EGMS
Application Review
Reference Guide for External Reviewers

Let's begin!

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Receive a notification

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

Subject: Sandbox: You have been assigned to External Review

1

You have been assigned to the External Review the following application(s) for _test_2022-08-12,null

• APP-PG-0955 null

If you have any questions about the review process, please reach out to [PM]
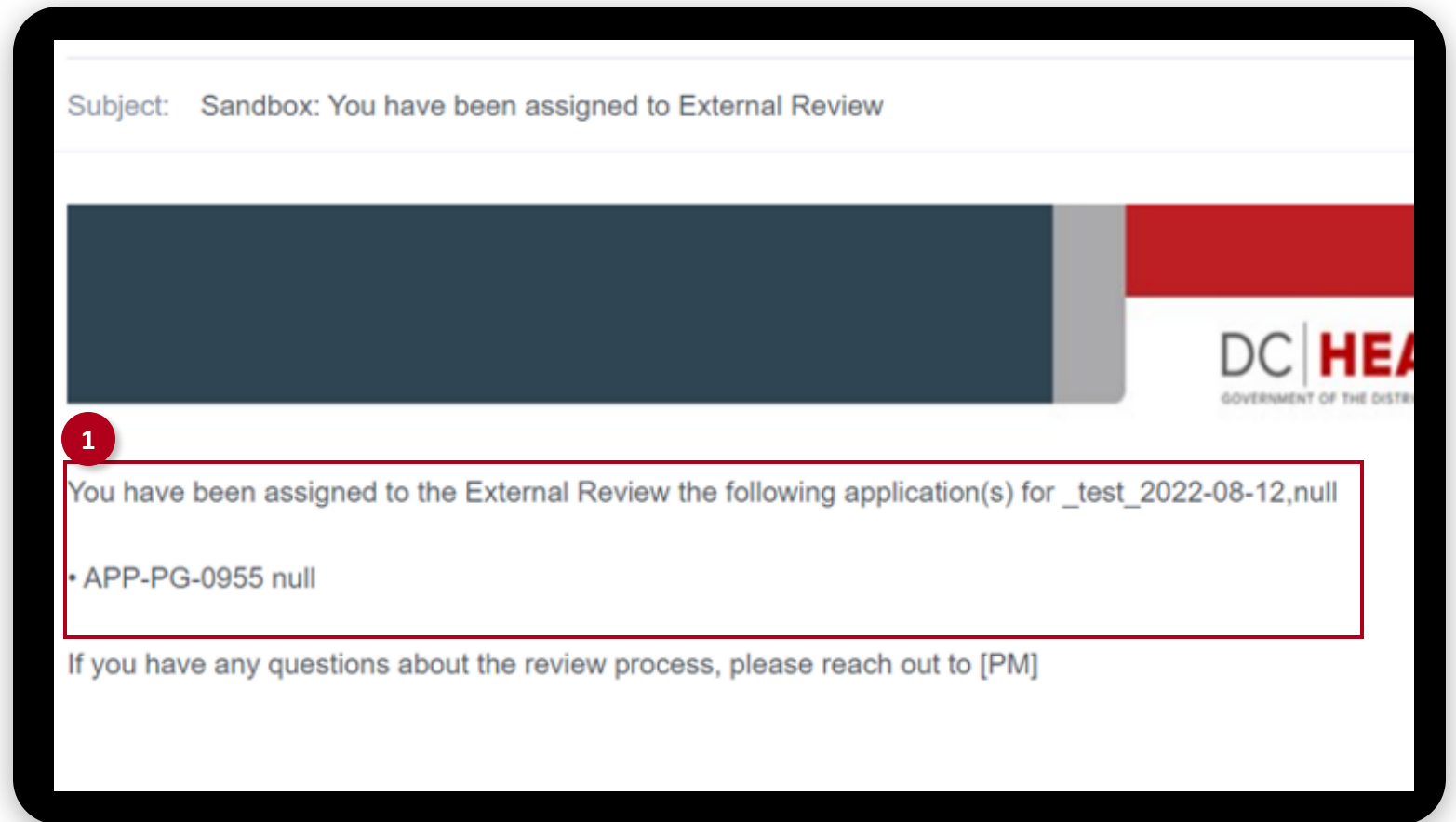
Go to the application

