



# Application Reviewer User Manual

**Revised March 22, 2022**





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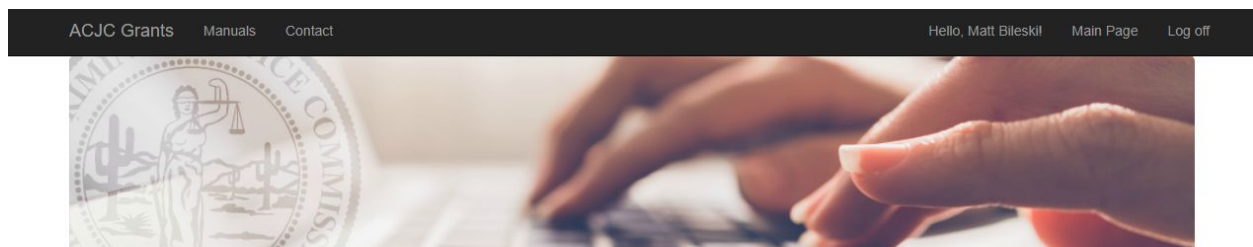
## REVIEWING APPLICATIONS [Back to Top](#)

All reviewers must have an existing account in the ACJC Grants Portal to be assigned to application reviews. Please be sure to register for an account if you **DO NOT** already have an active account in the Portal.

Application reviews for all internal and external reviewers are accessible through the "Review Applications" button on the main page of the ACJC Grants Portal. Clicking on the button takes you to your custom "Application Reviews List" page.

The total number of reviews assigned to you is also provided in your "Weekly Application Status" dashboard. In this case, one (1) review pending means that I have one remaining active review (i.e., within start/close date period) that has yet to be officially submitted.

Please note that only you are able to access your list of assigned reviews for application scoring. The ACJC coordinators and program managers will also be able to view your scores and comments for administrative purposes. The ACJC coordinators and program managers will assign you an alias so that your individual scores and comments cannot be traced back to you individually outside of the ACJC staff.



Welcome to the new ACJC Grants Management Portal! Please select from the options below.

### Weekly Application Status

Criminal Justice Systems Improvement      0 Created      0 Submitted      **1 Reviews Pending**

#### Access Applications

- Create/Edit Applications
- View Prior Applications

#### Review Applications

- Score Applications
- View Prior Scoring

#### View Records

- View Record Information
- Add/Update Information
- Contact ACJC

#### Manage Personnel

- View Personnel Information
- Create/Edit Personnel

#### Activity Reporting

- View Activity Reports
- Submit Activity Reports

#### Grant Adjustments

- Create a GAN
- View Prior GANs

#### Financial Reporting

- View Financial Reports
- Submit Financial Reports

## APPLICATION REVIEWS LIST PAGE [Back to Top](#)

The "Application Reviews List" page of the ACJC Grants Portal is divided into two sections:

- Open Reviews: This section will be blank unless you have pending application review(s) for submission.

Once you are assigned your list of reviews, these reviews will remain active in this table until the deadline date has been reached. Notice that you will still be able to edit the review(s) beyond submission. This is to account for any desired changes in scoring/comments throughout the review period.

- Historical Reviews: This is a list of all application reviews that have reached the deadline date. Reviewers may view all historical scores/comments at this location. If you require a reopening of a review beyond the original deadline date, then please contact the coordinator or program manager overseeing the review process.



### Application Reviews List

#### Open Reviews

Program	Agency	Project Title	Deadline	Submitted	
<a href="#">National Criminal History Improvement Program</a>	County Attorney's Office	Application for NCHIP	03/19/2021	Yes	<a href="#">Edit   Application</a>
<a href="#">National Criminal History Improvement Program</a>	Criminal History Commission	Criminal History Backlog Project	03/19/2021	No	<a href="#">Edit   Application</a>

#### Historical Reviews

Program	Agency	Project Title	Submitted
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No historical reviews exist at this time.

## VIEW APPLICATION & SCORES/COMMENTS [Back to Top](#)

If reviewers are interested in viewing the application connected to the review, simply click on the "Application" link to the far right of the application review. This will redirect you to a page where you may view and print application details.

