Grantor Pre-Award: 3. Application Review Management Grants Management Guide - State of Indiana Version 1 (January 2024) Page 1

Objective: Grantor Agencies manage program solicitations by using specific reviewer functionality.

<u>Summary</u>: Providing instructions to agencies on how to add reviewers to committees, assign applications to reviewers, and the application scoring process.

After the Agency eCivis user selects to publish a grant program, an email will be sent notifying the Agency eCivis user of when the grant program is available. This email will also include a link to access the reviewer portal unique to this Indiana State Agency solicitation. Once reviewers and their corresponding applications are assigned, the provided Reviewer Portal link can be distributed to begin the evaluation process.

Agency eCivis users can add or remove reviewers in two different locations:

C) In the *Application Workspace (Zengine)*, click on the *Data stack icon* located in the tools ribbon. Click the *Add Reviewer button*, enter the reviewer information, and then click *save*.

test	- Community Substance Misuse	Prevention Services 🕶	€ □	ê û	Ø	× ×	•	1			
r Fo	orms we use	is Reviews	Reviewers	Den	ials	3 Mor	re 🕶	+			
+Add	Reviewer III Vie	ew: Main-Reviewers by Commit	tt • firstNa	me v	Search		Q				
,	Drag a column header here and drop it to group by that colu										
	firstName	lastName		email		ID		Created By User			
۲	mark	omalley	markom	alleyindiana	a2024@	. 5654968	3 z	engine+37880@srm.ecivis.com			
•	mark	omalley3	markom	allevindiana	a3@gm	5929511	0 ze	engine+37880@srm.ecivis.com			

D) In the original solicitation located in Subrecipient Management, locate the program solicitation, select the program Title link and "*Edit Solicitation*" on the Program Detail page.

The "Review" tab can then be selected, and finally the "Add Reviewer" button.

Grant Management Reseau	Department 🔶	Title	⇒	Program Type	Status 🔺	Total Funding	÷	Actions
Project Dashboard Project Search	Alpha	Highway streets 4 2023		N/A	Draft	\$7,500,000.00		Actions
My Projects Project Calendar Dife								
Create Project Organization Documents	Program Det Highway stree	ail ts 4 2023 Dra 1	F	Overview 🗸 🛛 E	ligibility 🗸 🛛 Financia	Contact 🗸	File	es 🗸 🛛 Review 🗸
Subrecipient Management	Department: Alph Total Funding: \$7 Application Perio	Department: Alpha Total Funding: \$7,500,000.00 Application Period: 01/08/2024 - 01/22/2024		Please enter review co	Review notes may be u			
	Subrecipient R	eporting Edit Solicitation Create App	w	Review Com mark omalley	mittee	.com 🚊	1	solicitation. Once you representative will follo These notes will not ap
						Add Reviewer	ĺ	Source

Grantor Pre-Award: 3. Application Review Management Grants Management Guide - State of Indiana Version 1 (January 2024) Page 2

Assigning Applications to Reviewers

Agency eCivis users must use the Zengine Application Workspace to manage application assignments to reviewers. Tto enter the Workspace, the agency user can go to the Solicitation Program Detail Page and click *"Application Workspace"*. In the new screen, notice the banner icons at the top of the screen.

Click the *Program Mgr & Assignments flag icon*, and the *"Edit Assignments" button*, where the Agency eCivis user can make assignments by Submission, Submission Group, Member, or Batch Assign.

Program Detail test - Community Substance Misuse Prevention Services Published Department: Department 1 Total Funding: \$6,000,000.00 Application Period: 01/01/2024 - 01/10/2024 Subrecipient Reporting • Subrecipient Monitoring Edit Solicitation Ext. Solicitation Listing (? Replication Workspace (? Close Program		Γ	Reviews Part of the program: reviews	
test - Community Substance Misuse Prevention Services - 🛢 🔲 🔒 🖒 🕼 🔛 🎾 🕍	- 4 0 0	ê, z	Assign by Submission	
Assignments Assignments are where you determine who will have access to specific submissions within a review portal. Learning about assignments.		1	 ☐ Assign by Submission 	¥ All ◄
I≈ Reviews		/	Assign by Member 18	NTS +
2 Reviews	🕼 Edit Assignments	Ĺ	Batch Assign	

Reopening a Review - This step will be managed in the Zengine Application Workspace.

