



# Grants Online

## Quick Reference Guide – Application Reviewers

**WARNING: SAVE your data every 20 minutes!**

**About Grants Online:** Grants Online is the web-based grants management system used by five of the seven grant-making agencies in the Department of Commerce.

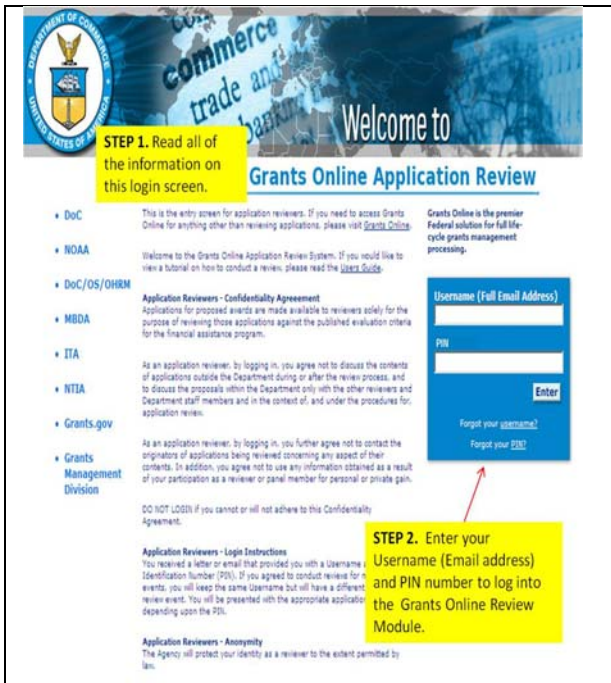
### Recommended Web Browsers:

Internet Explorer 7.0 and higher, Firefox 2.0 and higher, Safari 3.1, Google Chrome

**IMPORTANT NOTE:** *You must SAVE your work at least every 20 minutes. Otherwise, the system will time out without warning and you will lose your work. (A pop-up warning is being added in the next system release scheduled for Spring 2013.)*

No software is required for installation; however you do need a copy of an Adobe Reader which can be obtained free from Adobe’s website. Logins and PINs are required. Your email address is your Login name and you should have received a PIN number in your email notification that contained the application review request. The PIN number is only good for that particular Review Event. A Review Event is one managed set of grant application reviews for a particular funding opportunity. The three possible types of Review Events in Grants Online are:

- 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 – see item c. below.*)
- 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.



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

**Warnings:**

1. Avoid using the browser “Back” button in Grants Online; doing so may log you out of the system.
2. SAVE your work at least every 20 minutes. Failure to do so will result in a system time out causing all data entry to be lost. (*A warning message is being added to the next system release.*)

**STEP 1:**  
Be sure to read all of the information on the login screen.

**STEP2:**  
Enter your Username and PIN number, then press “Enter”



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Welcome to Grants Online Lillian Yahoo. You are logged in to TRAIN1. [Log Off](#) [My Profile](#) [Help](#)

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

**Reviewer Information**

Reviewer Name: **STEP 3. Check your info for accuracy**  
 Email:   
 Affiliations:   
 Currently Assigned Reviews:   
 Expertise:   
 Phone: 301-444-2112  
 Reviews Assigned This/Prior Year: 3/0

**Review Event Information**

Review Event Name: Comp1 Merit Review  
 Planned Review Event Start: 10/11/2011  
 RFA Title: RFA for Review Module Training Demo  
 Funding Opportunity #: NOAA-GOT-OCPO-2012-2003110  
 Competition Name: Comp1 of RFA for Review Module Training Demo  
 Review Event Manager: Grants Student00  
 Review Event Mgr Email: test@mail@msg2.rdc.noaa.gov  
 Review Event Type: Independent Review  
 Planned Review Event End: 10/11/2011  
 Program Office: GOT One Commerce Program Office (OCPO)  
 Competition Manager: Grants Student00  
 Review: **STEP 4. Open Instructions from Federal Program Office**

**Reviewer Instructions**

Name	Description
<a href="#">Users Guide</a>	Grants Online Application Review User Guide
<a href="#">Test Attachment 1.pdf</a>	Test Reviewer Instructions

**Funding Announcement**

Name	Description
<a href="#">Federal Funding Opportunity</a>	Funding Announcement

**Scoring Summary - Points**

Scoring Range	Criterion
0 - 20	Technical/Scientific Merit
0 - 20	Importance/Relevance and Applicability of Proposal to the Program Goals
0 - 20	Overall Qualification of Applicant
0 - 20	Project Costs
0 - 20	Outreach and Education

**Assigned Application Reviews**

Review Application	Status	Conflict of Interest	Score	Proposal Number	Applicant	Project Title
<a href="#">View</a>	Reviewer actions on Application Review not started.	Conflict of Interest Form Not Certified	0	Comp1 Proposal 1	icmr	Demo App 1 for Review Module RFA Comp1
<a href="#">View</a>	Reviewer actions on Application Review not started.	Conflict of Interest Form Not Certified	0	Comp1 Proposal 2	HU	Comp1 Proposal 2 - RFA Demo for Review Module Training

Links to this User Guide

STEP 5. Click on "View" link to access Assigned Grant Application for Review

**STEP 3:**

Check the Reviewer Information box for the accuracy of your profile data. (Click on the "My Profile" link at the top right to make changes.)

