



Application Review Module

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.



GrantSolutions.gov
Application Review

Table of Contents

Pages 3 to 5	About ARM and Accessing ARM
Pages 6 to 9	Starting the Review and ARM statuses
Pages 10 to 16	Adding Comments into the Final Report
Pages 17 to 19	Adding a Chairperson Comment
Pages 20 to 22	Session Timeouts and Saving your Work
Pages 23 to 25	Returning Evaluation to Reviewers
Pages 26 to 28	Reviewing the Final Summary Report
Pages 29 to 32	Submit to PAM and Returned by PAM
Pages 33 to 34	Completing Your Review
Pages 35	New Features in 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.

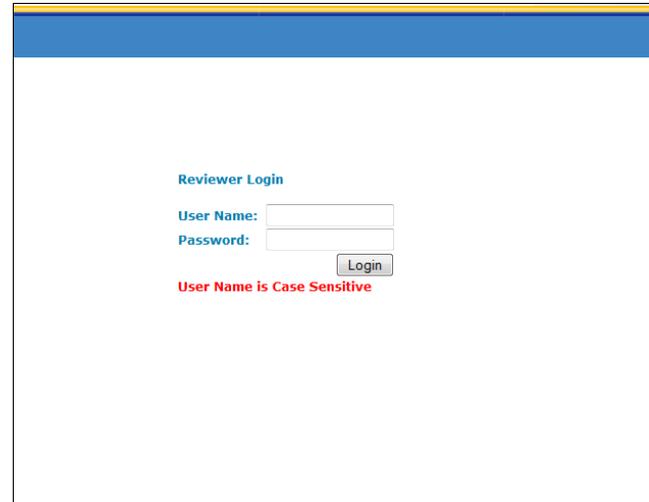
- ❖ The primary users for ARM are the Reviewer, Chairperson, and Federal Program Area Manager (PAM).
- ❖ The Chairperson has the responsibility of building a Final Summary Report in ARM, and creating a comprehensive document of comments provided by the panel reviewers.

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 Login button.



Reviewer Login

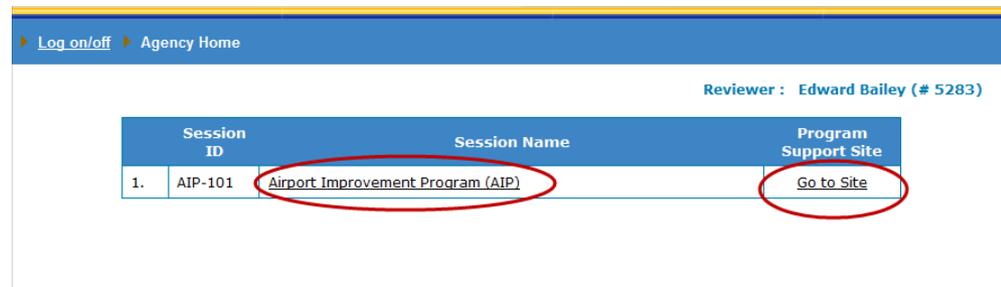
User Name:

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)	Go to Site

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'. In the top right corner, the user's name 'Edward Bailey (# 5283)' is displayed. The main content area contains the text 'User Name : Edward Bailey (# 5283)' and 'Please Select Panel and Role:'. Below this, there is a blue button labeled 'Role: Chair' and a white 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 the same web interface as in the previous step. The user's name 'Edward Bailey (# 5283)' is still visible. The text 'User Name : Edward Bailey (# 5283)' and 'Please Select Panel and Role:' is present. There are two blue buttons: 'Role: Reviewer' and 'Role: Chair'. Below the 'Role: Reviewer' button is a white input field containing 'Panel 2'. Below the 'Role: Chair' button is another white input field containing 'Panel 2'. A red circle highlights the number '2' in the 'Role: Chair' input field.

Starting the Review

Application Selection Screen

This screen displays six major identifiers of the application:

- ❖ Application Number
- ❖ Application Name
- ❖ Status
- ❖ Average Score with two decimal points
- ❖ Evaluations Available
- ❖ Comments Added
- ❖ Application File (optional)

Application Number	Application Name	Status	Average Score	Evaluations Available	Comments Added	Application File
AIP-1001	Birmingham-Shuttlesworth International	Submitted to PAM	88.50	2 / 2	12	Open File
AIP-1002	Ted Stevens Anchorage International	In-review	--	1 / 3	0	Open File
AIP-1003	Phoenix Sky Harbor International	Submitted to Chair	90.33	3 / 3	0	Open File
AIP-1004	Jackson-Evers International	In-review	--	0 / 3	0	Open File
AIP-1008	Newark Liberty International	Approved	87.00	3 / 3	3	Open File

- ❖ 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. This is displayed with two decimal points present.
- ❖ 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.

