# How to Review Applications in eGMS Reach

# Introduction

eGMS Reach is IMLS's portal for awardees to manage awards and cooperative agreements, and for peer reviewers to access and review applications. As a peer reviewer, you will use eGMS Reach to:

- sign important documents (such as Conflict of Interest agreements);
- refer to shared files like reviewer handbooks, reviewer webinars, and applicant guidelines;
- read and download your assigned applications, and;
- draft, revise and complete evaluation scores and comments.

The instructions in this document apply to both field and panel reviewers. Please note that both types of review groups are referred to as 'Panels' in eGMS Reach.

# Accessing eGMS Reach

When IMLS gives you access to a panel, which is the term eGMS uses for any review group whether it is a field review group or an in-person panel, you will receive an email with instructions for logging in to eGMS Reach.

IMLS uses Login.gov for user authentication in eGMS Reach. For step-by-step instructions for creating or connecting your Login.gov account and logging in to eGMS Reach, refer to this resource: <u>eGMS Reach – How to Use Login.gov to Access eGMS Reach</u>.

# Finding Your Panel

Once you have successfully signed in to eGMS Reach, you will see your assigned panels in the **Panels** section on the eGMS Reach home page. Click on your panel to go to the **Panel Information** tab. You can see evaluation due dates and required signatures that are due within the next 60 days in the **Reminders** section on the left-hand side of the screen.

To return to this screen at any time, click the **Home** button in the top navigation menu.

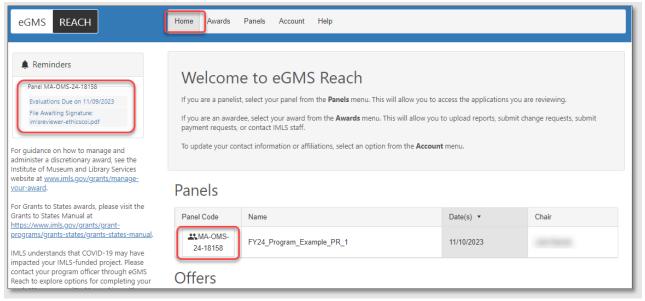


Figure 1: Finding your panel in eGMS Reach

The **Panel Information** tab contains important dates, IMLS staff contact information for the Panel Coordinator and the Panel Chair, and panel instructions.

Home Awa	ards Panels Account Help						
Panel N	Panel MA-OMS-24-18158: FY24_Program_Example_PR_1						
Panel Informa Panel Info	tion Files and Forms Applications Messages Readings						
Date(s)	11/10/2023						
Coordinator							
Chair							
Evaluation Due Date	11/9/2023						
Instructions	Thank you for agreeing to serve as an IMLS peer reviewer for the FY24 Example Program grant cycle. Guidance for reviewers is accessible under the Panel Files Tab below. Before proceeding to the Application Tab, you must: 1. Review the Conflicts of Interest Statement located under your Personal Files (to review the statement, click the paper icon); and 2. Certify that you have reviewed the Conflicts of Interest Statement and that you have no conflicts with the applications that have been assigned to you (to certify that you have reviewed the statement and have no conflicts, click the pen icon to access the click- through signature function). The deadline for completing your reviews is Thursday, November 9 at 11:59:59 PM EST.						

Figure 2: Panel Information tab

# **Confirming No Conflicts of Interest**

**IMPORTANT**: Before reviewing shared panel files and proceeding to the **Applications** Tab, you must affirm that you have reviewed and approved the Complying with Ethical Obligations and Avoiding Conflicts of Interest document, located in the Personal Files section of the **Files and Forms** tab. Click on the link to review the document, then click on the pen/**Sign** button to affirm that you have reviewed this file and approved its contents.

Home Awards Panels Account Help							
Panel MA-OMS-24-18158: FY24_Program_Example_PR_1							
Panel Information         Files and Forms         Applications         Messages         Readings							
Shared Files for all Panel Participa	Shared Files for all Panel Participants						
Name	File Type	ile Type Description		n Date			
PanelRoster.pdf	Panel Ros	ster		10/16/2	2023		
fy24-oms-mfa-nofo.pdf	Notice of I	Funding Opportunity		10/16/2	2023		
2023_mfa_panel_reviewer_handbook.pdf	Panelist Ir	nstructions		10/16/2	2023		
Personal Files These files are only visible to you. Upload Files							
Actions Name E	Date	Status	Your Comments	Staff Comments	Delete		
✓ Sign         imlsreviewer-ethicscoi.pdf (Panelist Ethics and Conflict of Interest Agreement)         1	10/16/2023	Not signed - click Sign to the left.					

