

Application Review Module Monitor User Manual For Review Directors

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INTRODUCTION

The Application Review Model (ARM) is a key component of the Grants Center of Excellence's (COE's) GrantSolutions ecosystem. The web-based ARM delivers a robust system to review grant applications, and ensures the seamless organization, evaluation and management of grant application lifecycle. Fair and comprehensive reviews through a standardized review process are at the heart of the ARM system. ARM participants can access the system 24/7/365 offering reviewers easy access from their home, office or remote location.

ROLE DEFINITIONS

The ARM roles are hierarchical in nature, providing the foundation for an application review workflow.

Reviewers: Individuals assigned to a panel with a set of applications for which they are responsible for providing scores and/or comments as required, reviewing each application's content against the evaluation criteria. The primary role of a reviewer is to read the grant application and assign scores based on the criteria setup for that particular review session. After entering scores for each criterion, the reviewer may enter comments (strengths and weaknesses) to justify the scores assigned to each criterion. The reviewer then submits the evaluation to the panel Chairperson.

Chairperson: As the facilitator of the panel members and panel discussion process, the Chairperson is responsible for monitoring the progress of their panel's Reviewers as well as compiling the Reviewer's comments into a final summary report produced in ARM. They are responsible for ensuring all assigned applications meet the objective of the review, and are provided to the RD.

Review Director (RD): The primary functions of this role are to monitor the review while in progress and provide final approval for all application evaluations in ARM, certifying the review is complete. Generally, this role is filled by Federal program staff. Users with the RD role cannot create new system users, and can only access sessions assigned to them by the Agency Administrator or a Session Administrator.

ARM PROCESS MODEL 1 OVERVIEW

Process Model 1, includes a strengthened review criteria and scoring format that provides more flexibility with scoring and non-scoring criteria.

PANEL STRUCTURE

1. Panels Include:
 - a. Multiple Reviewers per panel.
 - b. One Chairperson per panel.

COMMENTS

1. Must be entered after the criterion is scored.
2. Included by evaluation criterion.
3. Separated by Strengths and Weakness.
4. Ordered by page reference.

ROLE RESPONSIBILITIES

1. Only Reviewers can score and edit their own comments.
2. Chairpersons can review all scores and comments and return submitted evaluations for updates.
3. Chairpersons compile panel comments, by application, into the Final Summary Report.
4. RDs provide final approval in a one-tier approval process.

OTHER

1. Reviewers only have visibility to their own scores and comments.
2. Reviewer evaluations can be returned by the Chairperson for editing.
3. Evaluations can be returned by the RD for editing by the Chairperson or Reviewers.

NAVIGATING ARM

The breadcrumb trail in the blue ribbon at the top of each page in ARM is your main navigation through the system. We recommend you not use your browser back and forward buttons, but instead use the breadcrumb trail.

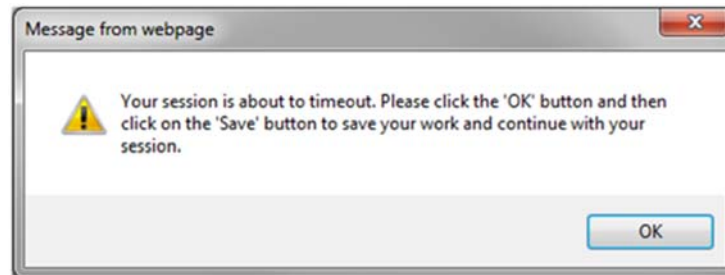
1. Your current screen will always be displayed in the right most position and will not be an active hyperlink since that is the page that you are on.



2. To go back to any previous screen, simply click the link for the desired screen.
3. If you are unsure what screen you need, you can click back one link at a time until you find the right screen.

SYSTEM TIMEOUT

Per federal regulations, and to provide maximum data security, there is a 30 minute timeout feature in ARM that will log you out after 30 minutes of inactivity. You will receive a 5 minute warning, but to prevent data loss, please save your progress often. **Note:** Only clicking buttons and hyperlinks is considered activity, and not typing text. Each click of a button or hyperlink will reset the timeout clock.



ARM APPLICATION STATUS DEFINITIONS

Pre-Review: The Reviewer has control of the application and has not yet accessed the evaluation. Scoring and commenting has not begun.

In Review: The Reviewer has control of the application and have not yet submitted the application evaluation to the Chairperson. Scoring and commenting is in progress.

Submitted to Chair: All reviewers have completed the evaluations for the application and have submitted them to the Chairperson. The Chairperson has control of the application and can begin creating the Final Summary Report, and Reviewers cannot make any changes to their individual evaluations.

Returned by Chair: The Chairperson has identified changes in the evaluation that need to be addressed by the Reviewer. The Chairperson has returned the application to the Reviewer's control for additional work. A Chairperson will not have visibility to a reviewer's scores while an evaluation is in this status. A Chairperson cannot edit any reviewer's scores.

Submitted to RD: All Reviewers have submitted their evaluations to the Chairperson, and the Chairperson has created the Final Summary report and submitted it to the RD. The RD has control of the application to provide final approval. The panel can no longer make changes to individual evaluations or to the Final Summary Report.

Returned by RD: The RD has identified changes in the Final Summary Report that need to be addressed by the panel. The Chairperson now has control of the application for him/her to address or for him/her to return to the Reviewers for them to address. A RD cannot edit any Reviewer scores, nor make edits to any comments.

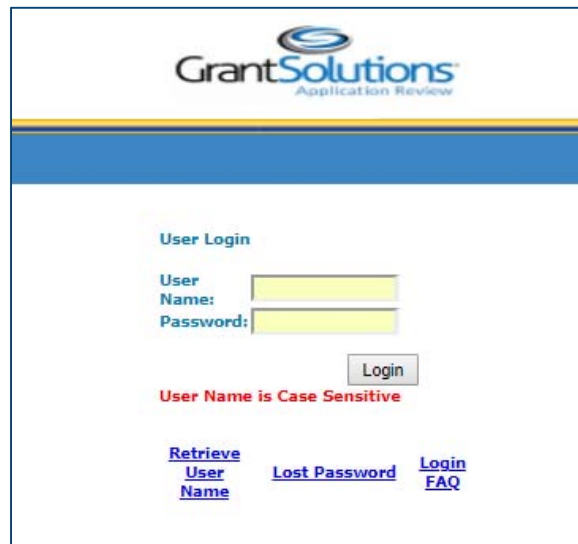
Approved: The RD is satisfied with the Final Summary Report and provides final approval of that application. No further changes are required or permitted. The Approved status signifies the beginning of the closeout process for Reviewers and Chairpersons.