Panel: 1 Chair : Edward Bailey (# 5283)

Score with * is incomplete.

Application Number	Application Name	Status	Average Score	Evaluations Available	Comments Added	Application File
AIP-1001	Birmingham-Shuttlesworth International	Submitted to PAM	88.50	2 / 2	12	Open File
AIP-1002	Ted Stevens Anchorage International	In-review	--	1 / 3	0	Open File
AIP-1003	Phoenix Sky Harbor International	Submitted to Chair	90.33	3 / 3	0	Open File
AIP-1004	Jackson-Evers International	In-review	--	0 / 3	0	Open File
AIP-1008	Newark Liberty International	Approved	87.00	3 / 3	3	Open File

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 File
AIP-1001	Birmingham-Shuttlesworth International	Submitted to PAM	88.50	2 / 2	12	Open File
AIP-1002	Ted Stevens Anchorage International	In-review	--	1 / 3	0	Open File
AIP-1003	Phoenix Sky Harbor International	Submitted to Chair	90.33	3 / 3	0	Open File
AIP-1004	Jackson-Evers International	In-review	--	0 / 3	0	Open File
AIP-1008	Newark Liberty International	Approved	87.00	3 / 3	3	Open File

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-1003 Phoenix Sky Harbor International'. The breadcrumb trail is 'Log on/off > Agency Home > Panel List > Applications List > Evaluation'. The panel is identified as 'Panel: 1' with a chairperson 'Edward Bailey (# 5283)'. The application is 'Submitted to Chair' and is for 'Phoenix, AZ'. The table below shows the scoring criteria and scores from three panelists: E. Bail (5283), J. Flow (4048), and S. Stro (4049). The 'Actual Score' is 88, and the 'Average' is 90.33. Buttons for 'Submit to PAM', 'Return Evaluation', and 'View Report' are visible at the bottom.

Criteria	Comments	E.Bail (5283)	J.Flow (4048)	S.Stro (4049)
1 Approach (Max. 25 points)	Comment	20	24	22
2 Budget and Budget Justification (Max. 25 points)	Comment	21	23	24
3 Job Creation (Max. 25 points)	Comment	25	20	25
4 Design of Project (Max. 25 points)	Comment	22	24	21
Actual Score		88	91	92
Average:		90.33		

Chairperson's Comments Review

Application Evaluation Screen

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

4. 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.*

The screenshot shows a web interface for reviewing application evaluations. 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-1003 Phoenix Sky Harbor International, submitted to the chair, with City: Phoenix and State: AZ. The main content is a table with columns for Criteria, Comments, 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 criterion has a 'Comment' link, which is circled in red in the first row. The 'Actual Score' row shows scores of 88, 91, and 92 for the three reviewers, and an 'Average' of 90.33. 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)	Comment	20	24	22
2 Budget and Budget Justification (Max. 25 points)	Comment	21	23	24
3 Job Creation (Max. 25 points)	Comment	25	20	25
4 Design of Project (Max. 25 points)	Comment	22	24	21
Actual Score		88	91	92
Average:		90.33		

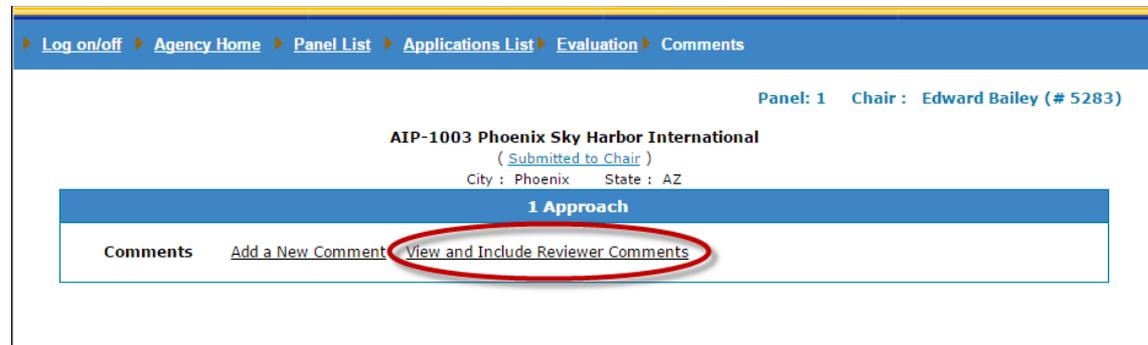
Submit to SAM Return Evaluation View Report

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-1003 Phoenix Sky Harbor International
(Submitted to Chair)
City: Phoenix State: AZ

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.

