

PRIMARY 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**
- **Page 6-----** **Application Selection Screen**
- **Page 7-----** **Application Evaluation Screen**
- **Pages 8 to 10-----** **Create and View Summary of Panel Discussion**
- **Page 11-----** **Submit Summary of Panel Discussion**
- **Pages 12 to 14-----** **Returned SPDs and Making Edits**
- **Pages 15 to 16-----** **Session Timeouts and Preventing Data Loss**
- **Page 17-----** **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 the 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.

Reviewer Login

User Name:

Password:

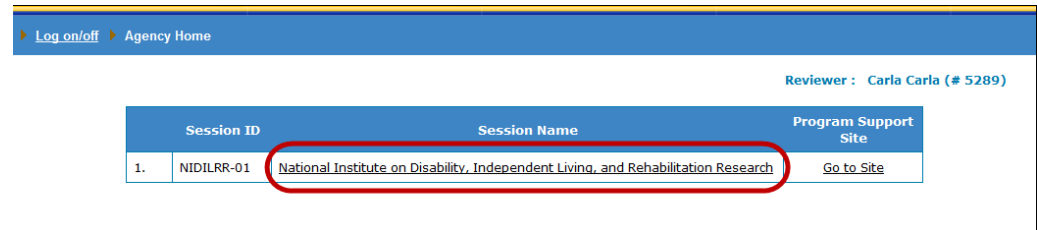
User Name is Case Sensitive

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.

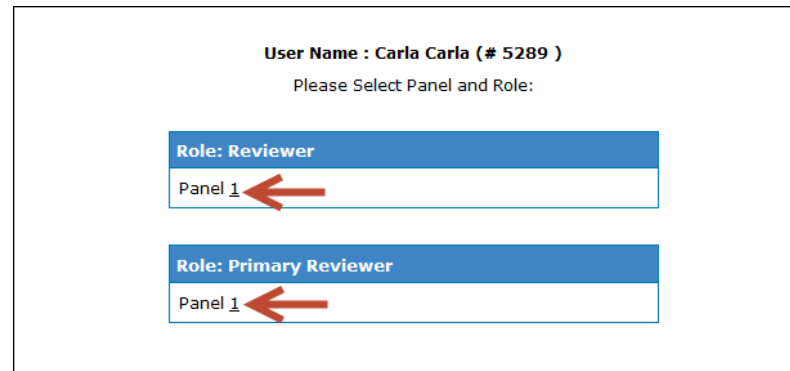


Session ID	Session Name	Program Support Site
1.	NIDILRR-01 National Institute on Disability, Independent Living, and Rehabilitation Research	Go to Site

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 Summary of Panel Discussion, select a panel associated with the **Primary Reviewer** role.*

Primary Reviewer

Application Selection Screen (Primary Reviewer)

This screen displays four major identifiers of the application.

- ❖ Application Number
- ❖ Application Name
- ❖ Status (see p.17)
- ❖ View Application File (optional)



The screenshot shows a web interface for the 'Applications List'. At the top, there is a navigation bar with links: 'Log on/off', 'Agency Home', 'Panel List', and 'Applications List'. Below the navigation bar, the user information is displayed: 'Panel: 1' and 'Chair: Carla Carla (# 5289)'. A red note indicates 'Score with * is incomplete.'. The main content is a table with the following data:

Application Number	Application Name	Status	Application File
ACL410	Playground Action Program Committee	Pre-review	Open File
ACL411	Northeast Playground Action Agency, Inc.	Pre-review	Open File
ACL412	Playground Action Group, Inc.	Pre-review	Open File
ACL413	North Central Playground Action Group, Inc.	Pre-review	Open File
ACL414	Connecticut Group for Playground Action, Inc.	Pre-review	Open File

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

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

Primary 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 scores assigned to the criteria will be listed in the second column. These are the scores you have entered when building your Technical Review Form for this application.

Log on/off > Agency Home > Panel List > Applications List > Evaluation

Panel: 1 Carla Carla (# 5289)

ACL410 Playground Action Program Committee
(In-review)
City : Pensacola State : FL

Score with * is incomplete.

