

REVIEWER

Process Model 6 User's Manual

Application Review Module (ARM)

PLEASE NOTE: The Application Review Module (ARM) is a system that is designed as a shared service and is maintained by the Grants Centers of Excellence for multiple federal agencies. As a result, instructions are written to be general in nature and not reflective of any specific agency policy. Users should follow their own agency's policies and procedures with regards to the processing of grant reviews.

Table of Contents

- **Pages 3 to 5-----** **About ARM and Accessing ARM**
- **Pages 6 to 7-----** **Application Selection Screen**
- **Pages 8 to 9-----** **Application Evaluation Screen**
- **Pages 10 to 11-----** **Scoring an Evaluation**
- **Pages 12 to 17-----** **Entering Rationale Comments**
- **Pages 18 to 20-----** **Score Reports and Finalize Technical Review Form**
- **Pages 21 to 24-----** **Returned TRFs and Completing your Review**
- **Pages 25 to 26-----** **View and Accept / Reject SPD**
- **Pages 27 to 29-----** **Session Timeouts and Preventing Data Loss**
- **Page 30-----** **Evaluation Statuses**

About ARM

About ARM

ARM is a web-based application used to assist the Federal grant application reviewing process. It provides a user-friendly environment to facilitate the grant review process while allowing reviewers to participate from remote locations.

- ❖ The primary users for the ARM System are the Reviewers, Primary Reviewers, and Panel Monitors

Accessing ARM

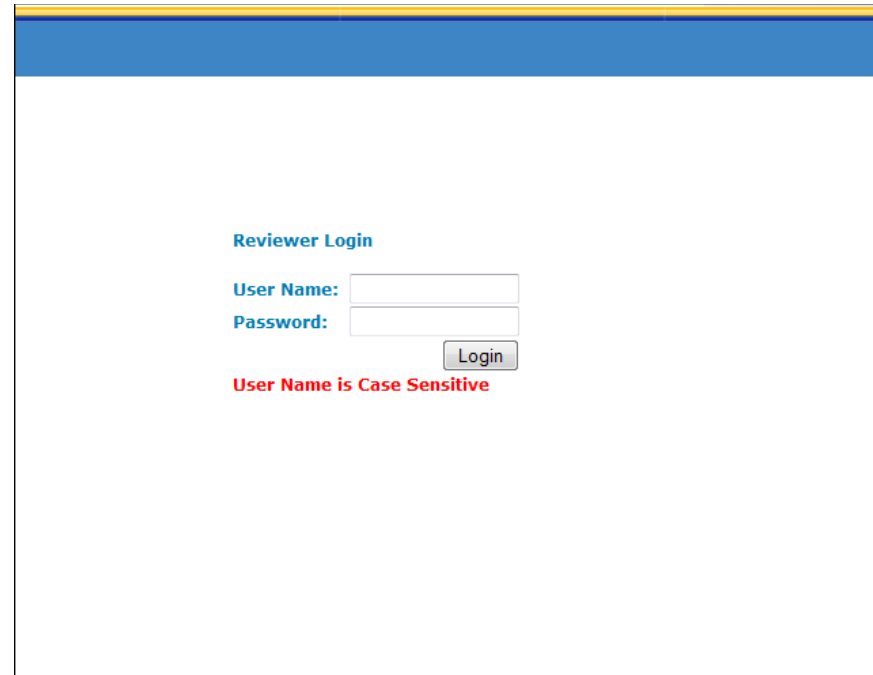
Accessing ARM

You will be provided a Username and Password as well as the link to the website prior to your review.

1. Enter your *username* and *password* in their appropriate boxes and click the button.

Note: *Usernames are case sensitive.*

- ❖ Reviewers and Primary Reviewers will log into ARM in the same manner. Your username and password will only provide you access to the role and panel applications to which you are assigned.



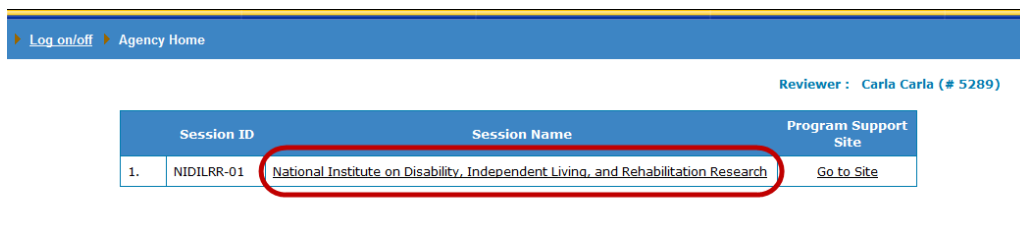
The screenshot shows a web page titled "Reviewer Login". It features two input fields: "User Name:" and "Password:". Below the "Password:" field is a "Login" button. A red error message, "User Name is Case Sensitive", is displayed below the "Login" button. The page has a blue header bar at the top.

