

# 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.**

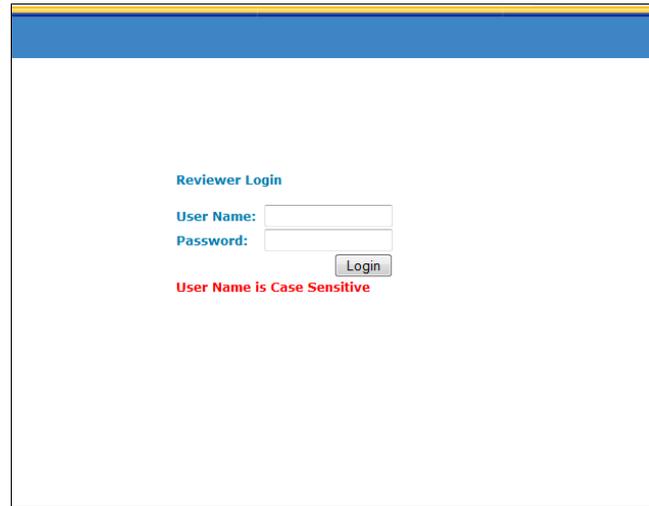
- ❖ The primary users for ARM are the Reviewer, Chairperson, and Federal Program Area Manager (PAM).
- ❖ The Chairperson has the responsibility of building a Final Summary Report in ARM, and creating a comprehensive document of comments provided by the panel reviewers.

# 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  button.



Reviewer Login

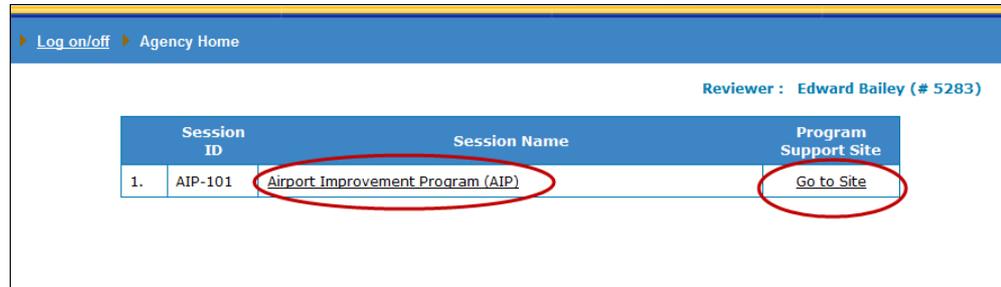
User Name:

Password:

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	Airport Improvement Program (AIP)	<a href="#">Go to Site</a>

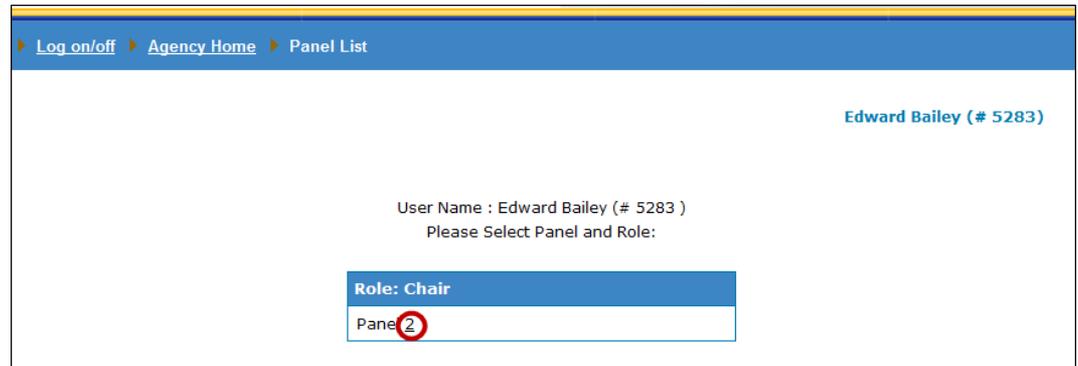
Note: If the "Program Support Site" column has a [Go to Site](#) link visible, clicking on the link will open an outside website in a new window.

