



# EGMS

## Register as an External Reviewer

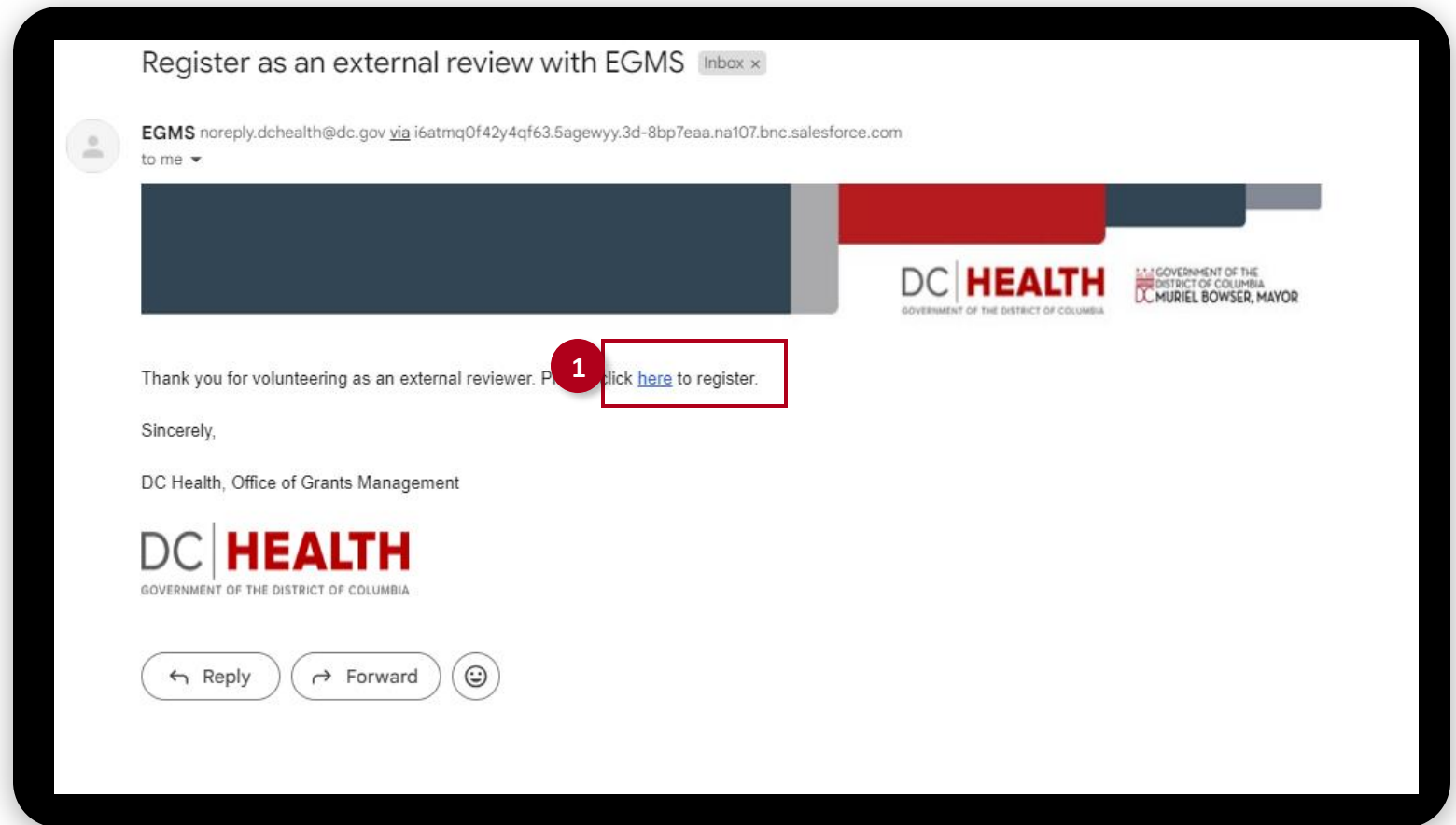
Reference Guide for External Reviewers

Let's begin!

