.00 |
| <input checked="" type="checkbox"/> | | | 2281215 | Application #4 | Application #4 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$3,500.00 |
| <input type="checkbox"/> | | | 2281216 | Application #5 | Application #5 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$2,500.00 |
| <input type="checkbox"/> | | | 2281217 | Application #6 | Application #6 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$4,000.00 |
| <input type="checkbox"/> | | | 2281218 | Application #7 | Application #7 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$1,000.00 |

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

- 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.

Review Event Applications
Review Event Information

Review Event Type: Independent Individual Merit
Review Event Name: Review Event #1 -- created December 14, 2015
RFA Name: Test for Create Review Event
Competition Name: Test for Create Review Event
Program Office: GOT One Commerce Program Office (OCPO)

(Review Event #1)

There are multiple **Save** and **Done** buttons on this page for the purpose of saving extra scrolling when the review event contains a large number of applications.

Applications in Review Event

| Remove | Proposal Number | Award Number | ID | Applicant | Project Title | PIs/PDs | Status | Federal Amount Requested: Total |
|--------------------------|-----------------|--------------|---------|----------------|---------------------------------------|---------|--|---------------------------------|
| <input type="checkbox"/> | | | 2281212 | Application #1 | Application #1 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$4,000.00 |
| <input type="checkbox"/> | | | 2281213 | Application #2 | Application #2 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$3,000.00 |
| <input type="checkbox"/> | | | 2281214 | Application #3 | Application #3 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$2,500.00 |
| <input type="checkbox"/> | | | 2281216 | Application #5 | Application #5 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$2,500.00 |
| <input type="checkbox"/> | | | 2281217 | Application #6 | Application #6 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$4,000.00 |
| <input type="checkbox"/> | | | 2281218 | Application #7 | Application #7 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$1,000.00 |

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

VS.

Applications Not in Review Event

| Add | Proposal Number | Award Number | ID | Applicant | Project Title | PIs/PDs | Status | Federal Amount Requested: Total |
|--------------------------|-----------------|--------------|---------|----------------|---------------------------------------|---------|--|---------------------------------|
| <input type="checkbox"/> | | | 2281215 | Application #4 | Application #4 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$3,500.00 |

Export options: [Excel](#)

Save Done

6 applications

1 application

Conduct a Review Event Using Grants Online

- 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.

Review Event Applications
Review Event Information

Review Event Type: Non-Consensus Panel
Review Event Name: Review Event #2 -- created December 14, 2015 **Review Event ID:** 2281203
RFA Name: Test for Create Review Event **RFA ID:** 2281179
Competition Name: Test for Create Review Event **Competition ID:** 2281181
Program Office: GOT One Commerce Program Office (OCPO)

(Review Event #2)

There are multiple **Save** and **Done** buttons on this page for the purpose of saving extra scrolling when the review event contains a large number of applications.

Applications in Review Event **0 applications**
Nothing found to display.

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 | Status | Federal Amount Requested: Total |
|--------------------------|-----------------|--------------|---------|----------------|---------------------------------------|---------|--|---------------------------------|
| <input type="checkbox"/> | | | 2281212 | Application #1 | Application #1 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$4,000.00 |
| <input type="checkbox"/> | | | 2281213 | Application #2 | Application #2 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$3,000.00 |
| <input type="checkbox"/> | | | 2281214 | Application #3 | Application #3 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$2,500.00 |
| <input type="checkbox"/> | | | 2281215 | Application #4 | Application #4 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$3,500.00 |
| <input type="checkbox"/> | | | 2281216 | Application #5 | Application #5 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$2,500.00 |
| <input type="checkbox"/> | | | 2281217 | Application #6 | Application #6 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$4,000.00 |
| <input type="checkbox"/> | | | 2281218 | Application #7 | Application #7 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$1,000.00 |

Export options: [Excel](#)

Save **Done**

7 applications

- 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.

Review Event Type: Non-Consensus Panel
Review Event Name: Review Event #2 -- created December 14, 2015 **Review Event ID:** 2281203
RFA Name: Test for Create Review Event **RFA ID:** 2281179
Competition Name: Test for Create Review Event **Competition ID:** 2281181
Program Office: GOT One Commerce Program Office (OCPO)

(Review Event #2)

There are multiple **Save** and **Done** buttons on this page for the purpose of saving extra scrolling when the review event contains a large number of applications.