Starting the Review

Accessing Your Applications

2a. Select Your Session

If you are participating in multiple reviews, you will need to select the session you would like to work on. Click on the link to select your session.

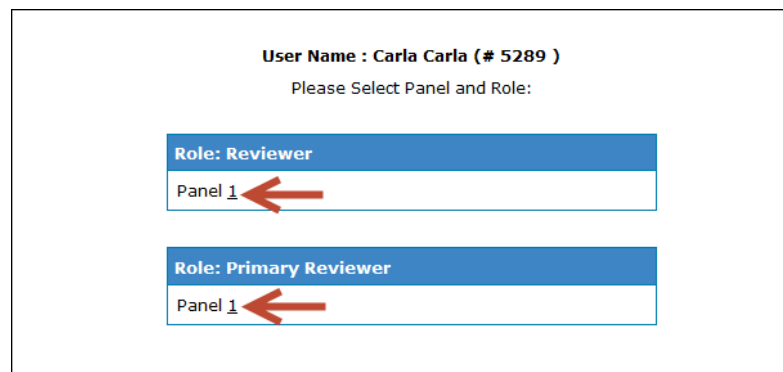


Session ID	Session Name	Program Support Site
1.	NIDILRR-01 National Institute on Disability, Independent Living, and Rehabilitation Research	Go to Site

Note: If the “Program Support Site” column has a Go to Site link visible, clicking on the link will open an outside website in a new window.

2b. Select Your Panel

Click on the number of your panel which is a link to select your panel.



User Name : Carla Carla (# 5289)
Please Select Panel and Role:

Role: Reviewer
Panel 1 ←

Role: Primary Reviewer
Panel 1 ←

- If you would like to start building your Technical Review Forms, select a panel associated with the **Reviewer** role.

Reviewer

Application Selection Screen

This screen displays six major identifiers of the application.

- ❖ Application Number
- ❖ Application Name
- ❖ TRF Status (see p. 30)
- ❖ Total Score, if applicable
- ❖ Scores Entered
- ❖ Comments Added
- ❖ View Application File (optional)

Log on/off Agency Home Panel List Applications List

Panel: 1 Reviewer : Carla Carla (# 5289)

Score with * is incomplete.

Application Number	Application Name	TRF Status	Total Score	Scores Entered	Comments Added	Application File
ACL410	Playground Action Program Committee	In-review	80	9 / 9	0	Open File
ACL411	Northeast Playground Action Agency, Inc.	Pre-review	--	0 / 9	0	Open File
ACL412	Playground Action Group, Inc.	Pre-review	--	0 / 9	0	Open File
ACL413	North Central Playground Action Group, Inc.	Pre-review	--	0 / 9	0	Open File
ACL414	Connecticut Group for Playground Action, Inc.	Pre-review	--	0 / 9	0	Open File

- ❖ Applications which have not been accessed will remain in a “Pre-Review” status.
- ❖ All applications listed on this screen will be the evaluations in which you will be performing the duties of the Reviewer.

Starting the Review

Application Selection Screen- Understanding Your Progress

3. Click on the hyperlinked Application Name to advance to the Application Evaluation Screen and begin your review.

❖ The column titled “Total Score” will display the total score assigned to all of the criteria.

❖ The column titled “Scores Entered” shows how many scores have been entered out of the total amount of criteria for that application.

❖ The column titled “Comments Added” will list the number of comments (strengths and weaknesses) that have been entered for that application.

Log on/off Agency Home Panel List Applications List

Panel: 1 Reviewer : Carla Carla (# 5289)

Score with * is incomplete.

Application Number	Application Name	TRF Status	Total Score	Scores Entered	Comments Added	Application File
ACL410	Playground Action Program Committee	In-review	80	9 / 9	0	Open File
ACL411	Northeast Playground Action Agency, Inc.	Pre-review	--	0 / 9	0	Open File
ACL412	Playground Action Group, Inc.	Pre-review	--	0 / 9	0	Open File
ACL413	North Central Playground Action Group, Inc.	Pre-review	--	0 / 9	0	Open File
ACL414	Connecticut Group for Playground Action, Inc.	Pre-review	--	0 / 9	0	Open File

Reviewer

Evaluation Screen

This screen serves as the primary control panel for evaluating that particular application. All applications will be scored by individual criterion.

- ❖ The scoring criteria are listed in the first column.
- ❖ The middle column is where you will click to enter your scores. The scores will automatically total as you move through the criteria.
- ❖ The last column is where you will be able to click and enter comments after you have entered scores.

Log on/off Agency Home Panel List Applications List Evaluation

Panel: 1 Reviewer : Carla Carla (# 5289)

ACL411 Northeast Playground Action Agency, Inc.
(In-review)
City : Jacksonville State : FL

Score with * is incomplete.

