



Grants Online

Quick Reference Guide – Application Reviewers

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
Local phone number: 301.444.2112
Toll free phone number: 1.877.662.2478
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 Federal 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(s) listed below. The applications, Review forms, and instructions for completing the Review(s) are available online at the Grants Online web site: <https://grantsonline.rdc.noaa.gov/flows/home/Login/reviewerLogin.do>.

The application(s) that you are requested to review is/are for Federal Funding Opportunity Final Review Module Acceptance Test
FFO Number: **NOAA-NMFS-SE-2012-2003142**.
The Review Event is named: **Mail Review**

Your login credentials for this Review Event are as follows:

Username is: **John.Smith@sample.com**.
Personal Identification Number (PIN) is: **272D**.
This PIN is valid for this Review Event **only**.

If you are having trouble logging in or otherwise having trouble conducting the Review(s), please contact the Review Event Manager, listed below. The Review Event Manager will need the information in the previous two paragraphs to assist you.

The Review Event Manager is: Jeffrey E. Brown
301.444.1212
testemail@msg2.rdc.noaa.gov

The Review Event Manager has scheduled this Review Event to end on August 15, 2016. You may be contacted separately by the Review Event Manager regarding a different due date for this Application Review.

The Application(s) you are requested to review is/are:

Application: **Maine Department of Marine Resources**
Project Title: **TEST RECORD - Maine Red Tide Disaster Relief Program**

Three types of Review Events may be conducted using Grants Online:

- a. **Independent Individual Merit Review** (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.
- b. **Non-Consensus Panel** (Panels/Ad Hoc Committees). A panel or ad hoc review committee can be used to obtain independent recommendations on the technical merits of applications. Panels including non-Federal personnel should not use consensus scoring unless they comply with the requirements of the Federal Advisory Committee Act (FACA), 5 U.S.C. App. 1.
- c. **Consensus Panel** (Federal Advisory Committees). These committees are generally only appropriate to review financial assistance applications when required by legislation. They must be established in accordance with the Federal Advisory Committee Act.



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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.

The screenshot shows the 'Welcome to Grants Online Application Review' page. On the left is a navigation menu with links to DoC, NOAA, DoC/OS/OHRM, MBDA, ITA, NTIA, EDA, Grants.gov, and Grants Management Division. The main content area includes a 'Step 1' heading and several informational sections: 'Application Reviewers - Confidentiality Agreement', 'Application Reviewers - Login Instructions', and 'Application Reviewers - Anonymity'. On the right, there is a login form with fields for 'Username (Full Email Address)' and 'PIN', an 'Enter' button, and links for 'Forgot your username?' and 'Forgot your PIN?'.

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.

The screenshot shows the 'My Profile' page for a user named 'Grant Student13'. At the top, there are links for 'Log Off', 'My Profile', and 'Help'. Below this is the 'Application Review Status' section, which includes a link to the 'Grants Online Application Review User Guide'. The main part of the page is a 'Reviewer Information' table:

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:			



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- 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](#)



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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(s) 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
Email: grantspractice2@gmail.com Phone: 301-444-
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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8. On the Action dropdown menu three (3) options are available:

A screenshot of a web application interface. At the top left, there is a dropdown menu with the text "Please select an action" and a downward arrow. The dropdown menu is open, showing three options: "Please select an action" (highlighted in blue), "Review Application", "Decline Review", and "Review Conflict of Interest Form". To the right of the dropdown menu is a blue button labeled "Submit". Below the dropdown menu is a large, empty text input field. At the bottom right of the input field is a blue button labeled "Spell Check".

- **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 s/he **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.

A screenshot of a web application interface showing a "Guidance" section. On the left, there is a dropdown menu with the text "Please select an action" and a downward arrow. The dropdown menu is open, showing three options: "Please select an action" (highlighted in blue), "Review Application", "Decline Review", and "Review Conflict of Interest Form". To the right of the dropdown menu is a blue button labeled "Submit". Below the dropdown menu is a large, empty text input field. At the bottom right of the input field is a blue button labeled "Spell Check". On the right side of the screenshot, there is a yellow box with a red border titled "Guidance:". Inside the box, the text reads: "Status: Reviewer actions on Application Review not started." followed by "The review cannot be submitted until the following issues are resolved:" and a list of three items: "The Conflict of Interest statement must be certified.", "5 of 5 required scores must be entered.", and "4 of 4 required comments must be entered." There is a scroll bar on the right side of the yellow box.



