

# CHAIRPERSON

**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.

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# 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.**

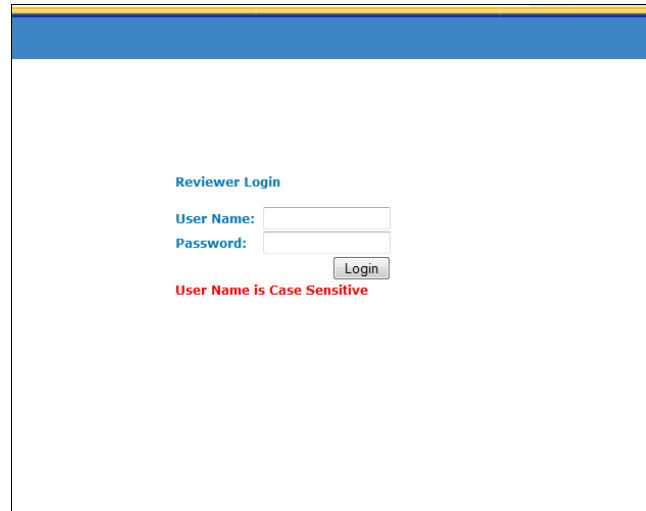
- ❖ The primary users for ARM are the Reviewer, Chairperson, Secondary Area Manager (SAM), and Federal Program Area Manager (PAM).
- ❖ The Chairperson has the responsibility of building a Final Summary Report in ARM, and creating a comprehensive document of comments provided by the panel reviewers.

# 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 the appropriate boxes and click the [Login](#) button.



Reviewer Login

User Name:

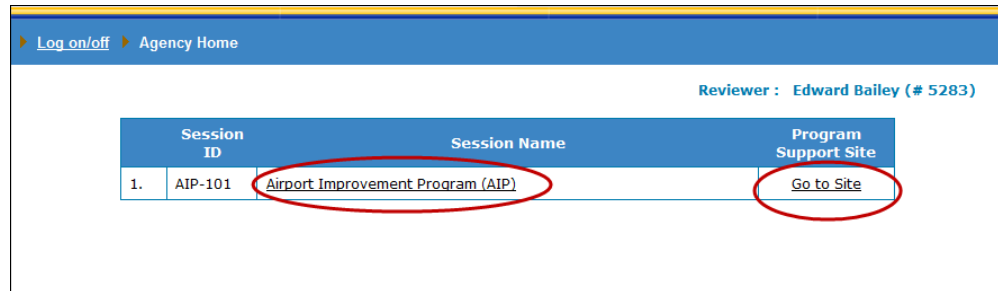
Password:

[Login](#)

User Name is Case Sensitive

- 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.



Log on/off Agency Home

Reviewer : Edward Bailey (# 5283)

	Session ID	Session Name	Program Support Site
1.	AIP-101	<a href="#">Airport Improvement Program (AIP)</a>	<a href="#">Go to Site</a>

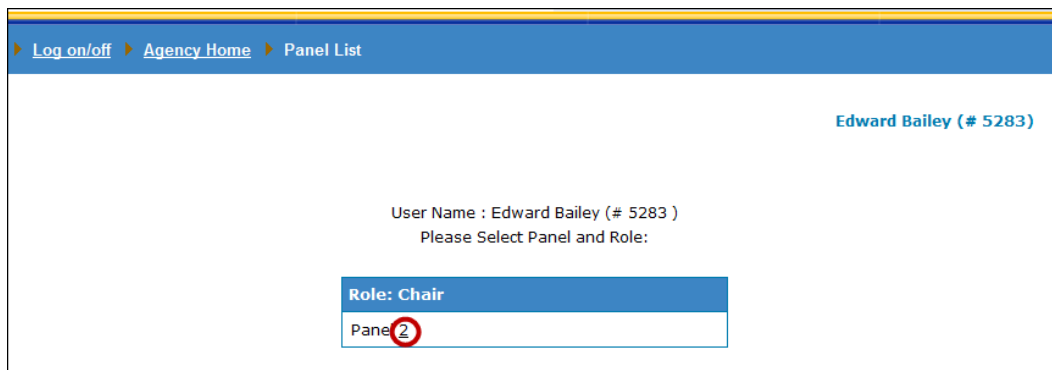
*Note: If the "Program Support Site" column has a [Go to Site](#) link visible, clicking on the link will open an outside website in a new window.*

# Starting the Review

## Accessing Your Applications

### 2b. Select Your Panel

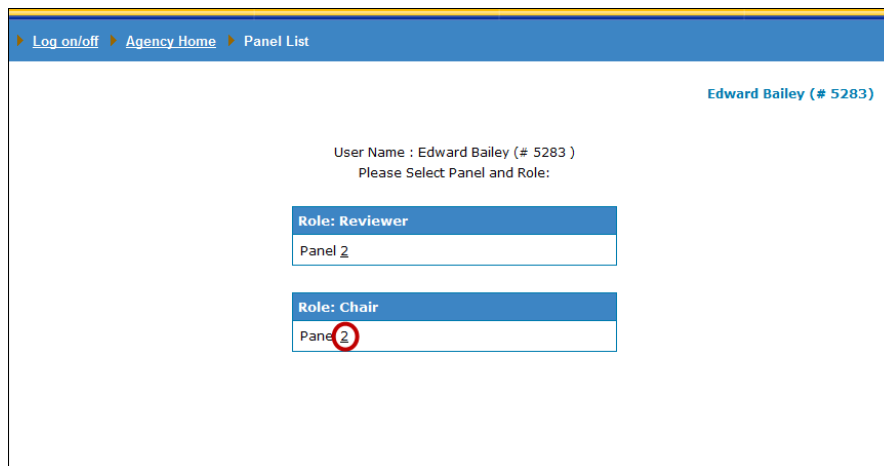
Click on the number of your panel which is a link to select your panel.



The screenshot shows a web interface with a blue header bar containing links: Log on/off, Agency Home, and Panel List. The user's name, Edward Bailey (# 5283), is displayed in the top right. The main content area shows the user name and a prompt to select a panel and role. Below this, there is a form with a blue header 'Role: Chair' and a white input field containing 'Panel 2'. The number '2' in 'Panel 2' is circled in red.

### 2c. Select Your Role

On the rare occasion that you are serving dual roles (Chairperson and Reviewer), you will have to select the panel associated with the Chairperson role.



