

QUICK SHEET: APPLICATION RECOMMENDATION – SEND TO ARM

AUDIENCE: GRANTS OFFICE

PURPOSE

The GrantSolutions Application Review Services (ARM) supports the Objective Review Committee process, including review setup and administration, panel configuration, reviewer assignments, and criteria definition for many agencies. During reviews, ARM collects reviewer comments and captures aggregated scores/ratings. ARM accepts eligible applications from GrantSolutions Grants Management Services (GMM) and returns final scores overnight after all panels are closed. Users with Grants Office roles such as Grants Management Officer (GMO), Grants Management Specialist (GMS), or Grant Support Specialist (GSS) can send applications from GMM to ARM.

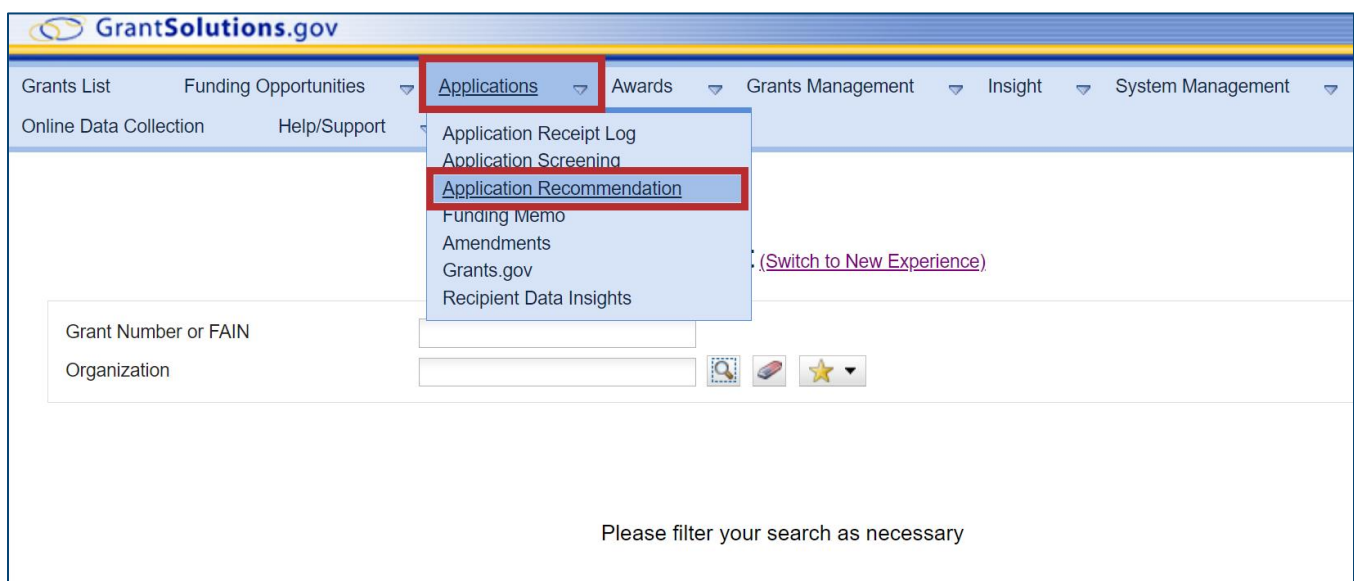
This Quick Sheet provides step-by-step instructions for sending applications from GMM to ARM.

Note: For Login information and instruction, please view the GrantSolutions Login Quick Sheet.

