Review Event Process Map
v 5.02
Last Updated: March 16, 2021

- REF – Review Event Workflow – Federal Agency
- RER – Review Event Workflow – Reviewer

For a step by step tutorial of this process map, please reference the following:

https://www.corporateservices.noaa.gov/grantsonline/Documents/Quick%20Reference%20Guides/ReviewEventManager_UserGuide.pdf

https://www.corporateservices.noaa.gov/grantsonline/Documents/Quick%20Reference%20Guides/Reviewers_Quick_Ref_Guide_4_08.pdf
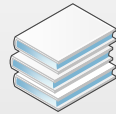
Federal Employee (including GMD)

Grantee

Reviewers

Grants Online Document

Multiple
Grants Online
Documents

Process Step

Notification

Grants Online Hard Stop Codes

HS =   "Vendor and Funding"
HSP = "Vendor and Funding – POST"
HSFP = "Funding Only - POST"
HSV = "Vendor Only"
HSF = "Funding Only"

"Interface" User

VV = Vendor Transaction – Validate
VC = Vendor Transaction - Create
P = Procurement Request Transaction
O = Obligation Transaction
CBS   **C = Closeout Transaction**
Interface **SN = SF-270 – Non-ASAP Transaction**
Task   **SA = SF-270 – ASAP Transaction**

Continue

Alternate Path

Important Note

Review Event Workflow – Federal Agency (REF)
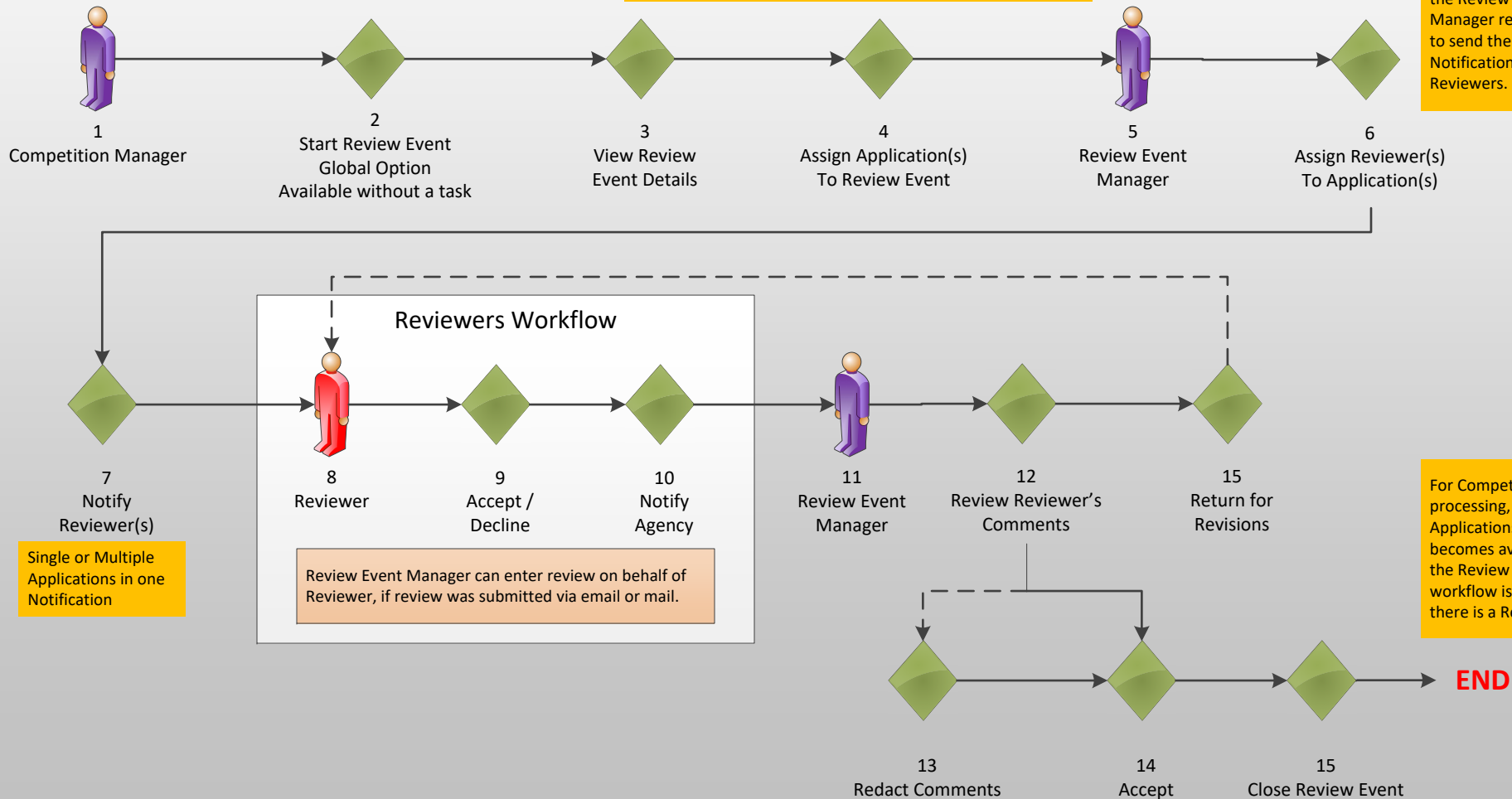
Only if Review Event Exists

- Review Events are optional in Grants Online.
- Review Event is conducted for both Competitive and Universal, if chosen.
- Review can be conducted using Grants Online functionality or outside of Grants Online.