ACCESSING ARM

You will receive the link to ARM as well as your username and password prior to your review. Click the link to access the ARM homepage.

LOGGING IN

1. Navigate to the ARM homepage.



The screenshot shows the GrantSolutions Application Review homepage. At the top is the GrantSolutions logo. Below it is a blue header bar. The main content area is white and contains a 'User Login' section. This section has two input fields: 'User Name' and 'Password'. Below these fields is a 'Login' button. A red message 'User Name is Case Sensitive' is displayed below the button. At the bottom of the login section are three links: 'Retrieve User Name', 'Lost Password', and 'Login FAQ'.

2. Enter your username and password and click the **Login** button.
3. If you have forgotten your username or password, click the [Retrieve Username](#) link or the [Lost Password](#) link and follow the instructions. All ARM account information will be sent to the email address with which your account is registered. Please be sure to add no_reply@grantsolutions.gov to your contact list to ensure you receive these emails.



This screenshot is identical to the previous one, but with two red boxes highlighting specific steps. The first box, labeled 'Step 2', encloses the 'User Login' section, including the input fields, the 'Login' button, and the 'User Name is Case Sensitive' message. The second box, labeled 'Step 3', encloses the links at the bottom: 'Retrieve User Name', 'Lost Password', and 'Login FAQ'.

ACCESSING YOUR REVIEW SESSION

After logging in, you will need to access your review session to start monitoring panel progress and approving evaluations.

1. Clicking the **Login** button takes you to the My Home screen that lists all agencies to which you are assigned as Monitor. This list will likely contain only one agency.
2. Depending on your account, you may have access to more than just the monitor role, that of RD. Confirm that you are accessing the review session as a monitor by clicking the Monitor link above the agency list.

Log on/off My Home		
Admin Monitor Reviewer		
Abbr	Agency List	Role
ACL	Administration for Community Living	Agency Admin
ARM TEST	ARM Production Testing	Agency Admin
CB	Children's Bureau	Agency Admin

3. Next click your hyperlinked agency name to access your list of review sessions.

Log on/off My Home		
Admin Monitor Reviewer		
Abbr	Agency List	Role
ACL	Administration for Community Living	Agency Admin
ARM TEST	ARM Production Testing	Agency Admin
CB	Children's Bureau	Agency Admin

4. The Agency Home screen lists all review sessions for which you are serving as Monitor.

Log on/off My Home Agency Home				
(ARM - TR) Agency Admin :				
ID	Session List for ARM - TR	Status	Program	Program Support Site
1.	newscore NewScoreScreen trial	In-Review	ARM - TR	--
2.	M7Test Model 7 Test Session	In-Review	ARM - TR	--

5. Click the appropriate hyperlinked session name. **Note:** If your session has a program support website with relevant information concerning your review, the link will be in the Program Support Site column. Click the [Go to Site](#) link to open it.
6. You will now see the Session screen, pictured on the following page, that you will use to access Final Summary Reports, other Reports, and provides a high-level overview of panel progress.

STARTING YOUR REVIEW

Accessing your review session takes you to the Session screen, which provides you with session information. The high level review progress can also be monitored from this screen, and you will use the Session screen to access panels and applications for detailed review progress as well as to access monitoring reports.

Session ID:	M5Ben
Session Name:	Model 5 Ben Demo (ARM - TR)
Review Type:	Remote Review
Status:	In-Review
Review Progress:	100.0 % of Applications In Review: 16 / 16; 0.0 % of Applications Approved: 0 / 16
View Panel Progress:	1 2 3 4
Evaluation List:	By Chair By Reviewer

Reports

SESSION SCREEN OVERVIEW

The Session screen provides the following review details:

1. **Session ID:** This is the ID for the session in ARM. Typically it consists of the year and abbreviated program name.
2. **Session Name:** This is the name of your review session and will typically reflect the program name.
3. **Review Type:** Lists the review session's format, On-Site, Remote, or Hybrid.
4. **Status:** This is the status of the review session itself and not a status representing panel progress. During the panel review and RD approval process, the session will be In-Review.
5. **Review Progress:** This is a high-level summary of review progress that lists the percentage of all applications that have an "In-Review" status and the percentage of all applications that have been approved by RD.
6. **View Panel Progress:** This lists all panels in your review, and is where you will access the review progress by panel.
7. **Evaluation List:** This contains the By Chair and By Reviewer links, and is where you will access the alternate views of panel progress by Chairperson and by Reviewer.

EVALUATING REVIEW PROGRESS

You have three different options for evaluating the review's progress, by panel, by Chairperson, and by Reviewer. You can access individual applications, Reviewer scores and raw comments, and Final Summary Reports from any viewing options.

EVALUATING PROGRESS BY PANEL

Monitoring review progress by using the panel view enables you to see the individual status and progress of each panel member, reviewers and chairs. To review the progress of individual panels, follow the steps below:

1. On the Session screen, click the hyperlinked panel number for the desired panel.

Session ID:	M5Ben
Session Name:	Model 5 Ben Demo (ARM - TR)
Review Type:	Remote Review
Status:	In-Review
Review Progress:	100.0 % of Applications In Review: 16 / 16; 0.0 % of Applications Approved: 0 / 16
View Panel Progress:	1 2 3 4
Evaluation List:	By Chair By Reviewer

[Reports](#)

2. You will now see the Panel screen that lists all the applications, by application number, assigned to that panel.

Note: Scores with 'A' are average of the panel's scores.

