# Table of Contents

Introduction .................................................................................................................................................. 4  
Role Definitions ........................................................................................................................................ 4  
ARM Process Model 5 Overview ............................................................................................................... 4  
  Panel Structure ................................................................................................................................. 4  
  Comments .......................................................................................................................................... 5  
  Role Responsibilities ......................................................................................................................... 5  
  Other ................................................................................................................................................. 5  
Navigating ARM ........................................................................................................................................ 5  
System Timeout ....................................................................................................................................... 5  
ARM Application Status Definitions ........................................................................................................ 6  
Accessing ARM ......................................................................................................................................... 7  
  Logging in: ........................................................................................................................................ 7  
  Accessing Your Review Session .......................................................................................................... 8  
Starting Your Review ................................................................................................................................ 10  
  Application List Overview .................................................................................................................. 10  
  The Evaluation Screen ....................................................................................................................... 11  
  Accessing Review Criteria Descriptions ............................................................................................ 12  
Adding Comments to the Final Summary Report ...................................................................................... 13  
  Adding Comments by Criterion ........................................................................................................... 13  
    Including Reviewer Comments ......................................................................................................... 13  
    Adding New Comments ...................................................................................................................... 15  
    Editing and Deleting Comments ....................................................................................................... 16  
  Adding All Comments at Once ............................................................................................................. 17  
    How to Add All Comments at Once ................................................................................................. 17  
  Avoiding Duplicate Comments ............................................................................................................ 19  
Returning Evaluations to Reviewers .......................................................................................................... 20  
  How to Return Evaluations ................................................................................................................ 20  
Reviewing and Submitting the Final Summary Report .............................................................................. 22  
  Reviewing the Final Summary Report ................................................................................................. 22  
  Submitting the Final Summary Report .............................................................................................. 23  
Returned Final Summary Reports ............................................................................................................ 24  
  Checking the return History ................................................................................................................ 24  
  Editing Evaluations and Resubmitting to the Chairperson ................................................................. 25  
    If You Can Make the Changes Yourself ......................................................................................... 25  
    If You Cannot Make the Changes Yourself ..................................................................................... 25  
Completing the Review ............................................................................................................................ 26  
  Printing Final Summary Reports ....................................................................................................... 26
Managing Your Account .............................................................................................................................. 28
  Update Account information .................................................................................................................. 28
  Update Email ........................................................................................................................................ 29
  Update Password ................................................................................................................................ 29
  Update Login Name ........................................................................................................................... 30
Thank You ................................................................................................................................................ 30
INTRODUCTION
The Application Review Model (ARM) is a key component of the Grants Center of Excellence’s (COE’s) GrantSolutions ecosystem. The web-based ARM delivers a robust system to review grant applications, and ensures the seamless organization, evaluation and management of grant application lifecycle. Fair and comprehensive reviews through a standardized review process are at the heart of the ARM system. ARM participants can access the system 24/7/365 offering reviewers easy access from their home, office or remote location.

ROLE DEFINITIONS
The ARM roles are hierarchical in nature, providing the foundation for an application review workflow.

Reviewers: Individuals assigned to a panel with a set of applications for which they are responsible for providing scores and/or comments as required, reviewing each application’s content against the evaluation criteria. The primary role of a reviewer is to read the grant application and assign scores based on the criteria setup for that particular review session. After entering scores for each criterion, the reviewer may enter comments (strengths and weaknesses) to justify the scores assigned to each criterion. The reviewer then submits the evaluation to the panel Chairperson.

Chairperson: As the facilitator of the panel members and panel discussion process, the Chairperson is responsible for monitoring the progress of their panel’s Reviewers as well as compiling the Reviewer’s comments into a final summary report produced in ARM. They are responsible for ensuring all assigned applications meet the objective of the review, and are provided to the PAM.