Applications in Review Event
Nothing found to display.

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 | Status | Federal Amount Requested: Total |
|-------------------------------------|-----------------|--------------|---------|----------------|---------------------------------------|---------|--|---------------------------------|
| <input type="checkbox"/> | | | 2281212 | Application #1 | Application #1 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$4,000.00 |
| <input type="checkbox"/> | | | 2281213 | Application #2 | Application #2 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$3,000.00 |
| <input type="checkbox"/> | | | 2281214 | Application #3 | Application #3 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$2,500.00 |
| <input type="checkbox"/> | | | 2281215 | Application #4 | Application #4 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$3,500.00 |
| <input checked="" type="checkbox"/> | | | 2281216 | Application #5 | Application #5 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$2,500.00 |
| <input type="checkbox"/> | | | 2281217 | Application #6 | Application #6 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$4,000.00 |
| <input type="checkbox"/> | | | 2281218 | Application #7 | Application #7 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$1,000.00 |

Export options: [Excel](#)

Save **Done**

Conduct a Review Event Using Grants Online

- 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.

(Review Event #2)

Review Event Type: Non-Consensus Panel
 Review Event Name: Review Event #2--- created December 14, 2015
 RFA Name: Test for Create Review Event
 Competition Name: Test for Create Review Event
 Program Office: GOT One Commerce Program Office (OCPO)

Review Event ID: 2281203
 RFA ID: 2281179
 Competition ID: 2281181

There are multiple [Save](#) and [Done](#) buttons on this page for the purpose of saving extra scrolling when the review event contains a large number of applications.

Applications In Review Event

| Remove | Proposal Number | Award Number | ID | Applicant | Project Title | PIs/PDs | Status | Federal Amount Requested: Total |
|--------------------------|-----------------|--------------|---------|----------------|---------------------------------------|---------|--|---------------------------------|
| <input type="checkbox"/> | | | 2281216 | Application #5 | Application #5 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$2,500.00 |

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 | Status | Federal Amount Requested: Total |
|--------------------------|-----------------|--------------|---------|----------------|---------------------------------------|---------|--|---------------------------------|
| <input type="checkbox"/> | | | 2281212 | Application #1 | Application #1 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$4,000.00 |
| <input type="checkbox"/> | | | 2281213 | Application #2 | Application #2 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$3,000.00 |
| <input type="checkbox"/> | | | 2281214 | Application #3 | Application #3 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$2,500.00 |
| <input type="checkbox"/> | | | 2281215 | Application #4 | Application #4 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$3,500.00 |
| <input type="checkbox"/> | | | 2281217 | Application #6 | application #6 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$4,000.00 |
| <input type="checkbox"/> | | | 2281218 | Application #7 | Application #7 for December 2015 Test | | Review Minimum Requirements Checklist - Complete | \$1,000.00 |

Export options: [Excel](#)

[Save](#) [Done](#)

VS.

1 application

6 applications

Conduct a Review Event Using Grants Online

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.

Welcome to Grants Online Grant FPOSpec. You are logged in to TRAIN1P. [Log Off](#)

Tasks >> Competition >> Application >> Independent Individual Merit Review

Independent Individual Merit Review

Id: 2279925
Status: ManageReviewEvent - In Progress

Action: Assign Reviewers To Applications **Submit**

Your Comments:

[Spell Check](#)

[Save Comment](#)

Workflow Analysis
 There is an open workflow task on the Review Event. All Review Events must be completed through closeout before applications can be selected for funding.

[Workflow History](#)

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

| RFA Header Information | | | |
|--|---------------------------------|--------------------------------------|--|
| Document ID: | 2279918 | CFDA Number: | 11.999 |
| Announcement Type: | Initial | SubProgram: | |
| Funding Opportunity Number: | NOAA-GOT-OCPO-2016-2003840 | Assigned Program Office: | GOT One Commerce Program Office (OCPO) |
| Line Office: | Grants Online Training (GOT) | Assigned Program Officer: | Ms. Grants A. Student25 |
| RFA Name: | RFA -- Competitive -- Nov. 2015 | Anticipated Publication Date: | 11/15/2015 |
| Fiscal Year: | 2016 | Publication Date: | 10/29/2015 |
| Competition Number: | 2279923 | Competition Name: | RFA -- Competitive -- Nov. 2015 |
| Anticipated Application Due Date: | | | |

| 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](#)

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

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:

New Assignment Due Date: There are no reviews currently tasked to reviewers.

