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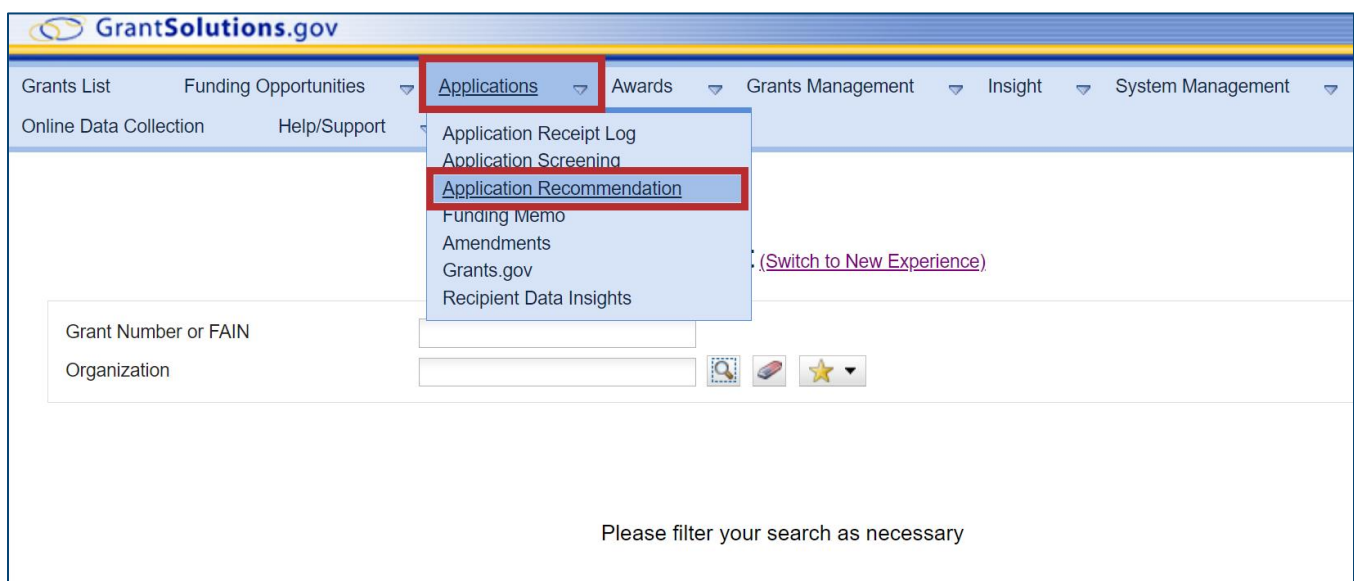
This Quick Sheet provides step-by-step instructions for sending applications from GMM to ARM.

Note: For Login information and instruction, please view the GrantSolutions Login Quick Sheet.
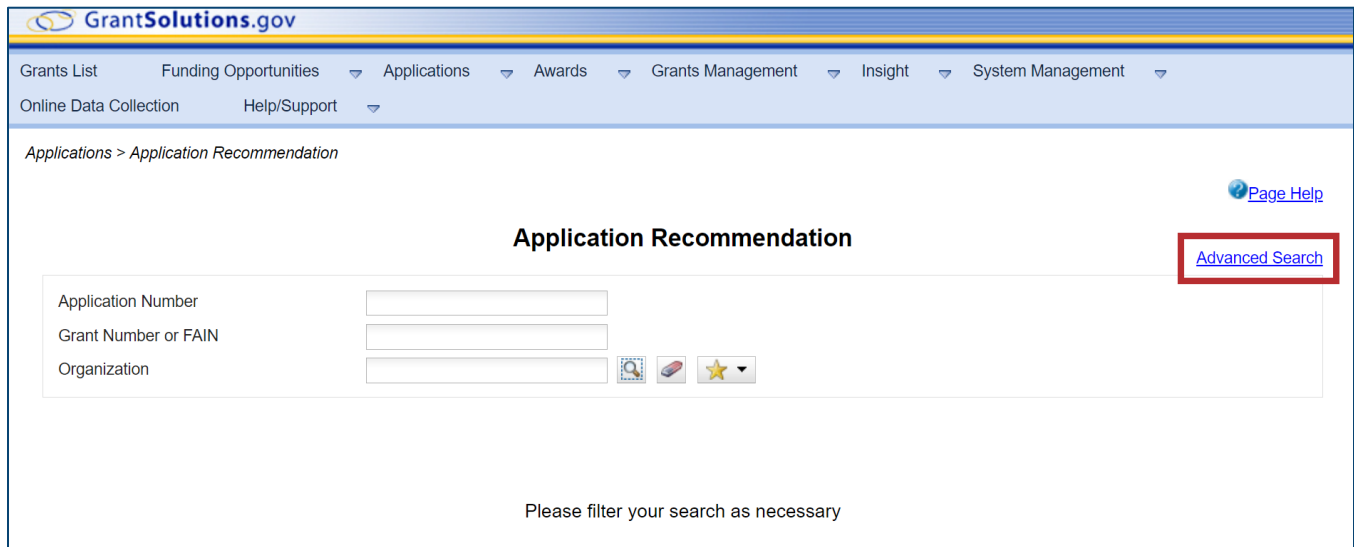
SEND APPLICATIONS FROM GMM TO ARM