Secondary Area Manager (SAM): Generally Federal program staff who have the responsibility to provide initial approval of application evaluations in ARM. They are able to monitor all review related activities in ARM while the review is in progress, and can receive all final reports.

Program Area Manager (PAM): Generally Federal program staff who have the responsibility to provide final approval of application evaluations in ARM, certifying the review is complete. They are able to monitor all review related activities in ARM while the review is in progress, and can receive all final reports. This role is responsible for marking an application “Approved” as complete.

Review Manager: This role is the individual who will be managing the administrative aspects of the review session.

ARM PROCESS MODEL 5 OVERVIEW
Process Model 5, includes a strengthened review criteria and scoring format that provides more flexibility with scoring and non-scoring criteria.

Panel Structure
1. Panels Include:
   a. Multiple Reviewers per panel.
   b. One Chairperson per panel.
COMMENTS
1. Must be entered after the criterion is scored.
2. Included by evaluation criterion.

ROLE RESPONSIBILITIES
1. Only Reviewers can score and edit their own comments.
2. Chairpersons can review all scores and comments and return submitted evaluations for updates.
3. Chairpersons compile panel comments, by application, into the Final Summary Report.
4. SAMs provide initial approval in a two tier approval process.
5. PAMs provide final approval in a two tier approval process.

OTHER
1. Reviewers only have visibility to their own scores and comments.
2. Reviewer evaluations can be returned by the Chairperson for editing.
3. Evaluations can be returned by the PAM for editing by the Chairperson or Reviewers.

NAVIGATING ARM
The breadcrumb trail in the blue ribbon at the top of each page in ARM is your main navigation through the system. We recommend you not use your browser back and forward buttons, but instead use the breadcrumb trail.

1. Your current screen will always be displayed in the right most position and will not be an active hyperlink since that is the page that you are on.

2. To go back to any previous screen, simply click the link for the desired screen.
3. If you are unsure what screen you need, you can click back one link at a time until you find the right screen.

SYSTEM TIMEOUT
Per federal regulations, and to provide maximum data security, there is a 30 minute timeout feature in ARM that will log you out after 30 minutes of inactivity. You will receive a 5 minute warning, but to prevent data loss, please save your progress often. Note: Only clicking buttons and hyperlinks is considered activity, and not typing text. Each click of a button or hyperlink will reset the timeout clock.
ARM APPLICATION STATUS DEFINITIONS

Pre-Review: The Reviewer has control of the application and has not yet accessed the evaluation. Scoring and commenting has not begun.

In Review: The Reviewer has control of the application and have not yet submitted the application evaluation to the Chairperson. Scoring and commenting is in progress.

Submitted to Chair: All reviewers have completed the evaluations for the application and have submitted them to the Chairperson. The Chairperson has control of the application and can begin creating the Final Summary Report, and Reviewers cannot make any changes to their individual evaluations.

Returned by Chair: The Chairperson has identified changes in the evaluation that need to be addressed by the Reviewer. The Chairperson has returned the application to the Reviewer’s control for additional work. A Chairperson will not have visibility to a reviewer’s scores while an evaluation is in this status. A Chairperson cannot edit any reviewer’s scores.

Submitted to SAM: All Reviewers have submitted their evaluations to the Chairperson, and the Chairperson has created the Final Summary report and submitted it to the SAM. The SAM has control of the application to provide initial approval. The panel can no longer make changes to individual evaluations or to the Final Summary Report.

Returned by SAM: The SAM has identified changes in the Final Summary Report that need to be addressed by the panel. The Chairperson now has control of the application for him/her to address or for him/her to return to the Reviewers for them to address. A SAM cannot edit any Reviewer scores, nor make edits to any comments.

Submitted to PAM: The SAM has approved the Final Summary Report and has submitted it to the PAM for final approval. The PAM has control of the application to provide final approval. The panel can no longer can make changes to individual evaluations or to the Final Summary Report.

