

Grantor Pre-Award: 3. Application Review Management

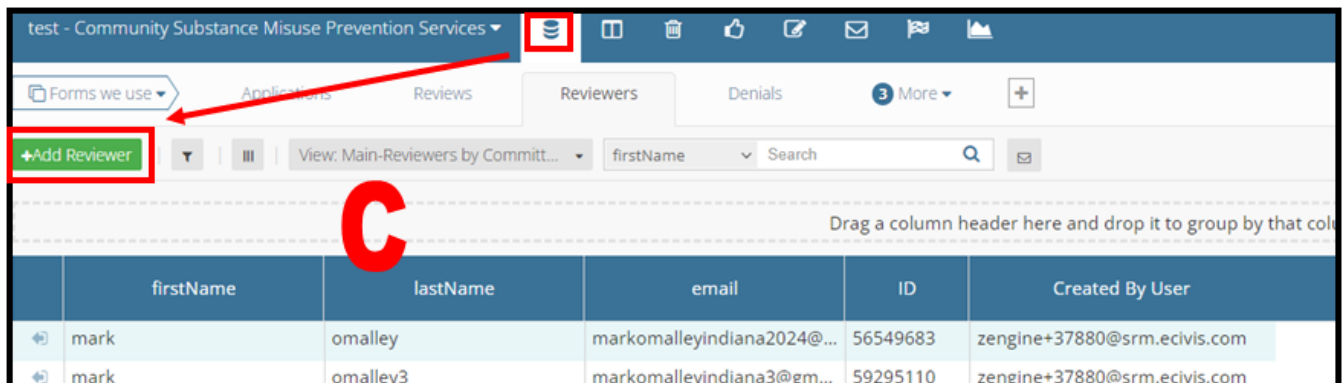
Objective: Grantor Agencies manage program solicitations by using specific reviewer functionality.

Summary: 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.

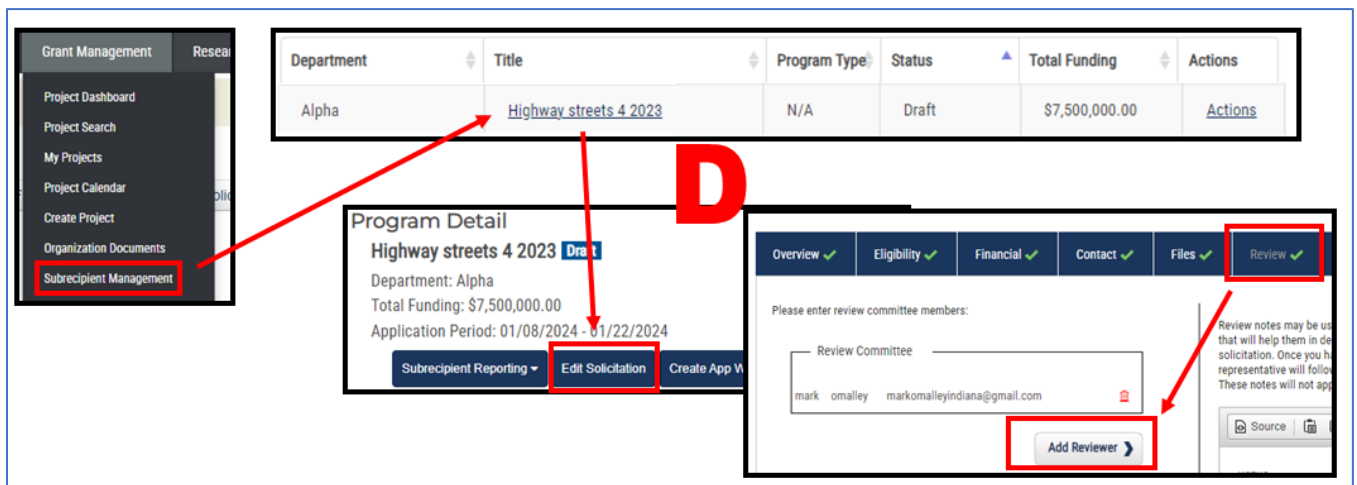
Agency eCivis users can add or remove reviewers in two different locations:

- 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.



- 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.