Criteria	Score
1 A. Responsiveness to an Absolute or Competitive Priority (10 points)	9
2 B. Design of Research Activities (40 points)	32
3 C. Design of Utilization Activities (10 points)	9
4 D. Design of Dissemination Activities (5 points)	3
5 E. Design of Training Activities (5 points)	4
6 F. Design of Technical Assistance Activities (10 points)	9
7 G. Project Staff (5 points)	4
8 H. Plan of Operation (5 points)	3
9 I. Collaboration (10 points)	7
Total Score:	80

Create Summary of Panel Discussion Submit SPD View SPD View PDF Report

Note: The application will remain in an “In-Review” status until you have submitted your Summary of Panel Discussion to the Panel Monitor.

Primary Reviewer

Create Summary of Panel Discussion

4. Click the “Create Summary of Panel Discussion” button to advance to the next screen.

❖ 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 Primary Reviewer interface. At the top, there is a navigation bar with links: Log on/off, Agency Home, Panel List, Applications List, and Evaluation. Below this, the panel information is shown: Panel: 1, Carla Carla (# 5289). The main content area is titled "ACL410 Playground Action Program Committee" and includes a link for "(In-review)" and location information: City : Pensacola, State : FL. A note states "Score with * is incomplete." Below this is a table with two columns: Criteria and Score.

Criteria	Score
1 A. Responsiveness to an Absolute or Competitive Priority (10 points)	9
2 B. Design of Research Activities (40 points)	32
3 C. Design of Utilization Activities (10 points)	9
4 D. Design of Dissemination Activities (5 points)	3
5 E. Design of Training Activities (5 points)	
6 F. Design of Technical Assistance Activities (10 points)	
7 G. Project Staff (5 points)	
8 H. Plan of Operation (5 points)	
9 I. Collaboration (10 points)	

At the bottom of the main content area, there are buttons: "Create Summary of Panel Discussion", "Submit SPD", "View SPD", and "View".

A pop-up window titled "Criteria Details" is open, showing the following information:

Session ID: NIDILRR-01
Session Name: National Institute on Disability, Independent Living, and Rehabilitation Research

Criteria Details

1. A. Responsiveness to an Absolute or Competitive Priority (10 Points)
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 purposes of the absolute or competitive priority.

2. B. Design of Research Activities (40 Points)
1 - The Secretary considers the extent to which the design of research activities is likely to be effective in accomplishing the objectives of the project. 2 - In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers the following factors: - 1 - The extent to which the methodology of each proposed research activity is meritorious, including consideration of the extent to which: -- a - The proposed design includes a comprehensive and informed review of

Primary Reviewer

Create Summary of Panel Discussion

5. Fill in all of the Strengths, Weaknesses, and General feedback comments into their respective fields and click “Submit”.

❖ A Spell Check function available.

❖ You may click the “Save” button if you would like to come back and finish the Summary at a later time.

The screenshot shows a web browser window with the following elements:

- Navigation Bar:** Log on/off | Agency Home | Panel List | Applications List | Evaluation | Create Summary of Panel Discussion
- Page Info:** Panel: 1 Chair: Carla Carla (# 5289)
- Instructions:**
 - Strengths and weaknesses to be entered into this section are those that were discussed by the panel and are sufficiently important that they are to be brought to the attention of the applicant. Strengths and weaknesses presented here shouldn't be a replication of strengths and weaknesses in individual reviewers' TRFs.
 - Significant discrepancies in scores should be noted and explained to the applicant.
- Form Title:** Summary of Panel Discussion
- Requirement:** Fields with * are required.
- Strengths*:** A text area with the placeholder text "Strengths go here...". Below it is a red note: "(Max. length is 4000 characters.)"
- Weaknesses*:** A text area with the placeholder text "Weaknesses go here...". Below it is a red note: "(Max. length is 4000 characters.)"
- General*:** A text area with the placeholder text "General comments go here...". Below it is a red note: "(Max. length is 4000 characters.)"
- Buttons:** Submit, Spell Check, Save

Primary Reviewer

View Summary of Panel Discussion

6. Click the “View SPD” button to open a new webpage and to review the Summary of Panel Discussion before submitting it to the Panel Monitor.