Returned by PAM: The PAM has identified changes in the Final Summary Report that need to be addressed by the panel. The SAM now has control of the application for him/her to return to the Chairperson for him/her to address. A PAM cannot edit any Reviewer scores, nor make edits to any comments.
ACCESSING ARM

You will receive the link to ARM as well as your username prior to your review. Click the link to access the ARM homepage.

LOGGING IN:

1. Navigate to the ARM homepage.

2. Enter your username and password and click the Login button.

3. If you have forgotten your username or password, click the Retrieve Username link or the Lost Password link and follow the instructions. All ARM account information will be sent to the email address with which your account is registered.
ACCESSING YOUR REVIEW SESSION

After logging in, you will need to access your review session to start building your Final Summary Report.

1. Clicking the **Login** button takes you to the Agency Home screen that lists all review sessions for which you are serving as Chairperson.
2. Click the appropriate hyperlinked session name. **Note:** If your session has a program support website with relevant information concerning your review, the link will be in the Program Support Site column. Click the Go to Site link to open it.

3. After selecting your session, you will see the Conflict of Interest (COI) Statement that you must read and accept prior to accessing the session.
4. Once you have read the COI Statement, check the box indicating that you have read and accept the statement and then click the **Submit** button.

5. You will now see the Panel List screen.
6. Click the hyperlinked panel number under the Chairperson role to begin evaluating applications.

7. On rare occasions, typically in the case of a conflict of interest (COI), you may be serving as a Reviewer for certain applications on your panel. Please keep in mind that in this case you will
have two roles (Reviewer and Chair) listed, and to build the Final Summary Report, you will need to click the panel number under the Chair role.

8. You will now see the Application List screen, your main dashboard. You will access Reviewer evaluations and compile your Final Summary Reports for each application from this screen. This screen is pictured on page 10 below.
STARTING YOUR REVIEW

Once you reach the Application List screen, your main dashboard, and see that applications are in the “Submitted to Chair” status, you’ll be ready to begin building your Final Summary Reports.

APPLICATION LIST OVERVIEW

The application list provides you with an overview of the progress that the Reviewers have made in evaluating each application. When an application is in “Submitted to Chair” status, you will be able to begin building the Final Summary Report. Click the hyperlinked application name for the desired application.

The Application List includes the following information:

1. **Application Number**
2. **Application Name**
3. **Status**: See page 7 for detailed status definitions. **Note**: An application will only be in “Submitted to Chair” status once all evaluations, for an application, have been submitted to you.
4. **Average Score**: The average of the total scores Reviewers have entered for that application. **Note**: If the average score appears as double dashes, one or more reviewer has not submitted the evaluation to you.
5. **Evaluations Available**: The number of evaluations out of the total that have been submitted to you.
6. **Comments Added**: The total number of comments the Reviewers have added to that application, across all criteria.
7. **Application File**: Click the green [Open File] link to open the application file in a new tab or window. (This is optional and may not be available in all reviews.)
**THE EVALUATION SCREEN**

Clicking a hyperlinked application name takes you to the Evaluation screen for that application. Here you will see the list of all review criteria along with the scores the Reviewers have awarded for each. From the Evaluation screen you can access full descriptions of the criteria, close the Reviewer evaluations if need be, edit scores, and add, enter new, edit, and delete comments.