Figure 3: Finding and signing the "Complying with Ethical Obligations and Avoiding Conflicts of Interest" document in your Personal Files

To electronically sign the file, check the status box that affirms "By checking this box, I affirm that I have reviewed the file and approve its contents," type your name in the Name for Signature field, enter comments (optional), and click **Save**.

Personal F	Personal Files					
These files are only	visible to you.					
Upload Files						
Actions	Name	Date	Status	Your Comments	Staff Comments	Delete
ער Sign	<u>imlsreviewer-ethicscoi.pdf</u> (Panelist Ethics and Conflict of Interest Agreement)	10/16/2023	Not signed - click Sign to the left.			
Status:						
Name for Signature: Juliette						
Your Comments:	I have no conflicts of interest.					
:	× Cancel Save					

Figure 4: Saving your signature

After electronically signing the Complying with Ethical Obligations and Avoiding Conflicts of Interest document, the status of the document will indicate that it is signed, with the date you signed it.

Person	Personal Files						
These files a	re only visible to you.						
Upload Fil	es						
Actions	Name	Date	Status	Your Comments	Staff Comments	Delete	
	imlsreviewer-ethicscoi.pdf (Panelist Ethics and Conflict of Interest Agreement)	10/16/2023	✓ Signed by Juliette on 10/16/2023	I have no conflicts of interest.			

Figure 5: Document status indicating completed signature and signed date

Once you begin reading your assigned applications, you may identify a potential conflict of interest that was not obvious earlier. **Contact your panel chair immediately for further guidance.** 

## Accessing Shared Panel Files and Applications

Once you have signed your Complying with Ethical Obligations and Avoiding Conflicts of Interest document, review the Shared Panel Files for all Panel Participants and the applications assigned to you. Shared Panel Files for all Panel Participants may include:

- A Reviewer Handbook for the panel's program;
- Reviewer Guidance webinar;
- Reviews from earlier phases of review, if applicable;
- The Notice of Funding Opportunity (applicant guidelines) for the program.

Home Awards Panels Account Help						
Panel MA-OMS-24-18158: FY24_Program_Example_PR_1						
Panel Information       Files and Forms       Applications       Messages       Readings         Shared Files for all Panel Participants						
Name	File Type	Description	Date			
PanelRoster.pdf	Panel Roster		10/16/2023			
fy24-oms-mfa-nofo.pdf	Notice of Funding Opportunity		10/16/2023			

Figure 6: Viewing Shared Panel Files

To see a list of the applications that you will be reviewing, click on the **Applications** tab. There are two buttons in the **Actions** column that allow you to interact with each individual application. The paper icon/**Read** button allows you to view an application, and the pen icon/**Review** button allows you to enter your comments and overall score for each application. If you wish, you may also download all applications at once by clicking **Download Applications**.

eGMS REACH	Home Awards	Panels Ac	count Help					
Reminders	Panel MA	A-OMS-2	24-1815	58: FY24_P	rogram_Example_	PR_1		
Evaluations Due on 11/09/2023	Panel Information	Files and Form		ons Messages	Readings			
For guidance on how to manage and administer a discretionary award, see the Institute of Museum and Library Services website at www.imis.cov/crants/manage-your-award.	Applicatior	is	Ð					
For Grants to States awards, please visit the Grants to States Manual at	🛃 Download My E	(		d Applications (.zip)	✓ Mark all Evaluations as Complete			
https://www.imls.gov/grants/grant- programs/grants-states/grants-states-manual. IMLS understands that COVID-19 may have	Applications are sort Actions	ed by Application Application Number	Primary Person	Primary Institution	Title	Project Type	Status	Final Grades
Imits understands that COVID-19 may have impacted your IMLS-funded project. Please contact your program officer through eGMS Reach to explore options for completing your work. We are committed to working with you to	I∎ Read ✓ Review	-						
provide the maximum flexibility allowed by our governing authorities. For the latest overall developments, please visit	Read ▲ Review	-						
https://www.imls.gov/coronavirus-covid-19- updates.	<ul><li>☑ Read</li><li>✓ Review</li></ul>							
	<ul><li>I∎ Read</li><li>✓ Review</li></ul>							
	<ul><li>☑ Read</li><li>✓ Review</li></ul>							
	E Read ✓ Review		Ξ.					

Figure 7: Accessing your assigned applications

The **Read** button navigates to the individual application, where you can open or download the application file(s), begin your review, or return to the Panel.