❖ If you would like to download a PDF version of the Summary of Panel Discussion, click the “View PDF Report” button.

❖ The PDF version will list out all of the reviewers individual criterion scores along with the SPD strengths, weaknesses, and general comments.

The screenshot displays a web interface for reviewing a panel discussion. At the top, there is a navigation menu with links for 'Log on/off', 'Agency Home', 'Panel List', 'Applications List', and 'Evaluation'. Below the menu, the panel information is shown: 'Panel: 1 Chair: Carla Carla (# 5289)'. The main heading is 'ACL410 Playground Action Program Committee' with a link '(in-review)'. Below this, the location is listed as 'City: Pensacola State: FL'. A note states 'Score with * is incomplete.' The main content is a table with two columns: 'Criteria' and 'Score'. The table lists nine criteria with their respective scores. At the bottom of the table, the 'Total Score' is 80. Below the table, there are four buttons: 'Create Summary of Panel Discussion', 'Submit SPD', 'View SPD', and 'View PDF Report'. The 'View SPD' and 'View PDF Report' buttons are highlighted with a red box.

Criteria	Score
1 A. Responsiveness to an Absolute or Competitive Priority (10 points)	9
2 B. Design of Research Activities (40 points)	32
3 C. Design of Utilization Activities (10 points)	9
4 D. Design of Dissemination Activities (5 points)	3
5 E. Design of Training Activities (5 points)	4
6 F. Design of Technical Assistance Activities (10 points)	9
7 G. Project Staff (5 points)	4
8 H. Plan of Operation (5 points)	3
9 I. Collaboration (10 points)	7
Total Score:	80

Primary Reviewer

Submit Summary of Panel Discussion to the Panel Monitor

7. Click the “Submit SPD” button to send the Summary of Panel Discussion to the Panel Monitor for final approval.

❖ The “Submit SPD” and “View SPD” buttons will be grayed out until you have created the Summary.

❖ Once the SPD has been submitted to the Panel Monitor, the status will change to “Submitted to Panel Monitor”

❖ Edits to the SPD cannot be made unless the Panel Monitor returns it back for edits.

Log on/off ▶ Agency Home ▶ Panel List ▶ Applications List ▶ Evaluation

Panel: 1 Chair : Carla Carla (# 5289)

ACL410 Playground Action Program Committee
([In-review](#))
City : Pensacola State : FL

Score with * is incomplete.

Criteria	Score
1 A. Responsiveness to an Absolute or Competitive Priority (10 points)	9
2 B. Design of Research Activities (40 points)	32
3 C. Design of Utilization Activities (10 points)	9
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6 F. Design of Technical Assistance Activities (10 points)	9
7 G. Project Staff (5 points)	4
8 H. Plan of Operation (5 points)	3
9 I. Collaboration (10 points)	7
Total Score:	80

Create Summary of Panel Discussion **Submit SPD** View SPD View PDF Report

Primary Reviewer

Returned Summary of Panel Discussion

If the Summary of Panel Discussion has been returned to you by the Panel Monitor, you will need to make the suggested changes and submit the SPD back to the Panel Monitor.

8. Click on the hyperlinked status to open the return comments screen.

❖ The return comments screen will list out the dates of when the SPD was returned and the reason(s) why.

❖ It is a direct message from the Panel Monitor to you regarding the changes that need to be made.

ACL410 Playground Action Program Committee
(Returned by Panel Monitor)
City : Pensacola State : FL

Score with * is incomplete.

Criteria	Score
1 A. Responsiveness to an Absolute or Competitive Priority (10 points)	9
2 B. Design of Research Activities (40 points)	32
3 C. Design of Utilization Activities (10 points)	9
4 D. Design of Dissemination Activities (5 points)	3
5 E. Design of Training Activities (5 points)	4
6 F. Design of Technical Assistance Activities (10 points)	9
7 G. Project Staff (5 points)	4
8 H. Plan of Operation (5 points)	3
9 I. Collaboration (10 points)	7
Total Score:	80

Create Summary of Panel Discussion Submit SPD View SPD View PDF Report

ACL410 Playground Action Program Committee

Jan 25, 2016: Rejected By Panel Monitor

Strengths
Please add additional information on the strengths of the applicant.