Revised June 2024

# Receive Email Invitation to Register

1 Click the link provided in the email.



# Accept the Non-Disclosure Agreement

1 Click Agree to accept.

External Reviewer Non-Disclosure Agree... Accept External Reviewer Conflict of Inter... User Information Confirmation

**EXTERNAL REVIEWER NON-DISCLOSURE AGREEMENT**

The following non-disclosure terms apply to your submission of information, scores, and review comments to EGMS. By using EGMS, you understand and consent to the following:

The information submitted shall not be disclosed outside of the District of Columbia Department of Health (DC Health) and shall not be duplicated, used, or disclosed in whole or part for any purpose other than to evaluate applications, retain a record of submission and to receive, store and transfer documents needed to process applications, conduct pre- and post-award transactions, and to manage grant awards issued to the applicant organization. Organizational information shall be requested only for the purposed established by EGMS for creating and maintaining an account and submitting, reviewing and processing applications and grant awards. No personally identifiable client-level data shall be required by DC Health for submission via EGMS at any time

Any communication or data transiting or stored on this information system may be disclosed or used for any lawful purpose. You have no reasonable expectation of privacy regarding any communication or data transiting or stored on EGMS. At any time, any for any lawful purpose, DC Health may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.

Reject Agree

# Accept Conflict of Interest Agreement

- 1 Click Agree to accept.

✓ Accept External Reviewer Conflict of Inter... User Information Confirmation

**ACCEPT EXTERNAL REVIEWER CONFLICT OF INTEREST AGREEMENT**

The following non-disclosure terms apply to your submission of information, scores, and review comments to EGMS. By using EGMS, you understand and consent to the following:

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1 Click Agree

# Input User Information

- 1 Complete all required fields marked by an asterisk.

The screenshot shows a form titled "USER INFORMATION" with the following fields:

- Prefix: --Select an Item--
- Suffix: --Select an Item--
- \* First Name: OGM
- \* Last Name: Shannon Place
- \* Organization Name: Test ORG
- \* Address 1: 123 Main Street
- Address 2: (empty)
- \* City: Washington
- \* State: DC
- \* Zip Code: (empty)

A red box highlights the fields from "First Name" to "State". A red circle with the number "1" is placed over the "First Name" field, corresponding to the instruction on the left.

# Input User Information

- 1 Complete your area of expertise.
- 2 If an area of expertise is not available in the provided list, select other in the tertiary area of expertise.
- 3 Click next.

The screenshot shows a form with the following fields and callouts:

- Top field: 1234567890
- Field 1 (Primary Area of Expertise): A dropdown menu with options: Maternal and Child Health, Tobacco, Prevention/Harm Reduction. A red box highlights this field with a callout '1'.
- Field 2 (Secondary Area of Expertise): A dropdown menu with options: Nutrition, Housing, Substance Abuse. The 'Selected Primary Area of Expertise' field above it contains 'HIV/AIDS'.
- Field 3 (Tertiary Area of Expertise): A dropdown menu with options: Housing, Substance Abuse, Other. The 'Other' option is highlighted in blue. A red box highlights this field with a callout '2'.
- Field 4 (Email): \* Email, containing 'ogmshannonplace@gmail.com'.
- Buttons: 'Cancel' and 'Next'. A red box highlights the 'Next' button with a callout '3'.