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

Open Reviews Due Date:

[Review Status Report](#)

All reviewers have been notified.

- 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.

Manage Application Reviewers

Enter search terms to find a person.

First Name

Middle Name

Last Name

Expertise

Organization

E-Mail Address

State

Exclude Unavailable Reviewers

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

- 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.

Conduct a Review Event Using Grants Online



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).

Manage Application Reviewers

Enter search terms to find a person.

First Name

Middle Name

Last Name

Expertise

Organization

E-Mail Address

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 | Primary |
|--------------------------|-------------------------|--------------------|-----------|------------|---|-------|---------------|-----------------------------|--|
| <input type="checkbox"/> | 2001041 | Browning, Y James | Y | Y | Alaska Fisheries Development Foundation, Inc. | | 907-276-7315 | browning002@gmail.com | 431 W. S 106, Anchorage |
| <input type="checkbox"/> | 1000818 | Browning, Y Jean | Y | Y | Maryland Department of Natural Resources | | | Browning001@gmail.com | Tawes St Annapolis |
| <input type="checkbox"/> | 1010363 | Browning, Y Keith | Y | N | University of Reading | | | | 2 Earley Court Reading, GBR - United Kingdom |
| <input type="checkbox"/> | 1001463 | Browning, Y Wilson | Y | N | Virginia Center For Innovative Technology | | 757-622-3321 | testemail@msg2.rdc.noaa.gov | 2214 Rock Herndon, VA |

Available to select (green bracket pointing to rows 1 and 2)

Not Available to select (red bracket pointing to rows 3 and 4)

- 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.

Manage Application Reviewers

Enter search terms to find a person.

First Name

Middle Name

Last Name

Expertise

Organization

E-Mail Address

State

Exclude Unavailable Reviewers

Search **Cancel**

Nothing found to display.

[Add a new Application Reviewer >>](#)

- 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.

Add New Reviewer

Email: *
Used for login and ALL review notifications.

Prefix:

First Name: *

Middle Name:

Last Name: *

Affix:

Unavailable From: To:

Expertise:

Federal Employee: * Yes No

Note: The status of an Application Reviewer as a Federal employee affects their conflict of interest certification requirement. Application Reviewers have the opportunity to correct this information during the application review.

Additional Information: (Internal Use Only)

Note: 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.

Affiliation

Organization *

Title

Street Address *

City *

State *

Zip *

Country * (use "USA" for non-foreign)

Mail Route

Phone Number * Extension

Alternate Phone Number Extension

Fax Number

E-Mail *

Alternate E-Mail

Conduct a Review Event Using Grants Online

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).

Click to close display of Reviewer Assignments

Click to open display of Reviewer Assignments

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 |

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:
- The New Assignment Due Date has been specified. This is the due date that will be included in all email notifications.
 - 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.
 - There are no Reviews currently tasked to Reviewers.
 - 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.

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:

a New Assignment Due Date: **c** There are no reviews currently tasked to reviewers.

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

Open Reviews Due Date: **b**

[Review Status Report](#)

Save **Done**

Notify Reviewers There are 10 notifications pending. **d**

13. There are now different 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.

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:

New Assignment Due Date: **1** There are no reviews currently tasked to reviewers.

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

Open Reviews Due Date:

[Review Status Report](#)

Save **Done**

2 All reviewers have been notified. **2**

Conduct a Review Event Using Grants Online

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.

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: **There are 12 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:

[Review Status Report](#)

Save **Done**

All reviewers have been notified.

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

Conduct a Review Event Using Grants Online

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.

- 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.
- 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.

Conduct a Review Event Using Grants Online

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 |
|--------------------------|-----------------|---------|--------------|---------------|---------|------------------------|
| <input type="checkbox"/> | | 2280109 | Applicant #1 | Description | | Assign |
| <input type="checkbox"/> | | 2280110 | Applicant #2 | Description | | Assign |
| <input type="checkbox"/> | | 2280111 | Applicant #3 | Description | | Assign |
| <input type="checkbox"/> | | 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 | 2280149 | 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 |

Conduct a Review Event Using Grants Online

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.

