



# **Federal Program Office (FPO)**

## **User Manual**

### **Create a Review Event Using Grants Online**

NOAA Grants Online Program Management Office

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Version 4.30



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## Overview

This document guides the Review Event Manager through the steps to create a Review Event.

The Review Event may be assigned and completed using Grants Online or assigned and completed outside of Grants Online. To successfully use Grants Online for the Review Event process, the Review Event Manager must include all information contained in the corresponding Notice of Funding Opportunity's (NOFO's) Evaluation Criteria.

## Associate the RFA (Competitive or Universal) with the Review Event

1. From the Search for RFA Launch page, enter information for one of the four data elements on the screen. The search efficiency is improved by entering the minimum number of items possible to retrieve a limited number of records. After specifying the search criteria, click the **Search** button.
2. When the results are displayed, locate and click the appropriate **RFA ID** link.

**Search for RFA**

RFA Name :

Funding Opportunity Number :

CFDA Number :

Fiscal Year :

(use format YYYY)

Choose Type:

All  Noncompetitive

Competitive  Broad Agency Announcement

Congressionally Directed  Congressionally Mandated

Institutional  Formula/Allotment

**Search** **Reset**

**Search Results**

4 items found, displaying all items.1

RFA ID	Name	Type	FFO Number	Competition Name	Competition Id	Fiscal Year	Publication Date
2281219	Practice RFA 12/16/15	Competitive	NOAA-GOT-OCPO-2016-2003889	Practice Competition 12/16/15	2281220	2016	2015-12-16
2254276	Bogus	Competitive	NOAA-GOT-OCPO-2013-2003388	Bogus	2254291	2013	2013-02-05
2281179	Test for Create Review Event	Competitive	NOAA-GOT-OCPO-2016-2003887	Test for Create Review Event	2281181	2016	2015-12-14
2281200	Comp App User Manual	Competitive	NOAA-GOT-OCPO-2016-2003888	Comp App User Manual	2281201	2016	2015-12-16

## Create a Review Event Using Grants Online

3. Navigate to the bottom of the Competitive RFA Details launch page. Click the **ID** link next to the Competition.

**Competitive RFA Details**  
**RFA Header Information**

Document ID:	2281219	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2016-2003889	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants A. Student25
RFA Name:	Practice RFA 12/16/15	Anticipated Publication Date:	12/20/2015
Fiscal Year:	2016	Publication Date:	12/16/2015

  
**Sub Documents**

Type	ID	Title	Status
Applications Report	2281219	Applications Report	
Competition	2281220	Practice Competition 12/16/15	
Federal Funding Opportunity	2281224	DMT -- Review Event 12/16/15	Publish - Complete

Export options: [Excel](#)

**Associated Documents**

Nothing found to display.

4. From the Competition launch page, select View Competition Details and click the **Submit** link.

**Competition**  
Id: 2281220  
Status:  
Action: [View Competition Details](#) **Submit**  
Your Comments:

5. Since no Review Events have been defined at this point, click the **Add New** link at the bottom of the screen.

**Review Events** No review events have been defined.  
[Add New >>](#)  
[Edit Notification Template for Non-Selected Applications >>](#)

6. If there is a need to add multiple Review Events for a competition, they should be entered in the order in which they will be conducted. Each Review Event should have a corresponding set of Reviewer Instructions.

7. When creating a Review Event, initially the user must provide information for two mandatory data elements:

- Review Event Name\*
- Review Basis\*

In the image below, the Review Basis is **Non-Consensus Panel**. In most cases, this is the logical second Review Basis when the first Review Event was an **Independent Individual Merit Review**. Later in this [document](#), we will walk through the steps associated with the most common initial Review Basis, used for Competitive grants, the **Independent Individual Merit Review**.

The screenshot displays the 'RFA Header Information' and 'Review Event Information' sections. The 'RFA Header Information' section includes fields for Document ID (2281219), Announcement Type (Initial), Funding Opportunity Number (NOAA-GOT-OCPO-2016-2003889), Line Office (Grants Online Training (GOT)), RFA Name (Practice RFA 12/16/15), Fiscal Year (2016), CFDA Number (11.999), SubProgram, Assigned Program Office (GOT One Commerce Program Office (OCPO)), and Anticipated Publication Date (12/20/2015). The 'Review Event Information' section shows the Review Event Name as 'Test Review Event -- Training' and the Review Basis dropdown menu open, with 'Non-Consensus Panel' selected. A red arrow points to the Review Basis field.

