ARM Chairperson User's Manual Key Points

You will be provided a Username and Password as well as the link to the website prior to your review. Please remember that usernames and passwords are <u>case sensitive</u>.

Creating Your Final Summary Report in ARM

- Click on the <u>Reviewer Login</u> link on the ARM home page and enter your username and password, click on the Login button. **(page 3)**
- Click on the <u>hyperlinked</u> session name to open that session. **(page 3)**
- Click on the <u>hyperlinked</u> panel number to which you were assigned. You may have multiple roles assigned such as a Reviewer role and a Chairperson role. If that is the case, please select the panel associated with the Chairperson role. **(Page 4)**
- You may view the Application PDF File from the Application Selection Screen. If the link reads <u>Open PDF</u>, click on the link to open the application file in PDF format. You may open and/or save this file. **(Page 5)**
- When your panelists submit their evaluations to you, you will receive an email notification. In the Application Selection Screen, identify the application(s) in the "Submitted to Chairperson" status and click on the application name to begin your work. **(Page 7)**
- Once you are in the Application Evaluation Screen, click on the hyperlink <u>Comment</u> to view the comments. You will be able to review, add, or edit the Reviewers' comments from this screen. **(Page 9)**
- As the Chairperson, you will need to create the final set of comments which will be included in the Final Summary Report. Click on the <u>View and Include Reviewer Comments</u> link to view and include the comments into the Final Summary Report. Check one or more of the comments, and click on the "Add to Final Comments" button. You may also add your own comments by clicking on <u>Add a New Comment</u> **(Pages 10-15)**
- As the Chairperson, you may return the evaluations to the reviewers for edits. From the Application Evaluation Screen, click on the "Return Evaluation" button. You will be able to return evaluations to one or more of the Reviewers. Select the Reviewer(s) whose evaluations you would like to return by using the checkbox next to their name. Enter any comments you would like to communicate back to the Reviewer(s) and click the "Submit" button. The status will change to "Returned by Chairperson" and you will not have access to the scores until they are re-submitted. **(Pages 16-18)**
- After all of your Reviewers have re-submitted their applications and you have re-compiled the comments, you will need to review the Final Summary Report. Click on the "View Report" button to open the Final Summary Report. The report will be generated in PDF format. The report will be a multi-page document. The report will include the panel's scores and all of the comments you have chosen. **(Pages 19 and 20)**
- When the Final Summary Report is complete, you will need to submit the report to the PAM for their review and approval. From the Application Evaluation Screen, click on the "Submit to PAM" button. You will not be able to make any changes until the evaluation is returned to you by the PAM. **(Page 21)**

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Making Changes to Your Previous Final Summary Reports

- If the PAM decides to return the application, the status will change to "Returned by PAM" and you will receive an email informing you of the status change. From the evaluation screen, you may click on the "Returned by PAM" link to view the message indicating why the application was returned. This is a direct message to you from the PAM. **(Pages 22 and 23)**
- The next step is to make the changes the PAM requested. You may do this by yourself or you may return the application to the panel for edits. You will then need to re-submit the application to the PAM. **(Pages 24)**
- When the PAM approves the application, the status will change to "Approved". You are nearly complete with the process. You will then again click on the hyperlinked application name to access the Application Evaluation Screen. Click on the "View Report" button to open the Final Summary Report. Confirm that the report is from the approved application by making sure that a blank signature line appears with your name beneath it. You should also see a line for you to date your score report. Print the report, sign the first page, and attach the remaining pages behind it. **(Pages 25-27)**