Assign Application(s) to Review Event (Step 4) is required only after the first Review Event. The first Review Event will have every application added to it automatically. Applications for subsequent Review Events must be added by the Competition Manager.

Once the Competition Manager selects the "Notify Reviewers" task, the Review Event Manager receives the task to send the Email Notification to the Reviewers.

1
Competition Manager

2
Start Review Event
Global Option
Available without a task

3
View Review
Event Details

4
Assign Application(s)
To Review Event

5
Review Event
Manager

6
Assign Reviewer(s)
To Application(s)

7
Notify
Reviewer(s)

Single or Multiple Applications in one Notification

Reviewers Workflow

8
Reviewer

Review Event Manager can enter review on behalf of Reviewer, if review was submitted via email or mail.

9
Accept /
Decline

10
Notify
Agency

11
Review Event
Manager

12
Review Reviewer's
Comments

15
Return for
Revisions

For Competitive processing, Select Applications global option becomes available after the Review Event workflow is completed if there is a Review Event.
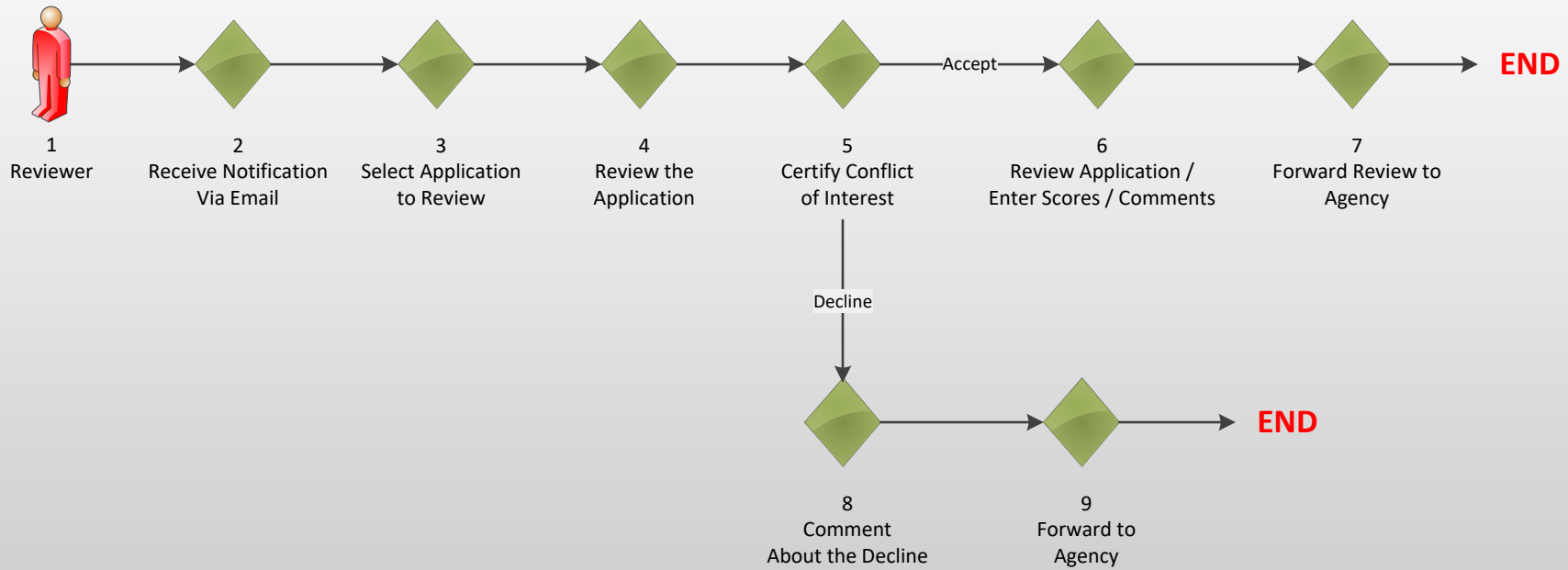
13
Redact Comments

14
Accept

15
Close Review Event

END

Federal Employees determine the Conflict of Interest by the Federal Ethics Laws.
Non-Federal Employees determine the Conflict of Interest by the Reviewer Conflict of Interest and Confidentiality Certification for Non Governmental Peer Reviewers form.

Single or Multiple Applications in one Notification

1
Reviewer

2
Receive Notification Via Email

3
Select Application to Review

4
Review the Application

5
Certify Conflict of Interest

Accept

6
Review Application / Enter Scores / Comments

7
Forward Review to Agency

END

Decline

8
Comment About the Decline

9
Forward to Agency

END

The Review Event Manager will see the Status Decline Flag under Manage Review Event.