SEND APPLICATIONS FROM GMM TO ARM

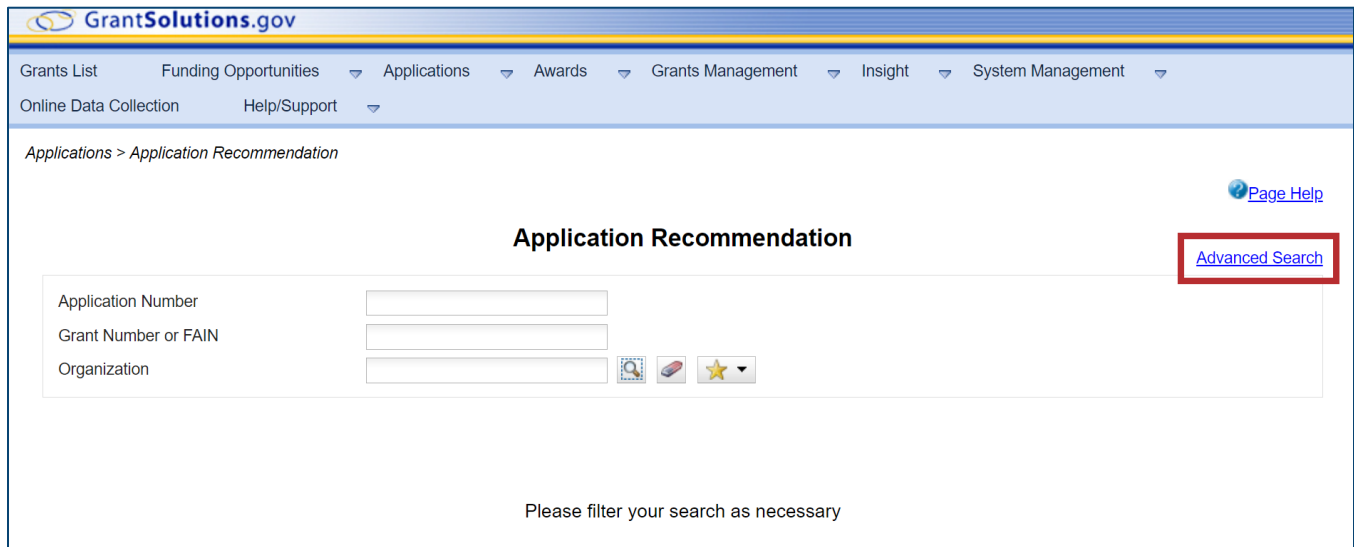
To send eligible applications from GrantSolutions GMM to ARM, perform the following steps.

1. From the GMM menu bar, click the **Applications** drop-down and select the **Application Recommendation** option.



The screenshot shows the GrantSolutions.gov website interface. The top navigation bar includes links for Grants List, Funding Opportunities, Applications, Awards, Grants Management, Insight, and System Management. The Applications menu is open, showing options: Application Receipt Log, Application Screening, Application Recommendation (highlighted with a red box), Funding Memo, Amendments, Grants.gov, and Recipient Data Insights. Below the navigation bar, there are search fields for Grant Number or FAIR and Organization, and a button to search. A message at the bottom says "Please filter your search as necessary".

- The “Application Recommendation” screen appears. Click the **Advanced Search** link.



GrantSolutions.gov

Grants List Funding Opportunities Applications Awards Grants Management Insight System Management

Online Data Collection Help/Support

Applications > Application Recommendation

Page Help

Application Recommendation

Advanced Search

Application Number

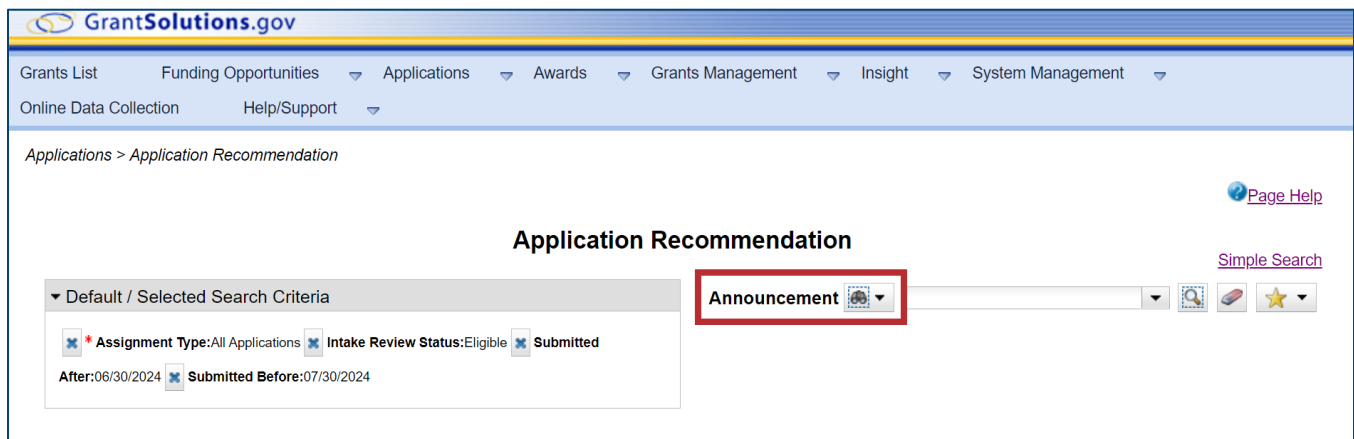
Grant Number or FAIN

Organization

Please filter your search as necessary

- The “Application Recommendation” screen Advanced Search view appears. To send applications to ARM, users must search using the *Announcement* criteria. Click the **Search Criteria** drop-down (binoculars icon) and select the **Announcement** option.

Note: *Submitted After* and *Submitted Before* dates may need to be modified to view all eligible applications.