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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 dropdown menu with the following options: 'Please select an action', '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 red-bordered 'Submit' button. Below the dropdown is a 'Spell Check' 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.

The screenshot shows the 'Technical/Scientific Merit' section. It includes a description: '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 is a 'Scoring Range: 0.0 to 20.0' and a 'Score (Required):' input field. A 'Comments (Required):' section follows with a text area and a 'Spell Check' button. Below this is the 'ProjCost' section with a 'Test Criteria' and a 'Scoring Range: 10.0 to 30.0'. It also has a 'Score (Required):' input field and a 'Comments (Not Required):' text area.

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.

The screenshot shows the 'Application Review' summary page. It includes a link to the 'Grants Online Application Review User Guide'. Below this is a table of application information:

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:	

At the bottom of the page, there is a red-bordered link labeled 'Application Review Report'.

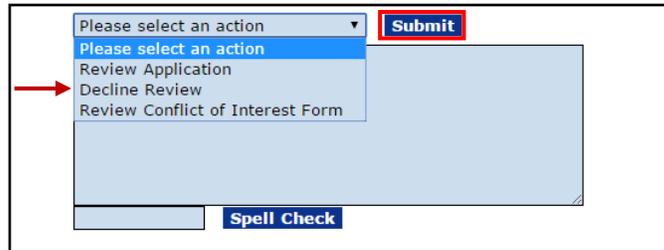


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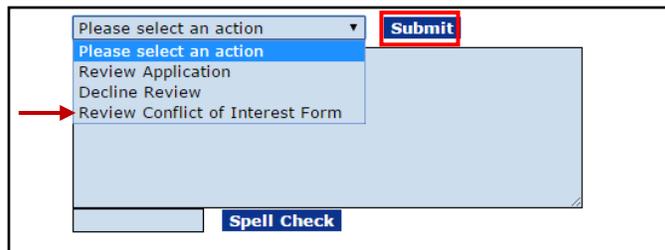
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- To decline participation in the review, select **Decline Review** from the Action dropdown menu. Click the **Submit** button. The Reviewer must specify a reason for declining participation in the Review Event.



- 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, s/he is in effect providing an electronic signature. The Reviewer **must** also provide a scanned and signed copy of the Conflict of Interest Form.





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- For Federal employees, 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.

Conflict of Interest Statement [Grants Online Application Review User Guide](#)

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:			

Employee Standards of Conduct

I have not yet determined if I have a conflict of interest with this application.

I certify that I am a Federal employee and that I do not have a conflict of interest for this application in accordance with Federal statutes, the U.S. Office of Government Ethics guidance, and that may have been included in the Reviewer Instructions.

I am incorrectly identified as a Federal employee. I certify that I am NOT a Federal employee.

I have a conflict of interest for reviewing this application and cannot perform this review.
If declining the review based on a conflict of interest, please enter the reason below:

Declined participation because of a Conflict of Interest.

Spell Check

Save Cancel

- For non-Federal employees, Conflict Of Interest is indicated by completion of the CD-571 form (**Reviewer Conflict of Interest and Confidentiality Certification for Non-Governmental Peer Reviewers**). The screen below is visible to a Reviewer who was identified by the Review Event Manager as a non-Federal employee. Click the **CD-571** link.

Conflict of Interest Statement [Grants Online Application Review User Guide](#)

Reviewer Information

Reviewer Name:	EDA AOR	Phone:	301-555-1212
Email:	test@gmail.com		
Affiliations:	EDA Training Vendor		
Currently Assigned Reviews:	3	Reviews Assigned This/Prior Year:	3/0
Expertise:			

Application Information

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

CD-571 - Reviewer Conflict of Interest and Confidentiality Certification for Non Governmental Peer Reviewers

The Application Reviewer has certified that they do not have a conflict of interest. They have returned a signed CD-571.

The Application Reviewer is a Federal employee. The above CD-571 does not apply.

The Application Reviewer has a conflict of interest and cannot perform this review.
If declining the review based on a conflict of interest, please enter the reason below:

Declined participation because of a Conflict of Interest.

Spell Check



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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 - 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 individual scores assigned to each of the five (5) 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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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	Phone:	301-444-1212
Email:	grantspractice2@gmail.com	Affiliations:	One Commerce Program Office (OCPO-NOAA)
Currently Assigned Reviews:	2	Reviews Assigned This/Prior Year:	2/0
Expertise:			