



# EGMS

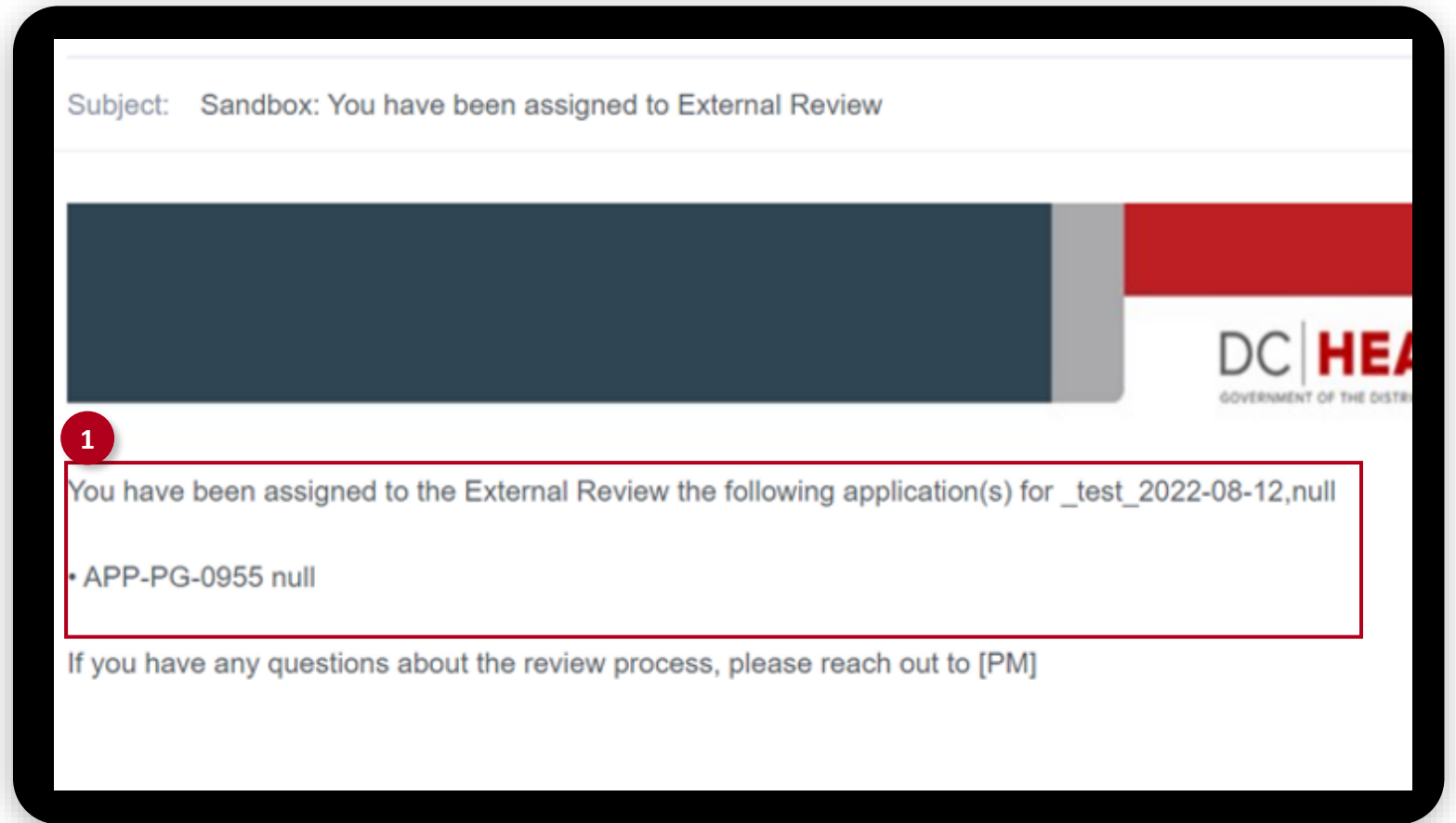
## Application Review

Reference Guide for External Reviewers

Let's begin!

# 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 **Approve Applications** tab.
- 2 Find the application you are assigned to review. Click on the **Review** link.

The screenshot shows a web interface with a navigation bar containing 'HOME', 'APPROVE APPLICATIONS', and 'CONTACT SUPPORT'. The 'APPROVE APPLICATIONS' tab is highlighted with a red box and a '1' in a red circle. Below the navigation bar, the page title is 'DC HEALTH Application'. Underneath, there is a section titled 'APPLICATION TO REVIEW' which contains a table with five columns: Action, Application Number, Current Application Status, Current Review Status, and Application Submitter. The first row of the table has a 'Review' link highlighted with a red box and a '2' in a red circle. The table contains four rows of application data.

Action	Application Number	Current Application Status	Current Review Status	Application Submitter
<a href="#">Review</a>	APP-PG-0922	Review in Progress	External Reviewer Assigned	Shravan Kumar Maneti
<a href="#">Review</a>	APP-PG-0927	Pre-Award Negotiation	External Reviewer Assigned	Vanapalli Pooja Sree
<a href="#">Review</a>	APP-PG-0859	Sub-Award	External Reviewer Assigned	john doe
<a href="#">Review</a>	APP-PG-0873	Pre-Award Negotiation	External review Completed	daniel gerrard

# Accept or decline your review assignment

- 1 Accept or decline your review assignment. Enter **Comments** if necessary.
- 2 Click on the **Create Feedback** button.

The screenshot shows a web interface for 'DC HEALTH Application'. At the top, there is a navigation bar with 'HOME', 'APPROVE APPLICATIONS', and 'CONTACT SUPPORT'. The main content area is titled 'DC HEALTH Application' and 'APPLICATION TO REVIEW'. It contains a form with the following elements:

- A question: 'Do you accept your review assignment?' with a red circle '1' next to it.
- A dropdown menu with options: 'None', 'Decline Without Conflict', 'Decline due to Conflict', and 'Accept'. A red box highlights this dropdown, and a red circle '1' is placed at its top-left corner.
- A text input field containing 'APP-PG-0922'.
- A 'Comment' section with a text area and a red circle '2' next to it.
- A blue 'Create Feedback' button with a red circle '2' next to it.



**REMINDER:** Declining due to conflict refers to conflict of interest attestation. If Declining with or without conflict, an explanation will be required in the **Comment** section.

# Final score section

- 1 Review the Total Review Score.
- 2 Select **Do not Award**, **Award** or **Award with Reservation** from the drop-down menu in the **Recommendation** field.
- 3 Enter your **Recommendation Comments**.
- 4 Click on the **Create Feedback** button.

The screenshot shows a web form titled "FINAL SCORE SECTION". It contains the following elements:

- 1**: A text input field labeled "Total Review Score" containing the value "0".
- 2**: A dropdown menu labeled "Recommendation" with options: "Do not Award", "Do not Award", "Award", and "Award with Reservation". The user ID "User 16546826191249446091" is visible below the options.
- 3**: A text input field labeled "Recommendation Comments".
- 4**: A blue button labeled "Create Feedback".

At the bottom of the form, it says "Submitted on 2022-08-05T07:11:24.000Z".



If you still have questions, please contact OGM at [doh.grants@dc.gov](mailto:doh.grants@dc.gov)

# Thank you!