The screenshot shows the same web interface as the previous one, but with two forms. The first form has a blue header 'Role: Reviewer' and a white input field containing 'Panel 2'. The second form has a blue header 'Role: Chair' and a white input field containing 'Panel 2'. The number '2' in 'Panel 2' of the second form is circled in red.

# Starting the Review

## Application Selection Screen

This screen displays six major identifiers of the application:

- ❖ Application Number
- ❖ Application Name
- ❖ Status
- ❖ Average Score
- ❖ Evaluations Available
- ❖ Comments Added
- ❖ Application PDF File (optional)

Application Number	Application Name	Status	Average Score	Evaluations Available	Comments Added	Application PDF File
AIP-1001	Birmingham-Shuttlesworth International	Submitted to Chair	89	3 / 3	1	<a href="#">Open PDF</a>
AIP-1002	Ted Stevens Anchorage International	In-review	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1003	Phoenix Sky Harbor International	In-review	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1004	Jackson-Evers International	In-review	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1008	Newark Liberty International	In-review	--	1 / 3	4	<a href="#">Open PDF</a>


❖ The Chairperson will need to identify those applications in the “Submitted to Chair” status to begin their work.

**Note:** In the score column, if the score shown is a double dash (--) one or more of your Reviewers have not submitted the application to the Chairperson.

# Starting the Review

## Application Selection Screen- Understanding Your Progress

- ❖ The column titled “Average Score” shows the average score of all of the reviewers’ totals.
- ❖ The column titled “Evaluations Available” shows how many reviewers have submitted their evaluations to you. For example, 1 out of 3 reviewers (1/3).
- ❖ The column titled “Comments Added” shows how many comments (strengths and weaknesses) have been added to the Final Summary Report for that application.



GrantSolutions.gov

Application Review

AIP-101

Panel : 1

Chair

Edward Bailey (# 5283)

[Log on/off](#)

[Log on/off](#)

[Agency Home](#)

[Panel List](#)

[Applications List](#)

Panel: 1

Chair : Edward Bailey (# 5283)

Score with \* is incomplete.

Application Number	Application Name	Status	Average Score	Evaluations Available	Comments Added	Application PDF File
AIP-1001	<a href="#">Birmingham-Shuttlesworth International</a>	<a href="#">Submitted to Chair</a>	89	3 / 3	1	<a href="#">Open PDF</a>
AIP-1002	<a href="#">Ted Stevens Anchorage International</a>	<a href="#">In-review</a>	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1003	<a href="#">Phoenix Sky Harbor International</a>	<a href="#">In-review</a>	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1004	<a href="#">Jackson-Evers International</a>	<a href="#">In-review</a>	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1008	<a href="#">Newark Liberty International</a>	<a href="#">In-review</a>	--	1 / 3	4	<a href="#">Open PDF</a>

# Application Status Definitions

**Pre-Review** – You, the Chairperson, have not yet accessed the evaluation, and the reviewers have not completed their work.

**In Review** – The panel reviewers have ownership of this application and have not yet submitted the application evaluation to the Chairperson. You are monitoring your panel at this stage.

**Submitted to Chair** – Your entire panel has completed their evaluations of this application and have clicked their “Submit to Chair” button giving you access to their full summaries. A Reviewer cannot make any changes while an application is in this status.

**Returned by Chair** – You have paneled and identified changes needed at the reviewer level. As the Chairperson, you have returned the evaluations to one or more Reviewers for more work. A Chairperson cannot make any changes while an application is in this status.

**Submitted to SAM** – All Reviewers on your panel have submitted the application to the panel Chairperson, and the Chairperson has approved all of your comments and scores and submitted the application to the SAM for preliminary approval. When in the *Submitted to SAM* status, the panel no longer can make edits to this application report until it is returned to the panel for changes.

**Returned by SAM** – After a panel has completed their first session and submitted the comments and scores to the SAM, the SAM will review them and if necessary return them to the Chairperson with comments for changes or clarifications.

**Submitted to PAM** – You have completed compiling your Final Summary Report, to include all scores and comments by your panel, and clicked the Submit to PAM button to send the application to the PAM for final approval. When in the *Submitted to PAM* status, the panel no longer can make edits to this application report until it is returned to the panel for changes.

**Returned by PAM** – After a panel has completed their first session and submitted the comments and scores to the PAM, the PAM will review them and if necessary return them to you with comments for changes or clarifications.


**Approved** – Once the PAM approves the Final Summary Report 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 all Reviewers and Chairpersons.



# Application Selection

## Application Selection Screen

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

 **GrantSolutions.gov**  
Application Review

AIP-101  
Panel : 1

Chair  
Edward Bailey (# 5283)  
[Log on/off](#)

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

Panel: 1    Chair : Edward Bailey (# 5283)

Score with \* is incomplete.

Application Number	Application Name	Status	Average Score	Evaluations Available	Comments Added	Application PDF File
AIP-1001	<a href="#">Birmingham-Shuttlesworth International</a>	<a href="#">Submitted to Chair</a>	89	3 / 3	1	<a href="#">Open PDF</a>
AIP-1002	<a href="#">Ted Stevens Anchorage International</a>	<a href="#">In-review</a>	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1003	<a href="#">Phoenix Sky Harbor International</a>	<a href="#">In-review</a>	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1004	<a href="#">Jackson-Evers International</a>	<a href="#">In-review</a>	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1008	<a href="#">Newark Liberty International</a>	<a href="#">In-review</a>	--	1 / 3	4	<a href="#">Open PDF</a>

# Chairperson's Panel Review

## Application Evaluation Screen

This screen serves as the primary control panel for working with an individual application.

- ❖ The scoring criteria are listed in the first column.
- ❖ The middle column is where you will need to click and build your Final Summary Report by criterion.
- ❖ The remaining columns are views of your individual panelists' scores. The score will automatically average at the bottom of the screen based on the number of reviewers.

The screenshot displays the 'Application Evaluation Screen' for 'AIP-1001 Birmingham-Shuttlesworth International'. The breadcrumb trail at the top reads: Log on/off > Agency Home > Panel List > Applications List > Evaluation. The panel information is 'Panel: 1' and 'Chair: Edward Bailey (# 5283)'. The application is '( Submitted to Chair )' and is from 'City: Birmingham' and 'State: AL'. The main table has five columns: 'Criteria', 'Comments', 'E.Bail (#5283)', 'J.Flow (#4048)', and 'S.Stro (#4049)'. The table contains four criteria rows, an 'Actual Score' row, and an 'Average' row. At the bottom, there are three buttons: 'Submit to SAM', 'Return Evaluation', and 'View Report'.