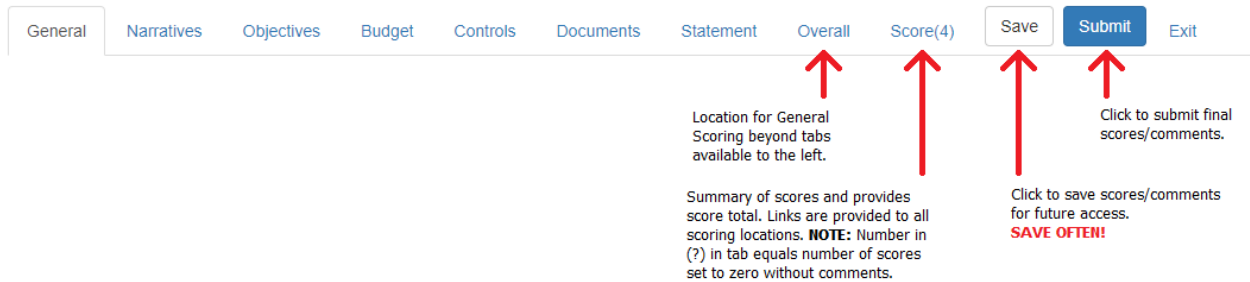
Reviewers may also view existing scores/comments by simply clicking on the Program name at the far left of the review row. You will be redirected to the summary scores page to view/print.

## EDIT APPLICATION REVIEW [Back to Top](#)

In order to begin reviewing an application, simply click on the "Edit" link that corresponds with the review you would like to edit. You will be redirected to the review page.

## APPLICATION REVIEW LAYOUT [Back to Top](#)

Once you are in the edit mode for an application review, you will be able to see a series of tabs at the top. These tabs provide navigation throughout the review and are variable based on the type of application for which you are reviewing. Here is a sample below:



Not all scoring processes for the ACJC grants are equal. Please refer to the coordinators and program managers instructions for more detailed information on how to navigate through the custom application review process.

## ENTERING SCORES & COMMENTS [Back to Top](#)

As reviewers navigate through the tabs, reviewers are able to identify the scoring locations with the following button and help indicator.



The only exception will be any general scoring items on the "Overall" tab in the above screenshot. When the button above is clicked or a reviewer opens the "Overall" tab, a reviewer is prompted for both a score and a comment that coincides with the said section (see below).

A dialog box titled "General Question Scoring" with a close button (X) in the top right corner. It contains a section for "General Question Responses" with a dropdown menu showing "-Select Level-" and a text area with the placeholder "Provide comments here...". At the bottom right, there are "Save" and "Close" buttons.

Save **DO NOT FORGET TO SAVE YOUR WORK!**



Five options exist for each scoring section:

- 1) Exceptional
- 2) Strong
- 3) Moderate
- 4) Weak
- 5) Poor/No Response

**NOTE:** Score buttons will turn **GREEN** as an indicator that the score(s) are complete for the specified section. The ACJC encourages all scorers to provide comments for every score section regardless of the score. The corresponding number in the (?) on the "Score" tab indicates the total number of score sections that do not currently contain a score value (as indicated with a green button).

### **SAVING AND SUBMITTING A REVIEW** [Back to Top](#)

As reviewers work on the application review(s), all reviewers should be mindful to save their work. **PLEASE NOTE: There is a 30-minute timeout across the entire site. Be sure to save your work within 15-minute intervals to avoid exceeding the 30-minute timeout window.** If you exceed this timeframe, you will be returned to the login screen, and all unsaved work will be lost.

Successful submission of an application review is required to indicate to the ACJC staff that you have tentatively completed all reviews prior to the review team meeting. Coordinators and Managers at the ACJC may periodically contact you to submit if all application reviews are not submitted within the deadline. **NOTE: Reviewers will still have access to reviews beyond submission to make score/comment changes at the review team meeting.**

To successfully save and/or submit your application reviews, please click either of the below buttons located at the top right of the review page. Be sure to allow enough time for the system to save and submit your work.



### **CONFIRMING REVIEW SUBMISSION** [Back to Top](#)

Confirming the submission of a review is simple. Upon submission, the reviewer will be returned to their "Application Reviews List" where the "Submitted" column of the "Open Reviews" table will indicate which reviews have or have not been successfully submitted.

Open Reviews

Program	Agency	Project Title	Deadline	Submitted	
<a href="#">National Criminal History Improvement Program</a>	County Attorney's Office	Application for NCHIP	03/19/2021	Yes	<a href="#">Edit</a>   <a href="#">Application</a>
<a href="#">National Criminal History Improvement Program</a>	Criminal History Commission	Criminal History Backlog Project	03/19/2021	No	<a href="#">Edit</a>   <a href="#">Application</a>