### 132516M1101 Playground ACTION PROGRAM COMMITTEE

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Comments</th>
<th>D. Blee (5996)</th>
<th>O. Cart (5997)</th>
<th>K. Davi (5998)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Technical Approach (Max. 25 points)</td>
<td>Comment</td>
<td>23</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>1 Budget (Max. 25 points)</td>
<td>Comment</td>
<td>18</td>
<td>20</td>
<td>23</td>
</tr>
<tr>
<td>2 What is their budget request? (Max. 0 points)</td>
<td>Comment</td>
<td>$56000</td>
<td>$56000</td>
<td>$56000</td>
</tr>
<tr>
<td>2 Is the organization prepared to do the project? (Max. 45 points)</td>
<td>Comment</td>
<td>Somewhat</td>
<td>Yes</td>
<td>Mostly</td>
</tr>
<tr>
<td>3 What percent of sites are operational? (Max. 0 points)</td>
<td>Comment</td>
<td>93 %</td>
<td>98 %</td>
<td>98 %</td>
</tr>
<tr>
<td>3 Was the description of need detailed and complete? (Max. 0 points)</td>
<td>Comment</td>
<td>Somewhat</td>
<td>Mostly</td>
<td>Somewhat</td>
</tr>
<tr>
<td>4 Please provide an overall assessment of the application. (Max. 0 points)</td>
<td>Comment</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Actual Score</td>
<td></td>
<td>66</td>
<td>90</td>
<td>83</td>
</tr>
<tr>
<td>Average</td>
<td></td>
<td>70.67</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 132516M1101 Playground ACTION PROGRAM COMMITTEE

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Comments</th>
<th>D. Blee (5996)</th>
<th>O. Cart (5997)</th>
<th>K. Davi (5998)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Technical Approach (Max. 25 points)</td>
<td></td>
<td>24</td>
<td>25</td>
<td>23</td>
</tr>
<tr>
<td>2 Budget (Max. 25 points)</td>
<td></td>
<td>25</td>
<td>18</td>
<td>23</td>
</tr>
<tr>
<td>3 Is the organization prepared to do the project? (Max. 45 points)</td>
<td></td>
<td>Yes</td>
<td>Mostly</td>
<td>Somewhat</td>
</tr>
<tr>
<td>Actual Score</td>
<td></td>
<td>94</td>
<td>78</td>
<td>71</td>
</tr>
<tr>
<td>Average</td>
<td></td>
<td>81.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Non-Saluing Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Comments</th>
<th>D. Blee (5996)</th>
<th>O. Cart (5997)</th>
<th>K. Davi (5998)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 What percent of sites are operational?</td>
<td></td>
<td>100 %</td>
<td>100 %</td>
<td>86 %</td>
</tr>
<tr>
<td>2 What is their budget request?</td>
<td></td>
<td>$2500000</td>
<td>$2500000</td>
<td>$2500000</td>
</tr>
<tr>
<td>3 Was the description of need detailed and complete?</td>
<td></td>
<td>Mostly</td>
<td>Somewhat</td>
<td>Somewhat</td>
</tr>
<tr>
<td>4 Please provide an overall assessment of the application.</td>
<td></td>
<td>Comment Only</td>
<td>Comment Only</td>
<td>Comment Only</td>
</tr>
</tbody>
</table>
ACCESSING REVIEW CRITERIA DESCRIPTIONS

If the review criteria were setup with detailed descriptions, you may view them by following the steps below:

1. To view the full descriptions of the review criteria from the Evaluation screen, click the Criteria column header link.

2. The full descriptions of the criteria will open in a new tab or window.

3. You can keep that tab or window open in the background, for easy reference, as you score and comment on each criterion.
**Adding Comments to the Final Summary Report**

While Reviewer scores are added to the Final Summary Report by ARM automatically, you will need to manually add comments to the report. There are two options for adding Reviewer comments to the Final Summary Report: you can add them by criterion or all at once.

**Adding Comments by Criterion**

**Including Reviewer Comments**

To add comments to the Final Summary Report by criterion, follow the steps below:

1. On the Evaluation screen, click the Comment link next to the desired criterion.

2. You will now see the Comments screen that will list all comments you have added to the Final Summary Report for that criterion. This screen will not display any comments initially, prior to you adding them. **Note:** This screen will also display any comments you have added using the second option to add all comments at once, details below.