Criteria	Score	Comments
1 A. Responsiveness to an Absolute or Competitive Priority (10 points)	--	Comment
2 B. Design of Research Activities (40 points)	--	Comment
3 C. Design of Utilization Activities (10 points)	--	Comment
4 D. Design of Dissemination Activities (5 points)	--	Comment
5 E. Design of Training Activities (5 points)	--	Comment
6 F. Design of Technical Assistance Activities (10 points)	--	Comment
7 G. Project Staff (5 points)	--	Comment
8 H. Plan of Operation (5 points)	--	Comment
9 I. Collaboration (10 points)	--	Comment
Total Score:	--	

View Score Report View Technical Review Form View Summary of Panel Discussion

Note: The application will remain in an "In-Review" status until you have submitted your Technical Review Form to the Panel Monitor.

Application Evaluation Screen

View Full Criteria Descriptions (if applicable)

If the review criteria are setup with detailed descriptions, you may view them by clicking on the hyperlinked header Criteria.

- ❖ Clicking on the header Criteria will open a new window with the full descriptions visible.
- ❖ You may keep this window open in the background and reference it if you need to.

The screenshot displays the 'Application Evaluation Screen' for 'ACL411 Northeast Playground Action Agency, Inc.' (City: Jacksonville, State: FL). The reviewer is 'Carla Carla (# 5289)'. The screen shows a table of criteria with columns for 'Criteria', 'Score', and 'Comments'. The 'Criteria' header is circled in red. A detailed view of the 'Criteria' header is shown in a separate window, displaying the session ID 'NIDILRR-01', session name 'National Institute on Disability, Independent Living, and Rehabilitation Research', and detailed descriptions for '1. A. Responsiveness to an Absolute or Competitive Priority (10 Points)' and '2. B. Design of Research Activities (40 Points)'. The 'Score' column shows a score of '=='. The 'Comments' column contains 'Comment' for each row. At the bottom, there are buttons for 'View Score Report', 'View Technical Review Form', and 'View'.

Criteria	Score	Comments
1 A. Responsiveness to an Absolute or Competitive Priority (10 points)	==	Comment
2 B. Design of Research Activities (40 points)		Comment
3 C. Design of Utilization Activities (10 points)		Comment
4 D. Design of Dissemination Activities (5 points)		Comment
5 E. Design of Training Activities (5 points)		Comment
6 F. Design of Technical Assistance Activities (10 points)		Comment
7 G. Project Staff (5 points)		Comment
8 H. Plan of Operation (5 points)		Comment
9 I. Collaboration (10 points)		Comment

Application Evaluation Scoring

Application Scoring

First, users must enter a score, before any comments can be entered.

4. In the Score column, click on the hyperlinked **--** to begin scoring the application.
5. Using the drop-down arrow, select the appropriate score by clicking on the number.
6. Click .

Panel: 1 Reviewer : Carla Carla (# 5289)

ACL411 Northeast Playground Action Agency, Inc.
(In-review)
City : Jacksonville State : FL

Score with * is incomplete.

Criteria	Score	Comments
1 A. Responsiveness to an Absolute or Competitive Priority (10 points)	--	Comment
2 B. Design of Research Activities (40 points)	--	Comment
3 C. Design of Utilization Activities (10 points)	--	Comment
4 D. Design of Dissemination Activities (5 points)	--	Comment
5 E. Design of Training Activities (5 points)	--	Comment
6 F. Design of Technical Assistance Activities (10 points)	--	Comment
7 G. Project Staff (5 points)	--	Comment
8 H. Plan of Operation (5 points)	--	Comment
9 I. Collaboration (10 points)	--	Comment

Panel: 1 Reviewer : Edward Bailey (# 5283)

AIP-1001 Birmingham-Shuttlesworth International
(In-review)
City : Birmingham State : AL

1 Approach Max.: 25

Click Here

Submit Cancel

0
1
2
3
4
5
6
7
8
9
10
11
12

Note: You will not be able to select a score greater than the maximum defined by the criterion.

Application Evaluation Scoring

Entering Multiple Scores At Once

- ❖ If you would like to enter all of your scores at one time, click on the hyperlinked column header Score.
- ❖ The full Add Scores screen will open, and you will be able to click on the drop-down arrow for each criterion and assign a score.
- ❖ You may also view the full descriptions of the criteria by clicking on the Show Description link at the criterion level OR you can view all of the descriptions for all of the criteria by clicking on the header Show All Descriptions
- ❖ When you have entered all of the scores, click .

Log on/off Agency Home Panel List Applications List Evaluation

Panel: 1 Reviewer: Carla Carla (# 5289)

ACL411 Northeast Playground Action Agency, Inc.
(In-review)
City: Jacksonville State: FL

Score with * is incomplete.

Criteria	Score	Comments
1 A. Responsiveness to an Absolute or Competitive Priority (10 points)	--	Comment
2 B. Design of Research Activities (40 points)	--	Comment
3 C. Design of Utilization Activities (10 points)	--	Comment
4 D. Design of Dissemination Activities (5 points)	--	Comment
5 E. Design of Training Activities (5 points)	--	Comment
6 F. Design of Technical Assistance Activities (10 points)	--	Comment
7 G. Project Staff (5 points)	--	Comment
8 H. Plan of Operation (5 points)	--	Comment

Criteria Show All Descriptions Score

1 A. Responsiveness to an Absolute or Competitive Priority (10 points) [Close Description](#)

1 - The Secretary considers the responsiveness of the application to an absolute or competitive priority published in the Federal Register.