Panel Number 1				
Chair	#24567 Octavia Carter (DC)			
Reviewer	#25528 Cynthia Hansard (FN) #25527 Christine Newcomer (FN)			
Application Number	Applications Name	Reviewer	Status	Score
18DEMO0001	Play Action Program Committee	Octavia Carter (24567)	In-review	-- A
18DEMO0001	Play Action Program Committee	Cynthia Hansard (25528)	In-review	--
18DEMO0001	Play Action Program Committee	Christine Newcomer (25527)	Submitted to Chair	41.0
18DEMO0002	Maryland Playground Group	Octavia Carter (24567)	Returned by Chair	-- A
18DEMO0002	Maryland Playground Group	Cynthia Hansard (25528)	Returned by Chair	37.0
18DEMO0002	Maryland Playground Group	Christine Newcomer (25527)	Returned by Chair	38.0
18DEMO0003	Playgorund Action Group	Octavia Carter (24567)	Submitted to RD	41.00 A
18DEMO0003	Playgorund Action Group	Cynthia Hansard (25528)	Submitted to RD	49.0
18DEMO0003	Playgorund Action Group	Christine Newcomer (25527)	Submitted to RD	33.0

3. There is one line representing each Reviewer as well as the Chairperson for each application. The first grayed line, which also has the hyperlinked application number and name, represents the Chairperson and their status in compiling the Final Summary Report. It also lists the average score for that application. The status next to each Reviewer represents their individual status in evaluating that application, and the score represents their individual total score for that

application. **Note:** You will only see an individual Reviewer's total score here once they've submitted their evaluation to the Chairperson, and you will only see the average score once all Reviewers have submitted their evaluations of that application to the Chairperson.

- Once you see an application in "Submitted to RD" status, the Final Summary Report will be ready for your review and approval.

EVALUATING PROGRESS BY CHAIRPERSON

Monitoring review progress by using the Chairperson view enables you to focus specifically on the Chairperson's progress in compiling Final Summary Reports. To review the progress of application evaluations by Chairperson, follow the steps below:

- On the Session screen, click the By Chair link.

Session ID:	M5Ben
Session Name:	Model 5 Ben Demo (ARM - TR)
Review Type:	Remote Review
Status:	In-Review
Review Progress:	100.0 % of Applications In Review: 16 / 16; 0.0 % of Applications Approved: 0 / 16
View Panel Progress:	<u>1</u> 2 3 4
Evaluation List:	<u>By Chair</u> By Reviewer

Reports

- You will now see the Evaluation List screen that lists all applications, by application number.

Log on/off My Home Agency Home Session Evaluation List

Page: 1
Page Size: 50 Change

Application Number	Applications	Status	Panel	View App File
18DEMO0001	Play Action Program Committee	Submitted to Chair	1	Open File
18DEMO0002	Maryland Playground Group	Returned by Chair	1	Open File
18DEMO0003	Playground Action Group	Approved	1	Open File
18DEMO0004	Nothern Virginian Action Group	Submitted to RD	1	Open File
18DEMO0005	Virginia Playground Action Group	Returned by RD	1	Open File
18DEMO0010	Play Action Program Committee	In-review	1	Open File

Page: 1
Page Size: 50 Change

- There is one line representing each application, representing the same Chairperson information as the Chairperson line in the by panel view above. There is also a Panel column that lists the panel to which an individual application has been assigned.
- To view the application file, if application file visibility is enabled for your review, click the green [Open File](#) link in the right most View App File column. **Note:** You can only access the application file in this, By Chair, view.
- Once you see an application in "Submitted to RD" status, the Final Summary Report will be ready for your review and approval.

EVALUATING PROGRESS BY REVIEWER

Monitoring review progress by using the Reviewer view enables you to focus specifically on Reviewer progress on their individual evaluations. This view is especially helpful when you need to track Reviewer adherence to review timelines and identify those Reviewers who may be falling behind schedule. To review the progress of application evaluations by Reviewer, follow the steps below:

1. On the Session screen, click the By Reviewer link.

Session ID:	M5Ben
Session Name:	Model 5 Ben Demo (ARM - TR)
Review Type:	Remote Review
Status:	In-Review
Review Progress:	100.0 % of Applications In Review: 16 / 16; 0.0 % of Applications Approved: 0 / 16
View Panel Progress:	1 2 3 4
Evaluation List:	By Chair By Reviewer

[Reports](#)

2. You will now see the Reviewer Evaluation List screen that lists all the applications, by application number.

Log on/off My Home Agency Home Session Reviewer Evaluation List

Page: 1
Page Size: 50 [Change](#)

Application Number	Applications	Reviewer	Status	Score	Panel
18DEMO0001	Play Action Program Committee	C.Hansard (25528)	Submitted to Chair	46.0	1
18DEMO0001	Play Action Program Committee	C.Newcomer (25527)	Submitted to Chair	41.0	1
18DEMO0002	Maryland Playground Group	C.Hansard (25528)	Returned by Chair	37.0	1
18DEMO0002	Maryland Playground Group	C.Newcomer (25527)	Returned by Chair	38.0	1
18DEMO0003	Playground Action Group	C.Hansard (25528)	Approved	49.0	1
18DEMO0003	Playground Action Group	C.Newcomer (25527)	Approved	33.0	1
18DEMO0004	Notern Virginian Action Group	C.Hansard (25528)	Submitted to RD	44.0	1
18DEMO0004	Notern Virginian Action Group	C.Newcomer (25527)	Submitted to RD	44.0	1
18DEMO0005	Virginia Playground Action Group	C.Hansard (25528)	Returned by RD	41.0	1
18DEMO0005	Virginia Playground Action Group	C.Newcomer (25527)	Returned by RD	71.0	1
18DEMO0010	Play Action Program Committee	C.Hansard (25528)	In-review	--	1
18DEMO0010	Play Action Program Committee	C.Newcomer (25527)	Submitted to Chair	35.0	1

3. There is one line representing each Reviewer, and represents the same information as the Reviewer lines in the by panel view above. There is also a Panel column that lists the panel to which an individual application has been assigned.
4. Once you see an application in "Submitted to RD" status, the Final Summary Report will be ready for your review and approval.

