



EGMS

Application Review

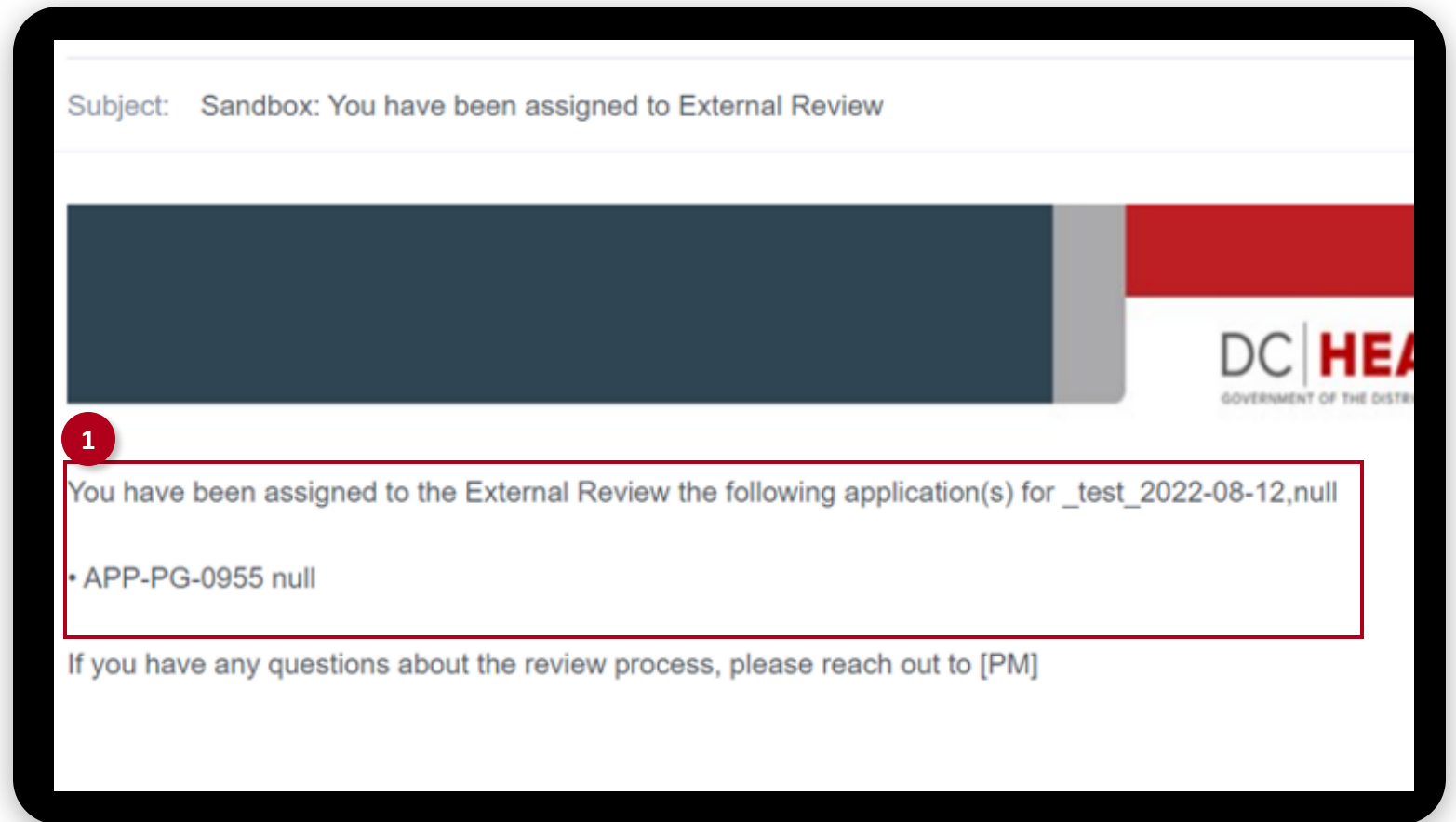
Reference Guide for External Reviewers

Let's begin!

