



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.



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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.

Step 1

- DoC
- NOAA
- DoC/OS/OHRM
- MBDA
- ITA
- NTIA
- EDA
- Grants.gov
- Grants Management Division

This is the entry screen for application reviewers. If you need to access Grants Online for anything other than reviewing applications, please visit [Grants Online](#).

Welcome to the Grants Online Application Review System. If you would like to view a tutorial on how to conduct a review, please read the [Users Guide](#).

Application Reviewers - Confidentiality Agreement
Applications for proposed awards are made available to reviewers solely for the purpose of reviewing those applications against the published evaluation criteria for the financial assistance program.

As an application reviewer, by logging in, you agree not to discuss the contents of applications outside the Department during or after the review process, and to discuss the proposals within the Department only with the other reviewers and Department staff members and in the context of, and under the procedures for, application review.

As an application reviewer, by logging in, you further agree not to contact the originators of applications being reviewed concerning any aspect of their contents. In addition, you agree not to use any information obtained as a result of your participation as a reviewer or panel member for personal or private gain.

DO NOT LOGIN if you cannot or will not adhere to this Confidentiality Agreement.

Application Reviewers - Login Instructions
You received a letter or email that provided you with a Username and Personal Identification Number (PIN). If you agreed to conduct reviews for multiple review events, you will keep the same Username but will have a different PIN for each review event. You will be presented with the appropriate applications for review depending upon the PIN.

Application Reviewers - Anonymity
The Agency will protect your identity as a reviewer to the extent permitted by law.

Grants Online is the premier Federal solution for full life-cycle grants management processing.

Username (Full Email Address)

PIN

Step 2

Enter

[Forgot your username?](#)

[Forgot your PIN?](#)



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- 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.

Welcome to Grants Online Grant Student13. You are logged in to TRAIN1P. [Log Off](#) [My Profile](#) [Help](#)

Application Review Status

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

Reviewer Information

Reviewer Name:	Grant Student13	Phone	301-444-1212
Email:	grantspractice2@gmail.com		
Affiliations:	One Commerce Program Office (OCPO-NOAA)		
Currently Assigned Reviews:	3	Reviews Assigned This/Prior Year:	3/0
Expertise:			

- 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.

Manage Application Reviewer - Grant Student13

Person Id: * 2023442

Email: *
Used for login and ALL review notifications.

Name: **Grant Student13**
If the spelling of this person's name is incorrect, please contact the Help Desk for assistance.

Unavailable From: To:

Expertise:

Federal Employee: * Yes No

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

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

Affiliations

Org ID	Organization	Position	Phone	Address	E-Mail	Primary	Active
1009101	One Commerce Program Office (OCPO-NOAA)		301-444-1212	20020 Century Blvd, Germantown, MD 20874-1143 USA	testemail@msg2.rdc.noaa.gov	true	true

[Print Reviewer Information](#)

[Cancel/Done](#) [Save](#)



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- 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.

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

Reviewer Information

Reviewer Name:	Grant Student13	Phone:	301-444-
Email:	grantspractice2@gmail.com		
Affiliations:	One Commerce Program Office (OCPO-NOAA)		
Currently Assigned Reviews:	3	Reviews Assigned This/Prior Year:	3/0
Expertise:			

Review Event Information

Review Event Name:	Review Event #1	Review Event Type:	Independent Review
Review Event Start:	08/16/2016	Planned Review Event End:	08/29/2016
RFA Title:	Yvette's Competitive RFA -- August 2016		
Funding Opportunity #:	NOAA-GOT-OCPO-NOAA-2016-2004966	Program Office:	One Commerce Program Office (OCPO-NOAA)
Competition Name:	Yvette's Competitive RFA -- August 2016	Competition Manager:	Grant Student25
Review Event Manager:	Grant Student25	Review Event Mgr Phone:	301-444-
Review Event Mgr Email:			

Reviewer Instructions

Name	Description
Users Guide	Grants Online Application Review User Guide
Evaluation Criteria	Evaluation Criteria from the Federal Funding Opportunity Report
Test Template -- Application Instructions 2004966.docx	These are my sample Reviewer Instructions

