



ezFedGrants Application Review Process Approval of Consensus Score Card after Panel Approval *Job Aid*

Purpose

Following offline panel discussions, the Scribe submits a Consensus Score Card through the ezFedGrants External Portal. The Consensus Score Card summarizes the Panel Members' application review scores. All Panel Members then review and accept the Consensus Score Card. The Consensus Score Card is then sent to the Program Manager for final approval.

This job aid provides details on reviewing the Consensus Score Card as a Program Manager. This is the final step of the Consensus Review stage of the Application Review Process (ARP). Once the Program Manager approves the Consensus Score Card, the Consensus Score Card updates to the **Complete** status.

Trigger

Perform this procedure when you, a Program Member, receive an ezFedGrants External Portal work item for a Consensus Score Card review.

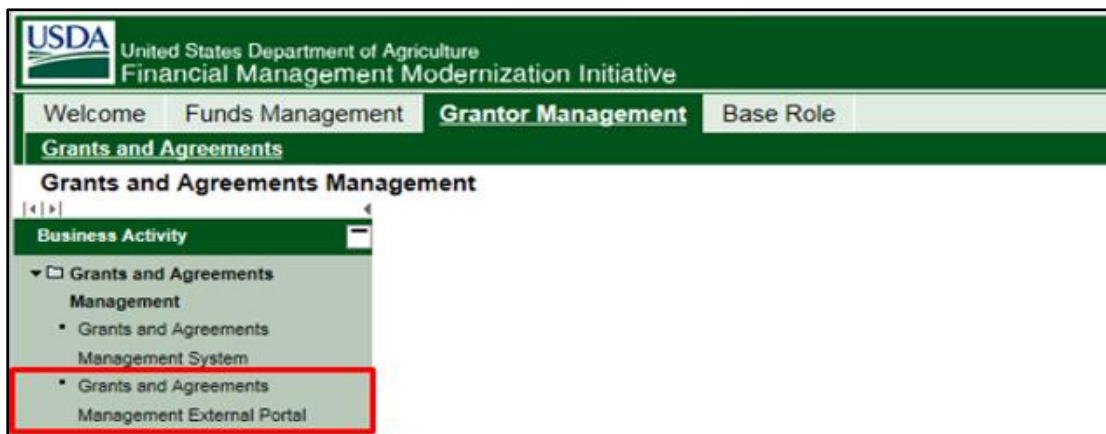
Prerequisites

- You must have access to the ezFedGrants External Portal with the appropriate permissions/user role to review applications during the ARP. For this particular procedure you will need the Program Manager role (or the equivalent role for your agency and/or office).
- The Scribe must have created and submitted the Consensus Score Card following the panel members' discussions offline.
- All Panel Members (Readers/Reviewers) must have approved the Consensus Score Card
 - This excludes Panel Members who indicated a Conflict of Interest.

Menu Path

Use the following menu path to begin this procedure:

- **FMMI Portal > Grantor Management > Grants and Agreement Management > Grants and Agreement Management External Portal**





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Helpful Hints

- If, during offline discussion, the Panel Members agree to accept the application and mark the application review as complete, the Consensus Score Card approval process will not occur.
 - The Consensus Score Card approval process only occurs if the Scribe submits a Consensus Score Card.
- Workflows vary by agency and office. Consult your agency-specific reference guide for more information.
- On certain screens you may need to scroll to view additional data fields.
- Certain screenshots may display only a portion of the screen. Note that when working within a system, only the center body of the screen will change. The navigation options along the left side of the screen and the header bar across the top of the screen will remain the same.

Note: Data used in this procedure is a representative sample for the purpose of training. Actual data in the system may vary based on agency and scenario.



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Procedure

1. Start the procedure by navigating to the **ezFedGrants External Portal Home** screen.

Title	Last Updated
Test	8/3/16 2:11 PM
	7/27/16 11:11 AM
Test Both	7/25/16 1:12 PM
Test Internal	7/25/16 1:12 PM
News and Notes Post - N03 ht	7/14/16 5:36 PM

2. Click the **Pending Applications** tile to open the **Pending Applications for Past 90 Days** popup window and view applications in your worklist.

Note: Your work items can also be accessed via the **Worklist** link.



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3. On the **Pending Application for Past 90 Days** popup window, locate the relevant application in the table and click the **Application ID** link in the **Application ID** column.

Upon clicking an **Application ID** link, the **Application** screen will open.

Note: To view items submitted to you more than 90 days ago, click the **View All Pending Applications** link in the lower left corner.