Weaknesses
More details and weaknesses are needed.

General
Does the panel have any additional general feedback?

Primary Reviewer

Edit Summary of Panel Discussion

9. Click the “Create Summary of Panel Discussion” button to advance to the next screen and to update the SPD.
10. Once you have finished updating the SPD, click the “Submit SPD” button to send the summary back to the Panel Monitor.

Log on/off Agency Home Panel List Applications List Evaluation

Panel: 1 Chair: Carla Carla (# 5289)

ACL410 Playground Action Program Committee
([In-review](#))
City : Pensacola State : FL

Score with * is incomplete.

Criteria	Score
1 A. Responsiveness to an Absolute or Competitive Priority (10 points)	9
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8 H. Plan of Operation (5 points)	3
9 I. Collaboration (10 points)	7
Total Score:	80

Create Summary of Panel Discussion Submit SPD View SPD View PDF Report

Primary Reviewer

Summary of Panel Discussion is Approved

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

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

Panel: 1 Chair : Carla Carla (# 5289)

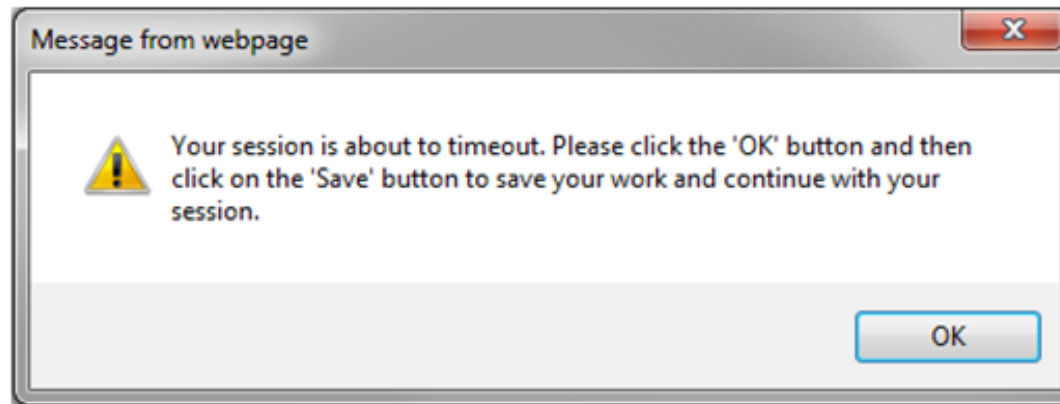
Score with * is incomplete.

Application Number	Application Name	Status	Application File
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ACL413	North Central Playground Action Group, Inc.	Pre-review	Open File
ACL414	Connecticut Group for Playground Action, Inc.	Pre-review	Open File

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.

Log on/off Agency Home Panel List Applications List Evaluation Create Summary of Panel Discussion

Panel: 1 Chair: Carla Carla (# 5289)

Strengths and weaknesses to be entered into this section are those that were discussed by the panel and are sufficiently important that they are to be brought to the attention of the applicant. Strengths and weaknesses presented here shouldn't be a replication of strengths and weaknesses in individual reviewers' TRFs.
Significant discrepancies in scores should be noted and explained to the applicant.

Summary of Panel Discussion

Fields with * are required.

Strengths*: Strengths go here...

(Max. length is 4000 characters.)

Weaknesses*: Weaknesses go here...

(Max. length is 4000 characters.)

General*: General comments go here...

(Max. length is 4000 characters.)

Submit Spell Check **Save**

Application Status Definitions

Pre-Review – You, the Primary Reviewer, have ownership of your application and have not yet accessed the evaluation. You have not started any work on the Summary of Panel Discussion.

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

Submitted to Panel Monitor – You have completed the Summary of Panel Discussion and have sent it to the Panel Monitor for approval. A Primary 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 Summary of Panel Discussion to you for additional work.

Approved – Once the Panel Monitor approves the Summary of Panel Discussion 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 Primary Reviewer.