# Starting the Review

## Accessing Your Applications

### 2b. Select Your Panel

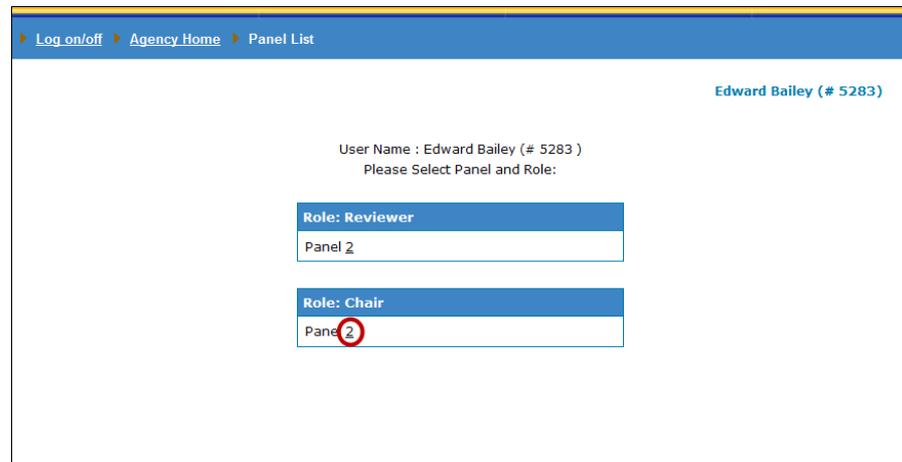
Click on the number of your panel which is a link to select your panel.



The screenshot shows a web interface with a blue header containing navigation 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 displays the user name and the instruction "Please Select Panel and Role:". Below this, there is a form with a blue header "Role: Chair" and a text input field containing "Panel 2". A red circle highlights the number "2" in the input field.

### 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 a web interface similar to the previous one, but with two role selection forms. The top form has a blue header "Role: Reviewer" and a text input field containing "Panel 2". The bottom form has a blue header "Role: Chair" and a text input field containing "Panel 2". A red circle highlights the number "2" in the bottom input field.

# 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	<a href="#">Birmingham-Shuttlesworth International</a>	Submitted to Chair	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>

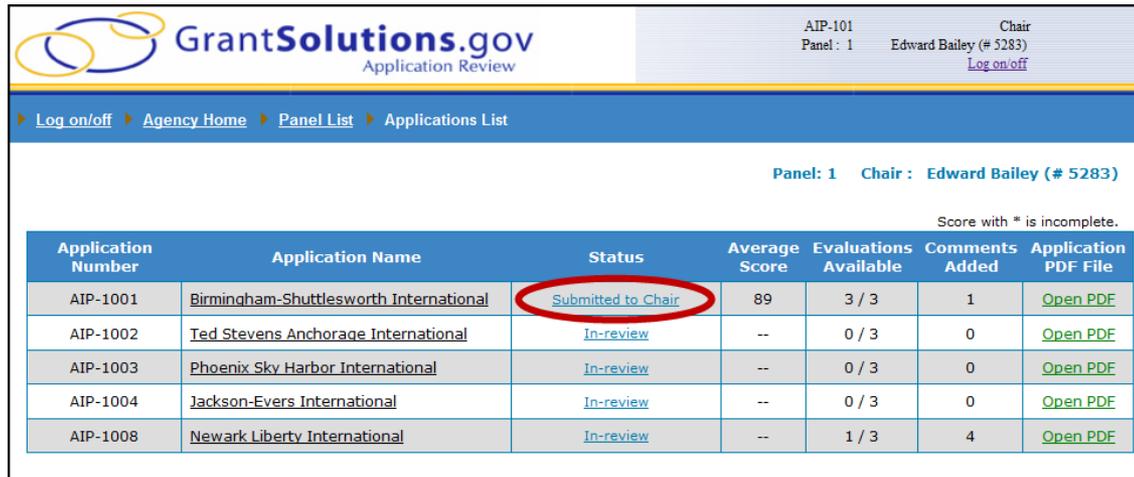
❖ The Chairperson will need to identify those applications in the “Submitted to Chair” status to begin their work.