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 Add to Final Comments 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 1 [Edit](#) / [Delete](#) Added to Report on: Fri Nov 9, 2012 - 12:36:46 PM Eastern Time

Strength 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

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.

Comment 3 [Edit](#) / [Delete](#) Added to Report on: Fri Nov 9, 2012 - 12:36:46 PM Eastern Time

Strength 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

Strength 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-1003 Phoenix Sky Harbor International
(Submitted to Chair)
City : Phoenix State : AZ

Criteria	Comments	E.Bail (5283)	J.Flow (4048)	S.Stro (4049)
1 Approach (Max. 25 points)	Comment	20	24	22
2 Budget and Budget Justification (Max. 25 points)	Comment	21	23	24
3 Job Creation (Max. 25 points)	Comment	25	20	25
4 Design of Project (Max. 25 points)	Comment	22	24	21
Actual Score		88	91	92
Average:		90.33		

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-1003 Phoenix Sky Harbor International
([Submitted to Chair](#))
City : Phoenix State : AZ

1 Approach

Comments [Add a New Comment](#) [View and Include Reviewer Comments](#) [View and Include Reviewer Comments](#)

Chairperson's Comments 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 Submit to **save** your comment as part of your evaluation.

The screenshot shows a web form titled "Add a New Comment" with a sub-header "1 Approach". Below the title, it says "Fields with * are required." The form contains the following fields and controls:

- 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:** Three buttons are located at the bottom: "Submit" (circled in red), "Spell Check", and "Save".
- Comments:** A section below the form, currently empty.

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.

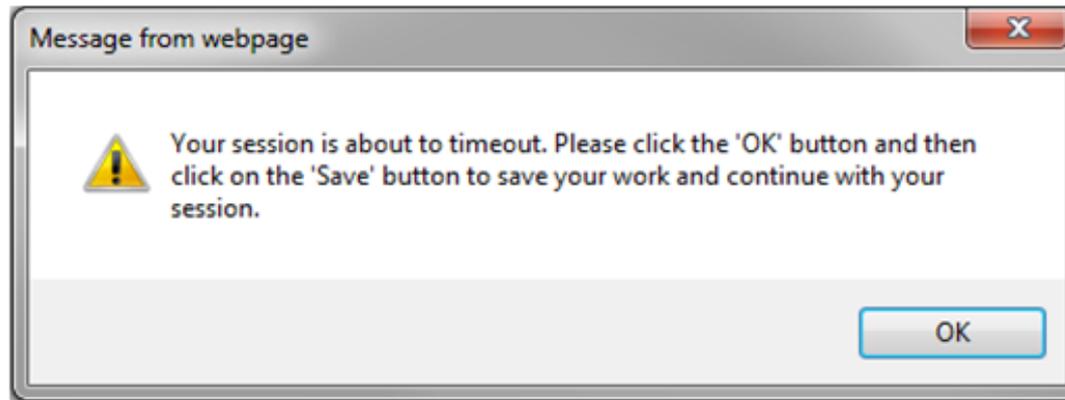
The screenshot displays the 'Comments' section of the GrantSolutions.gov application review process. At the top, there is a navigation breadcrumb: Log on/off > Agency Home > Panel List > Applications List > Evaluation > Comments. Below this, the panel information is shown: Panel: 1, Chair: Edward Bailey (# 5283). The application title is 'AIP-1003 Phoenix Sky Harbor International', with a link '(Returned by PAH)'. The location is listed as City: Phoenix, State: AZ. The current criterion is '1 Approach'. There are four links: 'Comments', 'Add a New Comment', 'View and Include Reviewer Comments', and 'Retrieve the Last Comment'. A table shows 'Comment 1' with 'Edit / Delete' links and a timestamp 'Added to Report on: Fri Feb 20, 2015 - 2:14:41 PM Eastern Time'. The comment category is 'Strength' and the page is 'Entire Application'. The comment text reads: 'Applicant identifies a third party evaluator who is experienced in evaluating community economic development programs. There is indication of some outcome objectives.'

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.