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.

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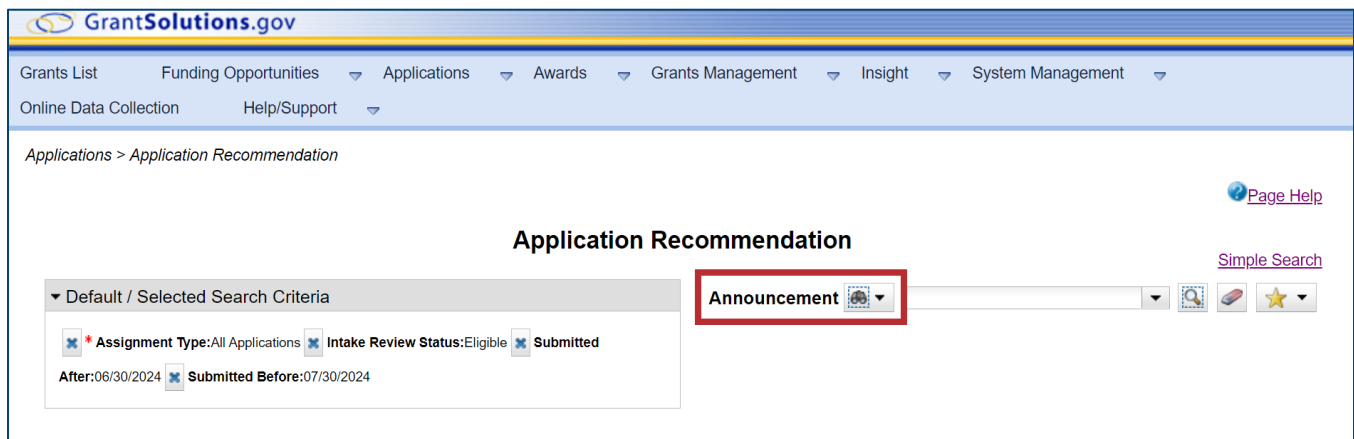
3. The "Application Recommendation" screen Advanced Search view appears. To send applications to ARM, users must search using the *Announcement* criteria. Click the **Search Criteria** drop-down (binoculars icon) and select the **Announcement** option.