REVIEWING INDIVIDUAL APPLICATIONS

You can access individual applications for detailed progress information by using any of the viewing options in the section above. You can access individual applications at any time during the review, but please keep in mind that until an application is submitted to you for approval, all scores, comments, and Final Summary Reports should be considered drafts and not final.

ACCESSING INDIVIDUAL APPLICATIONS

To access an individual application for review, follow the steps below:

1. From the Panel screen, Chairperson Evaluation List screen, or the Reviewer Evaluation List screen, click the hyperlinked application number or application name. **Note:** The example screenshot below uses the Panel screen, but the process is identical using the other viewing options.

Panel Number 1				
Chair	#24567 Octavia Carter (DC)			
Reviewer	#25528 Cynthia Hansard (FN)			
	#25527 Christine Newcomer (FN)			

Note: Scores with 'A' are average of the panel's scores

Application Number	Applications Name	Reviewer	Status	Score
18DEMO0001	Play Action Program Committee	Octavia Carter (24567)	In-review	-- A
18DEMO0001	Play Action Program Committee	Cynthia Hansard (25528)	In-review	--
18DEMO0001	Play Action Program Committee	Christine Newcomer (25527)	Submitted to Chair	41.0
18DEMO0002	Maryland Playground Group	Octavia Carter (24567)	Returned by Chair	-- A
18DEMO0002	Maryland Playground Group	Cynthia Hansard (25528)	Returned by Chair	37.0
18DEMO0002	Maryland Playground Group	Christine Newcomer (25527)	Returned by Chair	38.0
18DEMO0003	Playground Action Group	Octavia Carter (24567)	Submitted to RD	41.00 A
18DEMO0003	Playground Action Group	Cynthia Hansard (25528)	Submitted to RD	49.0
18DEMO0003	Playground Action Group	Christine Newcomer (25527)	Submitted to RD	33.0

2. You will now see the Application screen that provides application information, and lists each Reviewer's progress as well as the Chairperson's progress. The application information includes:
 - a. **ID:** The application number.
 - b. **Name:** The name of the applicant or applicant organization.
 - c. **Address:** The city and state where the applicant organization is located.
 - d. **Panel:** The panel number to which the application has been assigned.

Applications Information			
ID:	18DEMO0004		
Name:	Northern Virginian Action Group		
Address:	Arlington VA		
Panel:	1		
Reviewer ID	Reviewer Name	Evaluation Status	Score
24567	Octavia Carter	Submitted to RD	44.00 ^A
25528	Cynthia Hansard	Submitted to RD	44.0
25527	Christine Newcomer	Submitted to RD	44.0
Approve Reject Report View Raw Comments			

3. From this screen you will be able to access individual Reviewer scores, the Chairperson's Final Summary Report, and the Reviewers' raw comments.

VIEWING THE FINAL SUMMARY REPORT

To view the PDF Final Summary Report created by the Chairperson, follow the steps below:

1. On the Application screen, click the **Report** button.

Applications Information	
ID:	18DEMO0004
Name:	Nothern Virginian Action Group
Address:	Arlington VA
Panel:	1

Reviewer ID	Reviewer Name	Evaluation Status	Score
24567	Octavia Carter	Submitted to RD	44.00 ^a
25528	Cynthia Hansard	Submitted to RD	44.0
25527	Christine Newcomer	Submitted to RD	44.0

2. The PDF Final Summary Report will open in a new tab or window.

The image shows two overlapping PDF documents. The top document is titled "FINAL SUMMARY OF CRITERIA SCORES" and contains a table with columns for "Criteria", "Score", "Total", and "Average". The table lists various criteria such as "1. Organizational Status", "2. Financial Stability and Services", "3. Mission or Purpose Statement", "4. Goals and Objectives", and "5. Board". The bottom document shows the "Comments" section, which is divided into "Strength" and "Weakness" categories. The "Strength" section contains several paragraphs of text, and the "Weakness" section contains a few paragraphs. The documents are overlaid, with the top document partially obscuring the bottom one.

3. Review the scores and comments.
4. The Final Summary Report first lists the detailed scores, by criterion, and total score for each Reviewer as well as the overall average score for the application. The score page is followed by the Reviewer comments that have been included in the report by the Chairperson. Comments are anonymized and listed by criterion, with Strength comments followed by Weakness comments. **Note:** If no comments were added to the Final Summary Report for any comment category for any criterion, you will see the word "None." This does not mean that there were no strengths or weaknesses for a particular criterion, but that there are no comments.
5. If you review the Final Summary Report and you identify changes and edits, you can reject the report, sending it back to the Chairperson for revisions. See the Rejecting Final Summary Reports section below for details.
6. If you review the Final Summary Report and you are satisfied with it, you will be ready to provide final approval of the application. See the Approving Applications section below for details.

VIEWING INDIVIDUAL REVIEWER SCORES

Aside from viewing the PDF Final Summary Report, you can also view an HTML version of each Reviewer's individual scores for an application. Follow the steps below:

1. On the Application screen, click any hyperlinked Reviewer name.

Applications Information	
ID:	18DEMO0004
Name:	Nothern Virginian Action Group
Address:	Arlington VA
Panel:	1

Reviewer ID	Reviewer Name	Evaluation Status	Score
24567	Octavia Carter	Submitted to RD	44.00 ^A
25528	<u>Cynthia Hansard</u>	Submitted to RD	44.0
25527	Christine Newcomer	Submitted to RD	44.0

2. The HTML scores will open in a new tab or window.

Applications: 132516DD131 North Central Playground Action Group, Inc.
Evaluated by Yvonne Ashmawi (6001)

Score with * is incomplete.

Criteria	Score
1 Technical Approach (Max. 25 points)	22
2 Budget (Max. 25 points)	19
3 Is the organization prepared to do the project? (Max. 45 points)	Yes
Actual Score:	86

Non-Scoring Criteria	Score
1 What percent of sites are operational?	85 %
2 What is their budget request?	\$ 6000000
3 Was the description of need detailed and complete?	Mostly
4 Please provide an overall assessment of the application.	Comment Only

Applications: 132516EE11 Playground Action Agency Group
Evaluated by Karl Davis (5998)

Score with * is incomplete.