2 - In determining the application's responsiveness to the absolute or competitive priority, the Secretary considers one or more of the following factors:

- 2.1 - The extent to which the applicant addresses all requirements of the absolute or competitive priority.
- 2.2 - The extent to which the applicant's proposed activities are likely to achieve the purposed of the absolute or competitive priority.

2 B. Design of Research Activities (40 points) [Show Description](#)

3 C. Design of Utilization Activities (10 points) [Show Description](#)

4 D. Design of Dissemination Activities (5 points) [Show Description](#)

5 E. Design of Training Activities (5 points) [Show Description](#)

6 F. Design of Technical Assistance Activities (10 points) [Show Description](#)

7 G. Project Staff (5 points) [Show Description](#)

8 H. Plan of Operation (5 points) [Show Description](#)

9 I. Collaboration (10 points) [Show Description](#)

Application Evaluation Scoring

Entering Comments

Only after you assign a score to an individual criterion can you include corresponding comments.

7. Click on the hyperlinked word Comment to write a rationale comment for the respective criteria.

- ❖ Again, as seen in the image, the only activated Comment links are those with a corresponding score. The link will automatically appear once you have scored the criterion.

ACL411 Northeast Playground Action Agency, Inc.
([In-review](#))
City : Jacksonville State : FL

Score with * is incomplete.

Criteria	Score	Comments
1 A. Responsiveness to an Absolute or Competitive Priority (10 points)	2	Comment
2 B. Design of Research Activities (40 points)	15	Comment
3 C. Design of Utilization Activities (10 points)	9	Comment
4 D. Design of Dissemination Activities (5 points)	4	Comment
5 E. Design of Training Activities (5 points)	4	Comment
6 F. Design of Technical Assistance Activities (10 points)	8	Comment
7 G. Project Staff (5 points)	4	Comment
8 H. Plan of Operation (5 points)	3	Comment
9 I. Collaboration (10 points)	9	Comment
Total Score:	63	


[View Score Report](#) [View Technical Review Form](#) [View Summary of Panel Discussion](#)

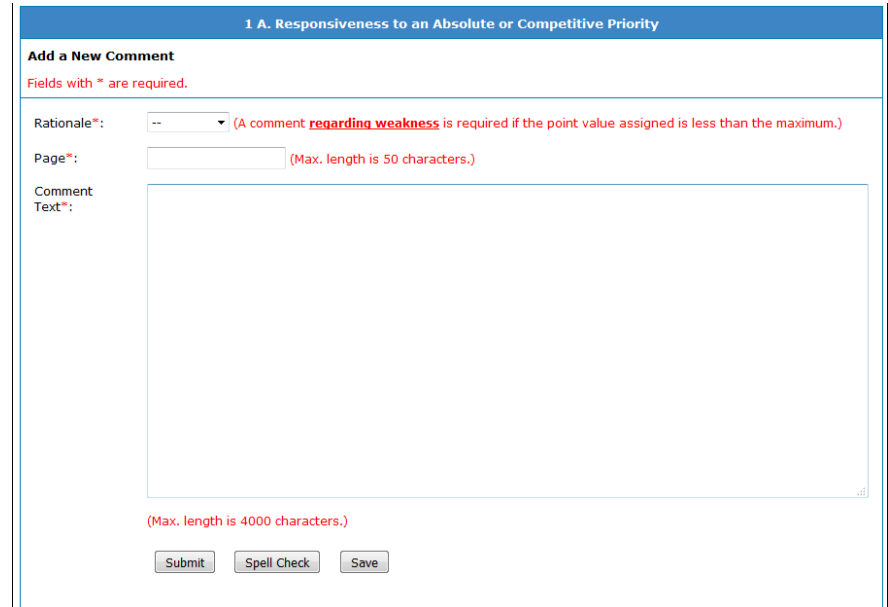
Note: If you have not entered all required scores for an application, your **Total Score** will be followed by an * indicating that your scoring is not complete.

Application Evaluation Comments

Entering Comments

Clicking the Comment link will open the **Comments** window.

- Click on the drop-down arrow to open the menu. Select whether your rationale comment is a “Strength”, a “Weakness” or a “General” comment.
- Enter a page number or any page identifying information.
- Enter your comment. You can type directly into this field or copy and paste from a word processing program. **After entering the comment it is strongly recommended that you Spell Check your work by clicking on the Spell Check button.**
- Click  to finalize your comment as part of your evaluation.