**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>	Submitted to Chair	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 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 shows a web interface for an application evaluation. At the top, there is a navigation menu with links: Log on/off, Agency Home, Panel List, Applications List, and Evaluation. Below the menu, it indicates 'Panel: 1' and 'Chair: Edward Bailey (# 5283)'. The main content area displays 'AIP-1001 Birmingham-Shuttlesworth International' with a link '( Submitted to Chair )' and location information 'City: Birmingham State: AL'. A table follows with columns for 'Criteria', 'Comments', and scores from three panelists: 'E.Bail (5283)', 'J.Flow (4048)', and 'S.Stro (4049)'. The table lists 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)'. Each row has a 'Comment' link. At the bottom of the table, 'Actual Score' and 'Average' are calculated. Below the table are three buttons: 'Submit to PAM', '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 Comments Review

## Application Evaluation Screen

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

- Click on the hyperlinked word **Comment** to review and add comments by individual criterion.

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

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 PAM Return Evaluation View Report

# 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's 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

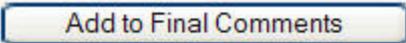
Comments Add a New Comment **View and Include Reviewer Comments**

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

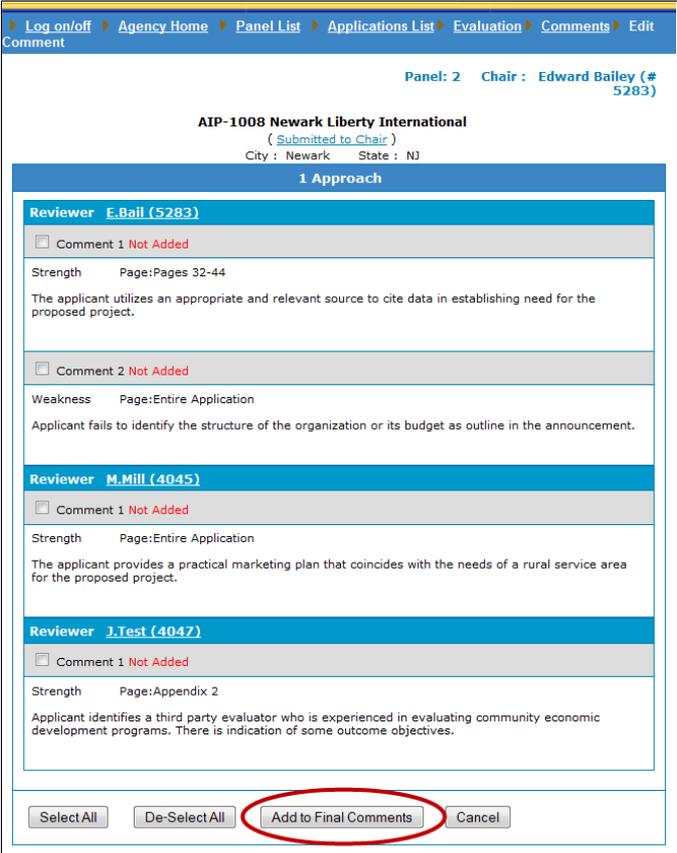
# Chairperson's View Comments

## 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.

- 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.
- 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.*



Log on/off Agency Home Panel List Applications List Evaluation Comments Edit Comment

Panel: 2 Chair: Edward Bailey (# 5283)

AIP-1008 Newark Liberty International  
(Submitted to Chair)  
City: Newark State: NJ

1 Approach

**Reviewer E.Bail (5283)**

Comment 1 Not Added

Strength Page:Pages 32-44  
The applicant utilizes an appropriate and relevant source to cite data in establishing need for the proposed project.

Comment 2 Not Added

Weakness Page:Entire Application  
Applicant fails to identify the structure of the organization or its budget as outline in the announcement.

**Reviewer M.Mill (4045)**

Comment 1 Not Added

Strength Page:Entire Application  
The applicant provides a practical marketing plan that coincides with the needs of a rural service area for the proposed project.

**Reviewer J.Test (4047)**

Comment 1 Not Added

Strength Page:Appendix 2  
Applicant identifies a third party evaluator who is experienced in evaluating community economic development programs. There is indication of some outcome objectives.