Criteria	Score
1 Technical Approach (Max. 25 points)	22
1 Budget (Max. 25 points)	24
2 What is their budget request?	\$ 6000000
2 Is the organization prepared to do the project? (Max. 45 points)	Mostly
3 What percent of sites are operational?	94 %
3 Was the description of need detailed and complete?	Mostly
4 Please provide an overall assessment of the application.	Comment Only
Actual Score:	81

3. You will see the application number and name at the top along with "Evaluated by [Reviewer name]." Beneath this, you will see the full list of review criteria with the individual score awarded to each. If used, non-scoring criteria with along with the individual responses to each will also be listed here. The sample images above include scoring and non-scoring criteria. The first image shows unmixed criteria that separates scoring and non-scoring criteria into two separate lists. The

second image shows a mixed list of scoring and non-scoring criteria. If your review does not contain non-scoring criteria, the only one list of criteria will appear, as in the second image.

4. Close the tab or window to return to the Application screen and repeat steps 1-4 for the remaining Reviewers.

VIEWING RAW REVIEWER COMMENTS

You also have the option to view all raw Reviewer comments. These comments represent every comment that the Reviewers submitted to the Chairperson, whether they were included by the Chairperson in the Final Summary Report or not. These comments will not reflect any editing done by the Chairperson or any new comments added by the Chairperson (all of these will be visible in the Final Summary Report).

To view the raw Reviewer comments, follow the steps below:

1. On the Application screen, click the **View Raw Comments** button.

Applications Information	
ID:	18DEMO0004
Name:	Nothern Virginian Action Group
Address:	Arlington VA
Panel:	1

Reviewer ID	Reviewer Name	Evaluation Status	Score
24567	Octavia Carter	<u>Submitted to RD</u>	44.00 ^A
25528	<u>Cynthia Hansard</u>	Submitted to RD	44.0
25527	<u>Christine Newcomer</u>	Submitted to RD	44.0

RAW COMMENTS NOTES:

Viewing the raw Reviewer comments can be useful to ensure all or all significant and relevant comments have been included in the Final Summary Report.

2. The comments will open in a new tab or window.

3. You will now see the complete list of all Reviewer comments for all review criteria. **Note:** If no comments are displayed below a Reviewer's name, the Reviewer has not submitted any comments for that criterion.

Full List of Original Reviewer Comments	
Panel: 1 (HSA) PAM : Cleopatra Jones (# 4884) FL-753329 Florida Dept of Health (Selected as Date) City : Tallahassee State : FL	
1 Approach	
Reviewer	C.Cast (5286)
Comment 1	
Weakness	Page/Budget Narrative Applicant fails to identify the structure of the organization or its budget as outline in the announcement.
Reviewer	B.J.Bell (5283)
Comment 1	
Strength	Page/Pages 33-48 The applicant identifies a third party evaluator who is experienced in evaluating community economic development programs. There is indication of some outcome objectives.
Comment 2	
Strength	Page/Paragraph 3, page 4 The applicant utilizes an appropriate and relevant source to cite data in establishing need for the proposed project.
Comment 3	
Strength	Page/pages 54-67 The applicant's business plan contains documentation of commitment and support from employers and business and industry to commit to job creation for the targeted population.
Reviewer	M.Rhoad (5287)
Comment 1	
Strength	Page/Page 24-29 The applicant demonstrated successful history and stability by indicating it has obtained millions in grants for infrastructure needs and business.
2 Budget and Budget Justification	
Reviewer	C.Cast (5286)
Comment 1	
Strength	Page/Budget Section page 23 Applicant Documented clear documentation of plans to provide small loans, entrepreneurship training and job creation are documented. The applicant documented these examples.

4. Review the comments to see if any important comments submitted by the Reviewers are missing from the Final Summary Report.
5. Close the tab or window to return to the Application screen.

REJECTING FINAL SUMMARY REPORTS

If, after reviewing a Final Summary Report, you identify changes that you would like the panel to make, you can reject it and return it to the Chairperson with feedback. The panel will have the opportunity to make the requested changes prior to the Chairperson resubmitting the Final Summary Report to you.

HOW TO REJECT FINAL SUMMARY REPORTS

To reject a Final Summary Report, follow the steps below:

Applications Information			
ID:	18DEMO0004		
Name:	Nothern Virginian Action Group		
Address:	Arlington VA		
Panel:	1		

Reviewer ID	Reviewer Name	Evaluation Status	Score
24567	Octavia Carter	Submitted to RD	44.00 ^A
25528	Cynthia Hansard	Submitted to RD	44.0
25527	Christine Newcomer	Submitted to RD	44.0

1. On the Application screen, click the **Reject** button. **Note:** These buttons will only be active if the application is in “Submitted to RD” status.
2. Enter your feedback in the appropriate criteria or general textboxes. You may enter individual return comments for each criterion, but only one return comment in one textbox is required. You may enter individual return comments for each criterion, but only a total of one return comment in one textbox is required. **Note:** Each field has a 4,000 character limit.

The screenshot shows a form titled 'Return Comments' with four sections: '1. Approach', '2. Budget and Budget Justification', '3. Impact on Community', and 'General Return Comments'. Each section has a text area for comments. A red box labeled 'Step 2' encompasses all four text areas. At the bottom, a red box labeled 'Steps 3 & 4' encompasses the 'Submit', 'Cancel', 'Save', and 'Spell Check' buttons. A small note above the buttons states 'Each Return Comment is limited to 4000 Characters'.

REJECT COMMENTS NOTES:

Entering clear and detailed comments is extremely important, especially during a remote review. Doing this will expedite the revision process.

Return comments provided by you, the RD, are visible to all panelists assigned to this application.

3. Click the **Spell Check** button to check your spelling, and click the **Save** button to save your draft comments without returning the Final Summary Report to the Chairperson.
4. Finally click the **Submit** button to return the Final Summary Report to the Chairperson.