3. To add Reviewer comments, click the View and Include Reviewer Comments link.

4. You will now see the Edit Comment screen which will display all comments added by all reviewers, for that criterion. **Note:** If no comments are displayed below a Reviewer’s name, that Reviewer has not submitted any comments for that criterion.
5. Click the checkbox next to all comments you would like to add to the Final Summary Report, or click the Select All button to check the boxes for all comments if you want to add all to the report.

6. Finally, click the Add to Final Comments button to add all selected comments to the Final Summary Report. The red status next to the selected comments will change from “Not Added” to “Added,” and the Comments screen for that criterion will now display all the selected comments along with the date and time they were added.

7. Click the Evaluation link in the breadcrumb trail to return to the Evaluation screen and repeat all steps for the remaining criteria.
ADDING NEW COMMENTS

Though not required, if you deem it necessary, you can add new comments to the Final Summary Report. Adding new comments can only be done by criterion. Follow the steps below:

1. On the Evaluation screen, click the Comment link next to the desired criterion.

2. You will now see the Comments screen.

3. Click the Add a New Comment link.

4. You will now see an alternate Edit Comment screen where you can enter new comments.

5. Click the Category dropdown menu to choose whether your comment is a Strength, a Weakness or a General comment.

6. Type in the page number or page identifying information. Note: Follow the instructions you receive from the grant Review Managers for completing this field with the appropriate page information.

COMMENTING NOTES:

You may find it useful to use a word processing program or text editor to draft your comments so you only need to copy and paste them into ARM. Because ARM is a plaintext program, we recommend the use of a plaintext text editor like Notepad.

If you use a word processing program like Microsoft Word any special characters or formatting (like bulleted lists) will not paste properly if pasting directly from Word into ARM.

Also, ARM does not require comments to be added for you to submit your evaluation to the PAM. Please make sure that you have added all necessary comments prior to clicking the Submit to Chair button.
7. Enter your comment in the large textbox. **Note:** You have a 4,000 character limit per comment.

8. Click the **Spell Check** button to check for spelling errors in your comment.
9. Click the **Submit** button to finalize your comment and add it to your evaluation. The three fields will clear and your comment will now appear below the large textbox. **Note:** You can also click the **Save** button to save your draft comment prior to adding it to the evaluation. To retrieve a saved comment to finalize it, click the **Retrieve the Last Comment** link on the Comments screen.

10. To continue adding additional comments for the criterion, repeat steps 3-9.
11. Follow the steps outlined above to continue entering scores and comments for the remaining criteria.

**EDITING AND DELETING COMMENTS**

After adding Reviewer comments or new comments to the Final Summary Report, you may need to edit or delete them. Again, this can only be done by criterion. **Note:** Editing and Deleting Follow the steps below:

1. On the Evaluation screen, click the **Comment** link next to the desired criterion.
2. You will now see the Comments screen, with all comments you have added to the Final Summary Report.

3. To delete a comment click the Delete link next to the comment number.

4. To edit a comment, click the Edit link next to the comment number and follow steps 5-9 in the Adding New Comments section above.

ADDITIONAL COMMENTS AT ONCE
You also have the option to add comments for all criteria at once.

HOW TO ADD ALL COMMENTS AT ONCE
To add comments for all criteria at one time follow the steps below:

1. On the Evaluation screen click the hyperlinked Comments column header.

2. You will now see the complete list of all reviewer comments for all review criteria. Note: If no comments are displayed below a Reviewer’s name, that Reviewer has not submitted any comments for that criterion.
3. Click the checkbox next to all comments you would like to add to the Final Summary Report, or click the Select All button to check the boxes for all comments if you want to add all to the report.

4. Finally, click the Add to Final Comments button to add all selected comments to the Final Summary Report. The red status next to the selected comments will change from “Not Added” to “Added,” and the Comments screen for the individual criteria will now display all the selected comments along with the date and time they were added.