| Review Event - Applications: Reviewer Assignments | | | | | | | | |
|---|---|---------------|------------------|--|---|-----------------------|------------------------------|--------------------------|
| Review Event Information | | | | | | | | |
| Review Event Type: | Independent Individual Merit | | Review Event ID: | 2279925 | | | | |
| Review Event Name: | Primary Review Event | | RFA ID: | 2279918 | | | | |
| RFA Name: | RFA -- Competitive -- Nov. 2015 | | Competition ID: | 2279923 | | | | |
| Competition Name: | RFA -- Competitive -- Nov. 2015 | | Program Officer: | 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 |
| AOR, FDA | Reviewer actions on Application Review not started. | 11/04/2015 | 11/20/2015 | 2280219 | EDA Training Vendor | test@gmail.com | 3 | 3/0 |
| Browning, James | Reviewer actions on Application Review not started. | 11/04/2015 | 11/20/2015 | 2280114 | Alaska Fisheries Development Foundation, Inc. | Browning002@gmail.com | 1 | 1/0 |
| Browning, Jean | Reviewer actions on Application Review not started. | 11/04/2015 | 11/20/2015 | 2280116 | Maryland Department of Natural Resources | Browning001@gmail.com | 1 | 1/0 |
| | | 2280110 | Applicant #2 | Description | | | | Assign |
| | | 2280111 | Applicant #3 | Description | | | | Assign |
| | | 2280113 | Applicant #5 | Description | | | | Assign |

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.

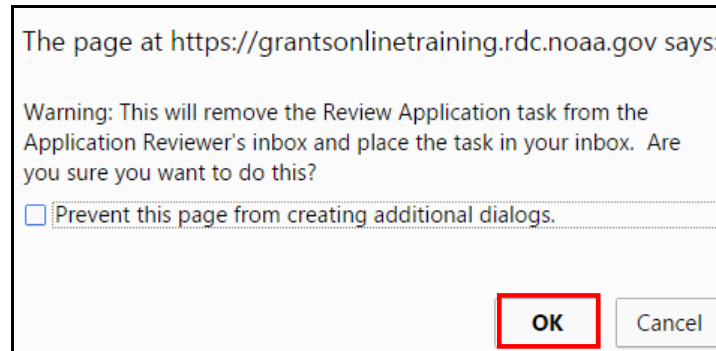
The Workflow History, as would be expected, indicates the Reviewer has not started this task.

| Application Review | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--------------|----------------|-----------|---------------|--------------|----------------|---------------|--|------|---------------|--------------|----------------|-----------|------|--------------|----------------|---------------|--------------------|------------------------|--|--|---------|----------|--|-------------|--|
| Id: 2280219 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Status: Reviewer actions on Application Review not started. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Action: | Enter Review on Behalf of Reviewer | | | | Submit | | | | | | | | | | | | | | | | | | | | | | |
| Your Comments: | <div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Spell Check"/> <input type="button" value="Save Comment"/> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div style="border: 1px solid gray; padding: 5px;"> <p>Workflow Analysis</p> <p>Status: Reviewer actions on Application Review not started.</p> <p>The review cannot be submitted until the following issues are resolved: The Conflict of Interest statement must be certified. 4 of 4 required scores must be entered. 4 of 4 required comments must be entered.</p> <p>Optional Items: 0 of 2 optional scores are entered. 2 of 2 optional comments are entered.</p> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div style="border: 1px solid gray; padding: 5px;"> <p>Workflow History</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Date Assigned</th> <th>Date Started</th> <th>Date Completed</th> <th>Performer</th> <th>Role</th> <th>Action Taken</th> <th>Current Status</th> <th>User Comments</th> </tr> </thead> <tbody> <tr> <td>Application Review</td> <td>11/04/2015 11:14:21 AM</td> <td></td> <td></td> <td>EDA AOR</td> <td>Reviewer</td> <td></td> <td>Not Started</td> <td></td> </tr> </tbody> </table> <p>Export options: Excel</p> </div> | | | | | | | | | | Name | Date Assigned | Date Started | Date Completed | Performer | Role | Action Taken | Current Status | User Comments | Application Review | 11/04/2015 11:14:21 AM | | | EDA AOR | Reviewer | | Not Started | |
| Name | Date Assigned | Date Started | Date Completed | Performer | Role | Action Taken | Current Status | User Comments | | | | | | | | | | | | | | | | | | | |
| Application Review | 11/04/2015 11:14:21 AM | | | EDA AOR | Reviewer | | Not Started | | | | | | | | | | | | | | | | | | | | |

Conduct a Review Event Using Grants Online

- 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.



