



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**



Reviewer guide to the review process

**EGrAMS**



# INTRODUCTION

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In this stage of the **Grant Application** process the application is in need of review. Several steps are necessary to establish yourself as a Review Committee member.

Already have a profile in EGrAMS? Proceed to the next slide.

If you are new to EGrAMS, you will need to do a few things to establish yourself in the EGrAMS system. To become an authorized user, please view the Tutorial [EGrAMS Application Entry](#) by clicking [here](#) to access through the Division of Business Partnerships EGrAMS website. Click on the Launch button. The FAQ's on that same page will also be helpful.

# HOW DO I BECOME A REVIEWER?

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Once logged in to EGrAMS, click **Access EGrAMS** then go to:

**Review Management > Application Review > Review Volunteer**

Register yourself as a Review Volunteer.

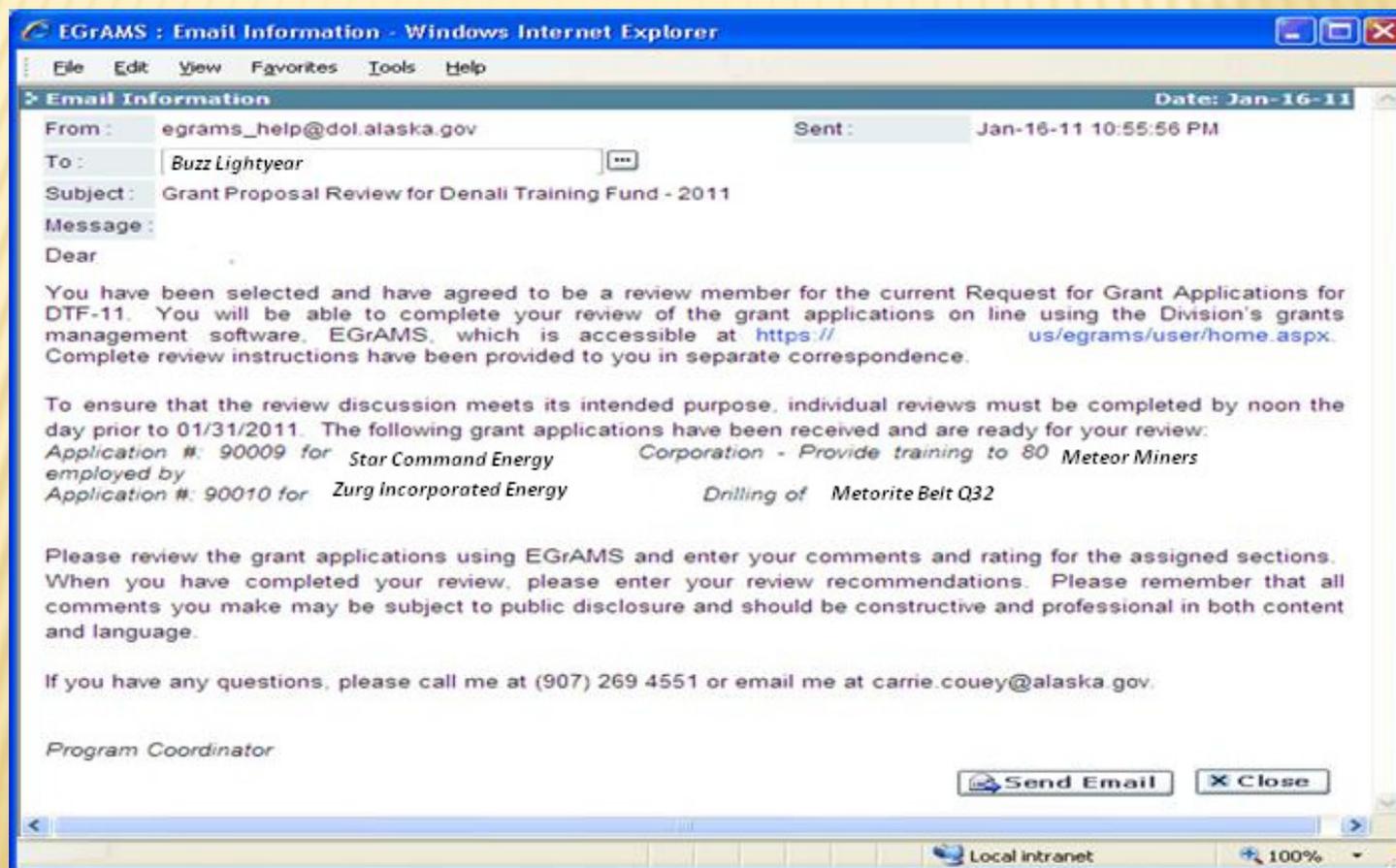
When you have been assigned as a Reviewer be aware that you may also need to accept the **Confidentiality Agreement** and **Conflict of Interest (COI)**.