5. Viewing, editing, and/or deleting any comments that you added via this method will need to be done by criterion. Follow the steps in the Adding Comments by Criterion section above to accomplish these tasks.
AVOIDING DUPLICATE COMMENTS
Reviewer comments should not be added to your Final Summary Report in duplicate. To avoid adding duplicate comments, it is important to note that, using both options above, every time you check the checkbox next to a comment and click the Add to Final Comments button, that checked comment will be added. Even if you have already added it, it will be added again.

Please pay attention when selecting the comments and don’t check the box next to any comments that show an “Added” status. If you have already added comments to the Final Summary Report for all criteria, you may not want to use the Select All button when adding more comments. If you do add duplicate comments, you can delete them by following the steps in the Editing and Deleting Comments section above.

Also keep in mind that if you have added comments to your Final Summary Report and then return an evaluation to a Reviewer for edits to existing comments, you will need to delete the originally added comments if you will be adding the newly edited comments.
RETURNING EVALUATIONS TO REVIEWERS

If you find that any Reviewer evaluations should be updated and edited, scores and/or comments, you can return the evaluation to the Reviewer to make the changes. You will be able to return it to them with your feedback. Please note that while you can suggest Reviewers make changes to their scores and/or comments, they may choose not to follow your suggestions.

HOW TO RETURN EVALUATIONS

To return evaluations to the Reviewers for updates and edits, follow the steps below:

1. On the Evaluation screen, click the Return Evaluation button.

2. You will now see the Reject Evaluation screen with comment boxes for each criterion as well as a general box where you will enter your feedback.
3. Click the checkbox next to the name or names of the panelists to whom you want to return evaluations.

4. Enter your feedback in the appropriate criteria or general textbox. You may enter individual return comments for each criterion, but only one return comment in one textbox is required. **Note:** Each field has a 4,000 character limit.

5. Click the **Spell Check** button to check your spelling, and click the **Save** button to save your draft comments without returning the evaluations to the Reviewers.

6. Finally click the **Submit** button to return the evaluations to the Reviewers.

7. The status of that application will now be “Returned by Chair,” and you will no longer have access to panel scores until all evaluations are resubmitted to you.
REVIEWING AND SUBMITTING THE FINAL SUMMARY REPORT

You can view the PDF Final Summary Report at any time, but doing so when you have finished compiling the Final Summary Report will be an important step in finalizing the report. This gives you the chance to view the report as the PAMs will see it, proofread the report, and spot any duplicate comments or formatting issues.

REVIEWING THE FINAL SUMMARY REPORT

To view the PDF Final Summary Report follow the steps below:

1. On the Evaluation screen, click the View PDF Report button.

2. The PDF Final Summary Report will open in a new tab or window.
3. The PDF report lists the individual reviewer scores by criterion along with the average score on the first page, followed by the comments listed by criterion. For each criterion, comments are organized with Strengths first followed by Weakness comments and finally by General comments. If you see the word “None” for any comment category for any criterion, it means that no comments were added to the Final Summary Report for that category for that criterion.

4. Once you finish proofreading the report, you can close the tab or window in which it loaded, and you’ll be ready to submit the Final Summary Report to the PAM for approval.

**SUBMITTING THE FINAL SUMMARY REPORT**

After compiling your Final Summary Report, you’ll be ready to submit it to the PAM for approval.

1. On the Evaluation screen, click the Submit to PAM button.

2. Click the OK button in the confirmation box.

3. The status for that application will now be “Submitted to PAM,” and you will no longer be able to make changes to the Final Summary Report, though you will be able to view it.
RETURNED FINAL SUMMARY REPORTS

If the PAM identifies changes that are needed to the Final Summary Report, he or she may return it to you with suggested edits. If any Final Summary Reports are returned to you, you will need to review the Return History, make sure all necessary changes are made to the Final Summary Report, and resubmit it to the PAM.

CHECKING THE RETURN HISTORY

1. When a PAM returns Final Summary Report to you, the status of that application will change to “Returned by PAM.”
2. On either the Application List screen or the Evaluation screen, click the Returned by PAM status link.