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Grants List Funding Opportunities Applications Awards Grants Management Insight System Management

Online Data Collection Help/Support

Applications > Application Recommendation

Page Help

Application Recommendation

Simple Search

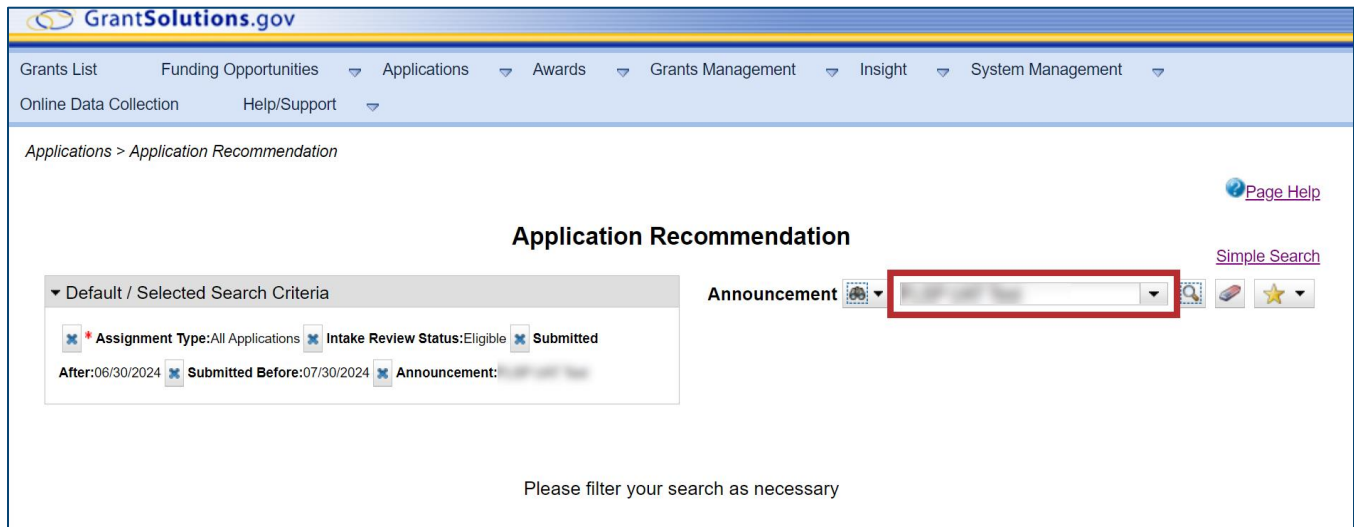
Announcement

Default / Selected Search Criteria

Assignment Type: All Applications Intake Review Status: Eligible Submitted

After: 06/30/2024 Submitted Before: 07/30/2024

- Click the **Filter** drop-down and select the desired **Announcement**.



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Grants List Funding Opportunities Applications Awards Grants Management Insight System Management
Online Data Collection Help/Support

Applications > Application Recommendation

[Page Help](#)

Application Recommendation

[Simple Search](#)

▼ Default / Selected Search Criteria

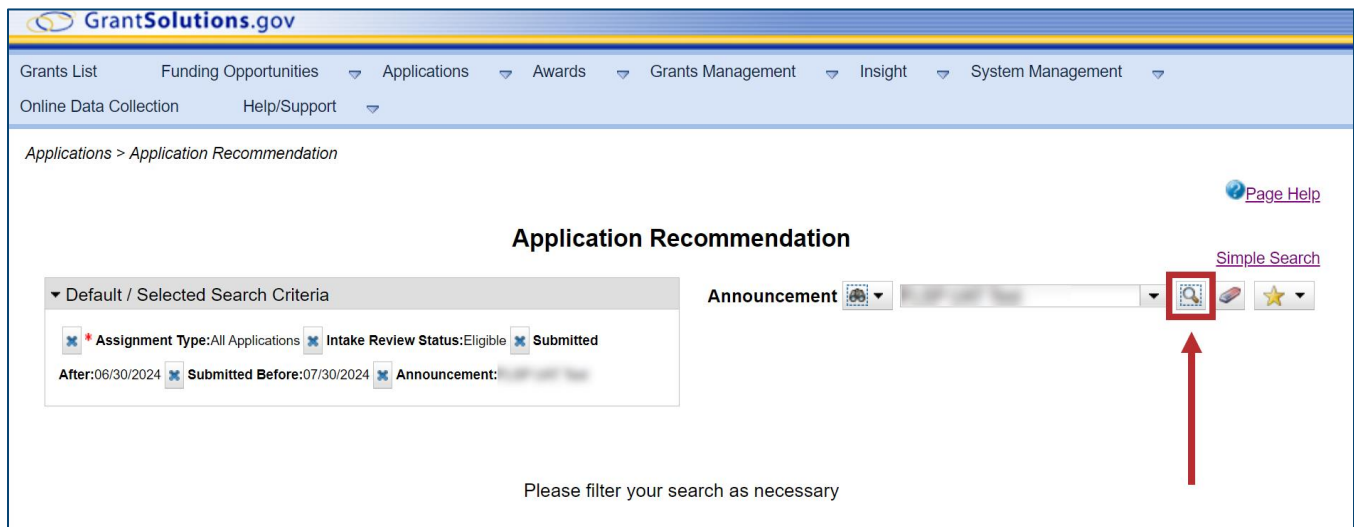
✕ * Assignment Type: All Applications ✕ Intake Review Status: Eligible ✕ Submitted

