Grants Online

Application Reviewers Quick Reference Guide
WARNING: SAVE your data every 20 minutes!

Grants Online is the web-based grants management system used by seven of the eight Department of Commerce grant-making agencies.

Because Grants Online is a web-based application, there is no need to install any software on the user's computer. However, the user should install a copy of the Adobe Acrobat Reader; that can be obtained without cost from Adobe's website.

Recommended Web Browsers:
Internet Explorer 8.0 or higher, Firefox 2.0 or higher, Safari 3.1 or higher, or Google Chrome

NOTE: Although a Grants Online pop-up warning is visible after approximately 20 minutes of inactivity it is strongly recommended that the user save his/her work at least every 20 minutes.

Please use the Help Desk contact information to obtain assistance (if the Review Event Manager is unable to provide an answer). Comments or suggestions related to your experience using Grants Online to review applications are welcome. Please email those comments to the Help Desk (GrantsOnline.HelpDesk@noaa.gov).

Help Desk Contact Information

Email:	GrantsOnline.HelpDesk@noaa.gov
Phone number:	240.533.9533
Hours:	8:00 am -- 6:00 pm Eastern Time
	Monday through Friday, excluding Federal holidays

To access Grants Online, enter the following URL in the address bar of the selected browser:
https://grantsonline.rdc.noaa.gov/flows/home/Login/reviewerLogin.do

To log on to Grants Online, a unique username and Personal Identification Number (PIN) is required. Typically, the user's email address is the username. The user receives a PIN in the email notification that contained the application review request. Please reference the sample email notification on the next page.

The PIN is only good for reviewing the application(s) specified in the Review Event notification email. A Review Event is comprised of a group of grant application reviews for a specific Notice of Funding Opportunity.

Warning!   Do **not** use the browser's "Back" button in Grants Online; doing so may log you out of the system.

Dear John Smith,

Thank you for agreeing to review the application listed below. The application, Review forms, and instructions for completing the Review is available online at the Grants Online web site: https://grantsonline.rdc.noaa.gov/flows/home/Login/reviewerLogin.do.

The application that you are requested to review is for the Notice of Funding Opportunity Final Review Module Acceptance Test
FFO Number: **NOAA-NMFS-SE-2019-2003142**.
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, 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 August 15, 2019. You may be contacted separately by the Review Event Manager regarding a different due date for this Application Review.

The Application you are being asked to review is:

    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, 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 301.533.9533, 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

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Three types of Review Events may be conducted using Grants Online. The source document is a Department of Commerce artifact and is periodically updated, please refer to the section specified in the following link:

http://www.osec.doc.gov/oam/grants_management/policy/documents/Grants Manual - 24 October 2016.pdf

Section 8: Merit Review, Selection, Approval and Notification Procedures
      B: Review Standards
          6: Review Groups/Panels
               a: Independent Individual Merit Review (Field Readers/Mail Review)
                   b: Non-Consensus Panel (Panels/Ad Hoc Committees)
                   c: Consensus Panel (Federal Advisory Committees)

1. Be certain to read all information on the login screen. Links on the left-hand side of the screen are available for navigation to several Department of Commerce websites and other grants-related links.

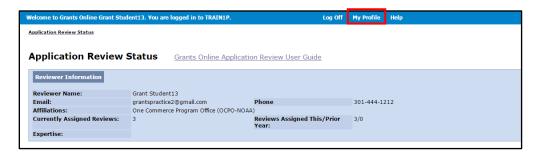2. To log on to Grants Online, enter the username and PIN. Click the **Enter** button.

3. The Reviewer may opt to verify the accuracy of his/her user profile. To do so, click the **My Profile** link at the top of the screen.

4. On the resulting screen, make modifications as is necessary. When updates are complete, click the **Save** button at the bottom of the screen. To exit the screen without retaining modifications, click the **Cancel/Done** button.

5. To view instructions associated with entering scores and comments click the **Grants Online Application Review User Guide** link at the top of the screen – or – click the **User's Guide** link (the Name column under the Reviewer Instructions header).

   Click the **Evaluation Criteria** link to download a PDF file that includes the Executive Summary and the Evaluation Criteria.