![Image of Application List and Evaluation screen]

### Application List

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Application Name</th>
<th>Status</th>
<th>Average Score</th>
<th>Evaluations Available</th>
<th>Comments Added</th>
<th>Application PDF File</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIP-1001</td>
<td>Birmingham-Shuttlesworth International</td>
<td>Returned by PAM</td>
<td>69</td>
<td>2/3</td>
<td>1</td>
<td>Open PDF</td>
</tr>
<tr>
<td>AIP-1002</td>
<td>Ted Stevens Anchorage International</td>
<td>In-review</td>
<td>--</td>
<td>0/3</td>
<td>0</td>
<td>Open PDF</td>
</tr>
<tr>
<td>AIP-1003</td>
<td>Phoenix Sky Harbor International</td>
<td>In-review</td>
<td>--</td>
<td>0/2</td>
<td>0</td>
<td>Open PDF</td>
</tr>
<tr>
<td>AIP-1004</td>
<td>Jackson-Even International</td>
<td>In-review</td>
<td>--</td>
<td>0/3</td>
<td>0</td>
<td>Open PDF</td>
</tr>
<tr>
<td>AIP-1008</td>
<td>Newark Liberty International</td>
<td>In-review</td>
<td>--</td>
<td>1/2</td>
<td>4</td>
<td>Open PDF</td>
</tr>
</tbody>
</table>

### Evaluation Screen

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Comments</th>
<th>D.Bloe (9999)</th>
<th>O.Carl (9997)</th>
<th>K.Davi (9998)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Technical Approach (Max. 25 points)</td>
<td>Comment</td>
<td>23</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>1 Budget (Max. 25 points)</td>
<td>Comment</td>
<td>18</td>
<td>20</td>
<td>23</td>
</tr>
<tr>
<td>2 What is their budget request? (Max. 0 points)</td>
<td>Comment</td>
<td>$56000</td>
<td>$56000</td>
<td>$56000</td>
</tr>
<tr>
<td>2 Is the organization prepared to do the project? (Max. 45 points)</td>
<td>Comment</td>
<td>Somewhat</td>
<td>Yes</td>
<td>Mostly</td>
</tr>
<tr>
<td>3 What percent of sites are operational? (Max. 0 points)</td>
<td>Comment</td>
<td>93 %</td>
<td>98 %</td>
<td>98 %</td>
</tr>
<tr>
<td>3 Was the description of need detailed and complete? (Max. 0 points)</td>
<td>Comment</td>
<td>Somewhat</td>
<td>Mostly</td>
<td>Somewhat</td>
</tr>
<tr>
<td>4 Please provide an overall assessment of the application. (Max. 0 points)</td>
<td>Comment</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Actual Score</td>
<td>66</td>
<td>90</td>
<td>83</td>
<td></td>
</tr>
<tr>
<td>Average:</td>
<td>79.67</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. The Return History screen will open in a new tab or window, and it will detail the reasons why the PAM has returned the evaluation.

![Return History Screen]

4. After reading and considering the PAM’s feedback, you’ll be ready to make all necessary changes.

**EDITING EVALUATIONS AND RESUBMITTING TO THE CHAIRPERSON**

**IF YOU CAN MAKE THE CHANGES YOURSELF**

1. Follow the instructions in the Editing Scores and/or Adding Comments sections above to enter/edit any scores and comments.
2. Once all necessary changes are incorporated into the Final Summary Report, follow the instructions in the Submitting the Final Summary Report section to resubmit to the PAM.