As seen in the diagram, the Review Event Manager must select one of the three types of Review Basis. Select the Review Basis carefully; once selected, this data element cannot be changed. The [Department of Commerce \(DOC\) Grants and Cooperative Agreement Manual](#) provides a description of the Review Groups/Panels.

In the DOC Grants and Cooperative Agreement Manual, please reference:  
**Section 8.** Merit Review, Selection, Approval and Notification Procedures  
**B.** Review Standards  
**6.** Review Groups/Panels

In the three paragraphs (bullets) below, the **bold text** refers to the Review Basis identifier used by the Grants Online system.

The ***bold maroon italics*** (in parenthesis) refers to the Review Basis identifier used in the Department of Commerce Grants and Cooperative Agreement Manual.

- **Independent Individual Merit** (***Field Readers/Mail Review***)

An objective merit review of applications may be obtained by using field readers to whom applications are sent for review and comment. Field readers may also be used as an adjunct to financial assistance application review committees when, for example, the type of expertise needed or the volume of financial assistance applications to be reviewed requires such auxiliary capacity.

## Create a Review Event Using Grants Online

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- **Non-Consensus Panel (*Panels/Ad Hoc Committees*)**

A panel or *ad hoc* review committee can be used to obtain consensus advice or independent recommendations on the technical merits of applications. Panels including more than one non-Federal member should not use consensus scoring unless they comply with the requirements of the [Federal Advisory Committee Act](#) (FACA), 5 U.S.C. App. 1.

- **Consensus Panel (*Federal Advisory Committees*)**

Any advisory group, with limited exceptions, that is established or used by a Federal agency and that has at least one member who is not a Federal employee, may implicate the Federal Advisory Committee Act. A program office should consult OGC if it contemplates using a group that includes any non-Federal individuals, to review financial assistance applications.

8. After specifying a Review Event Name\* and selecting the Review Basis\*, click the **Save** button.

The screenshot displays a web form with two main sections: 'RFA Header Information' and 'Review Event Information'. The 'RFA Header Information' section contains a table of metadata. The 'Review Event Information' section includes a text input for the review event name and a dropdown menu for the review basis. A 'Save' button is highlighted with a red box.

RFA Header Information			
Document ID:	2281219	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2016-2003889	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants A. Student25
RFA Name:	Practice RFA 12/16/15	Anticipated Publication Date:	12/20/2015
Fiscal Year:	2016	Publication Date:	12/16/2015

**Review Event Information**

Review Event Name: \*

Review Basis: \*



## Create Review Event Details

1. When the Review Event is created, the Review Event details page opens for data entry. For this example, we will use the **Independent Individual Merit Review** as the Review Basis\*.
2. The first three data elements are supplemented by a brief explanation:
  - Review Event Name\* – populated based upon information entered for an earlier data element. This information can be modified as appropriate.
  - Panel Manager\* – selected from a dropdown menu (options determined by the user’s Program Office).
  - Review Done By\* – there are two radio buttons
    - Reviews assigned and completed using Grants Online –**or**– Reviews assigned and completed outside of Grants Online.
    - To maximize the number of scenarios that can be explained in this documentation, we have selected **Reviews assigned and completed using Grants Online**.

**Independent Individual Merit Review**  
[Guidance](#)

Review Event Name:\*

Review Event Manager:\*

Review Done By:\*  
 Reviews assigned and completed using Grants Online.  
 Reviews assigned and completed outside of Grants Online.

3. The options for the next data element, Scored Criteria\*, will be discussed in detail. Each Scored Criteria is associated with a radio button; the Scored Criteria (and the corresponding radio buttons) are mutually exclusive.

- **Applications will not be scored**

Scored Criteria:\*  
 Applications will not be scored  
 Quantitative - Percent  
 Quantitative - Points  
 Qualitative

This option is appropriate for non-scored Reviews conducted using Grants Online. If this method of scoring is selected, Not Scored Criteria must also be selected and at least one Not Scored Criterion must be created.

If the user opts to conduct his/her review outside of Grants Online, for a Review Event associated with a Competitive RFA, review documents/attachments must be uploaded to Grants Online.