   The file name for the Reviewer Instructions that were submitted with the application for review, **will not be the same** as the file name link shown on the screen image below. (**NOTE**: In this example the user would click the ***Test Template – Application Instructions 2004966.docx*** link.) A copy of the Reviewer Instructions (developed by the Agency from whom the request to review an application originated) is downloaded to the user's computer.
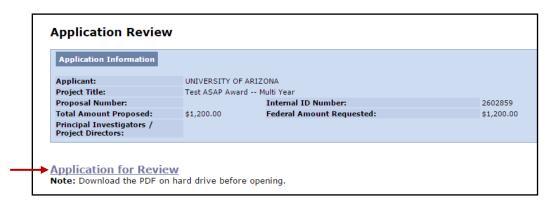
6. Scroll to the bottom of the page and locate the Assigned Application Reviews header. Click the **View** link to access a file containing an application awaiting review (Status: Reviewer actions on Application Review not started).

    The first application has been reviewed by the Reviewer, a Conflict of Interest certification has been completed, and the review has been accepted by the Review Event Manager.

Assigned Application Reviews

Review Application	Status	Conflict of Interest	Score	Proposal Number	Applicant	Project Title
View	Accepted	No Conflict - Certified	73		PRYNTCOMM, LTD.	Apps 1 for Review
View	Reviewer actions on Application Review not started.	Conflict of Interest Form Not Certified	0		UNIVERSITY OF ARIZONA	Test ASAP Award -- Multi Year

Export options: Excel

7. While on the Application Review screen, click the **Application for Review** link to open a consolidated PDF file containing the application. Typically, when the link is clicked, the PDF automatically downloads to the user's computer. If not, follow the **Note: (**instructions) beneath the Application for Review link.

Application Review

Application Information

Applicant:	UNIVERSITY OF ARIZONA
Project Title:	Test ASAP Award -- Multi Year
Proposal Number:	**Internal ID Number:** 2602859
Total Amount Proposed:	$1,200.00 **Federal Amount Requested:** $1,200.00
Principal Investigators / Project Directors:	

Application for Review
Note: Download the PDF on hard drive before opening.

8. On the Action dropdown menu three options are available:

- ***Review Application*** – Takes the Reviewer to a page where s/he can enter scores and comments.

- ***Decline Review*** – An opportunity for the Reviewer to decline participation in the Review Event.

- ***Review Conflict of Interest Form*** – The employment status (Federal or non-Federal) determines the type of Conflict of Interest certification that must be completed by the Reviewer. If the Reviewer has a Conflict of Interest he/she **must** provide an explanation. Every review requires a Conflict of Interest certification.

9. Below is an example of the **Guidance** provided to inform a Reviewer of the tasks s/he needs to complete to move to the next step in the Review process.

10. To enter scores and comments, select *Review Application* from the Action dropdown menu. Click the **Submit** button.

11. Enter a score (using the scoring range indicated) and comments for the application. Observe that some scores and comments are required; others are optional. Required data fields must be entered before the review can be submitted to the Agency. Please be certain to spell check and save the comments.

12. Click the **Application Review Report** link to generate a summary PDF of the scores and comments entered thus far; this is a snapshot in time.

Application Review   Grants Online Application Review User Guide

Application Information

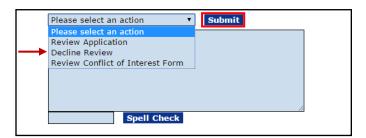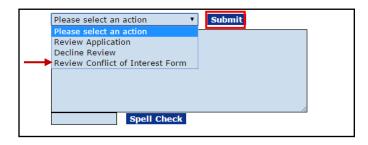|			
Applicant:	Applicant #1		
Project Title:	Description		
Proposal Number:		**Internal ID Number:**	2280109
Total Amount Proposed:	$2,500.00	**Federal Amount Requested:**	$2,500.00
Principal Investigators / Project Directors:			

Application Review Report

13. To decline participation in the review, select *Decline Review* from the Action dropdown menu. Click the **Submit** button. The Reviewer must specify a reason for declining participation in the Review Event.