**STEP 4:**

Click on the second link under the Reviewer Instructions section to access the directions provided by the Agency requesting the review. (The first link takes you to a copy of this User Guide)

**STEP 5:**

Click on the "View" link under the Assigned Application Reviews section to access a pdf file containing the application awaiting your review.



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### Application Review

**STEP 6.** Click “Application for Review” link to open/download Assigned Grant Application

**STEP 7.** Select appropriate option from Action dropdown list. (Choose “Review Application” to enter scores and/or comments.)

### Reviewer Instructions

Name	Description
<a href="#">Users Guide</a>	Grants Online Application Review User Guide
<a href="#">Test Attachment 1.pdf</a>	Test Reviewer Instructions

The “Guidance” box will identify remaining actions needed to complete the review process.

### Scoring Summary – Points Total Score: (not all criteria scored)

Score	Scoring Range	Criterion
0.0 - 20.0		Technical/Scientific Merit
0.0 - 20.0		Importance/Relevance and Applicability of Project
0.0 - 20.0		Overall Qualification of Applicant
0.0 - 20.0		Project Costs
0.0 - 20.0		Outreach and Education

[Return to Application Review Status](#)

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

**Application Information**

**Applicant:** HU  
**Project Title:** Comp1 Proposal 2 - RFA Demo for Review Module Training  
**Proposal Number:** Comp1 Proposal 2  
**Internal ID Number:** 2242039  
**Total Amount Proposed:** \$250,000.00  
**Federal Amount Requested:** \$250,000.00  
**Principal Investigators / Project Directors:** Arthur Rep

[CD-571 – Reviewer Conflict of Interest and Confidentiality Certification for Non-Governmental Peer Reviewers](#)

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

I certify that I do not have a conflict of interest for this application in accordance with the above CD-571 and included in the Reviewer Instructions.

I certify that I am a Federal employee. The above CD-571 does not apply to me.

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:

Click the CD-571 link to read the “Conflict of Interest” agreement before submitting this review.

### STEP 6:

Click the “Application for Review” link to open a consolidated pdf file containing the grant proposal.

### STEP 7:

Click on the arrow to the right of the dropdown box to select the option for the next action that you wish to take.

- **Review Application** – takes you to another page to enter scores and comments
- **Decline Review** – requires you to enter a reason for declining this review request.
- **Review Conflict of Interest Form** – provides a link to the CD-571 form to assist you in making an appropriate determination regarding whether or not you have a Conflict of Interest. The form does not need to be downloaded or signed. Selecting the radio button serves as your electronic signature. (Federal reviewers are provided a link to a summary of Federal Ethics Laws.)



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

**Application Information**

Applicant: icmr  
 Project Title: Demo App 1 for Review Module RFA Comp1  
 Proposal Number: Comp1 Proposal 1 Internal ID Number: 2242038  
 Total Amount Proposed: \$200,000.00 Federal Amount Requested: \$200,000.00  
 Principal Investigators / Project Directors: Arthur Rep

[Application Review Report](#)

**Technical/Scientific Merit**  
 This criterion assesses whether the approach is technically sound, appropriate, and whether there are clear project goals and objectives.  
 Scoring Range: 0.0 to 20.0  
 Score (Required): 15  
 Comments (Required):  
 Comments on Technical Merit go here.

Spell Check

This User Guide is available from the link at the top of the “Application Review” page used for entering your scores and comments. Please be careful to note which scores and comments are required and which are optional. Required data fields must be entered before the review can be submitted to the Agency.

To obtain a written report of your review click on the “Application Review Report” link above the data fields for scores and comments. The report can be generated at any time and will contain the data as it stands at the time the report is run.

**Application Review**

**Application Information**

Applicant: icmr  
 Project Title: Demo App 1 for Review Module RFA Comp1  
 Proposal Number: Comp1 Proposal 1 Internal ID Number: 2242038  
 Total Amount Proposed: \$200,000.00 Federal Amount Requested: \$200,000.00  
 Principal Investigators / Project Directors: Arthur Rep

**Application for Review**

**Application Review Report**

Note: Every review requires an accompanying Conflict of Interest certification. The Conflict of Interest certification, as well as other possible actions, are available by choosing from the menu (action drop down box) below and clicking the “Submit” button.

Action: **Forward Review To Agency** Submit

Guidance:

Comments: (Do not enter review comments here.)  
 Notes to the Federal Program Officer can be entered here. They will be submitted with your application scores and comments.

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.

154 / 4000 Spell Check

### STEP 8:

After all required items have been completed, the option to “Forward to Agency” will be available from the dropdown box. General notes to the Review Event Manager can be entered into the Comments box on this screen before submitting. Click the “Submit” button to complete the transaction.

### Help Desk Information

**Email:** [GrantsOnline.HelpDesk@noaa.gov](mailto:GrantsOnline.HelpDesk@noaa.gov)

**Local phone number:** 301-444-2112

**Toll free phone:** 1-877-662-2478

**Hours:** 8:00 am and 6:00 pm Eastern Time  
Monday through Friday excluding Federal holidays

Feedback regarding your experience using this online Review Module is welcome. Thank you again for your assistance.