- 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.

Application Review

Id: 2280219

Status: Proxy reviewer actions on Application Review not started.

Action: Please select an action **Submit**

Your Comments: **Spell Check** **Save Comment**

Workflow Analysis

Status: Proxy reviewer actions on Application Review not started.

This review is entered by Grant FPOSpec on behalf of EDA AOR.

The review cannot be submitted until the following issues are resolved:
The Conflict of Interest statement must be certified.
4 of 4 required scores must be entered.
4 of 4 required comments must be entered.

- 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.

Your Tasks

Document Type: All Status: Open **Apply Filter >>**

15 items found, displaying all items.1

| View | Task Id | Task Name | Task Status | Document Type | Document Id | Start Date | Completed Date | Award Number |
|------|---------|---------------------|-------------|--------------------|-------------|------------|----------------|--------------|
| | 2627032 | Application Review | Not Started | Application Review | 2280219 | | | N/A |
| View | 2626202 | Manage Review Event | In Progress | Review Event | 2279925 | 11/02/2015 | | N/A |
| View | 2623609 | Manage Review Event | Not Started | Review Event | 2278988 | | | N/A |

Conduct a Review Event Using Grants Online

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

Application Review

Id: 2280219
Status: Proxy reviewer actions on Application Review in progress.

Action: Review Application **Submit**

Your Comments:

Spell Check

Save Comment

Workflow Analysis

Status: Proxy reviewer actions on Application Review in progress.

This review is entered by Grant FPOspec on behalf of EDA AOR.

The review cannot be submitted until the following issues are resolved:
The Conflict of Interest statement must be certified.
4 of 4 required scores must be entered.
4 of 4 required comments must be entered.

Optional Items:
0 of 2 optional scores are entered.
2 of 2 optional comments are entered.

- 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.

Application Review [Grants Online Application Review User Guide](#)

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: | | | |

[Application Review Report](#)

Criteria #1

Description of criteria #1

Scoring Range: 10.0 to 100.0

Score (Required):

Comments (Required):

Spell Check

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

The screenshot shows a web form for reviewing criteria. It contains two sections, 'Criteria #3' and 'Criteria #4'. Each section includes a description, a scoring range (10.0 to 100.0), a score input field (set to 80), and a required comments text area. Below each text area is a 'Spell Check' button. At the bottom of the form, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel/Done'.

- 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.

The screenshot shows the 'Application Review' form. It displays the application ID (2280219) and status (Proxy reviewer actions on Application Review in progress). The 'Action' dropdown menu is set to 'Review Conflict of Interest Form', and the 'Submit' button is highlighted with a red box. Below the action menu is a 'Your Comments' text area with a 'Spell Check' button and a 'Save Comment' button. A 'Workflow Analysis' section is also visible, providing status and optional items information.

Conduct a Review Event Using Grants Online

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 | Reviews Assigned This/Prior Year: | 3/0 |
| Currently Assigned Reviews: | 3 | Expertise: | |

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

[CD-571 - Reviewer Conflict of Interest and Confidentiality Certification for Non Governmental Peer Reviewers](#)

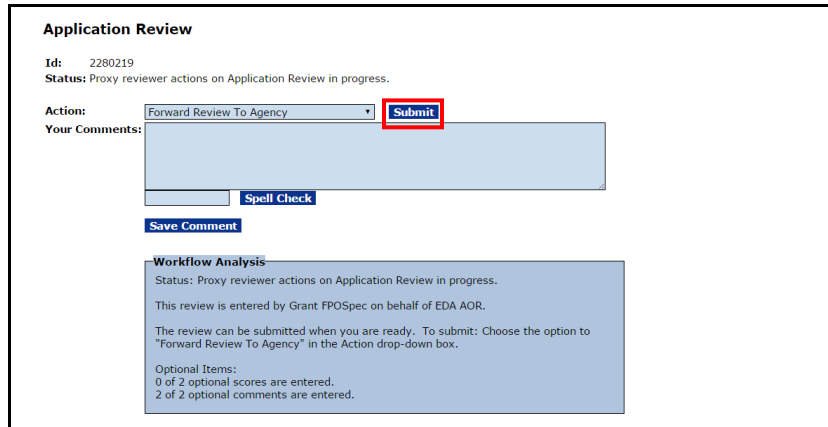
- The Application Reviewer has certified that they do not have a conflict of interest. They have returned a signed CD-571.
- The Application Reviewer is a Federal employee. The above CD-571 does not apply.
- The Application Reviewer has a conflict of interest and cannot perform this review.