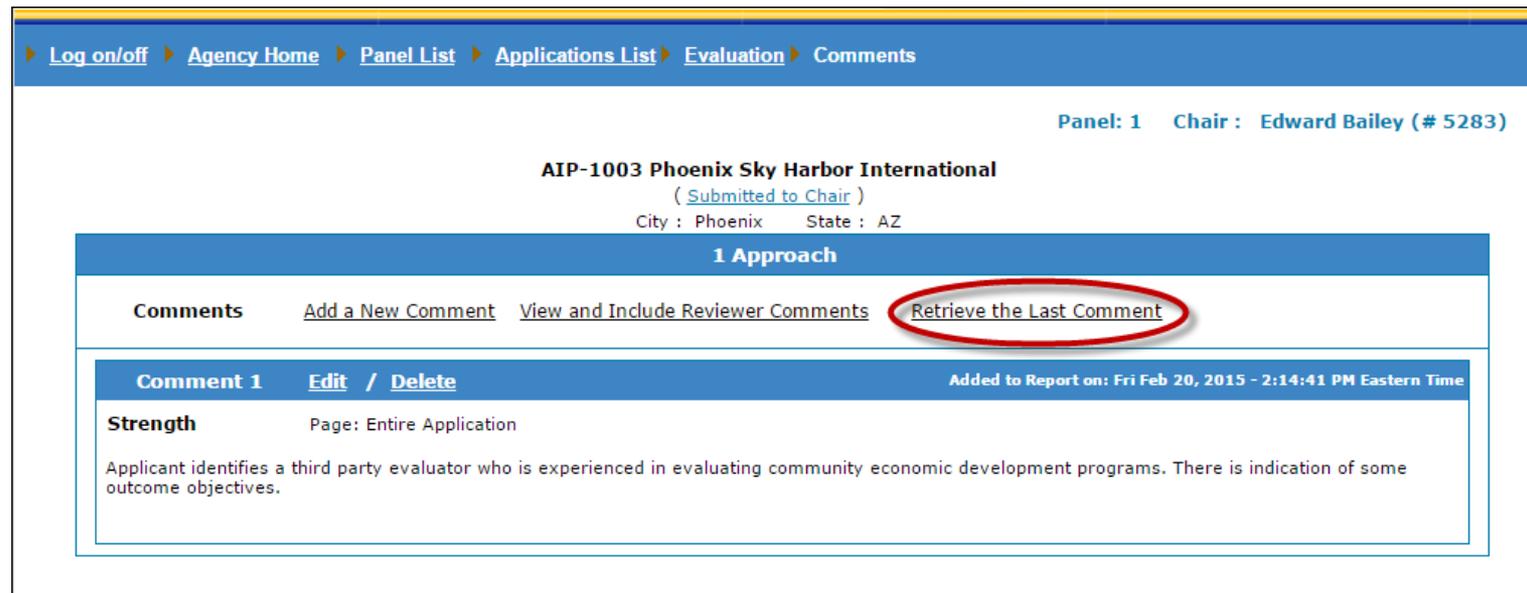
The screenshot shows a web form titled "1 Approach" with the sub-header "Add a New Comment". A red asterisk indicates that fields with an asterisk are required. The form contains the following elements:

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



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

Panel: 1 Chair : Edward Bailey (# 5283)

AIP-1003 Phoenix Sky Harbor International
(Submitted to Chair)
City : Phoenix State : AZ

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 Feb 20, 2015 - 2:14:41 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.

Return Evaluations

Submit or Return the Evaluations

9. **Return Evaluations**
Click the Return Evaluation 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.

The screenshot shows a web interface for reviewing 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 and chair information is displayed: Panel: 1, Chair: Edward Bailey (# 5283). The application title is AIP-1003 Phoenix Sky Harbor International, with a link to 'Submitted to Chair'. Below the title, the city and state are listed: City: Phoenix, State: AZ. A table displays the evaluation criteria and scores for three reviewers: E.Bail (5283), J.Flow (4048), and S.Stro (4049). The table has columns for Criteria, Comments, and scores for each reviewer. The 'Return Evaluation' button is circled in red.

Criteria	Comments	E.Bail (5283)	J.Flow (4048)	S.Stro (4049)
1 Approach (Max. 25 points)	Comment	20	24	22
2 Budget and Budget Justification (Max. 25 points)	Comment	21	23	24
3 Job Creation (Max. 25 points)	Comment	25	20	25
4 Design of Project (Max. 25 points)	Comment	22	24	21
Actual Score		88	91	92
Average:		90.33		

Buttons: [Submit to PAM](#), [Return Evaluation](#), [View Report](#)

❖ **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.