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.
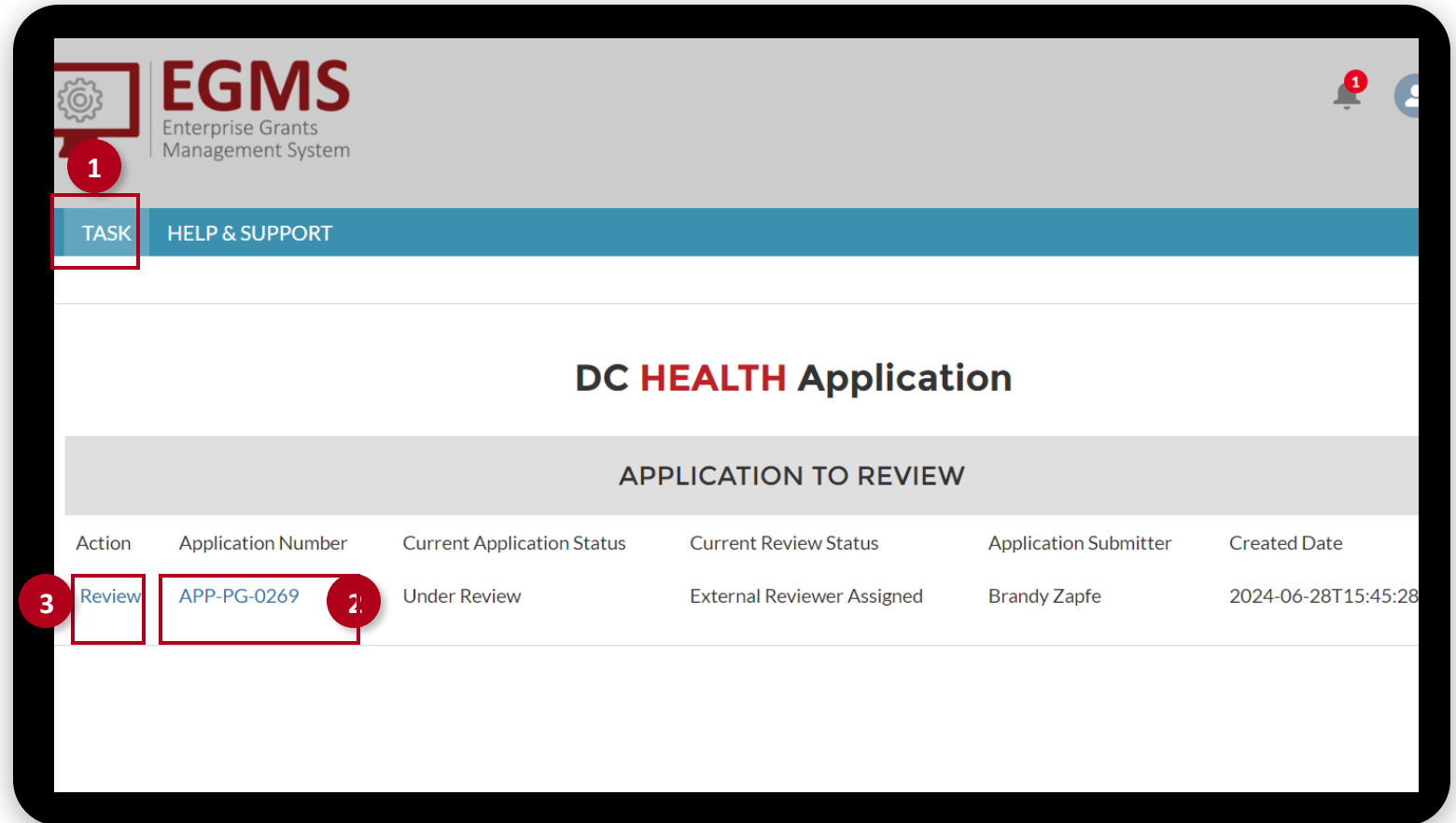
Input scores and comments

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 Sco
1	Capacity		100

Strength

Weakness

Comments

Select your recommendation

1   Select **Reviewer Recommendation**.

2   Click Save.

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Receive confirmation of submssion

1 Receive confirmation.

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

Thank you!