5. When the RD returns an application, the status of that application changes to “Returned by RD” and the Chairperson will have control of the Final Summary Report to either make the changes him or herself or to return evaluations to the Reviewers for edits.

APPROVING APPLICATIONS

When you are satisfied with the Final Summary Reports, if no revisions were needed or after all needed revisions are made, you will be ready to approve the applications. Final RD approval is the most important step in completing the review session and is especially **KEY** to finalizing remote reviews. Please follow the best practices of your program office and agency concerning when to approve applications. You have the ability approve applications as soon as they are ready, or you can wait until certain or all applications are ready.

FINAL APPROVAL OF APPLICATIONS

For RDs, to provide final approval of applications, follow the steps below:

1. On the Application screen, click the **Approve** button.

Applications Information			
ID:	18DEMO0004		
Name:	Nothorn Virginian Action Group		
Address:	Arlington VA		
Panel:	1		

Reviewer ID	Reviewer Name	Evaluation Status	Score
24567	Octavia Carter	Submitted to RD	44.00 ^A
25528	Cynthia Hansard	Submitted to RD	44.0
25527	Christine Newcomer	Submitted to RD	44.0

2. Next click the **OK** button in the confirmation box.

Please confirm approving the evaluation.

3. The status of that application will change to “Approved.” This certifies that the review of that application is complete and satisfactory.
4. You will now be locked out of that application and no further changes can be made to that application.
5. If you approve an application in error and determine further changes are necessary, contact your Session Administrator (SA) to have them return the application to you. When a Session Administrator (SA) returns an application to you, you will be able to return it to the panel for any needed changes.

APPROVAL NOTES:

Applications must be approved by the RD for the review to be completed, and all applications must be in an “Approved” status for a ranking list to be generated, and all scores documented as final.

Reviewers and Chairpersons will not be able to generate any final paperwork for signature, if required by your process, until the application is in an “Approved” status.

GENERATING REPORTS

To aid in your monitoring of review progress, ARM provides certain reports that you can generate at any point during the review. Please keep in mind that you will need to generate updated versions of the reports as panels continue to make progress reviewing applications and you continue to make progress approving applications.

HOW TO GENERATE REPORTS

To generate any of the available reports, follow the steps below:

1. On the Session screen, click the **Reports** button.

Session ID:	M5Ben
Session Name:	Model 5 Ben Demo (ARM - TR)
Review Type:	Remote Review
Status:	In-Review
Review Progress:	100.0 % of Applications In Review: 16 / 16; 0.0 % of Applications Approved: 0 / 16
View Panel Progress:	1 2 3 4
Evaluation List:	By Chair By Reviewer

Reports

2. You will now see the Report screen that lists the three currently available reports as well as the file formats in which they are available.
3. The three available reports are the Review Status Report by Panel, the Client Snapshot Report, and the Reviewer Activity Report. See the Available Reports section below for detailed descriptions of each report.
4. To generate any of the reports, click the file extension link next to the desired report.

Log on/off My Home Agency Home Session Report

Review Status Report by Panel	HTML PDF Excel
Client Snapshot Report	HTML PDF Excel
Reviewer Activity Report	Excel

5. That report will open in the selected file format.
6. Save the report to your computer, if desired, for future reference.

AVAILABLE REPORTS

THE REVIEW STATUS REPORT BY PANEL

Detailed Review Status Report By Panel (Feb 1, 2018 8:32:15 PM)					
Panel Number ⌵ ⌴	Total Applications Assigned (T) ⌵ ⌴	Applications in Status Submitted to RD (S) ⌵ ⌴	Applications in Status Returned to Chair (R) ⌵ ⌴	Applications in Status Approved by RD (A) ⌵ ⌴	Total Applications in Approval Process* (S+R+A) ⌵ ⌴
1	6	1	1	1	3

*Approval Process is defined as applications in one of the following three statuses; Submitted to RD, Returned to Chair, or Approved by RD.

This report, available in HTML and Excel formats, provides you with a summary of each panel's progress by providing information on the number of applications that are in the approval process. Applications that are in the "Submitted to RD," "Returned by RD," and "Approved" statuses are considered to be in the Approval Process.

THE CLIENT SNAPSHOT REPORT

Review Snapshot Report for Client (Feb 1, 2018 8:31:43 PM)			
Panel Number	Total Applications Assigned (T)	Applications Approved by RD (A)	Applications Still In Review (T-A)
1	6	1	5

This report, available HTML, PDF and Excel formats, provides you with information about the total applications that have been assigned to each panel, the number of applications that have been approved, by panel, and the total number of applications still in review.

THE REVIEWER ACTIVITY REPORT

	A	B	C	D	E	F	G	H
	Panel	Reviewer	App Number	App Name	Status	Score	Total Comments by Application	Number of Applications Submitted to Chair
1								
2	1	C.Carlton(5064)	FL-753329	Florida Dept of Health	Submitted to Chair	82	0	1
3	1	R.Phillips(5067)	FL-753329	Florida Dept of Health	Submitted to Chair	90	2	1
4	1	M.Rhodes(5065)	FL-753329	Florida Dept of Health	Submitted to Chair	84	0	1

This report, only available in Excel format, lists the number of applications each Reviewer has in the "Submitted to Chair" status.

MANAGING YOUR ACCOUNT

You have the ability to personalize and update your usernames and passwords and manage your accounts accordingly. To manage your account, click the [My Account](#) link in the upper right corner of the screen.

The screenshot shows the Grant Solutions Application Review interface. In the top right corner, the user's role and name are displayed: "Role: Reviewer Name: Octavia Carter". Below this, the "My Account" link is highlighted with a red box. The interface also includes a "Log on/off" button and a "My Home" link. Below the navigation bar, there is a table with the following data:

Abbr	Agency List
OPHS	Office of the Assistant Secretary for Health

UPDATE ACCOUNT INFORMATION

You can update all account information as necessary. This includes First Name, Last Name, City, Zip Code, and State.