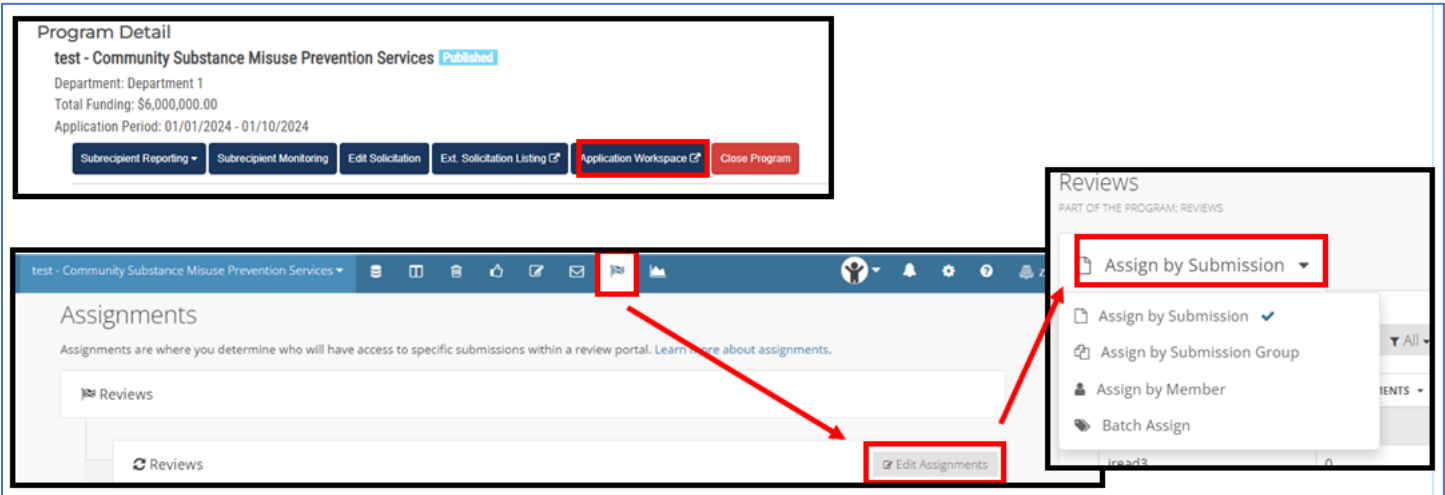


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Assigning Applications to Reviewers

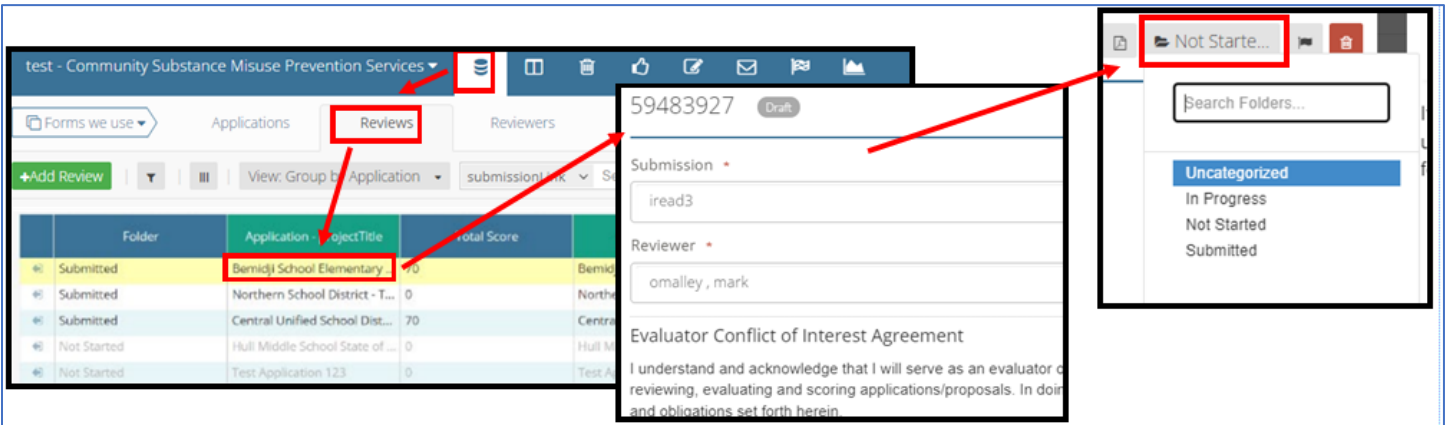
Agency eCivis users must use the Zengine Application Workspace to manage application assignments to reviewers. To enter the Workspace, the agency user can go to the Solicitation Program Detail Page and click “Application Workspace”. In the new screen, notice the banner icons at the top of the screen.

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.



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.