- **Quantitative – Percent**

Scored Criteria:*	<input type="radio"/> Applications will not be scored
	<input checked="" type="radio"/> Quantitative - Percent
	<input type="radio"/> Quantitative - Points
	<input type="radio"/> Qualitative

Using this method, each criterion is assigned a weighting factor; the sum of all weights must equal 100%. If there are three criteria and one is worth 50%, the other two must equal the remaining 50%. Each criterion has a minimum score and a maximum score (e.g., a minimum of 0 and a maximum of 100).

A Reviewer assigns a score to each of the three criteria. To determine each Reviewer's application score, each criterion score is multiplied by the weight and summed. Recall operations within the parenthesis receive precedence and are therefore performed before operations that are not enclosed in parenthesis.

**Example:**

Criteria 1: Weight 50%  
Criteria 2: Weight 30%  
Criteria 3: Weight 20%

Application Reviewer: Criteria 1 → Score: 85  
Criteria 2 → Score: 90  
Criteria 3 → Score: 94

**Application Score** for this Reviewer:  $(85*0.5) + (90*0.3) + (94*0.2) = 88.3$

- **Quantitative - Points**

Scored Criteria:*	<input type="radio"/> Applications will not be scored
	<input type="radio"/> Quantitative - Percent
	<input checked="" type="radio"/> Quantitative - Points
	<input type="radio"/> Qualitative

Using this method, each criterion is evaluated by a Reviewer on a scale from the minimum score to the maximum score. To obtain a score for the application from a single Reviewer, add the scored points.

**Example:**

Criteria 1: Maximum Score 30  
Criteria 2: Maximum Score 20  
Criteria 3: Maximum Score 10  
Total Possible Score: 60

Application Reviewer: Criteria 1 → Score: 25  
Criteria 2 → Score: 15  
Criteria 3 → Score: 8

**Application Score** for this Reviewer:  $25 + 15 + 8 = 48$

- **Qualitative**

Scored Criteria: \*

- Applications will not be scored
- Quantitative - Percent
- Quantitative - Points
- Qualitative

Qualitative scoring employs the use of labels (descriptive terms). Each uniquely-named qualitative label is associated with a radio button. All qualitative labels are equally weighted.

In Grants Online, associated with qualitative scoring, there are five default labels (i.e., Poor, Fair, Good, Very Good, and Excellent). Grants Online assigns numeric values to each label. In the example where default labels are used, the worst value (poor) receives 1 point; each subsequent label is incremented by 1 point (e.g., fair = 2 points, good = 3 points, very good = 4 points, and excellent = 5 points).

The labels can be modified to include fewer or more descriptive terms. Any combination of descriptors can be utilized when implementing a qualitative scoring method. At a minimum, there must be two descriptors (e.g., Recommended or Not Recommended).

**Example:**

Qualitative Method (with 3 values):

Label: Poor      Value: **1**    Application Score 1 to 1.49  
Label: Good      Value: **2**    Application Score 1.5 to 2.49  
Label: Excellent    Value: **3**    Application Score 2.5 to 3

Application Reviewer: Criteria 1 → Score: Good (**Value is 2**)  
Criteria 2 → Score: Good (**Value is 2**)  
Criteria 3 → Score: Excellent (**Value is 3**)

The total score for the application is the sum of scores for the criteria divided by the number of criteria.

**Application Score** for this Reviewer =  $(\text{Good} + \text{Good} + \text{Excellent}) / 3$   
 $2 + 2 + 3 / 3 = 2.33$

The calculated value (2.33) falls within the range of **1.5 to to 2.49**. Based upon the calculated value, the corresponding label is **Good**.

## Create a Review Event Using Grants Online

- The default for the data element Summary Score Determination\* is N/A. If the user has selected **Applications will not be scored** for the Scored Criteria, s/he should not modify the default value. For the other three Scored Criteria, the user must select either Mean or Median for the Summary Score Determination\*.

**Independent Individual Merit Review**  
[Guidance](#)

Review Event Name:\*

Review Event Manager:\*

Review Done By:\*  Reviews assigned and completed using Grants Online.  
 Reviews assigned and completed outside of Grants Online.

Scored Criteria:\*  Applications will not be scored  
 Quantitative - Percent  
 Quantitative - Points  
 Qualitative

Summary Score Determination:\*  N/A  Mean  Median

- The next two data elements Anticipated Review Start Date\* and Anticipated Review End Date\* are mandatory and should be specified as is appropriate (mm/dd/yyyy).
- Click the **Save** button at the bottom of the screen. If finished with data entry, click the **Save and Return to Main** to navigate to the previous screen.