Select All De-Select All **Add to Final Comments** Cancel

# 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	Edit / Delete	Added to Report on
<b>Comment 1</b> <b>Strength</b> Page: Budget Narrative This would be the 3rd comment for this criterion.		Fri Nov 9, 2012 - 12:36:46 PM Eastern Time
<b>Comment 2</b> <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.		Fri Nov 9, 2012 - 12:36:46 PM Eastern Time
<b>Comment 3</b> <b>Strength</b> Page: Entire Application This is my 2nd comment for this criterion.		Fri Nov 9, 2012 - 12:36:46 PM Eastern Time
<b>Comment 4</b> <b>Strength</b> Page: Page 26-29 Enter comment here.		Fri Nov 9, 2012 - 12:36:46 PM Eastern Time

**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	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 PAM 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.

**List of Available Reviewer Comments**

Panel: 1 Chair: Edward Bailey (# 5283)

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

**1 Approach**

Reviewer: E.Bail (5283)  
Reviewer: J.Flow (4048)  
Reviewer: S.Stro (4049)

Comment 1 Added

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**

Reviewer: E.Bail (5283)  
Reviewer: J.Flow (4048)  
Reviewer: S.Stro (4049)

Comment 1 Not Added

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**

Reviewer: E.Bail (5283)  
Reviewer: J.Flow (4048)

Comment 1 Not Added

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.

Reviewer: S.Stro (4049)

**4 Design of Project**

Reviewer: E.Bail (5283)

Comment 1 Not Added

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.

Reviewer: J.Flow (4048)  
Reviewer: S.Stro (4049)

Select All De-Select All **Add to Final Comments** 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    [Add a New Comment](#)    [View and Include Reviewer Comments](#)

# 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.

1 Approach

Add a New Comment  
Fields with \* are required.

Category\* : Strength

Page\* : Page 26-29 (Max. length is 50 characters.)

Comment Text\* : Enter comment here.

(Max. length is 4000 characters.)

Comments

# 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.

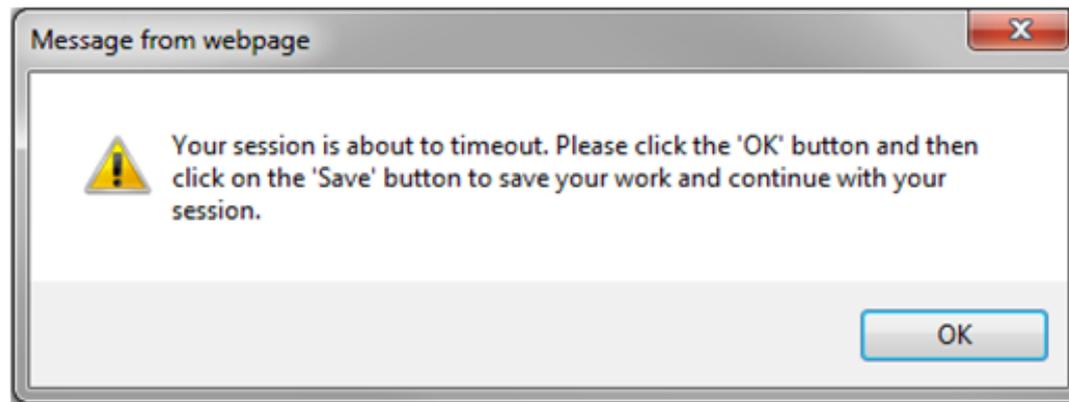
The screenshot shows a web application interface for adding and managing comments. At the top, there is a navigation menu with links: Log on/off, Agency Home, Panel List, Applications List, Evaluation, and Comments. Below the menu, the current panel and chair information are displayed: Panel: 1, Chair: Edward Bailey (# 5283). The application title is AIP-1001 Birmingham-Shuttlesworth International, with a link to 'Returned by PAM'. The location is Birmingham, AL. The main content area 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 is shown for 'Comment 1' with 'Edit' and 'Delete' links. 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 comment was added 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.

# 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 form titled "1 Approach" with the heading "Add a New Comment". A red note states "Fields with \* are required." The form contains the following elements:

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

# Application Evaluation Comments

## Saving and Retrieving Saved Comments

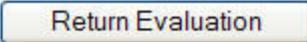
- ❖ Clicking on the “Retrieve the Last Comment” link will load the comment that was saved most recently. In case of a time out, you should go to the respective criteria and click on the “Retrieve the Last Comment” link in order to retrieve the comment you were working on.