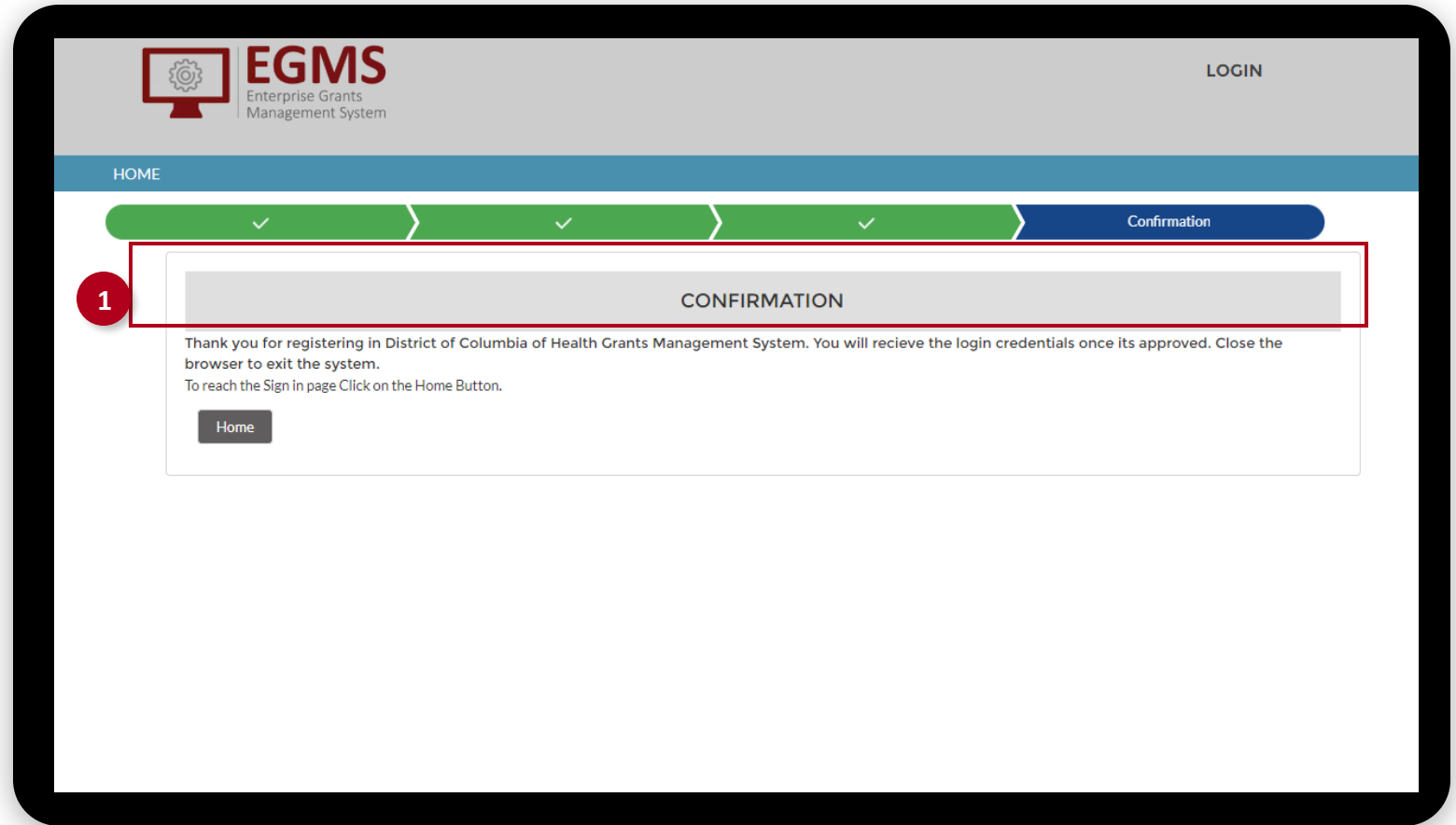
# Input User Information

- 1 Upload resume and any additional documents.
- 2 Click Submit.

The screenshot shows a web form titled 'USER INFORMATION' with a progress bar at the top indicating the current step. The form contains two file upload sections, each with an 'Upload Files' button and 'Or drop files' text. Below these is an 'Attached Documents (0)' section with a message 'No Files are Uploaded.' At the bottom, there are 'Cancel', 'Previous', and 'Submit' buttons. Red circles with numbers 1 and 2 highlight the first upload section and the 'Submit' button, respectively.

# Receive Confirmation of Submission

- 1 Receive confirmation.





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

# Thank you!