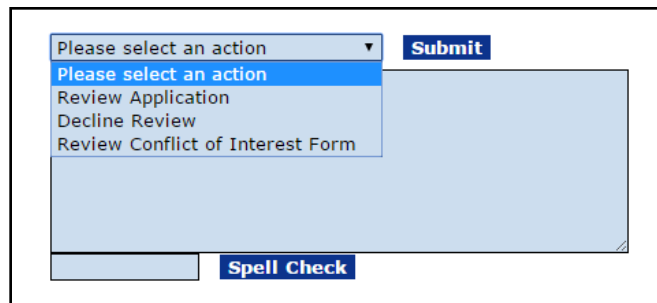


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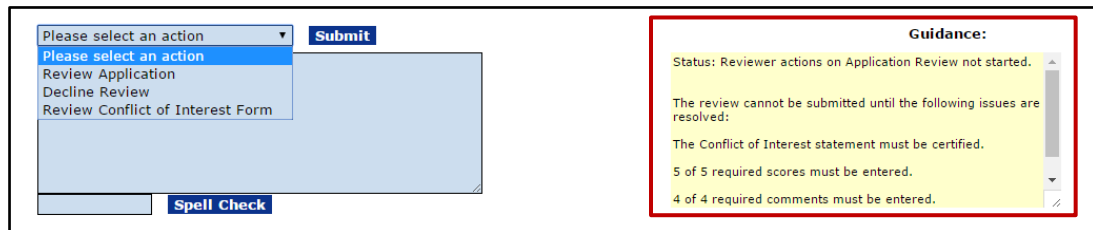
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8. On the Action dropdown menu three options are available:



- **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.





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

The screenshot shows a web interface with a dropdown menu titled "Please select an action". The menu is open, showing three options: "Review Application", "Decline Review", and "Review Conflict of Interest Form". A red arrow points to the "Review Application" option. To the right of the dropdown is a blue button labeled "Submit". Below the dropdown menu is a large light blue text area. At the bottom of this area is a blue button labeled "Spell Check".

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.

The screenshot shows a form with two sections. The first section is titled "Technical/Scientific Merit" and contains the following text: "This criterion assesses whether the approach is technically sound and/or innovative, if the methods are appropriate, and whether there are clear project goals and objectives." Below this text is a "Scoring Range: 0.0 to 20.0" and a "Score (Required):" field with a text input box. Below the score field is a "Comments (Required):" label and a large text area with the instruction: "This is where the Reviewer enters comments about the Technical / Scientific Merit of the application." Below the comments area is a blue button labeled "Spell Check". The second section is titled "ProjCost" and contains the following text: "Test Criteria" and "Scoring Range: 10.0 to 30.0". Below this text is a "Score (Required):" field with a text input box and a "Comments (Not Required):" label with a large text area below it.



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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	Internal ID Number:	2280109
Project Title:	Description	Federal Amount Requested:	\$2,500.00
Proposal Number:			
Total Amount Proposed:	\$2,500.00		
Principal Investigators / Project Directors:			

[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

- Please select an action
- Review Application
- Decline Review
- Review Conflict of Interest Form

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

- Please select an action
- Review Application
- Decline Review
- Review Conflict of Interest Form



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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 bottom of the page and locate the Assigned Application Reviews 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 - 89 Certified			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 individual 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](#)

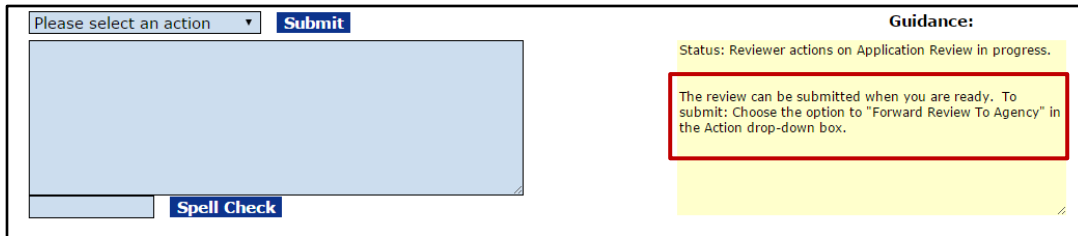


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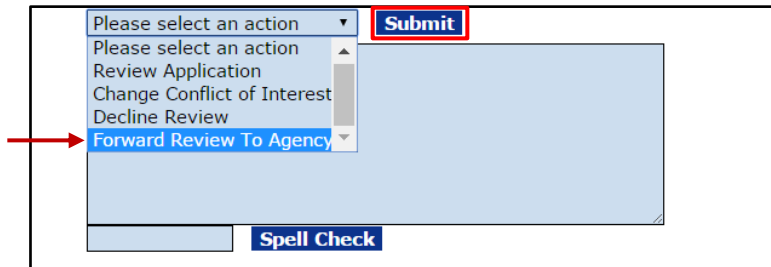
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18. When all required data scores and comments have been entered, the **Guidance** section of the screen provides insight into the next step.



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



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.