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

Submit an Application Review

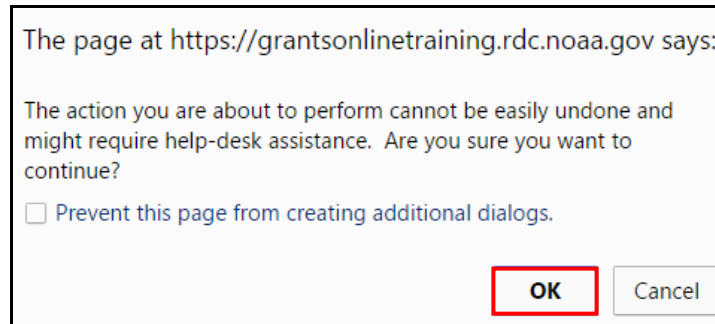
When an application review is completed by a Reviewer (using Grants Online) the Review must be submitted to the Agency from which it originated.

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.



The screenshot shows the 'Application Review' page. At the top, it displays 'Id: 2280219' and 'Status: Proxy reviewer actions on Application Review in progress.' Below this, there is an 'Action:' dropdown menu set to 'Forward Review To Agency' and a red-bordered 'Submit' button. Underneath is a 'Your Comments:' text area with a 'Spell Check' button and a 'Save Comment' button. A 'Workflow Analysis' section follows, containing status information, a note that the review is entered by Grant FPOSpec on behalf of EDA AOR, and instructions on how to submit. It also shows 'Optional Items' with '0 of 2 optional scores are entered' and '2 of 2 optional comments are entered.'

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



The dialog box contains the following text: 'The page at <https://grantsonlinetraining.rdc.noaa.gov> says: The action you are about to perform cannot be easily undone and might require help-desk assistance. Are you sure you want to continue?' Below the text is a checkbox labeled 'Prevent this page from creating additional dialogs.' At the bottom right, there are two buttons: 'OK' (highlighted with a red border) and 'Cancel'.

Conduct a Review Event Using Grants Online

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

Your Tasks

Document Type: Status: [Apply Filter >>](#)

16 items found, displaying all items.1

| View | Task Id | Task Name | Task Status | Document Type | Document Id | Start Date | Con |
|----------------------|---------|---|-------------|---|-------------|------------|-----|
| View | 2628103 | Accept Application Review | Not Started | Application Review | 2280290 | | |
| View | 2628101 | Application Review | Not Started | Application Review | 2280219 | | |
| View | 2626202 | Manage Review Event | In Progress | Review Event | 2279925 | 11/02/2015 | |
| View | 2623609 | Manage Review Event | Not Started | Review Event | 2278988 | | |
| View | 2590618 | Procurement Request and Commitment of Funds | In Progress | Procurement Request and Commitment of Funds | 2263257 | 12/10/2014 | |

- 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.

Application Review

Id: 2280290

Status: Pending Acceptance by Review Event Manager.

Action: [Submit](#)

Your Comments:

[Spell Check](#)

[Save Comment](#)

- 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.

Review Event - Applications: Reviewer Assignments

Review Event Information

Review Event Type: Independent Individual Merit
Review Event Name: Primary Review Event -- Competitive -- Dec. 2015
RFA Name: Competitive -- Dec. 2015
Competition Name: Competitive -- Dec. 2015
Program Office: GOT One Commerce Program Office (OCPO)

Review Event ID: 2281117
RFA ID: 2281114
Competition ID: 2281115

Guidance

| # | Proposal Number | App Id | Applicant | Project Title | PIs/PDs | Assign Reviewers |
|---|-----------------|---------|-----------|---------------------------|---------|------------------------|
| - | December 2015 | 2281128 | App. #1 | Submitted by Applicant #1 | | Assign |