Revised June 2024

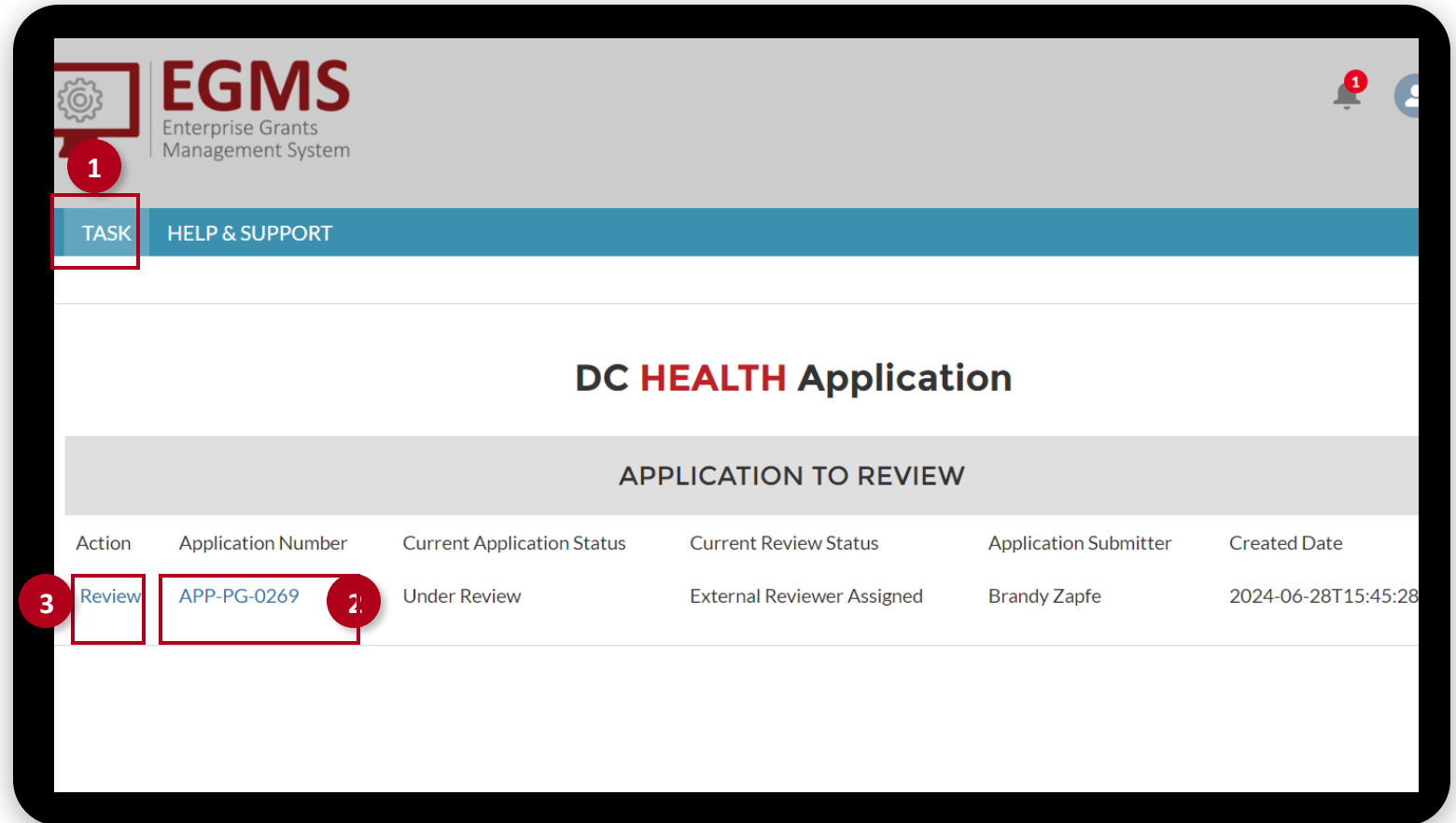
Receive a notification

- 1 You will receive an email notification when you are assigned to review an application.



Go to the application

- 1 Log into EGMS. Navigate to the Task tab.
- 2 Click on the application number in order to view the application. You can open it in a new tab.
- 3 Find the application you are assigned to review. Click on the **Review** link.



Input scores and comments

- 1 Complete the Criteria Score.
- 2 Complete Strength, Weakness, and Comments fields.

Test 6.28 #1 - Capacity
Capacity

CQ.No.	Criterion Questions	Your Score	Max Score
1	Capacity	<input type="text"/>	100

Strength **2**

Weakness

Comments

Select your recommendation

- 1 Select Reviewer Recommendation.
- 2 Click Save.

The screenshot shows a web form with three text input fields: 'Strength', 'Weakness', and 'Comments'. Below these is a dropdown menu for '* Reviewer Recommendation' with the text 'Please Select' and a red error message 'Complete this field.' to its left. At the bottom right are 'Cancel' and 'Save' buttons. Red callout boxes with numbers 1 and 2 highlight the dropdown menu and the 'Save' button, respectively.

Receive confirmation of submission

1 Receive confirmation.

The screenshot displays the EGMS (Enterprise Grants Management System) interface. At the top left, the logo 'EGMS' is accompanied by the text 'Enterprise Grants Management System'. A red circle with the number '1' is placed over the logo. A notification banner at the top center reads 'Feedback Submitted Successfully' with an information icon and a close button. To the right of the notification, there is a notification bell icon with a red '1' and a user profile icon labeled 'KHA'. Below the notification, a blue bar contains the text 'HELP & SUPPORT'. The main content area features the heading 'DC HEALTH Application' in bold. Underneath, a grey bar is labeled 'APPLICATION TO REVIEW'. A table below this bar lists application details:

Application Number	Current Application Status	Current Review Status	Application Submitter	Created Date
APP-PG-0269	Under Review	External Reviewer Assigned	Brandy Zapfe	2024-06-28T15:45:28.000Z

If you still have questions, please contact OGM at doh.grants@dc.gov

Thank you!