1. On the Account screen, click the **Update Account Information** button.

The screenshot shows the Account screen with the following information:

System User ID:	24567
Name:	Octavia Carter
Login Name:	OCarter8
Address:	Columbus DC 43407 Email: bh21sample@noemail.com

Below the table, there are four buttons: "Update Account Information" (highlighted with a red box), "Update Email", "Update Password", and "Update Login Name".

2. Enter the updated information in the appropriate field, and click the **Submit** button.

The screenshot shows the "Update Account Information" form with the following fields:

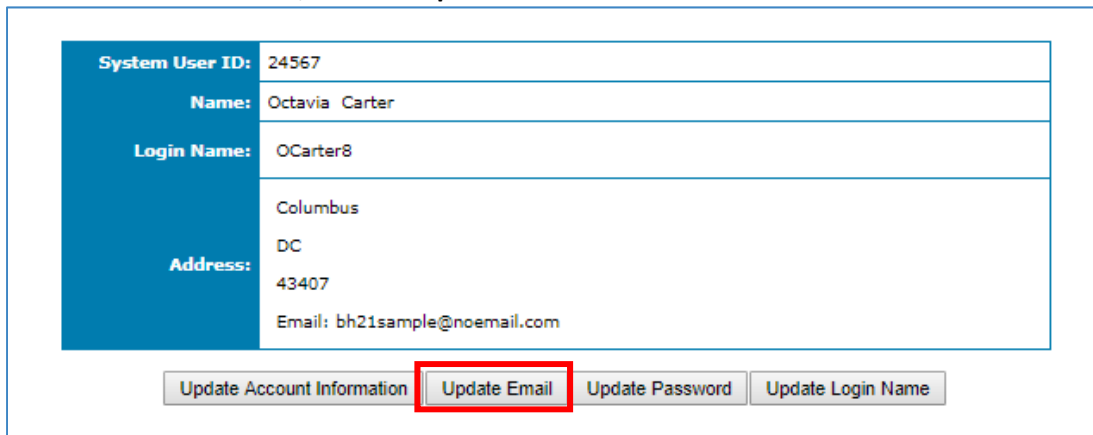
- First Name*: Octavia
- Last Name*: Carter
- City*: Columbus
- Zip Code*: 43407
- State*: DISTRICT OF COLUMBIA

At the bottom of the form, there are two buttons: "Submit" (highlighted with a red box) and "Cancel". Below the buttons, a red message states: "All fields marked with * are required."

UPDATE EMAIL

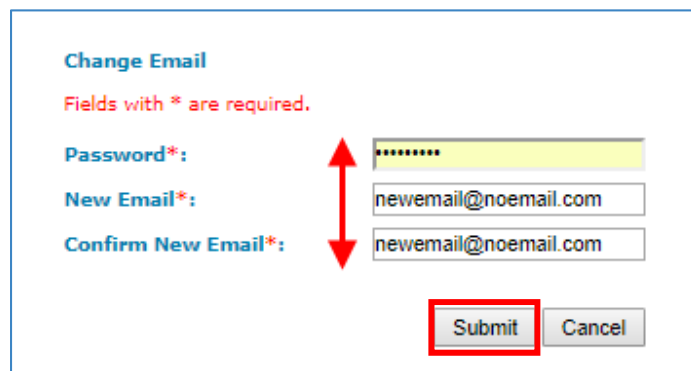
You also have the option to update the email address associated with your account. If you update your email address, all communication from the ARM system will be sent to the new email address. **Note:** For returning ARM reviewers, please be sure that you provide the currently registered email address to the Session Administrator (SA) when contacted about acting as a reviewer for a new program.

1. On the Account screen, click the **Update Email** button.



The screenshot shows a user account information form. The form has a blue header bar with the following fields: System User ID: 24567, Name: Octavia Carter, Login Name: OCarter8, and Address: Columbus, DC, 43407. Below the address field is the email field: Email: bh21sample@noemail.com. At the bottom of the form are four buttons: Update Account Information, Update Email (highlighted with a red box), Update Password, and Update Login Name.

2. Enter your password, your new email address, confirm the new email address, and finally click the **Submit** button.

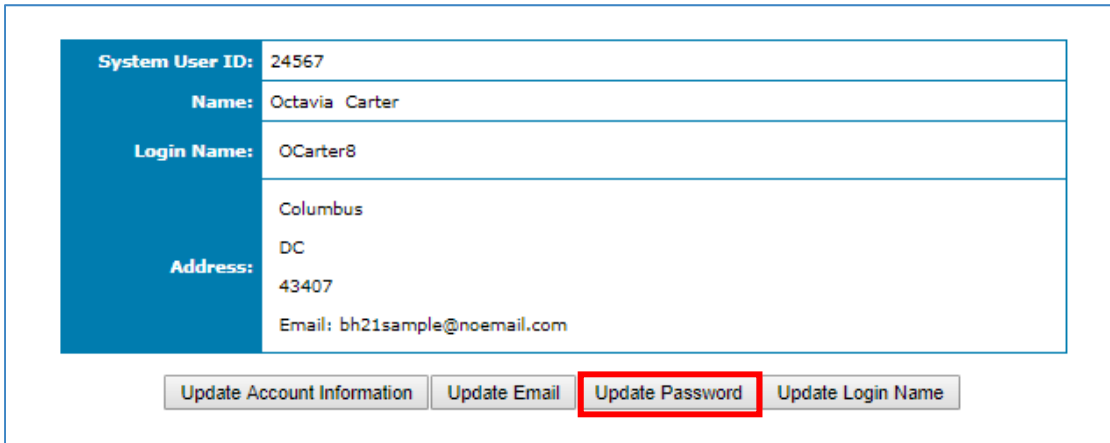


The screenshot shows the 'Change Email' form. It has a title 'Change Email' and a note 'Fields with * are required.' Below the note are three input fields: Password*, New Email*, and Confirm New Email*. The Password* field is highlighted with a yellow background. The New Email* and Confirm New Email* fields both contain the text 'newemail@noemail.com'. A red double-headed arrow is positioned between the New Email* and Confirm New Email* fields. At the bottom right are two buttons: Submit (highlighted with a red box) and Cancel.