The screenshot displays a web application interface for evaluating comments. At the top, a blue navigation bar contains the following links: [Log on/off](#), [Agency Home](#), [Panel List](#), [Applications List](#), [Evaluation](#), and [Comments](#). Below the navigation bar, the current panel and chair information is shown: **Panel: 1** and **Chair : Edward Bailey (# 5283)**. The main content area is titled **AIP-1001 Birmingham-Shuttlesworth International** and includes a link [\( Submitted to Chair \)](#). Below this, the location is specified as **City : Birmingham** and **State : AL**. A section header **1 Approach** is followed by a row of links: **Comments**, [Add a New Comment](#), [View and Include Reviewer Comments](#), and [Retrieve the Last Comment](#). The [Retrieve the Last Comment](#) link is circled in red. Below the links, a table header shows **Comment 1**, [Edit](#) / [Delete](#), and **Added to Report on: Fri Nov 9, 2012 - 12:36:46 PM Eastern Time**. The table content includes the **Strength** section with the text: **Page: Entire Application** and **Applicant identifies a third party evaluator who is experienced in evaluating community economic development programs. There is indication of some outcome objectives.**

# Return Evaluations

## Submit or Return the Evaluations

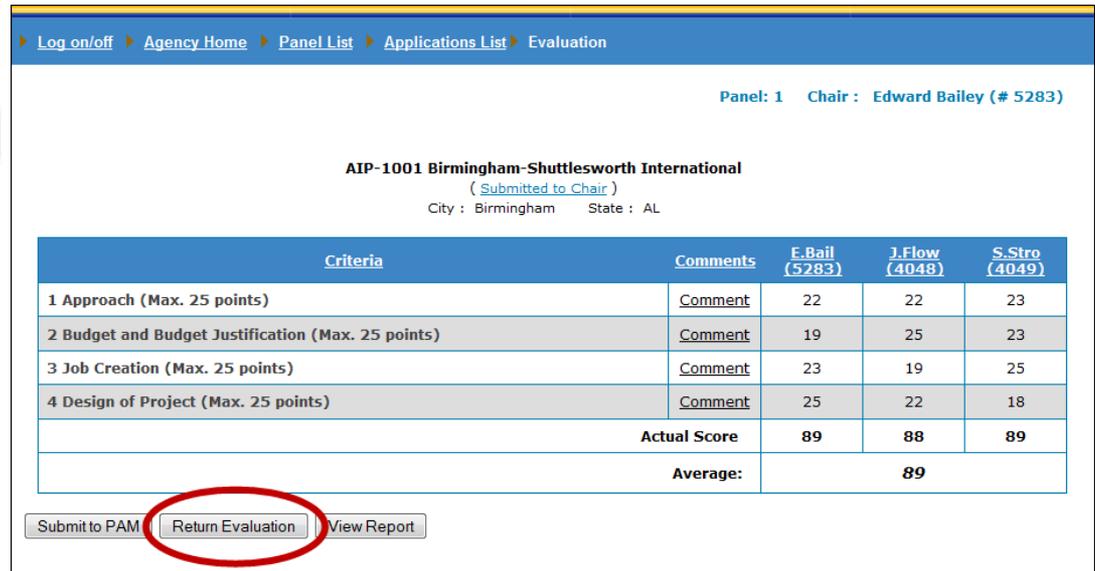
### 9. Return Evaluations

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 PAM

If you do not need to return any evaluations and are ready to submit the Final Summary Report to the Program Area Manager (PAM) 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
<b>Actual Score</b>		<b>89</b>	<b>88</b>	<b>89</b>
<b>Average:</b>		<b>89</b>		

# 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 reviewer. You may enter individual return comments for each criterion. You must enter at least one return comment. A return comment for a criterion or in the General Return Comment field.
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. At the top, a red banner states "Each Return Comment is limited to 4000 Characters". Below this, there are four distinct sections, each with a blue header and a text area for comments:

- 1-Approach**: Return Comments go here for each criterion.
- 2-Budget and Budget Justification**: Return Comments go here for each criterion.
- 4-Impact on Community**: Return Comments go here for each criterion.
- General Return Comment**: A larger text area for general feedback.

At the bottom of the interface, another red banner repeats "Each Return Comment is limited to 4000 Characters". Below this banner 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	<a href="#">Birmingham-Shuttlesworth International</a>	Returned by Chair	--	2 / 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>

# 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.

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
<b>Actual Score</b>		<b>89</b>	<b>88</b>	<b>89</b>
<b>Average:</b>		<b>89</b>		

Submit to PAM 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.