**Review Management > Application Review > Confidentiality Agreement**  
and

**Review Management > Application Review > Conflict of Interest**

# NOTIFICATION

When a Program Coordinator assigns you to grant application for review you will receive an e-mail similar to the example below. You are now ready to begin the review process.



# CONFIDENTIALITY AGREEMENT

When you receive notification that you have been assigned as a Reviewer go here :  
**Review Management -> Application Review -> Confidentiality Agreement**

Select 'Accept' mode'

Select Grant Program from lookup

System displays Review Type and review Team for respective user

Click 'GO'

Read the 'Confidentiality Agreement'

Check the box below the agreement.

Click on 'Ok' to confirm acceptance

The screenshot shows the EGrAMS Application interface for the State of Alaska. The breadcrumb trail is: Review Management > Application Review > Confidentiality Agreement. The page has a 'Timeout Left: 60 mins' and 'Date: Jan-16-11'. There are 'Accept' and 'Review' buttons. The form fields are: Program: DTF-11 (Denali Training Fund - 2011), Review Type: R (Team Review), and Review Team: A (Team - A). A green 'GO' button is visible. Below the form is the 'Confidentiality Agreement Text' section, which includes the header 'Department of Labor & Workforce Development, Division of Business Partnerships' and the text: 'Confidentiality: As a reviewer on behalf of the Department of Labor & Workforce Development Division of Business Partnerships (DOLWD), I fully understand that in the performance of my responsibilities, certain types of Confidential information shall be disclosed to me. In consideration of my appointment as a reviewer, I hereby agree as follows: 1. All applicant-supplied materials and information, whether supplied directly by the applicant(s), or by the DOLWD on behalf of the applicant(s), and whether disclosed in written, graphic, photographic, recorded, projected or verbal form, shall be regarded as "Confidential Information".' There is a checkbox for 'I accept the Confidentiality Agreement as described above.' with 'OK' and 'Cancel' buttons below it. At the bottom, there are fields for 'User Name:' and 'Agency:' and a footer with navigation links and copyright information: 'Copyright © 2001-2009 HTC Global Services, Inc.'

- Conflict of Interest cannot be marked unless Confidentiality Agreement is accepted
- Confidentiality Agreement needs to be accepted only once for a grant program

# CONFLICT OF INTEREST

## Review Management -> Application Review -> Conflict of Interest

Select 'Accept'

Select Grant Program from lookup

System displays Review Type and review Team for respective user

Click 'GO'

System displays list of assigned applications

Mark Conflict Yes or No as applicable

Click on 'Notes' icon to enter COI remarks

Click 'Ok' to save data

Click 'Done' for completion of COI

\*NOTE –the program coordinator may over-ride an individual's conflict of interest allowing you to review the grant application

The screenshot shows the EGrAMS Application interface for Conflict of Interest review. The page title is "EGrAMS Application" and the user is logged in as "State of Alaska". The navigation menu includes "Review Management", "Application Review", and "Conflict of Interest". The "Conflict of Interest" section is active, showing a "Conflict of Interest" tab and a "Review" button. The review details are as follows:

Program:	DTF-11	Denali Training Fund - 2011
Review Type:	R	Team Review
Review Team:	A	Team - A
Reviewer:	B. Lightyear	Star Command

Below the details is a table of assigned applications:

Sel.	Federal Id.	Agency Name	Project	Stage	Conflict	Notes
<input type="checkbox"/>			Provide training to 80	RVW/W	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="checkbox"/>			Drilling of Geothermal well	RVW/W	<input checked="" type="radio"/> Yes <input type="radio"/> No	

At the bottom of the table are buttons for "Done", "OK", and "Cancel".