Criteria	Comments	E.Bail (#5283)	J.Flow (#4048)	S.Stro (#4049)
1 Approach (Max. 25 points)	<a href="#">Comment</a>	22	22	23
2 Budget and Budget Justification (Max. 25 points)	<a href="#">Comment</a>	19	25	23
3 Job Creation (Max. 25 points)	<a href="#">Comment</a>	23	19	25
4 Design of Project (Max. 25 points)	<a href="#">Comment</a>	25	22	18
Actual Score		89	88	89
Average:		89		

[Submit to SAM](#) [Return Evaluation](#) [View Report](#)

# Chairperson's Comments Review

## Application Evaluation Screen

This screen is the starting point to building your Final Summary Report for an application.

- Click on the hyperlinked **Comment** link to advance to review, add, and edit reviewers' comments for this individual application.

❖ *You will need to evaluate the individual reviewers' comments for inclusion in the Final Summary Report by individual criterion.*

The screenshot displays the 'Application Evaluation Screen' for 'AIP-1001 Birmingham-Shuttlesworth International'. The breadcrumb trail at the top reads: Log on/off > Agency Home > Panel List > Applications List > Evaluation. The panel information is 'Panel: 1 Chair: Edward Bailey (# 5283)'. The application is 'Submitted to Chair' and is from 'Birmingham, AL'. A table lists four criteria with scores from three reviewers (E.Bail, J.Flow, S.Stro). The 'Comment' link for the first criterion is circled in red. At the bottom, there are buttons for 'Submit to SAM', 'Return Evaluation', and 'View Report'.

Criteria	Comments	E.Bail (5283)	J.Flow (4048)	S.Stro (4049)
1 Approach (Max. 25 points)	<a href="#">Comment</a>	22	22	23
2 Budget and Budget Justification (Max. 25 points)	<a href="#">Comment</a>	19	25	23
3 Job Creation (Max. 25 points)	<a href="#">Comment</a>	23	19	25
4 Design of Project (Max. 25 points)	<a href="#">Comment</a>	25	22	18
Actual Score		89	88	89
Average:		89		

# Chairperson's View Comments

## Comments Screen

As the Chairperson you will create the final set of comments which will compile the Final Summary Report .

5. Click on the View and Include Reviewer Comments link to view, select, and edit your panel reviewers' comments for the Final Summary Report.

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

Panel: 1 Chair: Edward Bailey (# 5283)

AIP-1001 Birmingham-Shuttlesworth International  
(Submitted to Chair)  
City: Birmingham State: AL

1 Approach

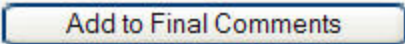
Comments	Add a New Comment	View and Include Reviewer Comments
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- ❖ *Chairpersons are also able to Add New Comments as needed. Instructions on adding new comments are on page 16, however, it is not a required task for the Chairperson.*

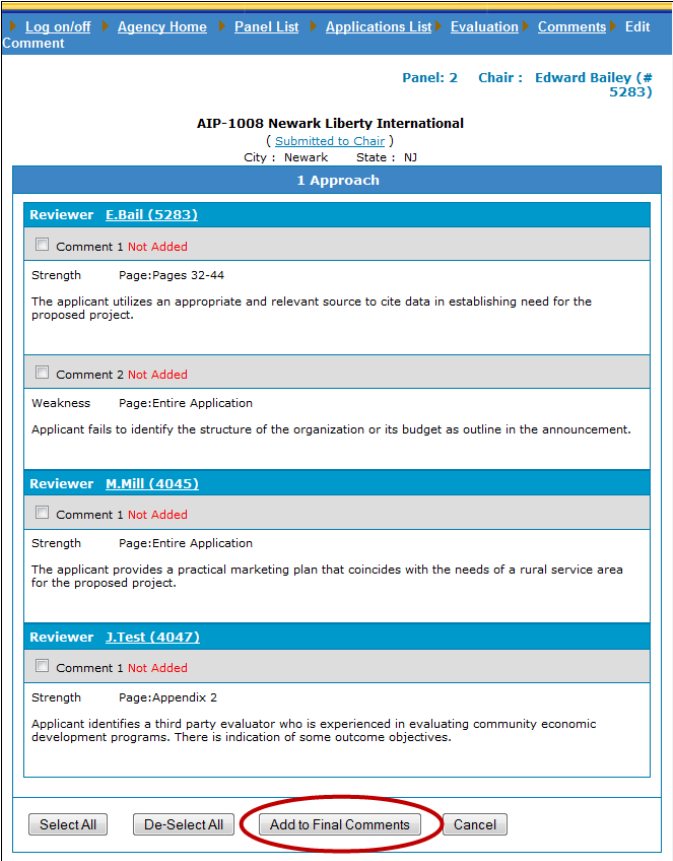
# Chairperson's View Comments

## View and Include Reviewer Comments

Step 5 in slide 11 will open the Edit Comments and display the comments made by Reviewer for you to read and select.

6. Click on the check-box next to the comment you would like to include in your Final Summary Report. You can select multiple checkboxes on this screen.
7. After selecting the comments click the  button to save them as part of your Final Summary Report.

**Note:** Before comments are added they show a status of "Not Added" in red text. This will change to "Added" when the comment is added to the Final Comments.



# Chairperson's View Comments

## Final Summary Comments

- ❖ The selected comments will be displayed in a list form.
  - ❖ All comments listed on the Comments screen will become part of your Final Summary Report.
  - ❖ The date and time of when the comments were added will also be displayed.
  - ❖ You can Edit or Delete these comments at any time.
8. Click on the hyperlinked word Evaluation in the bar at the top of your screen to return to the Application Evaluation Screen.

Log on/off Agency Home Panel List Applications List **Evaluation** Comments

Panel: 1 Chair: Edward Bailey (# 5283)

AIP-1001 Birmingham-Shuttlesworth International  
(Submitted to Chair)  
City: Birmingham State: AL

1 Approach

Comments Add a New Comment View and Include Reviewer Comments Retrieve the Last Comment

Comment 1	Edit / Delete	Added to Report on: Fri Nov 9, 2012 - 12:36:46 PM Eastern Time
<b>Strength</b> Page: Budget Narrative This would be the 3rd comment for this criterion.		

Comment 2	Edit / Delete	Added to Report on: Fri Nov 9, 2012 - 12:36:46 PM Eastern Time
<b>Strength</b> Page: Entire Application Applicant identifies a third party evaluator who is experienced in evaluating community economic development programs. There is indication of some outcome objectives.		