Criteria	Max	Min	Score	Rank
1. Organizational Profile	25	20	23	20
2. Project Narrative and Research	30	25	27	15
3. Researcher or Researcher Equivalent	15	12	14	1
4. Goals and Objectives	10	8	9	1
5. Budget	25	20	24	10
<b>Total</b>	<b>105</b>	<b>75</b>	<b>88</b>	

**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

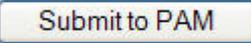
## Tips for Reviewing the Final Summary Report

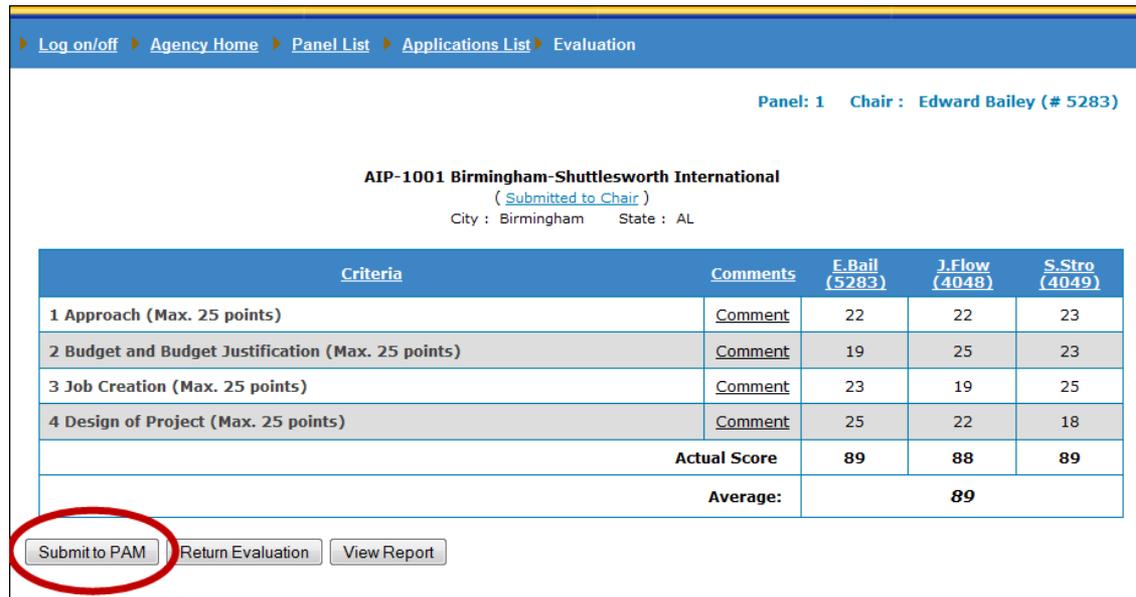
- ❖ Ensure that the report does not contain duplicate comments (a comment may be added in duplicate if it is selected multiple times). Duplicate comments should be removed prior to submission.
- ❖ Spell-Check all comments.

# Submit to PAM

## Submit to PAM

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

14. Click on the  button to send your panel's Final Summary Report to the PAM.



The screenshot shows a web interface for an evaluation. At the top, there is a navigation bar with links: Log on/off, Agency Home, Panel List, Applications List, and Evaluation. Below this, it indicates "Panel: 1 Chair: Edward Bailey (# 5283)". The main content area displays "AIP-1001 Birmingham-Shuttlesworth International" with a link "( Submitted to Chair )" and "City: Birmingham State: AL". A table follows with columns for Criteria, Comments, E.Bail (5283), J.Flow (4048), and S.Stro (4049). The table contains four rows of criteria and their scores, followed by an "Actual Score" row and an "Average:" row. At the bottom, there are three buttons: "Submit to PAM" (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		

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

# Returned by PAM

## Returned by PAM

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

❖ After you complete Step 14, the status of an application will change to **“Submitted to PAM”**.