UPDATE PASSWORD

You can update your password at any time.

1. On the Account screen, click the **Update Password** button.

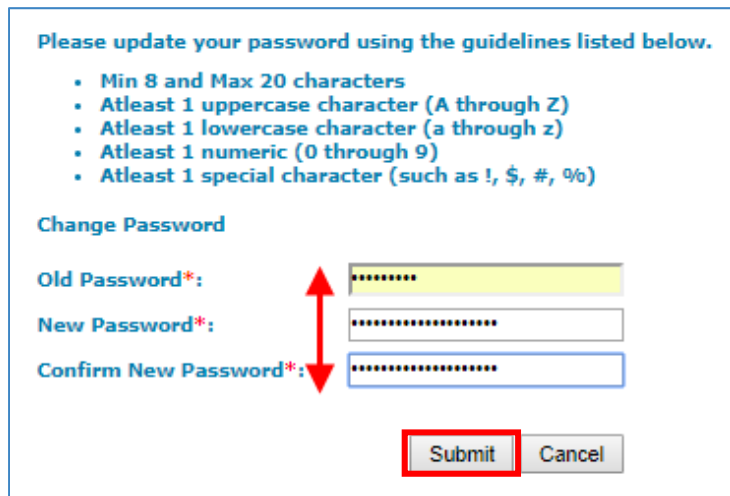


The screenshot shows a user account profile with the following details:

System User ID:	24567
Name:	Octavia Carter
Login Name:	OCarter8
Address:	Columbus DC 43407 Email: bh21sample@noemail.com

Below the profile information are four buttons: "Update Account Information", "Update Email", "Update Password" (highlighted with a red box), and "Update Login Name".

2. First enter your old password, then (following the guidelines) enter and confirm your new password and click the **Submit** button.



Please update your password using the guidelines listed below.

- Min 8 and Max 20 characters
- Atleast 1 uppercase character (A through Z)
- Atleast 1 lowercase character (a through z)
- Atleast 1 numeric (0 through 9)
- Atleast 1 special character (such as !, \$, #, %)

Change Password

Old Password*: [password field]

New Password*: [password field]

Confirm New Password*: [password field]

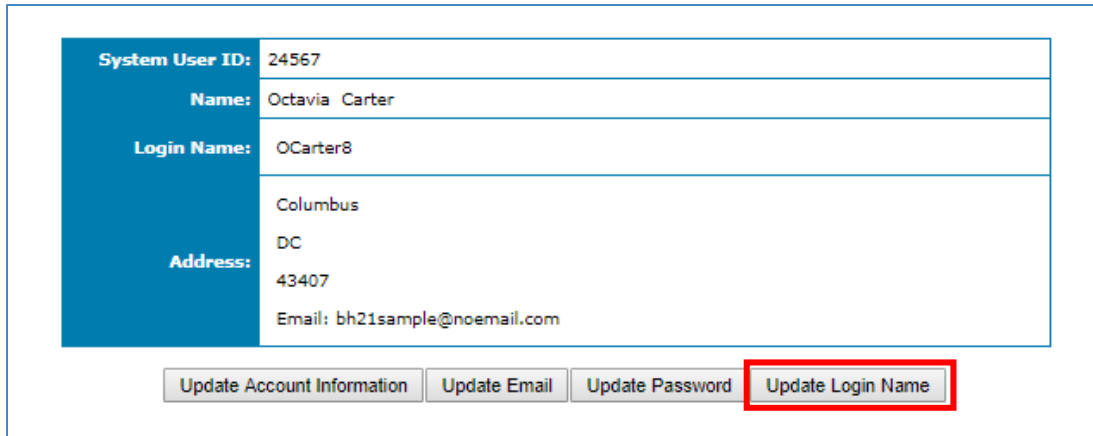
Submit Cancel

A red double-headed arrow indicates the relationship between the New Password and Confirm New Password fields.

UPDATE LOGIN NAME

You have the option to update your username at any time. **Note:** If the username you select is already assigned, you will need to enter an alternate username.

1. On the Account screen, click the **Update Login Name** button.

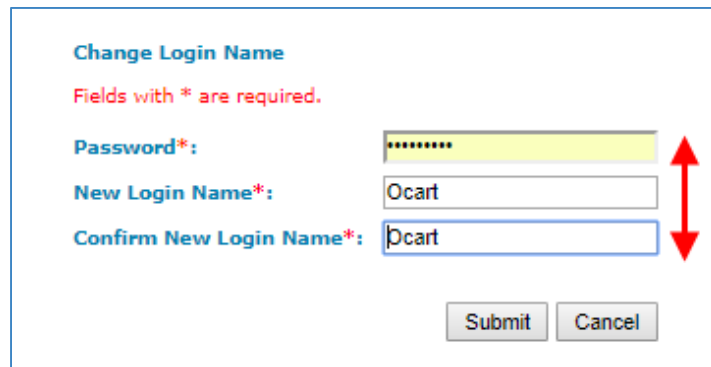


The screenshot shows a user account page with a blue sidebar on the left containing labels: System User ID, Name, Login Name, and Address. The main content area displays the following information:

System User ID:	24567
Name:	Octavia Carter
Login Name:	OCarter8
Address:	Columbus
	DC
	43407
	Email: bh21sample@noemail.com

At the bottom, there are four buttons: "Update Account Information", "Update Email", "Update Password", and "Update Login Name". The "Update Login Name" button is highlighted with a red rectangle.

2. Enter your password, your new username, confirm the new username, and finally click the **Submit** button.



The screenshot shows a form titled "Change Login Name" with the instruction "Fields with * are required." The form contains three input fields:

- Password*:** A text box with masked characters (dots).
- New Login Name*:** A text box containing the text "Ocart".
- Confirm New Login Name*:** A text box containing the text "Ocart".

A red double-headed vertical arrow is positioned to the right of the "New Login Name" and "Confirm New Login Name" fields, indicating they must match. At the bottom of the form are "Submit" and "Cancel" buttons.

THANK YOU

This concludes the Monitor User Manual for the Application Review Module. Thank you for using ARM.