Comment 3	Edit / Delete	Added to Report on: Fri Nov 9, 2012 - 12:36:46 PM Eastern Time
<b>Strength</b> Page: Entire Application This is my 2nd comment for this criterion.		

Comment 4	Edit / Delete	Added to Report on: Fri Nov 9, 2012 - 12:36:46 PM Eastern Time
<b>Strength</b> Page: Page 26-29 Enter comment here.		

**Note:** Any comment Edits or Deletions made *ONLY* affect the Final Summary Report. They will not change on the Reviewer's evaluation.

# Application Evaluation Comments

## Viewing and Adding All Comments for All of the Criteria in One Screen

You may view all of the comments submitted by the reviewers for all of the criteria from one screen.

- ❖ Click on the header Comments.

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

Panel: 1   Chair : Edward Bailey (# 5283)

**AIP-1001 Birmingham-Shuttlesworth International**  
( [Submitted to Chair](#) )  
City : Birmingham   State : AL

Criteria	<u>Comments</u>	E.Bail (5283)	J.Flow (4048)	S.Stro (4049)
1 Approach (Max. 25 points)	<a href="#">Comment</a>	22	22	23
2 Budget and Budget Justification (Max. 25 points)	<a href="#">Comment</a>	19	25	23
3 Job Creation (Max. 25 points)	<a href="#">Comment</a>	23	19	25
4 Design of Project (Max. 25 points)	<a href="#">Comment</a>	25	22	18
Actual Score		89	88	89
Average:		89		

[Submit to SAM](#)   [Return Evaluation](#)   [View Report](#)

# Application Evaluation Comments

## Viewing and Adding All Comments for All of the Criteria in One Screen

- ❖ A new page will open and you will be able to check off the comments you would like to add to the Final Summary Report.
- ❖ Click on the “Add to Final Comments” button to finalize your selections.

The screenshot displays a web application titled "List of Available Reviewer Comments". At the top right, it shows "Panel: 1" and "Chair: Edward Bailey (# 5283)". The main content area is divided into sections for different criteria:

- 1 Approach**: Shows three reviewers (E.Bail (5283), J.Flow (4048), S.Stro (4049)) and a comment "Comment 1 Added". The text below reads: "Strength Page: Entire Application Applicant identifies a third party evaluator who is experienced in evaluating community economic development programs. There is indication of some outcome objectives."
- 2 Budget and Budget Justification**: Shows the same three reviewers and a comment "Comment 1 Not Added". The text below reads: "Weakness Page: 33 The applicant fails to indicate or identify what if any kinds of new jobs will be created as a result of the initiative."
- 3 Job Creation**: Shows the same three reviewers and a comment "Comment 1 Not Added". The text below reads: "Strength Page: Job Creation Section The applicant was very detailed in what sort of jobs would be created if the grant were to be approved."
- 4 Design of Project**: Shows the same three reviewers and a comment "Comment 1 Not Added". The text below reads: "Strength Page: Entire Application Applicant identifies a third party evaluator who is experienced in evaluating community economic development programs. There is indication of some outcome objectives."

At the bottom of the interface, there are four buttons: "Select All", "De-Select All", "Add to Final Comments" (which is circled in red), and "Cancel".



# Chairperson's View Comments

## Comments Screen

As the Chairperson, you may enter a comment of your own and it will automatically be included in the Final Summary Report.

- ❖ Click on the Add a New Comment link to advance to the add comment screen.

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

Panel: 1 Chair: Edward Bailey (# 5283)

AIP-1001 Birmingham-Shuttlesworth International  
( Submitted to Chair )  
City : Birmingham State : AL

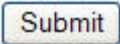
1 Approach

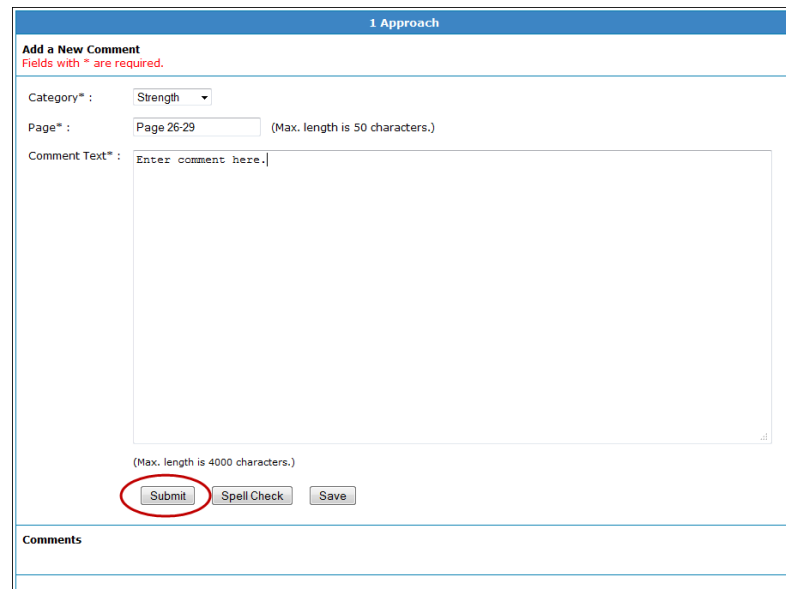
Comments	<u>Add a New Comment</u>	<u>View and Include Reviewer Comments</u>
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# Chairperson's Comment Entry

## Adding New Comments

Clicking the Add a New Comment link will open the Comments window.

- A. Click on the drop-down arrow to open the menu. Select whether your comment is a “Strength” or a “Weakness”
- B. Enter a page number or any page identifying information.
- C. 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 you Spell Check your work.
- D. Click  to **save** your comment as part of your evaluation.