- Once 'Done' is clicked, COI cannot be changed
- Unless 'Done' is selected, COI is not confirmed in the system

# GRANT APPLICATION REVIEW

Review Management -> Application Review -> Grant Application Review

Select Grant Program from lookup

Select Review Type from lookup

System displays assigned review team

Click on 'GO'

System displays a list of applications assigned for review

Click on desired application to start the review

The system opens the selected application in a separate window

The screenshot shows the EGrAMS Application web interface. The header includes the EGrAMS Application logo and the State of Alaska logo. The navigation menu shows 'Review Management', 'Application Review', and 'Grant Application Review'. The main content area displays a form for selecting review parameters:

- Program: DTF-11 (Denali Training Fund - 2011)
- Review Type: R (Team Review)
- Review Team: A (Team - A)
- Project: (empty)

Below the form is a table of assigned review teams:

Federal Id	Agency Name	Project Stage	Review Status
	Agency number 1	Application Review	Pending
	Agency number 2	Application Review	Not Started

The footer shows the user name 'Reviewer' and agency 'The Agency I Work For Me'. There are also links for 'DOLWD Home', 'EGrAMS Home', 'EGrAMS Menu', 'Contact EGrAMS', 'Contact Information', and 'State Web Sites'.

- System displays an error if Confidentiality Agreement or Conflict of Interest has not been completed

# GRANT APPLICATION REVIEW CONT'D

Click to Print Application in PDF

Previous/Next buttons

Application Tree

Enter section level comments, if required. These comments are what you would like to see changed in the application and may be visible to the grantee if awarded grant.

Mark evaluation criteria as applicable, click 'Save' to save criteria

Select Action & Click 'Done' to complete review

The screenshot displays the EGrAMS Application review interface for the State of Alaska. The top navigation bar includes the title 'EGrAMS Application' and 'State of Alaska'. The main content area is titled 'Face Sheet Review' and shows the following details:

- Agency: 12-3435
- Agency Number 1: [Field]
- Program: Denali Training Fund - 2011
- Provide training to 80 Community Health Aides employed by [Field]
- Stage: RVW/P

The left sidebar contains an 'Application Tree' with the following items:

- Cover Page
  - Organization
  - Project
  - Contacts
- Certifications
- Project Description
- Measurements and Outcomes
- Performance Measures
- Project Sustainability
- Organization Qualifications
- Project Budget

The main content area displays '1. Organization Information' with the following fields:

- a. Organization Name: Agency Number 1
- b. Organizational Unit: [Field]
- c. Address: PO Box
- d. Address 2: [Field]
- e. City: Dillingham, State: AK, Zip 1: 99576, Zip 2: [Field]
- f. Federal I.D. Number: 12-3435, Reference No.: [Field]
- g. Agency's fiscal year (beginning month and day): Oct
- h. Agency type (please check one):
  - Non-Profit
  - Public

At the bottom, the 'Review Response' section includes radio buttons for Deficient, Meets (selected), Exceed, and N/A. A 'Comments' text area is provided for section-level comments. The 'Save' button is visible, and a dropdown menu for 'Select Action' is open, showing options like 'Recommended for funding', 'Recommended with Revisions', and 'Work in Progress'. A 'Done' button is also present.