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 Submit 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 white 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 large text area for overall feedback.

At the bottom of the form, another red banner repeats the character limit, and 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 File
AIP-1001	Birmingham-Shuttlesworth International	Submitted to PAM	88.50	2 / 2	12	Open File
AIP-1002	Ted Stevens Anchorage International	In-review	--	1 / 3	0	Open File
AIP-1003	Phoenix Sky Harbor International	Returned by Chair	--	2 / 3	0	Open File
AIP-1004	Jackson-Evers International	In-review	--	0 / 3	0	Open File
AIP-1008	Newark Liberty International	Approved	87.00	3 / 3	3	Open File

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.
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.

Log on/off | Agency Home | Panel List | Applications List | Evaluation

Panel: 1 Chair: Edward Bailey (# 5283)

AIP-1003 Phoenix Sky Harbor International
(Submitted to Chair)
City: Phoenix State: AZ

Criteria	Comments	E.Bail (5283)	J.Flow (4048)	S.Stro (4049)
1 Approach (Max. 25 points)	Comment	20	24	22
2 Budget and Budget Justification (Max. 25 points)	Comment	21	23	24
3 Job Creation (Max. 25 points)	Comment	25	20	25
4 Design of Project (Max. 25 points)	Comment	22	24	21
Actual Score		88	91	92
Average:		90.33		

Submit to PAM | Return Evaluation | **View Report**

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.

The image shows a stack of three overlapping document pages. The top page is titled "FINAL SUMMARY OF CRITERION SCORES" and includes a table with columns for "Criteria", "Max", "Min", "Panel", and "Score". The table contains data for various criteria such as "Organizational Profile", "Project Narrative and Research", "Budget", "Diversity and Objectives", and "Budget". Below the table, there are sections for "Strength" and "Weakness" comments, each with a "Name" field. The middle and bottom pages show similar sections, indicating a multi-page report.

Criteria	Max	Min	Panel	Score
1. Organizational Profile	15	0	15	15
2. Project Narrative and Research	30	0	15	15
3. Budget	15	0	15	15
4. Diversity and Objectives	10	0	10	10
5. Budget	10	0	10	10
Total	80	0	75	68

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 Submit to PAM button to send your panel's Final Summary Report to the PAM.

Panel: 1 Chair: Edward Bailey (# 5283)

AIP-1003 Phoenix Sky Harbor International
(Submitted to Chair)
City: Phoenix State: AZ

Criteria	Comments	E.Bail (5283)	J.Flow (4048)	S.Stro (4049)
1 Approach (Max. 25 points)	Comment	20	24	22
2 Budget and Budget Justification (Max. 25 points)	Comment	21	23	24
3 Job Creation (Max. 25 points)	Comment	25	20	25
4 Design of Project (Max. 25 points)	Comment	22	24	21
Actual Score		88	91	92
Average:		90.33		

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

- ❖ 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”**.

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 File
AIP-1001	Birmingham-Shuttlesworth International	Submitted to PAM	88.50	2 / 2	12	Open File
AIP-1002	Ted Stevens Anchorage International	In-review	--	1 / 3	0	Open File
AIP-1003	Phoenix Sky Harbor International	Submitted to PAM	90.33	3 / 3	0	Open File
AIP-1004	Jackson-Evers International	In-review	--	0 / 3	0	Open File
AIP-1008	Newark Liberty International	Approved	87.00	3 / 3	3	Open File

❖ 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 File
AIP-1001	Birmingham-Shuttlesworth International	Submitted to PAM	88.50	2 / 2	12	Open File
AIP-1002	Ted Stevens Anchorage International	In-review	--	1 / 3	0	Open File
AIP-1003	Phoenix Sky Harbor International	Returned by PAM	90.33	3 / 3	0	Open File
AIP-1004	Jackson-Evers International	In-review	--	0 / 3	0	Open File
AIP-1008	Newark Liberty International	Approved	87.00	3 / 3	3	Open File

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.

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		

- ❖ 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.