The screenshot shows a web form titled "1 A. Responsiveness to an Absolute or Competitive Priority" with a sub-header "Add a New Comment". Below the sub-header, a red note states "Fields with * are required." The form contains three main fields: "Rationale*" is a dropdown menu with "--" selected and a red note "(A comment **regarding weakness** is required if the point value assigned is less than the maximum.)"; "Page*" is a text input field with a red note "(Max. length is 50 characters.)"; and "Comment Text*" is a large text area with a red note "(Max. length is 4000 characters.)". At the bottom of the form are three buttons: "Submit", "Spell Check", and "Save".

Note: All fields in this screen are required.

Application Evaluation Comments

Entering Multiple Comments

You can enter multiple comments for each criterion.

- ❖ To enter multiple comments, repeat steps 7-11.
- ❖ All previous comments will be visible toward the bottom of the page.
- ❖ Regardless of the order in which they were entered, rationale comments will group by category (Strength, Weakness, and General).

The screenshot shows a web form titled "1 A. Responsiveness to an Absolute or Competitive Priority" with a sub-header "Add a New Comment". Below the sub-header, it states "Fields with * are required." The form contains three main input fields: "Rationale*" is a dropdown menu with a red note "(A comment regarding weakness is required if the point value assigned is less than the maximum.)"; "Page*" is a text input field with a red note "(Max. length is 50 characters.)"; and "Comment Text*" is a large text area with a red note "(Max. length is 4000 characters.)". At the bottom of the form are three buttons: "Submit", "Spell Check", and "Save". Below the form, there is a "Comments" section with a link "Retrieve the Last Comment". A single comment is displayed in a blue-bordered box, labeled "Comment 1" with "Edit / Delete" links. The comment is categorized as "Strength" and includes the text "This is a strength." and "Page: Page 1".

Application Evaluation Comments

Editing Comments

You can edit your saved comments at any time.

- ❖ To edit your comments click on the word Edit next to the comment number you would like to change.
- ❖ Clicking on the Edit link will open the comment window, and you will be able to edit your content. When complete click to save your changes.

Deleting Comments

- ❖ Click Delete to **permanently** remove a comment from your evaluation.

The screenshot displays the 'Comments' section of an application evaluation tool. At the top, there is a link to 'Retrieve the Last Comment'. Below this, a list of comments is shown. Each comment entry includes a comment number, an 'Edit' link (circled in red), and a 'Delete' link. The first comment is for 'Strength' on 'Page: Budget Narrative' with the text 'This would be the 3rd comment for this criterion.' The second comment is for 'Strength' on 'Page: Entire Application' with the text 'This is my 2nd comment for this criterion.' The third comment is for 'Strength' on 'Page 1' with the text 'This is a strength.' Below the list, a detailed view of the third comment is shown, titled '1 A. Responsiveness to an Absolute or Competitive Priority'. This view includes a 'Rationale*' dropdown menu set to 'Strength', a 'Page*' dropdown menu set to 'Page 1', and a 'Comment Text*' text area containing 'This is a strength.'. There are also 'Submit', 'Spell Check', and 'Save' buttons at the bottom of the detailed view.

Application Evaluation Scoring

Completed Comments

Once you have finished entering all of your comments for a criterion, you will need to return to the Application Evaluation Screen.

12. After you have included all comments for the respective criterion, click on the hyperlinked word Evaluation in the bar at the top of your screen to return to the Application Evaluation Screen.

The screenshot displays the 'Application Evaluation Scoring' interface. At the top, a navigation bar contains the following links: Log on/off, Agency Home, Panel List, Applications List, Evaluation (circled in red), Comments, and Edit Comment. Below the navigation bar, the current panel is identified as 'Panel: 1' and the reviewer as 'Reviewer: Carla Carla (# 5289)'. The application being evaluated is 'ACL411 Northeast Playground Action Agency, Inc.', with a status of '(In-review)'. The location is listed as 'City: Jacksonville' and 'State: FL'. The main content area is titled '1 A. Responsiveness to an Absolute or Competitive Priority'. A red note states 'Fields with * are required.' The 'Rationale*' field is set to 'Strength' with a dropdown arrow, and a note indicates '(A comment regarding weakness is required if the point value assigned is less than the maximum.)'. The 'Page*' field is set to 'Page 1' with a note '(Max. length is 50 characters.)'. The 'Comment Text*' field contains the text 'This is a strength.' and has a note '(Max. length is 4000 characters.)'. At the bottom of the form are three buttons: 'Submit', 'Spell Check', and 'Save'.

Application Evaluation Scoring

Application Evaluation Screen

After returning to this screen you will need to continue entering comments for the remaining criteria.

- ❖ Repeat steps 7-12 to add additional comments for an application.

ACL411 Northeast Playground Action Agency, Inc.
([In-review](#))
City : Jacksonville State : FL

Score with * is incomplete.