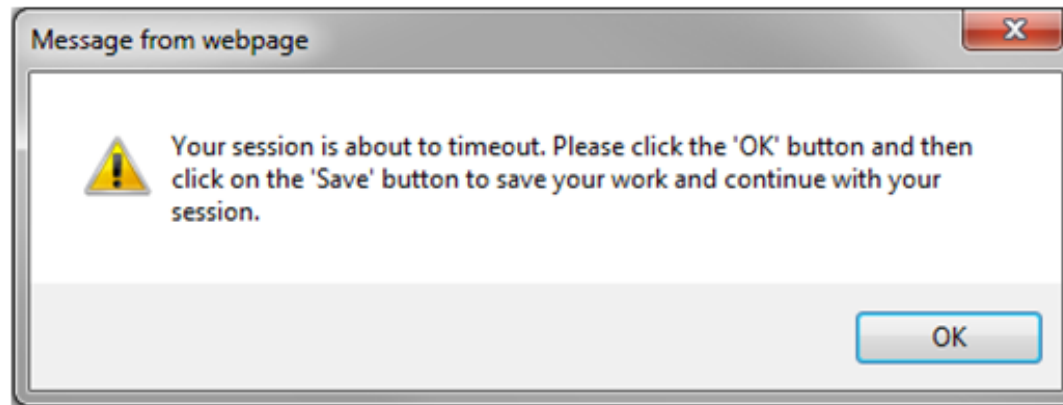


The screenshot shows a web form titled "1 Approach" with a sub-header "Add a New Comment". Below the sub-header, it says "Fields with \* are required." The form contains three main input fields: "Category\*" with a dropdown menu currently set to "Strength"; "Page\*" with a text input containing "Page 26-29" and a note "(Max. length is 50 characters.)"; and "Comment Text\*" with a large text area containing the placeholder "Enter comment here." and a note "(Max. length is 4000 characters.)". At the bottom of the form, there are three buttons: "Submit" (which is circled in red), "Spell Check", and "Save". Below the form, there is a section labeled "Comments" with a list of existing comments.

# 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 Highly 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 provide you the opportunity to continue adding additional comments.

The screenshot shows a web interface titled "1 Approach" with a sub-header "Add a New Comment". A red note states "Fields with \* are required." The form contains the following elements:

- Category\* :** A dropdown menu currently showing "Strength".
- Page\* :** A text input field containing "Page 26-29" with a note "(Max. length is 50 characters.)".
- Comment Text\* :** A large text area with the placeholder text "Enter comment here." and a note "(Max. length is 4000 characters.)".
- Buttons:** At the bottom, there are three buttons: "Submit", "Spell Check", and "Save". The "Save" button is circled in red.
- Comments:** A section below the form, currently empty, for displaying saved comments.

# 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 application interface for evaluating applications. At the top, a blue navigation bar contains links: Log on/off, Agency Home, Panel List, Applications List, Evaluation, and Comments. Below this, the current panel and chair information are shown: Panel: 1, Chair: Edward Bailey (# 5283). The application being evaluated is AIP-1001 Birmingham-Shuttlesworth International, submitted to the chair, with the city of Birmingham and state of AL. The interface is titled '1 Approach'. A table of actions is visible, with 'Retrieve the Last Comment' circled in red. Below this, a comment entry for 'Strength' is shown, indicating the page is the entire application and providing a sample comment text.

Log on/off		Agency Home	Panel List	Applications List	Evaluation	Comments
Panel: 1 Chair : Edward Bailey (# 5283)						
AIP-1001 Birmingham-Shuttlesworth International ( Submitted to Chair ) City : Birmingham State : AL						
1 Approach						
Comments	Add a New Comment	View and Include Reviewer Comments	Retrieve the Last Comment			
Comment 1	Edit / Delete	Added to Report on: Fri Nov 9, 2012 - 12:36:46 PM Eastern Time				
Strength	Page: Entire Application Applicant identifies a third party evaluator who is experienced in evaluating community economic development programs. There is indication of some outcome objectives.					

# Application Evaluation Comments

## Adding Multiple Comments

You can enter multiple comments for each criterion.

- ❖ To enter multiple comments, repeat steps A-D on the previous page.
- ❖ All previous comments will be visible below the links to Add a New Comment and View and Include Reviewer Comments
- ❖ Comments will organize by category (Strength or Weakness), regardless of the order in which they were entered.
- ❖ You can use the Edit/Delete links to make changes.

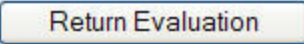
The screenshot shows a web application interface for adding and viewing comments. At the top, there is a navigation bar with links: Log on/off, Agency Home, Panel List, Applications List, Evaluation, and Comments. Below this, the current panel and chair information are displayed: Panel: 1, Chair: Edward Bailey (# 5283). The application being evaluated is AIP-1001 Birmingham-Shuttlesworth International, with a link to 'Returned by PAM'. The location is Birmingham, AL. The main section is titled '1 Approach' and contains a table with columns for Comments, Add a New Comment, View and Include Reviewer Comments, and Retrieve the Last Comment. Below this, a comment entry form is shown for 'Comment 1', with fields for Edit and Delete. The comment text is: 'Strength Page: Entire Application Applicant identifies a third party evaluator who is experienced in evaluating community economic development programs. There is indication of some outcome objectives.' The date and time of the comment are also displayed: Added to Report on: Fri Nov 9, 2012 - 12:36:46 PM Eastern Time.

**Note:** All new comments added by the Chairperson automatically become part of the Final Summary Report. If you no longer want to include one of your new comments, you will need to Delete it.

# Return Evaluations

## Submit or Return the Evaluations

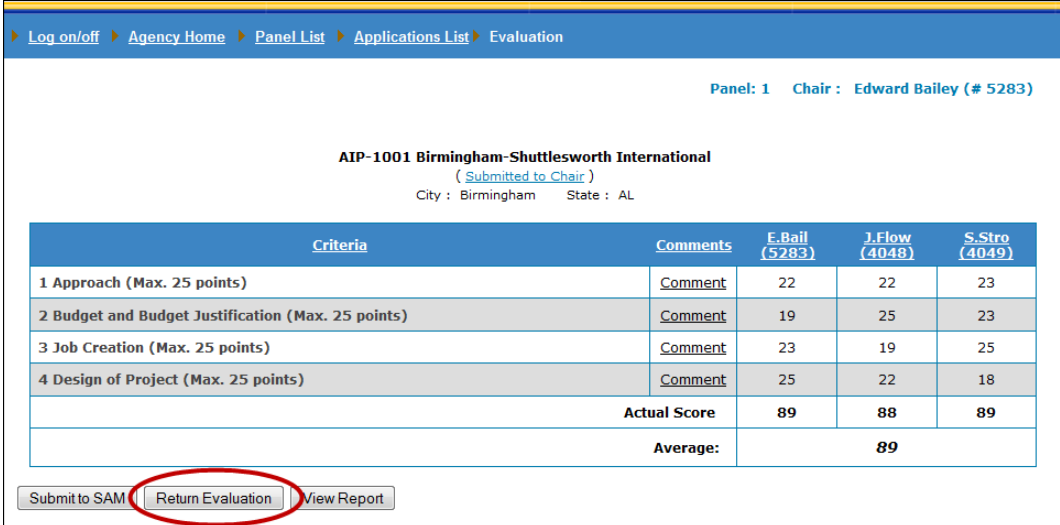
### 9. Return Evaluations

Click the  button to return your Reviewers' individual evaluations to one or more of your Reviewers.