**IF YOU CANNOT MAKE THE CHANGES YOURSELF**

1. Follow the instructions in the Returning Evaluations to Reviewers section to have them make the changes.
2. When the Reviewers resubmit their evaluations to you, follow the instructions in the Adding Comments section above to make sure all edited comments are incorporated into the Final Summary Report.
3. Once all necessary changes are incorporated into the Final Summary Report, follow the instructions in the Submitting the Final Summary Report section to resubmit to the PAM.
**COMPLETING THE REVIEW**

Once you submit your evaluations to the PAM, the PAM will be responsible for completing the final steps. When the PAM is satisfied with the Final Summary Report, they will approve that application. At that point the status of that application will change to “Approved,” and your role as Chairperson for that application will be complete. Your only remaining task, **IF REQUIRED**, will be to print, sign, and mail your PDF Final Summary Reports.

**PRINTING FINAL SUMMARY REPORTS**

Follow the Reviewer instructions you receive from your Review Manager and from the federal program staff. **If** you are required to submit printed and signed PDF versions of your Final Summary Reports, follow the steps below:

1. Your PDF Final Summary Reports with signature and date lines for an application will only be available after that application is in “Approved” status.

2. From the Evaluation screen, click the **View PDF Report** button to open the PDF report in a new tab or window.

### Table of Application Statuses

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Application Name</th>
<th>Status</th>
<th>Average Score</th>
<th>Evaluations Available</th>
<th>Comments Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>132516EE101</td>
<td>Playground ACTION PROGRAM COMMITTEE</td>
<td>Approved as Ineligible</td>
<td>0.00</td>
<td>2 / 3</td>
<td>0</td>
</tr>
<tr>
<td>132510DE111</td>
<td>Playground Action Agency Group</td>
<td>Approved</td>
<td>66.67</td>
<td>3 / 3</td>
<td>0</td>
</tr>
<tr>
<td>132516EE111</td>
<td>Northeast Playground Action Agency, Inc.</td>
<td>In Review</td>
<td>--</td>
<td>0 / 3</td>
<td>0</td>
</tr>
<tr>
<td>132516EE121</td>
<td>Playground ACTION Group, INC</td>
<td>Submitted as Ineligible to PAM</td>
<td>86.00</td>
<td>3 / 3</td>
<td>0</td>
</tr>
<tr>
<td>132516EE131</td>
<td>North Central Playground Action Group, Inc.</td>
<td>Pre-review</td>
<td>--</td>
<td>0 / 3</td>
<td>0</td>
</tr>
</tbody>
</table>
3. Print, sign and date the PDF report.

4. Repeat steps 1-5 for each application in your panel.

5. Mail in all signed Final Summary Reports with all other required closeout documentation.

6. This will complete your review for the grant program.
MANAGING YOUR ACCOUNT
You have the ability to personalize and update your usernames and passwords and manage your accounts accordingly. To manage your account, click the My Account link in the upper right corner of the screen.

UPDATE ACCOUNT INFORMATION
You can update all account information as necessary. This includes First Name, Last Name, City, Zip Code, and State.

1. On the Account screen, click the Update Account Information button.

2. Enter the updated information in the appropriate field, and click the Submit button.
UPDATE EMAIL
You also have the option to update the email address associated with your account. If you update your email address, all communication from the ARM system will be sent to the new email address. Note: For returning ARM reviewers, please be sure that you provide the currently registered email address to the Review Manager when contacted about acting as a reviewer for a new program.

1. On the Account screen, click the Update Email button.

2. Enter your password, your new email address, confirm the new email address, and finally click the Submit button.

UPDATE PASSWORD
You can update your password at any time.

1. On the Account screen, click the Update Password button.
2. First enter your old password, then (following the guidelines) enter and confirm your new password and click the Submit button.

UPDATE LOGIN NAME
You have the option to update your username at any time. **Note:** If the username you select is already assigned, you will need to enter an alternate username.

1. On the Account screen, click the Update Login Name button.

2. Enter your password, your new username, confirm the new username, and finally click the Submit button.

**THANK YOU**
This concludes the Chairperson User Manual for the Application Review Module. Thank you for using ARM.