Reviewer Assignments:

| Reviewer | Status | Date Assigned | Due Date | Review Id | Affiliations | Email | Unsubmitted Assigned Reviews | Assigned This/Prior Year | Action |
|-----------------|---|---------------|------------|-----------|---|-----------------------|------------------------------|--------------------------|------------------------|
| Browning, James | Accepted | 12/08/2015 | 12/21/2015 | 2281133 | Alaska Fisheries Development Foundation, Inc. | Browning002@gmail.com | 1 | 1/0 | |
| Browning, Jean | Reviewer actions on Application Review not started. | 12/08/2015 | 12/21/2015 | 2281135 | Maryland Department of Natural Resources | Browning001@gmail.com | 1 | 1/0 | Remove |

- December 2015 2281129 App. #2 Submitted by Applicant #2. [Assign](#)

Reviewer Assignments:

| Reviewer | Status | Date Assigned | Due Date | Review Id | Affiliations | Email | Unsubmitted Assigned Reviews | Assigned This/Prior Year | Action |
|-----------------|---|---------------|------------|-----------|---|-----------------------|------------------------------|--------------------------|------------------------|
| Browning, James | Reviewer actions on Application Review not started. | 12/08/2015 | 12/21/2015 | 2281143 | Alaska Fisheries Development Foundation, Inc. | Browning002@gmail.com | 1 | 1/0 | Remove |
| Smithing, Joan | Reviewer actions on Application Review not started. | 12/08/2015 | 12/21/2015 | 2281137 | Academy of Natural Sciences | Jsmithing@gmail.com | 1 | 1/0 | Remove |
| Student00 | Reviewer actions on Application | 12/08/2015 | 12/21/2015 | 2281144 | GOT One Commerce Program | estessall@msc.edu | 1 | 1/0 | Remove |

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.

Conduct a Review Event Using Grants Online

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.

The screenshot shows the 'Application Review' interface. At the top, it displays 'Id: 2280219' and 'Status: Pending Acceptance by Review Event Manager.' Below this, there is an 'Action:' dropdown menu with 'Redact / View Redacted Review Details' selected, and a red 'Submit' button next to it. Underneath, there is a 'Your Comments:' section with a large text area and a 'Spell Check' button at the bottom right.

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 original 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.

The screenshot shows the 'Redacted Review Details' page for 'Criteria #5'. It displays 'Criteria #5', 'Scoring Range: 10.0 to 100.0', and 'Score (Required): 89'. Below this, there is a 'Redacted Comments (Required):' section with a 'Restore Original Comments' link and 'Original/Redacted Sizes: 47/36'. The main text area contains the comment: 'This comment was submitted by Jane.' At the bottom, there is a 'Compare Original to Redacted Comments' link, a 'Spell Check' button, and 'Save' and 'Cancel/Done' buttons.

Application Review - Redacted Comment Comparison

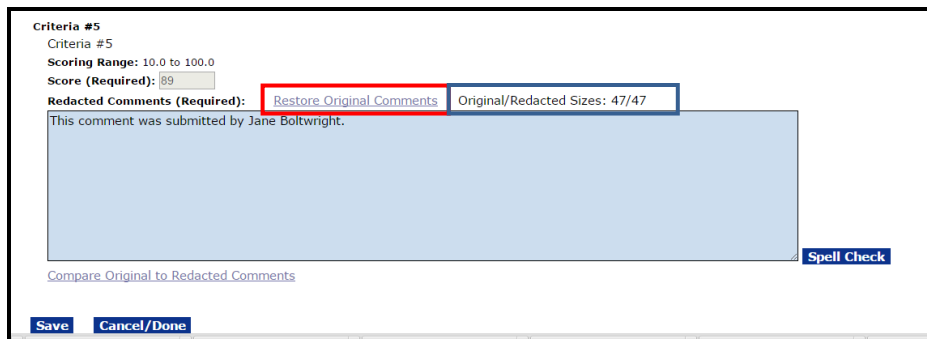
Original Comment:

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).