*Note: Any comments which were edited by the reviewers will need to be added to the Final Summary Report and draft comments should be deleted.*

#### ❖ Submit to SAM

If you do not need to return any evaluations and are ready to submit the Final Summary Report to the Secondary Area Manager (SAM) for their review, skip to Step 14.



Log on/off Agency Home Panel List Applications List Evaluation

Panel: 1 Chair : Edward Bailey (# 5283)

AIP-1001 Birmingham-Shuttlesworth International  
(Submitted to Chair)  
City : Birmingham State : AL

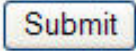
Criteria	Comments	E.Bail (5283)	J.Flow (4048)	S.Stro (4049)
1 Approach (Max. 25 points)	<a href="#">Comment</a>	22	22	23
2 Budget and Budget Justification (Max. 25 points)	<a href="#">Comment</a>	19	25	23
3 Job Creation (Max. 25 points)	<a href="#">Comment</a>	23	19	25
4 Design of Project (Max. 25 points)	<a href="#">Comment</a>	25	22	18
Actual Score		89	88	89
Average:		89		

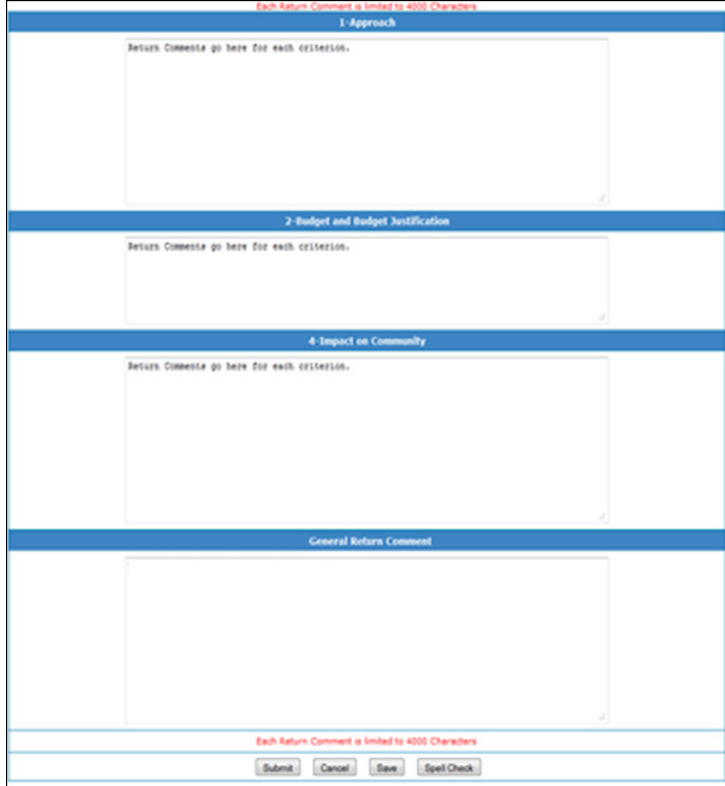
[Submit to SAM](#) [Return Evaluation](#) [View Report](#)

# Evaluation Return Comments

## Returning Evaluations

**You may need to return Reviewer evaluations for edits. ARM will allow you return to Reviewers individually, or if needed, to the entire panel at once.**

10. Select the Reviewer(s) whose evaluation you would like to return using the checkbox next to their name.
11. Enter the comments you would like to communicate back to your reviewers. You may enter individual return comments for each criterion. At least one return comment is required. Each field has a 4000 character limit.
12. Click the  button to send the evaluation back. You may also save the comment and return to it at a later time.



The screenshot displays a web interface for returning evaluation comments. It features four distinct sections, each with a blue header bar and a large text input area. The sections are labeled: '1- Approach', '2- Budget and Budget Justification', '4- Impact on Community', and 'General Return Comment'. Each section contains the placeholder text 'Return Comments go here for each criterion.' and a small icon in the bottom right corner of the text area. Above the first section and below the last section, a red text label states 'Each Return Comment is limited to 4000 Characters'. At the bottom of the interface, there are four buttons: 'Submit', 'Cancel', 'Save', and 'Spell Check'.



# Returned Evaluations

## Returned by Chairperson

- ❖ After returning one or more of the reviewers' evaluations, the application status changes to **"Returned by Chair"**.
- ❖ The Chairperson will not be able to access the panel scores for a returned evaluation until it is re-submitted by the respective reviewer(s).
- ❖ You will need to repeat Steps 4-12 until you are satisfied with your compiled Final Summary Report.

Log on/off Agency Home Panel List Applications List						
Panel: 1 Chair : Edward Bailey (# 5283)						
Score with * is incomplete.						
Application Number	Application Name	Status	Average Score	Evaluations Available	Comments Added	Application PDF File
AIP-1001	Birmingham-Shuttlesworth International	Returned by Chair	--	2 / 3	1	<a href="#">Open PDF</a>
AIP-1002	Ted Stevens Anchorage International	In-review	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1003	Phoenix Sky Harbor International	In-review	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1004	Jackson-Evers International	In-review	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1008	Newark Liberty International	In-review	--	1 / 3	4	<a href="#">Open PDF</a>

# Final Summary Report

## Reviewing the Final Summary Report

- ❖ After all of your reviewers have re-submitted their application evaluations and you have re-compiled the comments, you will need to review the Final Summary Report.

Log on/off Agency Home Panel List Applications List Evaluation

Panel: 1 Chair: Edward Bailey (# 5283)

AIP-1001 Birmingham-Shuttlesworth International  
( Submitted to Chair )  
City: Birmingham State: AL

Criteria	Comments	E.Bail (5283)	J.Flow (4048)	S.Stro (4049)
1 Approach (Max. 25 points)	<a href="#">Comment</a>	22	22	23
2 Budget and Budget Justification (Max. 25 points)	<a href="#">Comment</a>	19	25	23
3 Job Creation (Max. 25 points)	<a href="#">Comment</a>	23	19	25
4 Design of Project (Max. 25 points)	<a href="#">Comment</a>	25	22	18
Actual Score		89	88	89
Average:		89		

Submit to SAM Return Evaluation View Report

13. Click on the [View Report](#) button to open the Final Summary Report in a new window. This report is generated in a PDF format.