**Independent Individual Merit Review**  
[Guidance](#)

Review Event Name:\*

Review Event Manager:\*

Review Done By:\*  Reviews assigned and completed using Grants Online.  
 Reviews assigned and completed outside of Grants Online.

Scored Criteria:\*  Applications will not be scored  
 Quantitative - Percent  
 Quantitative - Points  
 Qualitative

Summary Score Determination:\*  N/A  Mean  Median

Not Scored Criteria:\*  Yes  No

Bonus Points:\*  Yes  No  
 At any time while the review event is open, the Review Event Manager can assign bonus points to individual applications meeting the bonus point criteria. The bonus points will be added to the mean (or median) score of the application reviews for the total score.

Anticipated Review Start Date:\*  Anticipated Review End Date:\*

Actual Review Start Date:\*  Actual Review End Date:\*

Allow Reviewer Attachments:\*  Yes  No  
 If Yes is selected, reviewers will be able to attach external files as part of the review. This will allow them to mark up a copy of the original Project Description, Budget, or other documents with their own comments and attach to the review. Additionally, it will allow them to attach independently created documents with their reviewer comments.

[Add Agency Standard Criteria](#)

**Percent Scoring Criteria**

Name	Reviewer Comments	Reviewer Score	Minimum Score	Weight	Action	Action
Criteria #1 Required	Required	0.0	20.0	Edit	Delete	
Criteria #2 Required	Required	0.0	20.0	Edit	Delete	
Criteria #3 Required	Required	0.0	20.0	Edit	Delete	
Criteria #4 Required	Required	0.0	20.0	Edit	Delete	
Criteria #5 Required	Required	0.0	20.0	Edit	Delete	

[Add New >>](#) [Reorder >>](#)

[FFO Evaluation Criteria Report](#) [Application Review Scoring Sheet](#)

Add Agency Standard Criteria (NOAA Only)

1. Currently only NOAA utilizes the Agency Standard Criteria (one for Fellowships and another for all other project types).
2. The Agency Standard Criteria should parallel the FFO's content. If the user does not remember the content of the FFO, click the **FFO Evaluation Criteria Report** link and a copy of the FFO is downloaded to the user's computer.

**Independent Individual Merit Review**  
[Guidance](#)

Review Event Name:

Review Event Manager:

Review Done By:  Reviews assigned and completed using Grants Online.  
 Reviews assigned and completed outside of Grants Online.

Scored Criteria:  Applications will not be scored  
 Quantitative - Percent  
 Quantitative - Points  
 Qualitative

Summary Score Determination:  N/A  Mean  Median

Not Scored Criteria:  Yes  No

Bonus Points:  Yes  No

At any time while the review event is open, the Review Event Manager can assign bonus points to individual applications meeting the bonus point criteria. The bonus points will be added to the mean (or median) score of the application reviews for the total score.

Anticipated Review Start Date:  Anticipated Review End Date:

Actual Review Start Date:  Actual Review End Date:

Allow Reviewer Attachments:  Yes  No

If Yes is selected, reviewers will be able to attach external files as part of the review. This will allow them to mark up a copy of the original Project Description, Budget, or other documents with their own comments and attach to the review. Additionally, it will allow them to attach independently created documents with their reviewer comments.

[Add Agency Standard Criteria](#)

**Percent Scoring Criteria**

Name	Reviewer Comments	Reviewer Score	Minimum Score	Weight	Action	Action
Criteria #1 Required	Required	0.0	20.0		<a href="#">Edit</a>	<a href="#">Delete</a>
Criteria #2 Required	Required	0.0	20.0		<a href="#">Edit</a>	<a href="#">Delete</a>
Criteria #3 Required	Required	0.0	20.0		<a href="#">Edit</a>	<a href="#">Delete</a>
Criteria #4 Required	Required	0.0	20.0		<a href="#">Edit</a>	<a href="#">Delete</a>
Criteria #5 Required	Required	0.0	20.0		<a href="#">Edit</a>	<a href="#">Delete</a>

[Add New >>](#) [Reorder >>](#)

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3. Earlier in the Create a Review Event scenario, we specified the Scored Criteria as **Quantitative – Percent** and entered five criteria; that information is visible on the screen image above.
4. The NOAA user may opt to click the **Add Agency Standard Criteria** link.