Conduct a Review Event Using Grants Online

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

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 |
|-----------------|---|---------------|------------|-----------|---|-----------------------|------------------------------|--------------------------|------------------------|
| AOR, FDA | Proxy reviewer actions on Application Review in progress. | 11/04/2015 | 11/20/2015 | 2280219 | EDA Training Vendor | test@gmail.com | 3 | 3/0 | Remove |
| Browning, James | Reviewer actions on Application Review not started. | 11/04/2015 | 11/20/2015 | 2280114 | Alaska Fisheries Development Foundation, Inc. | Browning002@gmail.com | 1 | 1/0 | Remove |
| Browning, Jean | Reviewer actions on Application Review not started. | 11/04/2015 | 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 |

Removal Reason: [Remove ALL Unsubmitted Reviews](#)

New Assignment Due Date: There are 15 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:

[Review Status Report](#) b

[Save](#) [Done](#)

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](#)

- 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.
- 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 |
|--------------------------|-----------------|--------------|---------|--------------|---------------|---------|--|-------------|
| <input type="checkbox"/> | | | 2280109 | Applicant #1 | Description | | Review Minimum Requirements Checklist - Complete | 0.0 |
| <input type="checkbox"/> | | | 2280110 | Applicant #2 | Description | | Review Minimum Requirements Checklist - Complete | 0.0 |
| <input type="checkbox"/> | | | 2280111 | Applicant #3 | Description | | Review Minimum Requirements Checklist - Complete | 0.0 |
| <input type="checkbox"/> | | | 2280113 | Applicant #5 | Description | | Review Minimum Requirements Checklist - Complete | 0.0 |

Export options: [Excel](#)

Options {

Sort by: Funding Priority - Proposal Number Funding Priority - Score Proposal Number Score

Reviewer Identification: Anonymous Reviews Identify Reviewers

Review Comments: Include Review Comments **or** 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

Conduct a Review Event Using Grants Online

Close the Review Event

- 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 Abdelrahim, Sarah | Accepted | 11/04/2015 | 11/20/2015 | 2280221 | EDA Training Vendor | test@gmail.com | 0 |
| Jackson, Margaret | Review 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:

- To remove Reviews from Reviewers who did not complete their Reviews, click the **Remove ALL Un-submitted Reviews** 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 |

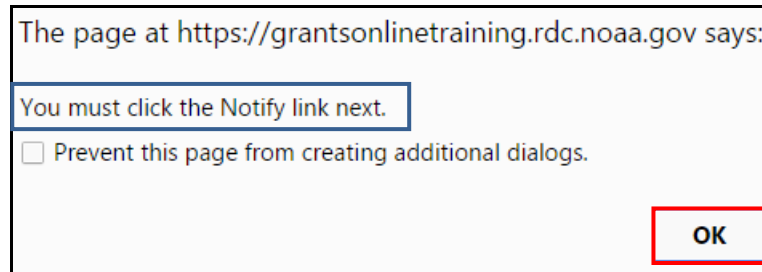
Removal Reason: **Remove ALL Unsubmitted Reviews**

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:

- 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.**



- 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.

Review Event - Applications: Reviewer Assignments

Review Event Information

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

Review Event ID: 2279925
RFA ID: 2279918
Competition ID: 2279923

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: 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:

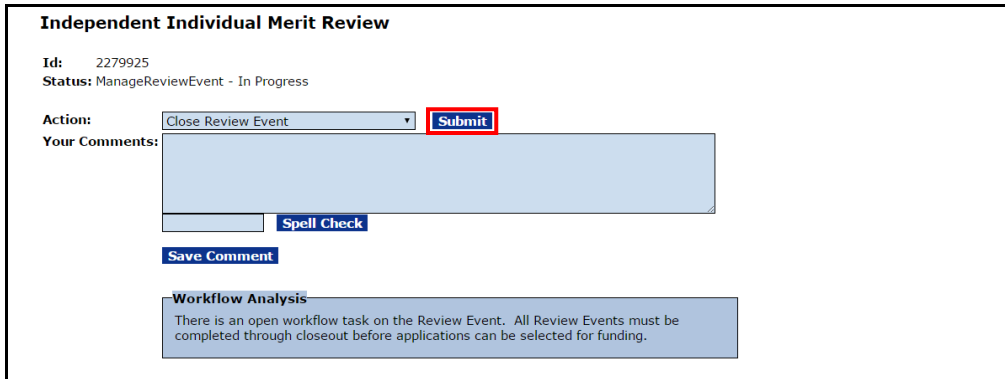
[Review Status Report](#)

Save **Done**

Notify Reviewers There are 1 notifications pending.

Conduct a Review Event Using Grants Online

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



Independent Individual Merit Review

Id: 2279925
Status: ManageReviewEvent - In Progress

Action: **Submit**

Your Comments:

Spell Check

Save Comment

Workflow Analysis
There is an open workflow task on the Review Event. All Review Events must be completed through closeout before applications can be selected for funding.

- 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.