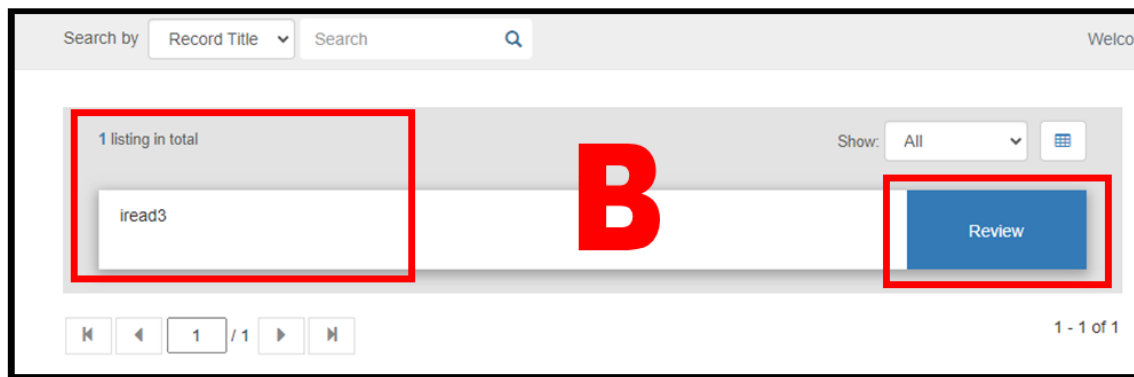


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Reviewer Portal After Publishing Grant Program

Once logged in to the **Reviewer Portal**,

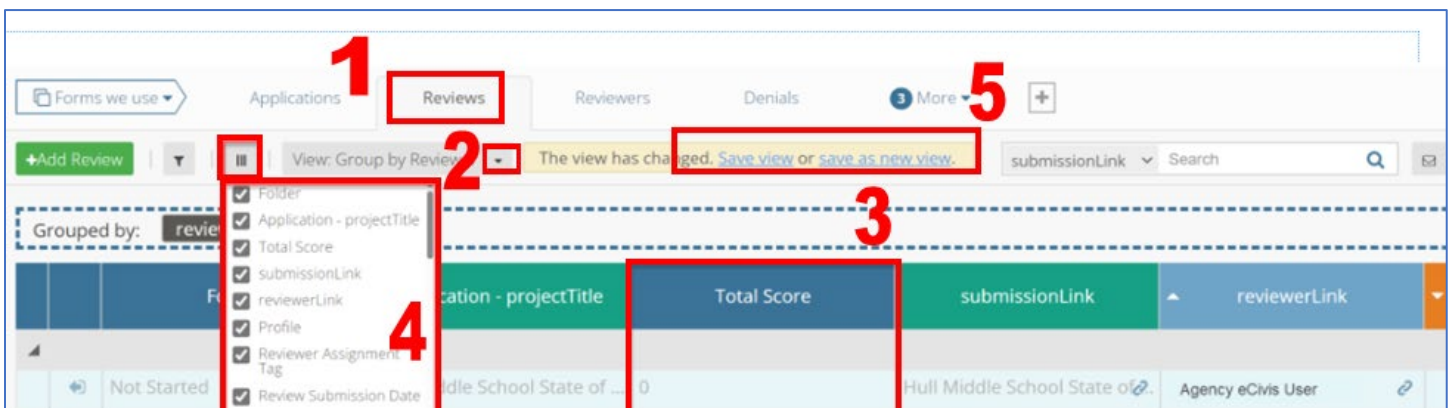
- A) If no applications have been assigned to the reviewer there will be no entries in the Reviewer’s portal.
- B) If any assigned applications have been assigned, the assigned applications will be ready to review by clicking the *Review button*.



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*.



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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, then 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.

The screenshot displays the Zengine workspace interface. At the top, there are navigation tabs for 'Applications', 'Reviews', 'Reviewers', and 'Denials'. A red arrow points to a filter icon in the 'Applications' tab. Below this, a filter bar shows 'Filter for select records matching...' with a red 'E' next to it. Underneath, a filter rule is defined: 'Folder is Denied', with a red box around the 'Folder', 'is', and 'Denied' fields. Below the filter, there is a table titled 'Subrecipient Awards' with a red 'F' next to it. The table has columns for Project, Organization, Award Manager, Award/Contract Number, Award Type, Status, Contract Start, Contract End, and Total Award. One row is visible with the following data: Bemidji School Elementary District - Title IV, Bemidji School Elementary District, [blank], DOE-FY23-00001, N/A, Awarded, 04/16/2023, 12/31/2023, \$95,000.00.

Project	Organization	Award Manager	Award/Contract Number	Award Type	Status	Contract Start	Contract End	Total Award
Bemidji School Elementary District - Title IV	Bemidji School Elementary District		DOE-FY23-00001	N/A	Awarded	04/16/2023	12/31/2023	\$95,000.00