Please select an action   **Submit**
Please select an action
Review Application
→ Decline Review
Review Conflict of Interest Form

Spell Check

14. To certify the Conflict of Interest, select the *Review Conflict of Interest Form* from the Action dropdown menu. Click the **Submit** button. There are two types of Conflict of Interest Forms – governed by whether the Reviewer is a Federal employee or a non-Federal employee.

When the Reviewer selects a radio button and clicks the **Save** button, he/she is in effect providing an electronic signature. The Reviewer **must** also provide a scanned and signed copy of the Conflict of Interest Form.

Please select an action   **Submit**
Please select an action
Review Application
Decline Review
→ Review Conflict of Interest Form

Spell Check

o For <u>Federal employees,</u> Conflict of Interest is governed by Federal ethics laws. The screen below is visible to a Reviewer who was identified by the Review Event Manager as a Federal employee.

o For <u>non-Federal employees,</u> Conflict Of Interest is indicated by completion of the ***Reviewer Conflict of Interest and Confidentiality Certification for Non-Governmental Peer Reviewers*** Form. The screen below is visible to a Reviewer who was identified by the Review Event Manager as a non-Federal employee. Click the link to retrieve the form.
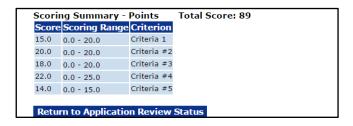
![Grants Online logo]

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15. For either screen, the following actions are required:

   - Click the appropriate radio button that corresponds to your response to the Conflict of Interest question.

   - When a radio button is selected, click the **Save** button at the bottom of the screen. This creates an "electronic" signature.

   - If declining participation because of a Conflict of Interest, a **specific (not a general) reason** for doing so **must be** included.

   - Make a copy of the Conflict of Interest form (non-Federal employees) and upload that as an attachment to the Review.

16. When scores for all criteria associated with an application have been entered, a Scoring Summary is available. To navigate to that information, scroll to the botton of the page and locate the Assigned Application Reviewes header. Click the **View** link to access this information.

Assigned Application Reviews						
Review Application	**Status**	**Conflict of Interest**	**Score**	**Proposal Number**	**Applicant**	**Project Title**
View	Accepted	No Conflict - Certified	89		App1 for Yvette's Competitive RFA -- August 2016	App1 for Yvette's Competitive RFA -- August 2016

Export options: Excel

17. The screen image below displays the Total Score and the invidual scores assigned to each of the five criteria.

Scoring Summary - Points			Total Score: 89
Score	**Scoring Range**	**Criterion**	
15.0	0.0 - 20.0	Criteria 1	
20.0	0.0 - 20.0	Criteria #2	
18.0	0.0 - 20.0	Criteria #3	
22.0	0.0 - 25.0	Criteria #4	
14.0	0.0 - 15.0	Criteria #5	

Return to Application Review Status

18. When all required data scores and comments have been entered, the **Guidance** section of the screen provides insight into the next step.

Please select an action ▼	**Submit**		Guidance:
			Status: Reviewer actions on Application Review in progress.
			The review can be submitted when you are ready. To submit: Choose the option to "Forward Review To Agency" in the Action drop-down box.
Spell Check			

19. A new option is available from the Action dropdown menu. Select ***Forward Review to Agency*** and click the **Submit** button.

Please select an action ▼   **Submit**

Please select an action
Review Application
Change Conflict of Interest
Decline Review
→ Forward Review To Agency

Spell Check

20. If there are no other applications that need to be reviewed, the user may click the **Log Off** link. The review has been sent to the Agency's Review Event Manager for the next steps in the process.

Welcome to Grants Online Grant Student13. You are logged in to TRAIN2P.   Log Off   My Profile   Help

Advisories >> Task Management >> Application Review Status

Application Review Status   Grants Online Application Review User Guide

Reviewer Information

Reviewer Name:	Grant Student13		
Email:	grantspractice2@gmail.com	Phone	301-444-1212
Affiliations:	One Commerce Program Office (OCPO-NOAA)		
Currently Assigned Reviews:	2	Reviews Assigned This/Prior Year:	2/0
Expertise:			