[Add Agency Standard Criteria](#) ← **NOAA Only**

**Percent Scoring Criteria**

Name	Reviewer Comments	Reviewer Score	Minimum Score	Weight	Action	Action
Criteria #1 Required	Required	0.0	20.0		<a href="#">Edit</a>	<a href="#">Delete</a>
Criteria #2 Required	Required	0.0	20.0		<a href="#">Edit</a>	<a href="#">Delete</a>
Criteria #3 Required	Required	0.0	20.0		<a href="#">Edit</a>	<a href="#">Delete</a>
Criteria #4 Required	Required	0.0	20.0		<a href="#">Edit</a>	<a href="#">Delete</a>
Criteria #5 Required	Required	0.0	20.0		<a href="#">Edit</a>	<a href="#">Delete</a>

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## Create a Review Event Using Grants Online

- In addition to the five original criteria, there are five additional criteria (Agency Standard) associated with the Review Event. The score weight for the criteria should be modified so all ten items have non-zero values; the total of the score weights cannot exceed 100. Refer to step 10 (in this section) for an example of appropriately modified Percent Scoring Criteria.

Agency Standard Criteria (NOAA Only)

Name	Reviewer Comments	Reviewer Score	Minimum Score	Weight	Action	Action
Technical/Scientific Merit	Required	Required	0.0	0.0	Edit	Delete
Importance/Relevance and Applicability of Proposal to the Program Goals	Required	Required	0.0	0.0	Edit	Delete
Overall Qualification of Applicant	Required	Required	0.0	0.0	Edit	Delete
Project Costs	Required	Required	0.0	0.0	Edit	Delete
Outreach and Education	Required	Required	0.0	0.0	Edit	Delete
Criteria #1	Required	Required	0.0	20.0	Edit	Delete
Criteria #2	Required	Required	0.0	20.0	Edit	Delete
Criteria #3	Required	Required	0.0	20.0	Edit	Delete
Criteria #4	Required	Required	0.0	20.0	Edit	Delete
Criteria #5	Required	Required	0.0	20.0	Edit	Delete

Original Criteria

Initial Values

FFO Evaluation Criteria Report Application Review Scoring Sheet

Save Save and Return to Main Cancel

- Click the **Edit** link to modify parameters associated with the scoring criteria (i.e., criteria name, minimum score, weight (%), and description). The parameters available for modification are determined by the type of Scored Criteria specified.

Two additional data elements, **Reviewer Comments** and **Reviewer Score** may also be specified.

Options Available	Reviewer Comments	Reviewer Score
Required	✓	✓
Not Required	✓	✓
Not Allowed	✓	✗

- Click the **Save** button to capture any modifications that were made to the components of the criterion.

Percent Criterion

Criterion Name:

Reviewer Comments:  Required  Not Required  Not Allowed

Reviewer Score:  Required  Not Required

Minimum Score:

Weight (%):  %

Description:

Spell Check

Save Cancel

8. Repeat steps 6 & 7 as many times as is necessary.
9. Click the **Delete** link to eliminate a criterion.

Percent Scoring Criteria						
Name	Reviewer Comments	Reviewer Score	Minimum Score	Weight	Action	Action
Technical/Scientific Merit	Required	Required	0.0	0.0	Edit	Delete
Importance/Relevance and Applicability of Proposal to the Program Goals	Required	Required	0.0	0.0	Edit	Delete
Overall Qualification of Applicant	Required	Required	0.0	0.0	Edit	Delete
Project Costs	Required	Required	0.0	0.0	Edit	Delete
Outreach and Education	Required	Required	0.0	0.0	Edit	Delete
Criteria #1	Required	Required	0.0	20.0	Edit	Delete
Criteria #2	Required	Required	0.0	20.0	Edit	Delete
Criteria #3	Required	Required	0.0	20.0	Edit	Delete
Criteria #4	Required	Required	0.0	20.0	Edit	Delete
Criteria #5	Required	Required	0.0	20.0	Edit	Delete

Add New >>      Reorder >>

[FFO Evaluation Criteria Report](#)   [Application Review Scoring Sheet](#)

**Save**   **Save and Return to Main**   **Cancel**

10. A sample Percent Scoring Criteria, after modifications are made, may resemble the image shown below.

Percent Scoring Criteria						
Name	Reviewer Comments	Reviewer Score	Minimum Score	Weight	Action	Action
Technical/Scientific Merit	Required	Required	0.0	10.0	Edit	Delete
Importance/Relevance and Applicability of Proposal to the Program Goals	Required	Required	0.0	10.0	Edit	Delete
Overall Qualification of Applicant	Required	Required	0.0	10.0	Edit	Delete
Project Costs	Required	Required	0.0	10.0	Edit	Delete
Outreach and Education	Required	Required	0.0	10.0	Edit	Delete
Criteria #1	Required	Required	0.0	10.0	Edit	Delete
Criteria #2	Required	Required	0.0	10.0	Edit	Delete
Criteria #3	Required	Required	0.0	10.0	Edit	Delete
Criteria #4	Required	Required	0.0	10.0	Edit	Delete
Criteria #5	Required	Required	0.0	10.0	Edit	Delete

