

GrantSolutions.gov Application Review Module (ARM) Quick Guide - Fact Sheet

The Application Review Module was modified in December 2016 to enhance usability and security. Users should take note of the following, immediate changes to the system.

Login

- ARM now has a single sign-on function for all user levels. You will not need to follow a link specific to your role to login.
- Users have been granted control to retrieve and edit their ARM profiles (*email addresses, names and passwords*).
- Users with previous ARM profiles will be asked to create a new password on the first login.

ARM Credentials -- User ID and Password

- User names and passwords will now be sent to each assigned panel member directly from ARM via no_reply@grantsolutions.gov when a review is opened. Please add this address to your contact list so email from ARM is not routed to spam.

Two-Factor Authentication

- ARM is now equipped with two-factor authentication. This will require users to verify their identity using a second, personal device to access the system. (E.g. phone call or sms text).
- Telephone Authentication – Users may be asked to provide a call back number that must be answered upon login.
- SMS Text – Users may be asked to provide a number that receives text in order to receive a 6-digit code that must be typed into ARM.
- Google Authentication – Users may be asked to add ARM as a new profile in their Google Authenticator App. The Google Authenticator can be downloaded for free.

Evaluation Criteria

- The Evaluation Criteria in ARM has been expanded to the sub-criterion level.
- Reviewers will be asked to provide comments for each applicable sub-criterion.
- Reviewers must enter a score of “0” for each sub-criterion level in order to activate the comments link.
- Reviewers will be asked to score the overall Criterion after providing comments at the sub-criterion level. [E.g. score = 0 for 1.1 – 1.8, score = 0-30 at 1.9]

Technical Assistance

- Users may review the Login FAQ linked from the ARM homepage for login updates and how to resolve them.
- Users should contact ARM Support <support@grantreview.org> for technical difficulty with login.
- Users should contact the Grant Operations Help Desk <OHSTech@reviewops.org or 1-888-242-0684> in the event of technical difficulty not related to login updates.