After: 06/30/2024 ✕ Submitted Before: 07/30/2024 ✕ Announcement: [Redacted]

Announcement [Redacted]

Please filter your search as necessary

- Click the **search** icon (magnifying glass).



GrantSolutions.gov

Grants List Funding Opportunities Applications Awards Grants Management Insight System Management
Online Data Collection Help/Support

Applications > Application Recommendation

[Page Help](#)

Application Recommendation

[Simple Search](#)

▼ Default / Selected Search Criteria

✕ * Assignment Type: All Applications ✕ Intake Review Status: Eligible ✕ Submitted

After: 06/30/2024 ✕ Submitted Before: 07/30/2024 ✕ Announcement: [Redacted]

Announcement [Redacted]

Please filter your search as necessary

- A results table appears below the search fields. Click the **Objective Review Planning** button above the results table.

Note: If the Intake Review for an application is marked as Yes, this indicates an application is eligible to move forward. The Intake Review must be marked as Yes for an application to display in the results table of the “Application Recommendation” screen.

Application Recommendation

▼ Default / Selected Search Criteria



✕ * Assignment Type: All Applications ✕ Intake Review Status: Eligible ✕ Submitted

After: 06/30/2024 ✕ Submitted Before: 07/30/2024 ✕ Announcement: [Redacted]

Announcement [Redacted] [Icon] [Icon] [Icon] [Icon]

Search within results [Search] [Export Results] [Hide Columns ▼]

+ Objective Review Planning

1 - 5 of 5 items							
	Application Number	Organization	Grant Number	Application Type	Application Status	Grant Program	Score
<input type="checkbox"/>	[Redacted] 	[Redacted]	N/A	New	Review in Progress	[Redacted]	
<input type="checkbox"/>	[Redacted] 	[Redacted]	N/A	New	Review in Progress	[Redacted]	

The *Objective Review Planning* section expands, and fields appear including *Total Applications Received*, *Applications Awaiting Screening*, *Applications Rejected*, *Applications Accepted*, *Applications Sent to Review*, *Applications Awaiting to be Sent to Review*, *Original Source Files Uploaded*, and *Send Awaiting Applications to Review*.

Application Recommendation

[Simple Search](#)

▼ Default / Selected Search Criteria

✕ * Assignment Type: All Applications ✕ Intake Review Status: Eligible ✕ Submitted

After: 06/30/2024 ✕ Submitted Before: 07/30/2024 ✕ Announcement:

Announcement

Objective Review Planning

Total Applications Received	17
Applications Awaiting Screening	2
Applications Rejected	0
Applications Accepted	15
Applications Sent to Review	0
Applications Awaiting to be Sent to Review	15
Original Source Files Uploaded	0
Send Awaiting Applications to Review	<input type="button" value="send"/>

1 - 5 of 5 items

50 | 100 | 150 | 200 | 1000

<input type="checkbox"/>	Application Number	Organization	Grant Number	Application Type	Application Status	Grant Program	Sco
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- If there are applications in the *Applications Awaiting to be Sent to Review* field, click the **send** button.

Application Recommendation

[Simple Search](#)

▼ Default / Selected Search Criteria

✕ * Assignment Type: All Applications ✕ Intake Review Status: Eligible ✕ Submitted

After: 06/30/2024 ✕ Submitted Before: 07/30/2024 ✕ Announcement:

Announcement

Objective Review Planning

Total Applications Received	17
Applications Awaiting Screening	2
Applications Rejected	0
Applications Accepted	15
Applications Sent to Review	0
Applications Awaiting to be Sent to Review	15
Original Source Files Uploaded	0
Send Awaiting Applications to Review	<input type="button" value="send"/>

1 - 5 of 5 items

50 | 100 | 150 | 200 | 1000

<input type="checkbox"/>	Application Number	Organization	Grant Number	Application Type	Application Status	Grant Program	Sco
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Eligible applications are now sent to ARM. After all panels are closed for the announcement, scores from applications scored in ARM are transferred to the GrantSolutions “Application Recommendation” screen overnight, and now appear in the *Score* column of the results table.

Note: Scores from ARM are read-only in GMM.