Add New >>      Reorder >>

[FFO Evaluation Criteria Report](#)   [Application Review Scoring Sheet](#)

**Save**   **Save and Return to Main**   **Cancel**

11. When finished making all modifications, click the **Save and Return to Main** button at the bottom of the screen.

**Independent Individual Merit Review**

[Guidance](#)

Review Event Name:

Review Event Manager:

Review Done By:

Scored Criteria:  Applications will not be scored  
 Quantitative - Percent  
 Quantitative - Points  
 Qualitative

Summary Score Determination:  N/A    Mean    Median

Not Scored Criteria:  Yes    No

Bonus Points:  Yes    No  
At any time while the review event is open, the Review Event Manager can assign bonus points to individual applications meeting the bonus point criteria. The bonus points will be added to the mean (or median) score of the application reviews for the total score.

Anticipated Review Start Date:       Anticipated Review End Date:

Actual Review Start Date:       Actual Review End Date:

Allow Reviewer Attachments:  Yes    No  
If Yes is selected, reviewers will be able to attach external files as part of the review. This will allow them to mark up a copy of the original Project Description, Budget, or other documents with their own comments and attach to the review. Additionally, it will allow them to attach independently created documents with their reviewer comments.

Percent Scoring Criteria						
Name	Reviewer Comments	Reviewer Score	Minimum Score	Weight	Action	Action
Technical/Scientific Merit	Required	Required	0.0	10.0	Edit	Delete
Importance/Relevance and Applicability of Proposal to the Program Goals	Required	Required	0.0	10.0	Edit	Delete
Overall Qualification of Applicant	Required	Required	0.0	10.0	Edit	Delete
Project Costs	Required	Required	0.0	10.0	Edit	Delete
Outreach and Education	Required	Required	0.0	10.0	Edit	Delete
Criteria #1	Required	Required	0.0	10.0	Edit	Delete
Criteria #2	Required	Required	0.0	10.0	Edit	Delete
Criteria #3	Required	Required	0.0	10.0	Edit	Delete
Criteria #4	Required	Required	0.0	10.0	Edit	Delete
Criteria #5	Required	Required	0.0	10.0	Edit	Delete

Add New >>      Reorder >>

[FFO Evaluation Criteria Report](#)   [Application Review Scoring Sheet](#)

**Save**   **Save and Return to Main**   **Cancel**

Specify Additional Review Event Components

1. Click the **Add New** link to specify additional scoring criteria.
2. Click the **Reorder** link to re-sequence the order of the criteria.
3. The image below represents the initial screen visible when the user selects Scored Criteria → ● **Quantitative - Percent**. In this case, the user must enter data for the weight of the score associated with each criterion.

Percent Scoring Criteria						
Name	Reviewer Comments	Reviewer Score	Minimum Score	Weight	Action	Action
Criteria #1	Required	Required	0.0	20.0	<a href="#">Edit</a>	<a href="#">Delete</a>
Criteria #2	Required	Required	0.0	20.0	<a href="#">Edit</a>	<a href="#">Delete</a>
Criteria #3	Required	Required	0.0	20.0	<a href="#">Edit</a>	<a href="#">Delete</a>
Criteria #4	Required	Required	0.0	20.0	<a href="#">Edit</a>	<a href="#">Delete</a>
Criteria #5	Required	Required	0.0	20.0	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add New >>](#)                      [Reorder >>](#)

[FFO Evaluation Criteria Report](#)    [Application Review Scoring Sheet](#)

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

4. The image below represents the initial screen visible when the user selects Scored Criteria → ● **Quantitative – Points**. In this case, the user must enter data for the minimum score and the maximum score.