To reopen an application assessment, click the Data icon, then on the "Review" tab, and select the review that needs to be reopened or changed by double clicking the application project title. A review screen will pop up and there is an option to return the review to draft status. Clicking on the folder and selecting "In Progress" or "Not Started" will revert the review to draft status.

test	- Community Subs	tance Misuse Prevention Services	9 💷 💼	4 C 9 🛤 🖿	ß	🛎 Not Starte 🍺 🔒
C R	orms we use	Applications Reviews	Reviewers	59483927 Draft Submission *		Search Folders
47/00	Folder	View: Group to Application St Application - VojectTitle vota	abmissioni ik 🔍 St	iread3 Reviewer		In Progress Not Started Submitted
A 8	Submitted Submitted	Bernidji School Elementary 70 Northern School District - T 0	Bemid	omalley , mark		
() () () () () () () () () () () () () (Submitted Not Started Not Started	Central Unified School Dist 70 Huli Middle School State of 0 Test Application 123 0	Centra Hull M Test A	Evaluator Conflict of Interest Agreement I understand and acknowledge that I will serve as an evaluator of reviewing, evaluating and scoring applications/proposals. In doir		
				and obligations set forth herein.		

Grantor Pre-Award: 3. Application Review Management Grants Management Guide - State of Indiana Version 1 (January 2024) Page 3 Reviewer Portal After Publishing Grant Program

Once logged in to the Reviewer Portal,

- A) If no applications have been assigned to the reviewer there will be no entries in the Reviewer's portal.
- B) If any assigned applications have been assigned, the assigned applications will be ready to review by clicking the *Review button*.

Search by	Record Title 🖌	Search	۹			Weld	come, markomalleyi	ndiana202	4@gmail.com	٥
0 listings No entries	in total i found.			A	Show: All	*	Getting Star To begin review "Review" butto Then, click "+F hand corner to	rted: ving a subi n. eedback" add feedb	mission, click the in the upper righ vack.	t-
Search by	Record Title	✓ Search	۹					Welcor		
1 listir	ng in total		1		Sho	w: All	~			
ire	ead3			В			Review			
K	┫	M					1 - 1	l of 1		

Review Feedback and Scores

There are two forms where Agency eCivis users can check other reviewers' application feedback and scores.

- 1) In the forms tab, click on the "Reviews" header. This form contains the feedback and category scoring submitted by the reviewer for each application they were assigned.
- 2) Click the *View* dropdown menu and select the desired view to change the Agency eCivis user's view.
- 3) The Applicant's total score will be shown in the *Total Score* column.
- 4) Each view in Zengine Workspace can also be edited by clicking the vertical lines icon.
- 5) Views in Zengine Workspace can be saved by clicking *save as new view*.

+Add Review ▼ III	View: Group by Review	Reviewers The view has change	Denials d. Save view or save as n	3 More -	+ bmissionLink ~	Search	٩	
Grouped by: revie Grouped by: revie Groupe	pplication - projectTitle Ital Score IbmissionLink viewerLink ofile viewer Assignment	rojectTitle	Total Score	submiss	sionLink	 reviewerLink 		-

Grantor Pre-Award: 3. Application Review ManagementGrants Management Guide - State of IndianaVersion 1 (January 2024)Page 4

Reviewing Awards and Denials

Agency eCivis users can review their program solicitation awards and denials in two locations.

E) The Zengine Workspace of the program solicitation will list all received applications.

Click the filter icon on the Status column to filter by awards and denials, the select "Folder" in the Field dropdown and select either "Denied" or "Awarded" in the Value dropdown. Combine both filters with an "and" logic and this will list all applications that have been awarded or denied.

F) Awarded applications are also displayed in the program solicitation's Program Detail Page.

Under the Subrecipient Awards table, all subrecipients in the program solicitation are listed and a place in which Agency eCivis users can interact with individual subrecipients.

Form	is we use 🔻	Applications	Review	VS	Reviewe	ers	Denials	3 Mo	ore 🔻 🛛
+Add Ap	plication	T III View:	Project Manag	ger 🔹 pr	ofileLink	✓ Se	arch	Q	
T Filter f	or select re	cords matching				F.			×
All 🔻	of the criteria	below 🕜					_		
	Field: Folder	Condition • is	: •	Value: Denied		• 0			
And	+ Add a Fi	ilter▼							
Subrecipient Av	wards								
Project	•	Organization	Award 🔶 Manager	Award/ Contract Number	Award 🔅 Type	¢ Status	¢ Contract Start	¢ Contract End	O Total Award
<u>Bemidji Scho</u> District - Title	ool Elementary e IV	Bemidji School Elementary District		DOE-FY23- 00001	N/A	Awarded	04/16/2023	12/31/2023	\$95,000.00