	Home Awards Panels A	Account Help						
	Panel MA-OMS-24-18158: FY24_Program_Example_PR_1							
	Read Application							
a	Primary Institution: Primary Individual: Project Title:							
	Application Files							
	Select All	File	File Type					
	□ Select	Application.pdf	Printer-Friendly Application File					

Figure 8: Opening or downloading an application

## **Reviewing Applications**

Review criteria varies by program. Refer to the shared files in the **Files and Forms** tab for the Notice of Funding Opportunity and IMLS-provided reviewer handbooks for writing effective, substantive, and constructive review comments.

Home Awards Panels Account Help									
Panel MA-OMS-24-18158: FY24_Program_Example_PR_1									
Panel Information       Files and Forms       Applications       Messages       Readings         Shared Files for all Panel Participants									
Name	File Type	Description	Date						
PanelRoster.pdf Panel Roster 10/16/2023									
fy24-oms-mfa-nofo.pdf Notice of Funding Opportunity 10/16/2023									
2023_mfa_panel_reviewer_handbook.pdf	Panelist Instructions		2023_mfa_panel_reviewer_handbook.pdf Panelist Instructions 10/16/2023						

Figure 9: Finding NOFOs and handbooks to assist in writing review comments

When you're ready to begin entering your comments and scores, you can access the evaluation form for an application by clicking the **Review** button for that application on the **Applications** tab.

Home Awards	Panels Ac	count Help					
Panel MA	Panel MA-OMS-24-18158: FY24_Program_Example_PR_1						
· ·	Panel Information       Files and Forms       Applications       Messages       Readings         Applications <ul> <li>Download My Evaluations (.pdf)</li> <li>Download Applications (.zip)</li> <li>Mark all Evaluations as Complete</li> </ul>						
Applications are sort	Application	Primary	Primary Institution Title	Project	Status		
Review Review	Number	Person		Туре			

Figure 10: Beginning your review of an application from the Applications tab

You can also begin your review by clicking the **Review** button on the application's page.

Home Awards Panels Ac	count Help						
Panel MA-OMS-24-18158: FY24_Program_Example_PR_1 Read Application							
Primary Institution: Primary Individual: Project Title:	Primary Institution:						
Application Files							
Select All	File	File Type					
□ Select	Application.pdf	Printer-Friendly Application File					

Figure 11: Beginning your review of an application from an application's page

## **Entering Review Comments**

Each section of the review narrative/evaluation form has a tab on the left-hand side of the evaluation form with instructions, review criteria, and a text box for your review comments. You can type your comments directly into the text boxes or copy and paste them from another document if you worked on them offline.

Home Awards Pa	anels Account Help
Panel MA-O	MS-24-18158: FY24_Program_Example_PR_1
Review Applica	ation
Primary Institution: Primary Individual: Project Title:	
E Read	🚉 Return to Panel 📑 Printer-Friendly View
Recusal / Conflict of Inte	erest
entire application using a so	<ul> <li>bistantive comment for each section of the Narrative: Project Justification, Project Work Plan, and Project Results. Assign a single score for the cale of 1 to 10 as described in the attached Museums for America Reviewer Handbook.</li> <li>Project Justification <ul> <li>Has the applicant selected an appropriate program goal/project category and one or more associated objectives of Museums for America described in Section A2 of the Notice of Funding Opportunity?</li> <li>Are the ways in which this project advances the museum's strategic plan specific and measurable?</li> <li>How well has the applicant used relevant data and best practices to describe the need, problem, or challenge to be addressed?</li> <li>Have the target group and other project stakeholders been involved appropriately dim twork?</li> </ul> </li> <li>B T U  <ul> <li>I IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII</li></ul></li></ul>

Figure 12: Entering review comments

## Warnings and Helpful Tips:



• Do not work on the same evaluation in multiple browser windows at the same time. If you have two evaluation windows open on your computer and one of them is blank, the auto-save feature will overwrite any comments you have with the blank comment box.

- The evaluation form autosaves every five minutes; however, we recommend that you click the **Save** button frequently.
- When copying and pasting comments from another document, make sure to paste as plain text to avoid including any embedded code. To paste in plain text, right-click over the text field and select **Paste** as plain text. You may also use the **Paste Plain Text** button in the text editor to paste your text as plain text.

<ul> <li>Project Justification</li> <li>Has the applicant selected an appropriate program goal/project category at</li> <li>Are the ways in which this project advances the museum's strategic plan spite</li> <li>How well has the applicant used relevant data and best practices to describ</li> <li>Has the applicant appropriately defined the target group(s) and beneficiarie</li> <li>Have the target group and other project stakeholders been involved appropriate</li> </ul>	ecific and measurable? we the need, problem, or challenge to b es, as applicable, for this work?
B I U A V A V C C Paste Plain Text	≝ ∞ ⇔ <sup>abc</sup> Ω ▼

Figure 13: Pasting review text from another document as plain text

## **Entering Scores**

When you have finished entering your comments for each of the narrative sections, click the **Score/Overall Score** tab to enter your score.