Note: *Submitted After* and *Submitted Before* dates may need to be modified to view all eligible applications.
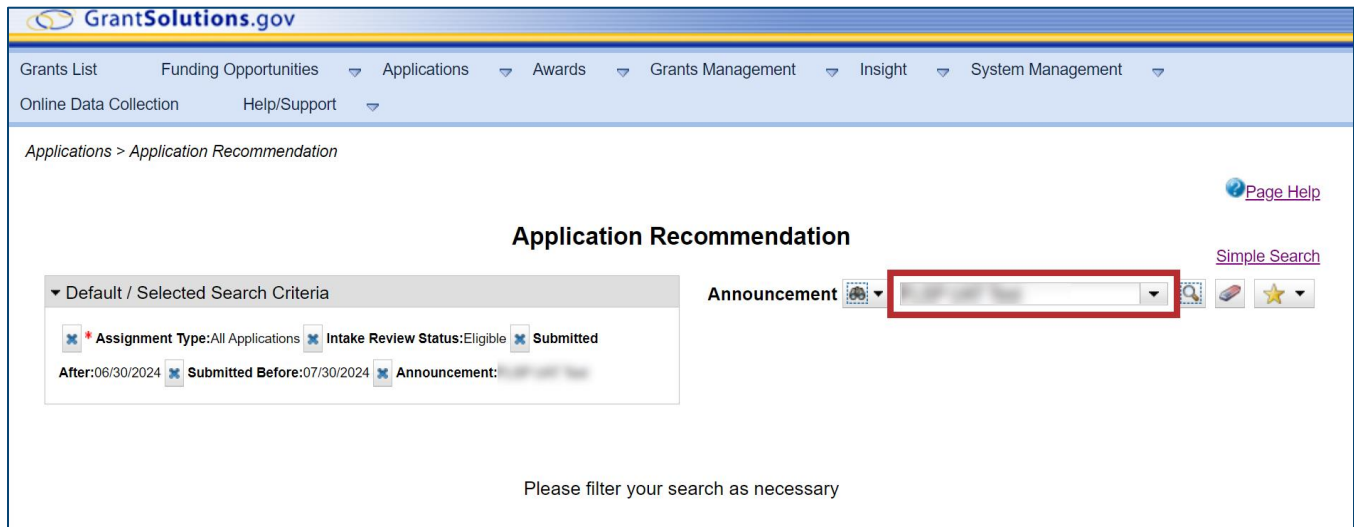
4. Click the **Filter** drop-down and select the desired **Announcement**.
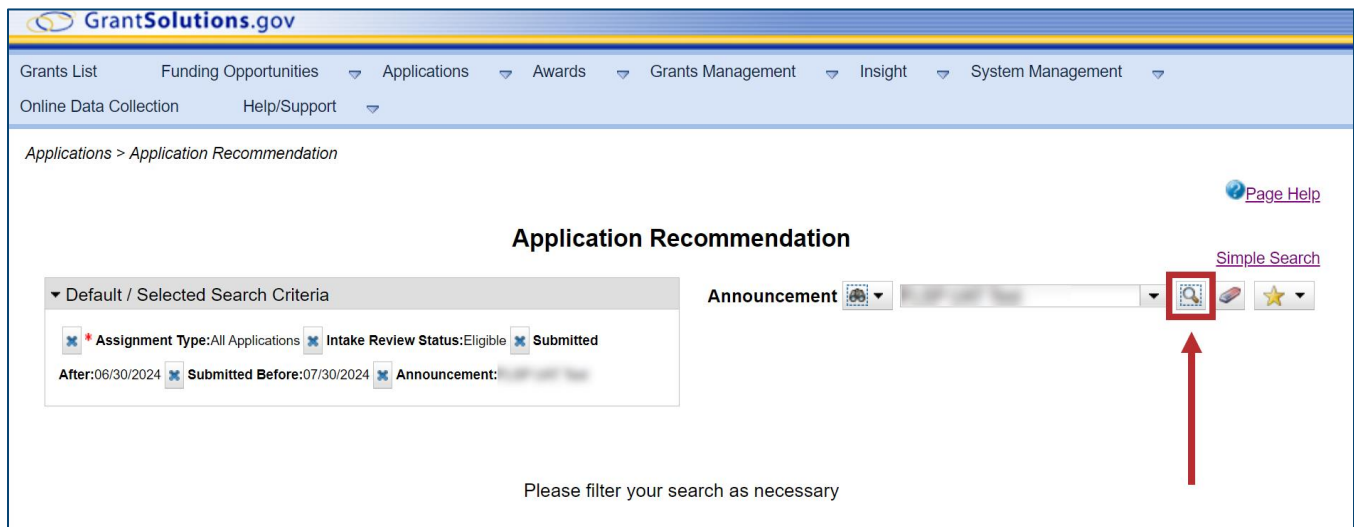
5. Click the **search** icon (magnifying glass).

6. 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.

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*.

7. If there are applications in the *Applications Awaiting to be Sent to Review* field, click the **send** button.

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.