FL-7533299-Florida Dept of Health

May 17, 2013: Rejected By SSO #5286

General Return Comment

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

General Return Comment

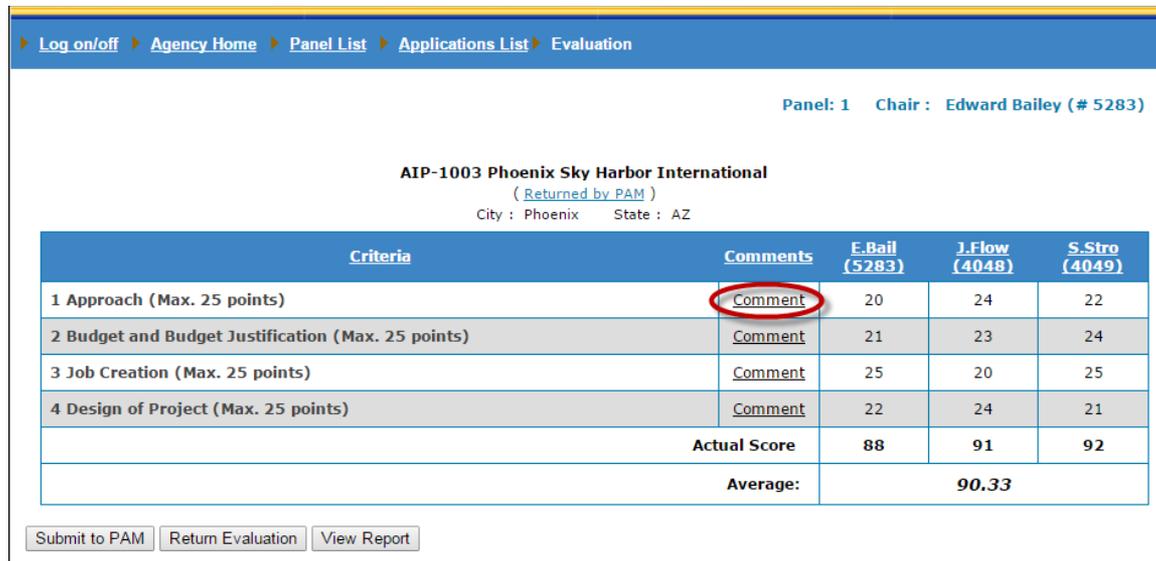
Shonda, please double check your scores and comments and re-submit the evaluation to me.

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.



Panel: 1 Chair: Edward Bailey (# 5283)

AIP-1003 Phoenix Sky Harbor International
(Returned by PAM)
City : Phoenix State : AZ

Criteria	Comments	E.Bail (5283)	J.Flow (4048)	S.Stro (4049)
1 Approach (Max. 25 points)	Comment	20	24	22
2 Budget and Budget Justification (Max. 25 points)	Comment	21	23	24
3 Job Creation (Max. 25 points)	Comment	25	20	25
4 Design of Project (Max. 25 points)	Comment	22	24	21
Actual Score		88	91	92
Average:		90.33		

[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.

Application Number	Application Name	Status	Average Score	Evaluations Available	Comments Added	Application File
AIP-1001	Birmingham-Shuttlesworth International	Submitted to PAM	88.50	2 / 2	12	Open File
AIP-1002	Ted Stevens Anchorage International	In-review	--	1 / 3	0	Open File
AIP-1003	Phoenix Sky Harbor International	Approved	90.33	3 / 3	1	Open File
AIP-1004	Jackson-Evers International	In-review	--	0 / 3	0	Open File
AIP-1005	Kansas City International	In-review	--	0 / 3	0	--
AIP-1006	Eppley Airfield	In-review	--	0 / 3	0	--
AIP-1007	McCarran International	In-review	--	0 / 3	0	--

Completing Your Review

Printing the Final Summary Report

20. Click on the View Report 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-1003 Phoenix Sky Harbor International
(Approved)
City: Phoenix State: AZ

Criteria	Comments	E.Bail (5283)	J.Flow (4048)	S.Stro (4049)
1 Approach (Max. 25 points)	Comment	20	24	22
2 Budget and Budget Justification (Max. 25 points)	Comment	21	23	24
3 Job Creation (Max. 25 points)	Comment	25	20	25
4 Design of Project (Max. 25 points)	Comment	22	24	21
Actual Score		88	91	92
Average:		90.33		

Click Here

Submit to PAM Return Evaluation View Report

The image shows two overlapping PDF pages of the final summary report. The top page is the score sheet, which includes the criteria and scores from the table above. The bottom page is the signature page, which includes a signature line and a date line. A red box with the text 'Click Here' is positioned over the 'View Report' button in the screenshot above, indicating that clicking this button will open the PDF 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 the ARM application review interface. At the top, a red notice states "Each Return Comment is limited to 4000 Characters". The interface is divided into four sections, each with a blue header and a text box for return 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**: This is the "General Return Comment" field which is mandatory.

At the bottom, another red notice 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.