# APPLICATION REVIEW NOTES

- Mark evaluation criteria, click '**Save**' - automatically advances to the next page
- To move across sections, use the '**Application Tree**' or '**Previous/Next**' buttons
- For Work Plan sections, criteria needs to be marked only once
- For all sections, review notes are at a section category level. The reviewer sees the section category notes across all the individual section pages
- If a section page is marked as '**Deficient**', reviewer notes/comments are mandatory
- On selection of the '**Review Action**' from the dropdown and clicking '**Done**', the system displays an error if evaluation criteria has not been marked for all sections or review comments/remarks have not been entered for a section marked as '**Deficient**'
- To view errors, click on the '**View Errors**' icon and complete the review as applicable – see *next slide for example*.
- The system automatically promotes an application to the next stage (*Review Consolidation*) once all reviewers have completed individual reviews on the respective application
- *Review Consolidation* will be facilitated by the Program Coordinator and will involve a process in which the individual reviewer comments are combined and consolidated to the final comments that may be provided to the grant applicant. This is also when the review team will come to consensus on the funding recommendation of Recommend for Funding, Recommended with Revisions or Work in Progress. The review consolidation can also make a recommendation on the amount of funds to be awarded.

# ERRORS TO CORRECT

1. During application review, if a reviewer does not enter review response for any of the sections, or selects response as 'Deficient' but does not enter comments, the review is considered incomplete.

Face Sheet Review | Timeout : 60 mins | Date : May-02-11

Agency: 92-0124196 | Love Cookies, INC. | Close

Program: Workforce Investment Act Youth Program - 2011 Two tooth cookie incorporated | Show Documents

Stage: RVWW

**Applicant Information**

a. Applicant Name: Love Cookies, INC.

b. Organizational Unit:

c. Address: PO Box 120466

d. Address 2:

e. City: Anchorage | State: AK | Zip 1: 99507 | Zip 2:

f. Federal I.D. Number: 92-0124196 | Reference No.: 1234321

g. Agency's fiscal year (beginning month and day): Jul - 1

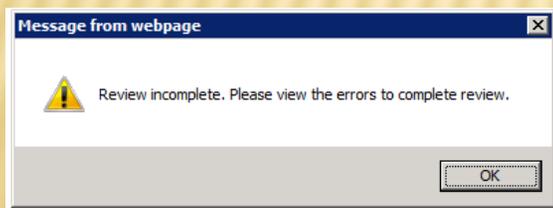
h. Agency type (please check one):  
 Community College  Local Government  
 Non-Profit  For-Profit  
 Public  Regional Training Center

Review Response:  Deficient  Meets  Exceed  N/A

Comments:

Save | Recommended for funding | Done

2. If in the above screen, the Done button is clicked, the system shows the following error message:



3. After OK is clicked in the information message window, the system displays the View Errors button as shown in the following screen.

Project Description

Performance Measures

Organization Qualifications

Project Sustainability

Project Budget

f. Federal I.D. Number: 92-0124196 | Reference No.: 1234321

g. Agency's fiscal year (beginning month and day): Jul - 1

h. Agency type (please check one):  
 Community College  Local Government  
 Non-Profit  For-Profit  
 Public  Regional Training Center

Review Response:  Deficient  Meets  Exceed  N/A

Comments:

View Errors | Save | Select Action | Done

4. Clicking on the View Errors button displays the error messages window:

EGrAMS : Errors and Warnings - Windows Internet Explorer

Errors and Warnings

Program Name: Workforce Investment Act Youth Program - 2012

Code	Description
<input checked="" type="checkbox"/> R003	Evaluation criteria not marked for Organization strengths
<input checked="" type="checkbox"/> R003	Evaluation criteria not marked for Continuation Plan
<input checked="" type="checkbox"/> R003	Evaluation criteria not marked for Plans and any agreements for continuing the project
<input checked="" type="checkbox"/> R003	Evaluation criteria not marked for Supporting Letters
<input checked="" type="checkbox"/> R003	Evaluation criteria not marked for Employment Barriers
<input checked="" type="checkbox"/> R003	Evaluation criteria not marked for Career Pathways
<input checked="" type="checkbox"/> R003	Evaluation criteria not marked for Literacy Support
<input checked="" type="checkbox"/> R003	Evaluation criteria not marked for Communities Served
<input checked="" type="checkbox"/> R004	Comments not entered for section Applicant - (marked as Deficient)

Print Causes and Solution | PDF Preview | Close

Local intranet | Protected Mode: Off | 100%

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This concludes the Reviewer process. If you have questions please contact the appropriate program contact for the grant application you are reviewing.

Thank you