❖ The status of an application will change to **“Returned by PAM”** once the PAM 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>	Submitted to PAM	89	3 / 3	1	<a href="#">Open PDF</a>
AIP-1002	<a href="#">Ted Stevens Anchorage International</a>	In-review	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1003	<a href="#">Phoenix Sky Harbor International</a>	In-review	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1004	<a href="#">Jackson-Evers International</a>	In-review	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1008	<a href="#">Newark Liberty International</a>	In-review	--	1 / 3	4	<a href="#">Open PDF</a>

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 PAM	89	3 / 3	1	<a href="#">Open PDF</a>
AIP-1002	<a href="#">Ted Stevens Anchorage International</a>	In-review	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1003	<a href="#">Phoenix Sky Harbor International</a>	In-review	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1004	<a href="#">Jackson-Evers International</a>	In-review	--	0 / 3	0	<a href="#">Open PDF</a>
AIP-1008	<a href="#">Newark Liberty International</a>	In-review	--	1 / 3	4	<a href="#">Open PDF</a>

# Returned by PAM

## Returned by PAM

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 PAM status link. This will open the Returned History view in a new window.

The screenshot shows a web application interface for evaluating applications. At the top, there is a navigation bar with links: Log on/off, Agency Home, Panel List, Applications List, and Evaluation. Below this, the current panel is identified as 'Panel: 1' and the chair as 'Chair: Edward Bailey (# 5283)'. The main content area displays the application name 'AIP-1001 Birmingham-Shuttlesworth International' with a status link 'Returned by PAM' circled in red. Below the application name, the city is listed as 'Birmingham' and the state as 'AL'. A table with columns for 'Criteria', 'Comments', 'E.Ball (5283)', 'J.Flow (4048)', and 'S.Stro (4049)' is shown. The table contains four rows of 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 'Comments' column for the first row contains a message dated 'May 17, 2013: Rejected By SSO #5286' and a 'General Return Comment' stating that the 'General Return Comment' field is mandatory. Below the table, there are three buttons: 'Submit to PAM', 'Return Evaluation', and 'View Report'.

Criteria	Comments	E.Ball (5283)	J.Flow (4048)	S.Stro (4049)
1 Approach (Max. 25 points)	FL-753329Florida Dept of Health May 17, 2013: Rejected By SSO #5286 General Return Comment This is the "General Return Comment" field which is mandatory.			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

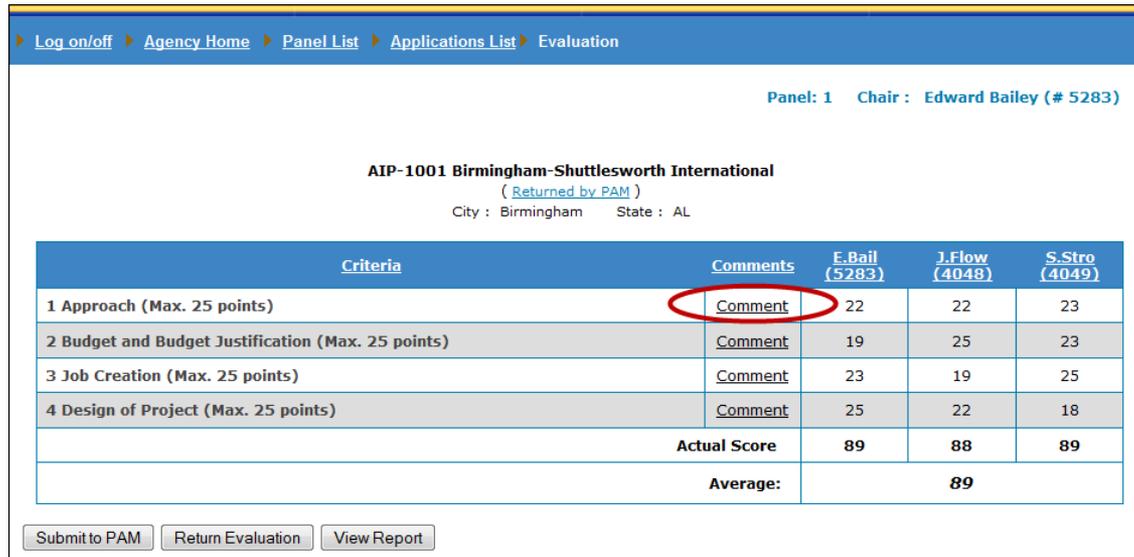
- ❖ The Returned History page indicates the date your report was returned and the reason why. It is a direct message from your PAM identifying the changes that need to be made. All returned comments will be stored here, with the most recent message listed first.