# Final Summary Report

## Reviewing the Final Summary Report

- ❖ Your Final Summary Report will be a multi-page document. This includes your panel's scores and all of the comments you have chosen. These are grouped by criterion and organized with the strengths listed first followed by the weaknesses for each. The comments are then ordered by the numerical page entry first, and then alphabetically.

0001510007 New Mexico People's Choice Office  
Office of Community Services  
Environment and Education Office  
**FINAL SUMMARY OF CRITERION SCORES**

Application Number: 0001510007 Panel: 2  
Application Name: New Mexico People's Choice Office  
Date: 1/1/2014 City: Santa Fe

Criteria	Score	1-10	11-20	21-30
1. Organizational Profile	20	20	20	20
2. Program Assessment and Research	20	20	20	20
3. Research or Creative Endeavor	20	20	20	20
4. Grant and/or Acquisition	20	20	20	20
5. Budget	20	20	20	20
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

Criteria  
2. Research or Creative Endeavor  
**Strengths**  
None  
**Weaknesses**  
None  
A. Grant and/or Acquisition  
**Strengths**  
None  
**Weaknesses**  
None  
B. Budget  
**Strengths**  
None  
**Weaknesses**  
None  
C. Program Assessment and Research  
**Strengths**  
None  
**Weaknesses**  
None

**Note:** In a remote review the signature line for the Chairperson will only appear on the first page after the application is in the "Approved" status.

# Final Summary Report

## Tips for Reviewing the Final Summary Report

- ❖ Ensure that the report does not contain duplicate comments (a comment may be added in duplicate if it is selected multiple times). Duplicate comments should be removed prior to submission.
- ❖ Spell-Check all comments.

# Submit to SAM

## Submit to SAM

When the Final Summary Report is complete, the Chairperson needs to submit it to the SAM for their review and preliminary approval.

14. Click on the “Submit to SAM” button to send your panel’s Final Summary Report to the SAM.

The screenshot shows a web interface for submitting a report to the SAM. 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 displayed: Panel: 1, Chair: Edward Bailey (# 5283). The project title is AIP-1001 Birmingham-Shuttlesworth International, with a link to 'Submitted to Chair'. The location is City: Birmingham, State: AL. A table shows scores for four criteria: 1 Approach (Max. 25 points), 2 Budget and Budget Justification (Max. 25 points), 3 Job Creation (Max. 25 points), and 4 Design of Project (Max. 25 points). The table includes columns for Comments, E.Bail (5283), J.Flow (4048), and S.Stro (4049). The Actual Score is 89, and the Average is 89. At the bottom, there are three buttons: 'Submit to SAM' (circled in red), 'Return Evaluation', and 'View Report'.

Criteria	Comments	E.Bail (5283)	J.Flow (4048)	S.Stro (4049)
1 Approach (Max. 25 points)	<a href="#">Comment</a>	22	22	23
2 Budget and Budget Justification (Max. 25 points)	<a href="#">Comment</a>	19	25	23
3 Job Creation (Max. 25 points)	<a href="#">Comment</a>	23	19	25
4 Design of Project (Max. 25 points)	<a href="#">Comment</a>	25	22	18
Actual Score		89	88	89
Average:		89		

[Submit to SAM](#) [Return Evaluation](#) [View Report](#)

- ❖ Once you submit to SAM, you will no longer be able to make any changes until the evaluation is returned to you by the SAM.

# Returned by SAM

## Returned by SAM

When the status of your application changes to **Returned by SAM** you will need to take your next steps.

- ❖ After you complete Step 14, the status of an application will change to **Submitted to SAM**.

Log on/off Agency Home Panel List Applications List

Panel: 1 Chair: Edward Bailey (# 5283)

Score with \* is incomplete.

Application Number	Application Name	Status	Average Score	Evaluations Available	Comments Added	Application PDF File
AIP-1001	<a href="#">Birmingham-Shuttlesworth International</a>	Submitted to SAM	89	3 / 3	1	<a href="#">Open PDF</a>
AIP-1002	<a href="#">Ted Stevens Anchorage International</a>	<a href="#">In-review</a>	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1003	<a href="#">Phoenix Sky Harbor International</a>	<a href="#">In-review</a>	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1004	<a href="#">Jackson-Evers International</a>	<a href="#">In-review</a>	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1008	<a href="#">Newark Liberty International</a>	<a href="#">Approved</a>	87	3 / 3	3	<a href="#">Open PDF</a>

- ❖ The status of an application will change to **Returned by SAM** once the SAM has reviewed your document and returns it to you for changes.

Log on/off Agency Home Panel List Applications List

Panel: 1 Chair: Edward Bailey (# 5283)

Score with \* is incomplete.

Application Number	Application Name	Status	Average Score	Evaluations Available	Comments Added	Application PDF File
AIP-1001	<a href="#">Birmingham-Shuttlesworth International</a>	Returned by SAM	89	3 / 3	1	<a href="#">Open PDF</a>
AIP-1002	<a href="#">Ted Stevens Anchorage International</a>	<a href="#">In-review</a>	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1003	<a href="#">Phoenix Sky Harbor International</a>	<a href="#">In-review</a>	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1004	<a href="#">Jackson-Evers International</a>	<a href="#">In-review</a>	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1008	<a href="#">Newark Liberty International</a>	<a href="#">Approved</a>	87	3 / 3	3	<a href="#">Open PDF</a>

# Returned by SAM

## Returned by SAM

15. To begin the process of editing your application evaluation, click on the Application Name, as you did in Step 3 to open the Application Evaluation Screen.

16. Click on the Returned by SAM status link. This will open the Returned History view in a new window.

The screenshot shows the SAM application evaluation 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 displayed: Panel: 1, Chair: Edward Bailey (# 5283). The application title is AIP-1001 Birmingham-Shuttlesworth International, with a status link Returned by SAM circled in red. Below the title, the location is listed as City: Birmingham, State: AL. A table of criteria is shown with columns for Criteria, Comments, E.Bail (5283), J.Flow (4048), and S.Stro (4049). The table has four rows: 1 Approach (Max. 25 points), 2 Budget and Budget Justification (Max. 25 points), 3 Job Creation (Max. 25 points), and 4 Design of Project (Max. 25 points). The scores for each criterion are 22, 22, 23, and 18 respectively, with a total score of 89. A 'General Return Comment' is displayed, stating: 'May 17, 2013: Rejected By SSO #5286. This is the "General Return Comment" field which is mandatory. 1-Approach Return Comments go here for each criterion. 2-Budget and Budget Justification Return Comments go here for each criterion. 3-Job Creation Return Comments go here for each criterion. 4-Impact on Community Return Comments go here for each criterion. Feb 27, 2013: Rejected By SSO #5286. Rhonda, please double check your scores and comments and re-submit the evaluation to me.' At the bottom, there are buttons for 'Submit to SAM', 'Return Evaluation', and 'View Reg'.