**IMPORTANT**: Different grant programs use different scoring scales, so be sure to refer to your Reviewer Handbook for guidance when needed.

Home Awards	Panels Account Help					
Panel MA-OMS-24-18158: FY24_Program_Example_PR_1						
Review Application						
Primary Institution:						
Primary Individual:						
Project Title:						
E Read	Return to Panel Printer-Friendly View					
Recusal / Conflict of	Interest D Mark Evaluation as Complete					
Write a constructive and substantive comment for each section of the Narrative: Project Justification, Project Work Plan, and Project Results. Assign a single score for the entire application using a scale of 1 to 10 as described in the attached Museums for America Reviewer Handbook.						
Project Justification	Overall Score					
-	0 10 - Exceptional					
Project Work Plan	0 9					
Project Results	08					
Overall Score	07					
Overall Score	0 6 0 5 - Out					
	○ 5 - Good ○ 4					
	03					
	02					
	O 1 - Inadequate/Insufficient					
	The save					

Figure 14: Entering scores

# **Completing Evaluations**

When you have completed your comments and selected your score, check the box next to **Mark Evaluation as Complete** and close the evaluation form.

Home Awards Panels Account Help						
Panel MA-OMS-24-18158: FY24_Program_Example_PR_1						
Review Application						
Primary Institution:						
Primary Individual:						
Project Title:						
Read Return to Panel						
□ Recusal / Conflict of Interest Mark Evaluation as Complete						
Write a constructive and substantive comment for each section of the Narrative: Project Justification, Project Work Plan, and Project Results. entire application using a scale of 1 to 10 as described in the attached Museums for America Reviewer Handbook.						
Project Justification Project Justification						

Figure 15: Marking an evaluation as complete

You may return to the evaluation form as frequently as you wish. You can keep track of your progress by checking the **Status** column on the Applications tab. To review your work, you may click the **Download my Evaluations** button at any time.

Home Awards Panels Account Help									
Panel MA-OMS-24-18158: FY24_Program_Example_PR_1									
Panel Information         Files and Forms         Applications         Messages         Readings									
Download My Ev	Applications  Download My Evaluations (.pdf)  Download Applications (.zip)  Mark all Evaluations as Complete  Applications are sorted by Application Number								
Actions	Application Number	Primary Person	Primary Institution	Title	Project Type	Status	Final Grades		
Read									
E Read ✓ Review									
<ul><li>☑ Read</li><li>✓ Review</li></ul>							-		

Figure 16: Downloading your evaluations and managing evaluation status

**REMINDER**: Your reviews must be completed and entered in eGMS Reach by the Evaluation Due Date listed on the Panel Information tab. You can also see upcoming evaluation due dates on the reminders section of the page.

eGMS REACH	Home Awa	rds Panels Account Help			
Reminders Panel MA-OMS-24-18158 Evaluations Due on 11/09/2023	Panel MA-OMS-24-18158: FY24_Program_Example_PR_1				
For guidance on how to manage and administer a discretionary award, see the Institute of Museum and Library Services website at	Panel Informat				
www.imls.gov/grants/manage-your-award. For Grants to States awards, please visit the Grants to States Manual at https://www.imls.gov/grants/grant-	Date(s)	11/10/2023			
programs/grants-states/grants-states-manual. IMLS understands that COVID-19 may have impacted	Chair				
your IMLS-funded project. Please contact your program officer through eGMS Reach to explore options for completing your work. We are committed to working with you to provide the maximum	Evaluation Due Date	11/9/2023			
flexibility allowed by our governing authorities. For the latest overall developments, please visit		Thank you for agreeing to serve as an IMLS peer reviewer for the FY24 Example Program grant cycle. Guidance for reviewers is accessible under the Panel Files Tab below.			
https://www.imls.gov/coronavirus-covid-19-updates.	Instructions 1 2	Before proceeding to the Application Tab, you must: 1. Review the Conflicts of Interest Statement located under your Personal Files (to review the statement, click th			
		<ol> <li>Certify that you have reviewed the Conflicts of Interest Statement and that you have no conflicts with the app (to certify that you have reviewed the statement and have no conflicts, click the pen icon to access the click-thr</li> </ol>			
		The deadline for completing your reviews is Thursday, November 9 at 11:59:59 PM EST.			

Figure 17: Viewing the Evaluation Due Date

# Additional Help

If you have questions about using eGMS Reach that are not answered within this document, please contact the eGMS Reach Help Desk by emailing Reach-HelpDesk@imls.gov. For all other questions, please contact your Panel Chair.