Criteria	Score	Comments
1 A. Responsiveness to an Absolute or Competitive Priority (10 points)	7	Comment
2 B. Design of Research Activities (40 points)	15	Comment
3 C. Design of Utilization Activities (10 points)	9	Comment
4 D. Design of Dissemination Activities (5 points)	4	Comment
5 E. Design of Training Activities (5 points)	4	Comment
6 F. Design of Technical Assistance Activities (10 points)	8	Comment
7 G. Project Staff (5 points)	4	Comment
8 H. Plan of Operation (5 points)	3	Comment
9 I. Collaboration (10 points)	9	Comment
Total Score:	63	

[View Score Report](#) [View Technical Review Form](#) [View Summary of Panel Discussion](#)

Scoring Reports

View Score Report

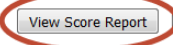
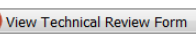

You can view a full report of your scores at any time in the process.

- ❖ To view the full report of your scores, you can click the  button at any time. The full report will pop-up in a new window. This report will be key to reviewing and finalizing your review.

ACL411 Northeast Playground Action Agency, Inc.
([In-review](#))
City : Jacksonville State : FL

Score with * is incomplete.

Criteria	Score	Comments
1 A. Responsiveness to an Absolute or Competitive Priority (10 points)	7	Comment
2 B. Design of Research Activities (40 points)	15	Comment
3 C. Design of Utilization Activities (10 points)	9	Comment
4 D. Design of Dissemination Activities (5 points)	4	Comment
5 E. Design of Training Activities (5 points)	4	Comment
6 F. Design of Technical Assistance Activities (10 points)	8	Comment
7 G. Project Staff (5 points)	4	Comment
8 H. Plan of Operation (5 points)	3	Comment
9 I. Collaboration (10 points)	9	Comment
Total Score:		63

The Score Report will always be available to the reviewer, even if the TRF has been submitted to the Panel Monitor.

Reviewer

View and Finalize the Technical Review Form (TRF)

After you have scored all of the criteria and added all of the corresponding comments, you will need to view the Technical Review Form and finalize it.

13. Click the “View Technical Review Form” button.

- ❖ Make sure you have scored all of the criteria.
- ❖ Ensure that all comments were added to all of the criteria.

ACL411 Northeast Playground Action Agency, Inc.
([in-review](#))
City : Jacksonville State : FL

Score with * is incomplete.

Criteria	Score	Comments
1 A. Responsiveness to an Absolute or Competitive Priority (10 points)	7	Comment
2 B. Design of Research Activities (40 points)	15	Comment
3 C. Design of Utilization Activities (10 points)	9	Comment
4 D. Design of Dissemination Activities (5 points)	4	Comment
5 E. Design of Training Activities (5 points)	4	Comment
6 F. Design of Technical Assistance Activities (10 points)	8	Comment
7 G. Project Staff (5 points)	4	Comment
8 H. Plan of Operation (5 points)	3	Comment
9 I. Collaboration (10 points)	9	Comment
Total Score:	63	

[View Score Report](#) [View Technical Review Form](#) [View Summary of Panel Discussion](#)

Reviewer

View and Finalize the Technical Review Form (TRF)

The Technical Review Form will open within your browser. Make sure all of the rationale comments you added are displayed along with the scores.

14. Scroll to the bottom of the webpage and click the “Finalize TRF” button. The status will flip to **Submitted to Panel Monitor**.

- ❖ Sometimes, reviewers enter comments in duplicate. Delete any comments that were added in duplicate.
- ❖ Spell Check all rationale comments before finalizing the TRF.
- ❖ Once you finalize the TRF, additional edits cannot be made unless the Panel Monitor returns the TRF to you for edits.

Administration for Community Living
National Institute on Disability, Independent Living, and Rehabilitation Research

Technical Review Form

Application Number: ACL411 Panel: 1 Score: 63
Applications: Northeast Playground Action Agency, Inc.
City: Jacksonville State: FL

CRITERIA	Scores
1 A. Responsiveness to an Absolute or Competitive Priority (10 points)	7

8.H. Plan of Operation (5 points)

Strength
None

Weakness
None

General
None

9.I. Collaboration (10 points)

Strength
None

Weakness
None

General
None

Finalize TRF Cancel

Returned Applications

Returned by the Panel Monitor

Your Panel Monitor may return the Technical Review Form to you for changes.

▶ [Log on/off](#) ▶ [Agency Home](#) ▶ [Panel List](#) ▶ [Applications List](#)

Panel: 1 Reviewer : Carla Carla (# 5289)

Score with * is incomplete.

Application Number	Application Name	TRF Status	Total Score	Scores Entered	Comments Added	Application File
ACL410	Playground Action Program Committee	In-review	80	9 / 9	0	Open File
ACL411	Northeast Playground Action Agency, Inc.	Returned by Panel Monitor	63	9 / 9	1	Open File
ACL412	Playground Action Group, Inc.	Pre-review	--	0 / 9	0	Open File
ACL413	North Central Playground Action Group, Inc.	Pre-review	--	0 / 9	0	Open File
ACL414	Connecticut Group for Playground Action, Inc.	Pre-review	--	0 / 9	0	Open File

15. Click on the Returned by Panel Monitor status link. This will open the Returned History view in a new window.
 - ❖ You will know if an application has been returned to you because the status on your Application Selection Screen will read **“Returned by Panel Monitor”**.