Criteria	Comments	E.Bail (5283)	J.Flow (4048)	S.Stro (4049)
1 Approach (Max. 25 points)	Comment	22	22	23
2 Budget and Budget Justification (Max. 25 points)				23
3 Job Creation (Max. 25 points)				25
4 Design of Project (Max. 25 points)				18
				89

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

# Returned by SAM

## Making SAM Requested Changes

**If you can make the changes yourself:**

17. Refer to the appropriate criterion, and click the Comment link to add/edit comments.

Log on/off Agency Home Panel List Applications List Evaluation

Panel: 1 Chair: Edward Bailey (# 5283)

AIP-1001 Birmingham-Shuttlesworth International  
(Returned by SAM)  
City: Birmingham State: AL

Criteria	Comments	E.Bail (5283)	J.Flow (4048)	S.Stro (4049)
1 Approach (Max. 25 points)	<a href="#">Comment</a>	22	22	23
2 Budget and Budget Justification (Max. 25 points)	<a href="#">Comment</a>	19	25	23
3 Job Creation (Max. 25 points)	<a href="#">Comment</a>	23	19	25
4 Design of Project (Max. 25 points)	<a href="#">Comment</a>	25	22	18
Actual Score		89	88	89
Average:		89		

Submit to SAM Return Evaluation View Report

**If you cannot make the changes yourself:**

17. Repeat Steps 9-12 to return the evaluations to your reviewers to make comments and/or score changes, and then re-submit to your SAM.



# Completing Your Review

## Completing Your Review

When an application status reads “Approved”, your evaluation role is complete. However, you must still print, sign, and return hard copies of the entire Final Summary Report.

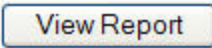
18. Identify the application’s status as Approved.

19. Click on the Application Name to open the Application Evaluation Screen.

Log on/off Agency Home Panel List Applications List							
Panel: 1 Chair: Edward Bailey (# 5283)							
Score with * is incomplete.							
Application Number	Application Name	Status	Average Score	Evaluations Available	Comments Added	Application PDF File	
AIP-1001	<a href="#">Birmingham-Shuttlesworth International</a>	<a href="#">Approved</a>	89	3 / 3	1	<a href="#">Open PDF</a>	
AIP-1002	<a href="#">Ted Stevens Anchorage International</a>	<a href="#">In-review</a>	--	0 / 3	0	<a href="#">Open PDF</a>	
AIP-1003	<a href="#">Phoenix Sky Harbor International</a>	<a href="#">In-review</a>	--	0 / 3	0	<a href="#">Open PDF</a>	
AIP-1004	<a href="#">Jackson-Evers International</a>	<a href="#">In-review</a>	--	0 / 3	0	<a href="#">Open PDF</a>	
AIP-1008	<a href="#">Newark Liberty International</a>	<a href="#">Approved</a>	87	3 / 3	3	<a href="#">Open PDF</a>	

# Completing Your Review

## Printing the Final Summary Report


20. Click on the  button to open the Final Summary Report in a new window. This report is generated in a PDF format.
21. Confirm that this is the Approved report by checking that a blank signature line appears with your name beneath it, as well as a line for you to date your score report.
22. Print the entire report to include the score sheet and **ALL** of the subsequent comment pages.
23. Sign the first page and attach the remaining pages behind it.

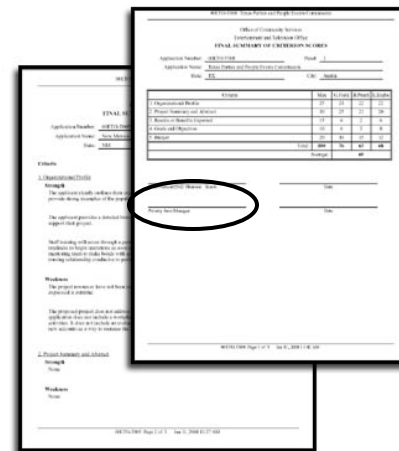
Log on/off Agency Home Panel List Applications List Evaluation

Panel: 1 Chair: Edward Bailey (# 5283)

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

Criteria	Comments	E.Bail (5283)	J.Flow (4048)	S.Stro (4049)
1 Approach (Max. 25 points)	Comment	22	22	23
2 Budget and Budget Justification (Max. 25 points)	Comment	19	25	23
3 Job Creation (Max. 25 points)	Comment	23	19	25
4 Design of Project (Max. 25 points)	Comment	25	22	18
Actual Score		89	88	89
Average:		89		

Submit to SAM Return Evaluation 



# New Features in ARM

## Return Comments per Criterion

In previous versions of ARM, when the Chairperson returned an evaluation to the Reviewer(s), they were only given one return comment text box which had a 4000 character limit.

With this new feature, Chairpersons can now send return comments for each criterion. Each return comment per criterion has a 4000 character limit. We have also added a “General Return Comment” text box which is the only mandatory return comment field.

The screenshot displays a web form for returning comments. At the top, a red message states: "Each Return Comment is limited to 4000 Characters". The form is divided into four sections, each with a blue header bar:

- 1-Approach**: Contains a text area with the placeholder "Return Comments go here for each criterion." and a character count "0/4000".
- 2-Budget and Budget Justification**: Contains a text area with the placeholder "Return Comments go here for each criterion." and a character count "0/4000".
- 4-Impact on Community**: Contains a text area with the placeholder "Return Comments go here for each criterion." and a character count "0/4000".
- \*General Return Comment**: Contains a text area with the placeholder "This is the 'General Return Comment' field which is mandatory." and a character count "0/4000".

At the bottom, another red message states: "Each Return Comment is limited to 4000 Characters". Below this, there are four buttons: "Submit", "Cancel", "Save", and "Spell Check".

# End

Please do not forget to sign and submit all of your required paperwork.

Thank you.