Application ID	Funding Opportunity Number	Funding Opportunity Title	Status	Last Updated
APP-3790	FAS-OCBD-DRDAD-15-10.960-048	making edits	Submitted	7/26/16
FAS-APP-14	FAS-OCBD-DRDAD-16-10.960-164	Regression testing Opportunity n	Submitted	7/19/16
FAS-APP-23	FAS-OCBD-DRDAD-16-10.960-164	Regression testing Opportunity n	Submitted	7/19/16
APP-3788	FAS-OCBD-DRDAD-16-10.960-226	Retesting 3049 (Pat edited)	Submitted	7/26/16
APP-3789	FAS-OCBD-DRDAD-16-10.960-227	Another Test of defect 3049 (Pat)	Submitted	7/26/16
APP-3792	FAS-OCBD-TSCBD-15-10.960-004	Test 246-3 Update (edited)	Submitted	7/26/16
APP-3791	FAS-OCBD-TSCBD-15-10.960-028	Pega System Test Reverted to 2C	Submitted	7/26/16
FAS-APP-55	USDA-FAS-10606-0700-10.-16-004	ARP Regression - 08-01-16 - 2	Considered	8/2/16
FAS-APP-57	USDA-FAS-10606-0700-10.-16-004	ARP Regression - 08-01-16 - 2	Considered	8/3/16
FAS-APP-76	USDA-FAS-10606-0700-10.-16-004	ARP Regression - 08-01-16 - 2	Considered	8/8/16
FAS-APP-80	USDA-FAS-10606-0700-10.-16-007	Food for Progress Program	Considered	8/16/16
FAS-APP-81	USDA-FAS-10606-0700-10.-16-007	Food for Progress Program	Considered	9/2/16

Food for Progress Program

[View All Pending Applications](#)



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4. On the **Application** screen, review the Consensus Score Card.

Application (FAS-APP-81) Generate Package Close

Status: Considered
Review Status: Pending Consensus Approval

CONSENSUS APPROVAL

Please review the Consensus Score Card below. If the Score Card requires revision, please select "Incomplete" below. If no revisions are required, please select "Complete".

Please select an option ▼

▼ Overview

Criterion	Score	Weight	Calculated Score
Introduction/Strategic Analysis	80	35	28
Commodity Management	90	10	9
Results and Activities	75	35	26
Budget	70	10	7
Overall Quality	80	10	8
			78



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5. In the **Consensus Approval** section of the **Application** screen, click the **Please select an option** menu. Based on your review of the Consensus Score Card, select the **Complete** or **Incomplete** option from the dropdown menu.

If you determine the Consensus Score Card is complete and acceptable, click the **Complete** option.

If you determine the Consensus Score Card is incomplete and not acceptable for approval, click the **Incomplete** option. The **Return Comments** text entry box will appear where you may type your reasons for rejecting the Consensus Score Card.

Application (FAS-APP-81)

Status: Considered
Review Status: Pending Consensus Approval

CONSENSUS APPROVAL

Please review the Consensus Score Card below. If the Score Card requires revision, please select "Incomplete" below. If no revisions are required, please select "Complete".

Please select an option ▾

Complete
Incomplete

Criterion	Score	Weight	Calculated Score
Introduction/Strategic Analysis	80	35	28
Commodity Management	90	10	9



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6. Once you have selected either the **Complete** or **Incomplete** option based on your review of the Consensus Score Card, the **Submit** button will appear to the right of the **Please select an option** menu.

When you are ready to finalize your decision, click the **Submit** button.

A Consensus Score Card marked **Complete** will advance the application along the ARP, and the **Review Status** field will update to **Complete Consensus Review**.

A Consensus Score Card marked **Incomplete** will be returned to the Scribe for revision and resubmission. The Scribe will receive a work item for the Consensus Score Card containing the information you entered into the **Return Comments** field. The Scribe must edit and re-submit the Consensus Score Card, and the Panel Members must reapprove the Consensus Score Card, before it will be returned to the Program Manager. The Program Manager will then review the Consensus Score Card again and determine if it is complete or incomplete. The Consensus Score Card can be rejected by the Program Manager indefinitely until he/she determines it to be complete and acceptable. When a Consensus Score Card is returned to the Scribe for revision, the **Review Status** field will revert to **Pending Consensus Review**.

Application (FAS-APP-81)

Status: Considered
Review Status: Pending Consensus Approval

CONSENSUS APPROVAL

Please review the Consensus Score Card below. If the Score Card requires revision, please select "Incomplete" below. If no revisions are required, please select "Complete".

Please select an option

Complete

Please click submit to complete the Consensus Scores



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Comments

Additional Information

Refer to the following additional materials:

- ezFedGrants Agency-Specific Reference Guides
- ezFedGrants Application Review Process Job Aids (Multiple)
- ezFedGrants Panel Creation and Management Job Aid
- ezFedGrants External Portal Overview and Navigation for Internal Users Job Aid

Version Control

Name	Date	Changes Made
April Murphy	Prior to 2/20/2017	Initial Document Created
April Murphy	3/7/2017	Throughout: Corrected header formatting; improved 508 alt text and image descriptions Comments: Added section headings; added version control table Purpose: Clarified prerequisites and helpful hints Procedure: Generally clarified information throughout