Points Scoring Criteria						
Name	Reviewer Comments	Reviewer Score	Minimum Score	Maximum Score	Action	Action
Technical/Scientific Merit	Required	Required	0.0	100.0	<a href="#">Edit</a>	<a href="#">Delete</a>
Importance/Relevance and Applicability of Proposal to the Program Goals	Required	Required	0.0	100.0	<a href="#">Edit</a>	<a href="#">Delete</a>
Overall Qualification of Applicant	Required	Required	0.0	100.0	<a href="#">Edit</a>	<a href="#">Delete</a>
Project Costs	Required	Required	0.0	100.0	<a href="#">Edit</a>	<a href="#">Delete</a>
Outreach and Education	Required	Required	0.0	100.0	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add New >>](#)                      [Reorder >>](#)

[FFO Evaluation Criteria Report](#)    [Application Review Scoring Sheet](#)

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

5. The image below represents the initial screen visible when the user selects Scored Criteria → ● **Qualitative**. By default, there are five Qualitative scores (Poor, Fair, Good, Very Good, and Excellent). The user must enter a minimum of two Qualitative values (e.g., Recommended and Not Recommended).

Qualitative Scoring Methods			
Name	Values	Value Labels	Action
Qualitative Scoring Method 5	WORST: Poor - Fair - Good - Very Good - Excellent	BEST	<a href="#">Edit</a> <a href="#">Delete</a>

[Add New >>](#)

Qualitative Scoring Criteria				
Name	Reviewer Comments	Reviewer Score	Action	Action
Technical/Scientific Merit	Required	Required	<a href="#">Edit</a>	<a href="#">Delete</a>
Importance/Relevance and Applicability of Proposal to the Program Goals	Required	Required	<a href="#">Edit</a>	<a href="#">Delete</a>
Overall Qualification of Applicant	Required	Required	<a href="#">Edit</a>	<a href="#">Delete</a>
Project Costs	Required	Required	<a href="#">Edit</a>	<a href="#">Delete</a>
Outreach and Education	Required	Required	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add New >>](#)                      [Reorder >>](#)

[FFO Evaluation Criteria Report](#)    [Application Review Scoring Sheet](#)

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



- The default value for [Not Scored Criteria](#) and [Bonus Points](#) is **No**. If the user selects the **Yes** radio button for either of these two variables, he/she will have to specify the parameters for additional data elements.

**Non-Consensus Panel**  
[Guidance](#)

Review Event Name:

Panel Manager:

Review Done By:  Reviews assigned and completed using Grants Online.  
 Reviews assigned and completed outside of Grants Online.

Scored Criteria:  Applications will not be scored  
 Quantitative - Percent  
 Quantitative - Points  
 Qualitative

Summary Score Determination:  N/A  Mean  Median

Not Scored Criteria:  Yes  No

Bonus Points:  Yes  No

Anticipated Review Start Date:

Anticipated Review End Date:

- When finished entering data for this portion of the Review Event, click the **Save and Return to Main** button.

**Non-Consensus Panel**  
[Guidance](#)

Review Event Name:

Panel Manager:

Review Done By:  Reviews assigned and completed using Grants Online.  
 Reviews assigned and completed outside of Grants Online.

Scored Criteria:  Applications will not be scored  
 Quantitative - Percent  
 Quantitative - Points  
 Qualitative

Summary Score Determination:  N/A  Mean  Median

Not Scored Criteria:  Yes  No

Bonus Points:  Yes  No

Anticipated Review Start Date:

Anticipated Review End Date:

[Add Agency Standard Criteria](#)

[FFO Evaluation Criteria Report](#) [Application Review Scoring Sheet](#)

**Identify Required / Optional Comments and Scores**

For each criterion, comments can be indicated as required or optional. When comments are required for a criterion, the Reviewer will not be able to complete or submit his/her review until comments have been entered.

The same rule applies to the score; a score for each criterion can be specified as required or optional. If scores are not required, the scoring of applications is more complicated. However, indicating a criteria score is optional might be useful when Reviewers have different areas of expertise, (e.g., some have financial expertise whereas others have technical expertise).

Although scores may not be required for each criterion on each review, there must be sufficient input to ensure each criterion is scored at least 3 times for each application. When an application is only partially scored by a Reviewer, it is impossible to calculate an application score for that Reviewer.

An example of the Quantitative – Percent process as used to calculate application scores is shown below. An overall score for each of the applications is determined by adding the weighted average scores for each of the three criteria.