# Returned by PAM

## Making PAM 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 PAM)  
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 PAM 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 PAM.

# 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

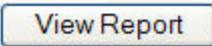
Panel: 2 Chair: Edward Bailey (# 5283)

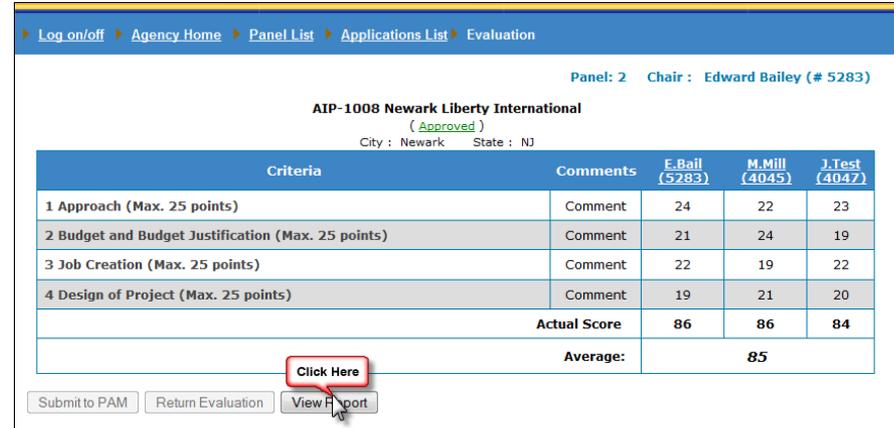
Score with \* is incomplete.

ID	Status	Score	Select Application	Application PDF File
AIP-1008	Approved	85	Newark Liberty International	Open PDF
AIP-1009	Pre-review	--	John F Kennedy International	Open PDF
AIP-1010	Pre-review	--	Cleveland-Hopkins International	Open PDF
AIP-1011	Pre-review	--	Portland International	Open PDF
AIP-1012	Pre-review	--	Harrisburg International	--
AIP-1013	Pre-review	--	Dallas/Fort Worth International	--
AIP-1014	Pre-review	--	Washington Dulles International	--

# 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

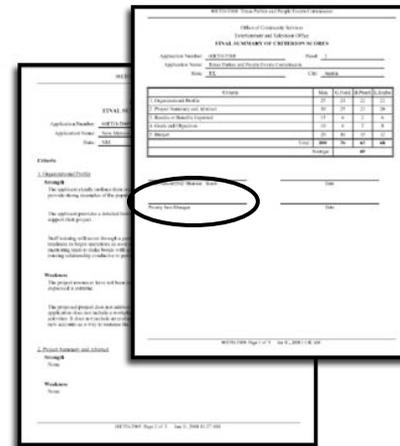
Panel: 2 Chair: Edward Bailey (# 5283)

AIP-1008 Newark Liberty International  
(Approved)  
City: Newark State: NJ

Criteria	Comments	E.Ball (5283)	M.Mill (4045)	J.Test (4047)
1 Approach (Max. 25 points)	Comment	24	22	23
2 Budget and Budget Justification (Max. 25 points)	Comment	21	24	19
3 Job Creation (Max. 25 points)	Comment	22	19	22
4 Design of Project (Max. 25 points)	Comment	19	21	20
<b>Actual Score</b>		<b>86</b>	<b>86</b>	<b>84</b>
<b>Average:</b>		<b>85</b>		

Click Here

Submit to PAM Return Evaluation View Report



# 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 with four distinct sections for return comments, each with a 4000-character limit. The sections are:

- 1-Approach**: A text box with the placeholder text "Return Comments go here for each criterion."
- 2-Budget and Budget Justification**: A text box with the placeholder text "Return Comments go here for each criterion."
- 4-Impact on Community**: A text box with the placeholder text "Return Comments go here for each criterion."
- \*General Return Comment**: A text box with the placeholder text "This is the 'General Return Comment' field which is mandatory."

At the bottom of the form, there are four buttons: "Submit", "Cancel", "Save", and "Spell Check". A red warning message "Each Return Comment is limited to 4000 Characters" is visible at the top and bottom of the form area.

# End

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

Thank you.