Returned Applications

Return History

- ❖ The Returned History page indicates the date your report was returned and the reason. It is a direct message from your Panel Monitor identifying the changes that need to be made. All returned comments will be stored here with the most recent message listed first.

The screenshot displays a user interface for a returned application. At the top, a blue header bar contains the text "ACL411 Northeast Playground Action Agency, Inc.". Below this, a grey bar indicates the date and reason: "Jan 26, 2016: Rejected by Panel Monitor". The main content area is titled "General Return Comment" and contains the following text:

Spell check all comments.

1-A. Responsiveness to an Absolute or Competitive Priority
Please provide more details regarding the weaknesses of this criterion.

2-B. Design of Research Activities
No Changes Needed.

6-F. Design of Technical Assistance Activities
More details are needed.

Revise Application Evaluation

Revising Your Technical Review Form

Following the instructions of your Panel Monitor and based on your paneling sessions, you will need to make the required updates identified.

16. Referring to the appropriate criterion, click the Comment link to add/edit comments.
17. To change a score, click the applicable Score link.
18. When you have finished updating your comments and scores, click the “View Technical Review Form” button and finalize your TRF once again.

Criteria	Score	Comments
1 A. Responsiveness to an Absolute or Competitive Priority (10 points)	7	Comment
2 B. Design of Research Activities (40 points)	15	Comment
3 C. Design of Utilization Activities (10 points)	9	Comment
4 D. Design of Dissemination Activities (5 points)	4	Comment
5 E. Design of Training Activities (5 points)	4	Comment
6 F. Design of Technical Assistance Activities (10 points)	8	Comment
7 G. Project Staff (5 points)	4	Comment
8 H. Plan of Operation (5 points)	3	Comment
9 I. Collaboration (10 points)	9	Comment
Total Score:	63	

[View Score Report](#) [View Technical Review Form](#) [View Summary of Panel Discussion](#)

Reviewer

Approved Technical Review Form

Once the Panel Monitor marks the TRF as “Approved”, your Reviewer role for this application is complete.

▶ [Log on/off](#) ▶ [Agency Home](#) ▶ [Panel List](#) ▶ [Applications List](#)

Panel: 1 Reviewer : Carla Carla (# 5289)

Score with * is incomplete.

Application Number	Application Name	TRF Status	Total Score	Scores Entered	Comments Added	Application File
ACL410	Playground Action Program Committee	In-review	80	9 / 9	0	Open File
ACL411	Northeast Playground Action Agency, Inc.	Approved	63	9 / 9	2	Open File
ACL412	Playground Action Group, Inc.	Pre-review	--	0 / 9	0	Open File
ACL413	North Central Playground Action Group, Inc.	Pre-review	--	0 / 9	0	Open File
ACL414	Connecticut Group for Playground Action, Inc.	Pre-review	--	0 / 9	0	Open File

Reviewer

View Summary of Panel Discussion

As a Reviewer, you have the responsibility to review the Summary of Panel Discussion.

19. Click the “View Summary of Panel Discussion” button to view the SPD.

Log on/off Agency Home Panel List Applications List Evaluation

Panel: 1 Reviewer: Carla Carla (# 5289)

ACL411 Northeast Playground Action Agency, Inc.
(Approved)
City: Jacksonville State: FL

Score with * is incomplete.

Criteria	Score	Comments
1 A. Responsiveness to an Absolute or Competitive Priority (10 points)	7	Comment
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5 E. Design of Training Activities (5 points)	4	Comment
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9 I. Collaboration (10 points)	9	Comment
Total Score:	63	

View Score Report View Technical Review Form View Summary of Panel Discussion

If the Primary Reviewer has not created and submitted their Summary of Panel Discussion, the “View Summary of Panel Discussion” button will be grayed out and inactive.

Reviewer

Accept or Reject the Summary of Panel Discussion

Read through the Summary of Panel Discussion and either click Accept or Reject.