<b>CALCULATE THE APPLICATION SCORE</b>	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	Reviewer 5	Reviewer 6	AVERAGE	CRITERIA WEIGHT	WEIGHTED AVERAGE	TOTAL SCORE
<b>Application 1</b>										
Technical/Scientific Merit	90	85	92				89	0.5	44.5	
Project Costs				99	98	97	98	0.3	29.4	
Outreach and Education	96	90	95		88		92.25	0.2	18.45	
<b>TOTAL SCORE</b>										<b>92.35</b>
<b>Application 2</b>										
Technical/Scientific Merit	85	83	87				85	0.5	42.5	
Project Costs				85	88	82	85	0.3	25.5	
Outreach and Education	99	91	92		93		93.75	0.2	18.75	
<b>TOTAL SCORE</b>										<b>86.75</b>

Grants Online rounds scores to the nearest tenth (e.g., 92.35 is rounded to 92.4; 86.75 is rounded to 86.8; and 88.44 is rounded to 88.4).

## Modify the Application Review Criteria

If the Scored Criteria is changed from one type to another (e.g., from Quantitative – Percent to Quantitative – Points), the components of the existing scored criteria are updated to prompt for the components of the new Scored Criteria. For example, when the user changes from percent to points, the weight field is no longer relevant and requires the user provide a value for the maximum score field.

If changing a Not Scored Criteria to a Scored Criterion (Points, Percent, or Qualitative), the Not Scored Criterion method of scoring will be replaced by the scoring method associated with the Scored Criteria.

## Add Not Scored Criteria

For both scored Review Events and not scored Review Events, **Not Scored Criteria** can be added. If appropriate, **Not Scored Criteria** can be set to one of three evaluation methods:

- Not Scored
- Quantitative – Points
- Bonus Points.

When both Scored (in this case, Percent Scoring Criteria) and Not Scored Criteria exist, the message shown below is visible on the screen.

1. Click the **Reorder Scored and Not Scored Criteria** link to modify the default criteria order.

Percent Scoring Criteria							
Name	Reviewer	Comments	Reviewer Score	Minimum Score	Weight	Action	Action
Criteria #1	Required	Required	10.0	0.0		Edit	Delete
Criteria #2	Not Required	Not Required	10.0	0.0		Edit	Delete
Criteria #3	Not Required	Not Required	10.0	0.0		Edit	Delete
Criteria #4	Not Required	Not Required	10.0	0.0		Edit	Delete

[Add New >>](#)      [Reorder >>](#)

Not Scored Criteria				
Name	Reviewer	Comments	Action	Action
Criteria #1b	Required		Edit	Delete
Criteria #2b	Required		Edit	Delete

[Add New >>](#)      [Reorder >>](#)

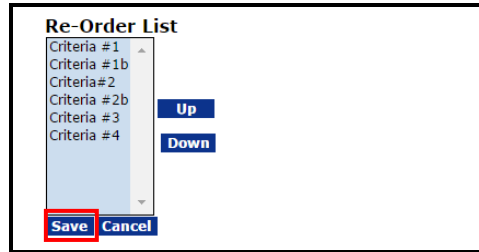
**Note:** Scored and Not Scored Criteria can be re-ordered together so that Not Scored Criteria are intermingled with Scored Criteria. This must be done after all criteria are defined.

[Reorder Scored and Not Scored Criteria >>](#)

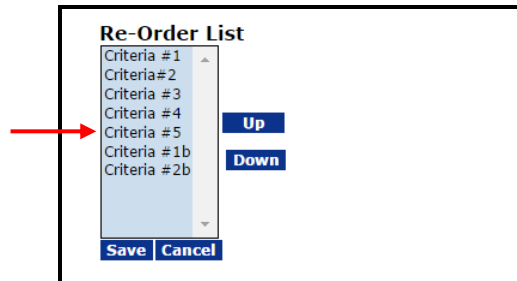
## Create a Review Event Using Grants Online

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2. Click the **Up** or **Down** buttons to reorder (intermingle) if appropriate the scoring criteria.
3. When finished reordering the criteria list, click the **Save** button.



4. Adding a new scored or not scored criterion will cause any previously-specified reordering to revert to the default order.



5. In addition, adding one or more **Not Scored Criteria** and setting the Reviewer Comments to Not Allowed allows the user to add section headings to the scored criteria.

Not Scored Criteria			
Name	Reviewer Comments	Action	Action
Criteria #1b	Not Allowed	Edit	Delete
Criteria #2b	Not Allowed	Edit	Delete

[Add New >>](#)      [Reorder >>](#)

**Assign Bonus Points**

**NOTE: This Review Event Component is not available.**

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