20. A- Click “Accept SPD” to accept the summary.

20. B- Click “Reject SPD” to send your comments regarding the SPD back to the Primary Reviewer.

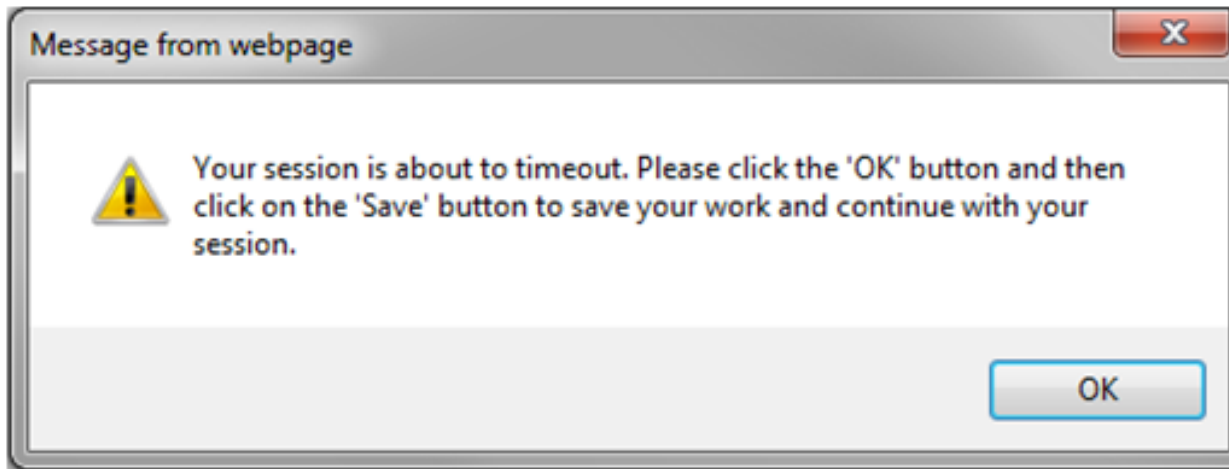
The screenshot displays a web interface for reviewing a Summary of Panel Discussion (SPD). At the top, a navigation bar includes links for Log on/off, Agency Home, Panel List, Applications List, Evaluation, and View SPD. The main content area is titled 'Administration for Community Living' and 'National Institute on Disability, Independent Living, and Rehabilitation Research'. It shows application details: Application Number: ACL411, Panel: 1, Average Score: 7, Applications: Northeast Playground Action Agency, Inc., City: Jacksonville, and State: FL. Below this is a section titled 'Summary of Panel Discussion' with three sub-sections: 'Strengths' (These are my rationale strengths.), 'Weaknesses' (These are my rationale weaknesses.), and 'General Feedback' (These are my rationale general feedback.). At the bottom of the form, two buttons, 'Accept SPD' and 'Reject SPD', are circled in red.

If you reject the SPD, you will given the opportunity to send return comments to the Primary Reviewer.

Session Time-Outs and Preventing Data Loss

Session Time Out

- ❖ In order to provide maximum data security, the ARM system sessions are designed to “Time-Out” after 30 minutes of inactivity. After 25 minutes, if you are not clicking between ARM web pages, a warning message will appear. If no action is taken within 5 minutes, you will be timed out. **Any unsaved work will be lost. It is Strongly recommended that you take advantage of the SAVE button.**



Application Evaluation Comments

Saving and Retrieving Saved Comments

- ❖ Clicking on the SAVE button will allow you to save data into the ARM system. The data will remain even if you time out or you decide to enter additional text at a later time. It is important that you click on the “Submit” button to finalize the comment even if you have saved the comment. Clicking on the submit button will clear out the three mandatory fields and provide you the opportunity to continue adding additional comments.

1 A. Responsiveness to an Absolute or Competitive Priority

Add a New Comment

Fields with * are required.

Rationale*: General (A comment **regarding weakness** is required if the point value assigned is less than the maximum.)

Page*: pages 12-90 (Max. length is 50 characters.)

Comment Text*: Enter comment here...|

(Max. length is 4000 characters.)

Submit Spell Check **Save**

Application Evaluation Comments

Saving and Retrieving Saved Comments

- ❖ Clicking on the “Retrieve the Last Comment” link will load the comment that was saved most recently. In case of a time out, you should go to the respective criteria and click on the “Retrieve the Last Comment” link in order to retrieve the comment you were working on.

The screenshot displays a web interface for adding and managing comments. The main section is titled "1 A. Responsiveness to an Absolute or Competitive Priority" and contains a form to "Add a New Comment". The form includes a "Rationale*" dropdown menu, a "Page*" input field, and a "Comment Text*" text area. Below the form are "Submit", "Spell Check", and "Save" buttons. A red arrow points to the "Retrieve the Last Comment" link in the "Comments" section below the form. The "Comments" section shows a list of saved comments, with the first one titled "Comment 1" and a sub-section "General" containing the text "Page: pages 12-90" and "Enter comment here..."

Application Status Definitions

Pre-Review – You, the Reviewer, have ownership of your application and have not yet accessed the evaluation. You have not started any work on the Technical Review Form.

In Review – You, the Reviewer, have ownership of your application and have not yet submitted the application evaluation to the Panel Monitor. You are working on the Technical Review Form at this stage.

Submitted to Panel Monitor – You have completed the Technical Review Form and have sent it to the Panel Monitor for approval. A Reviewer cannot make any changes while an application is in this status.

Returned by Panel Monitor – The Panel Monitor has identified changes you need to address. He/She has returned the Technical Review Form to you for additional work.

Approved – Once the Panel Monitor approves the Technical Review Form for an application, the status will immediately change to “Approved” and no further changes are required or permitted. The Approved status signifies the beginning of the finalization process for the Reviewer.