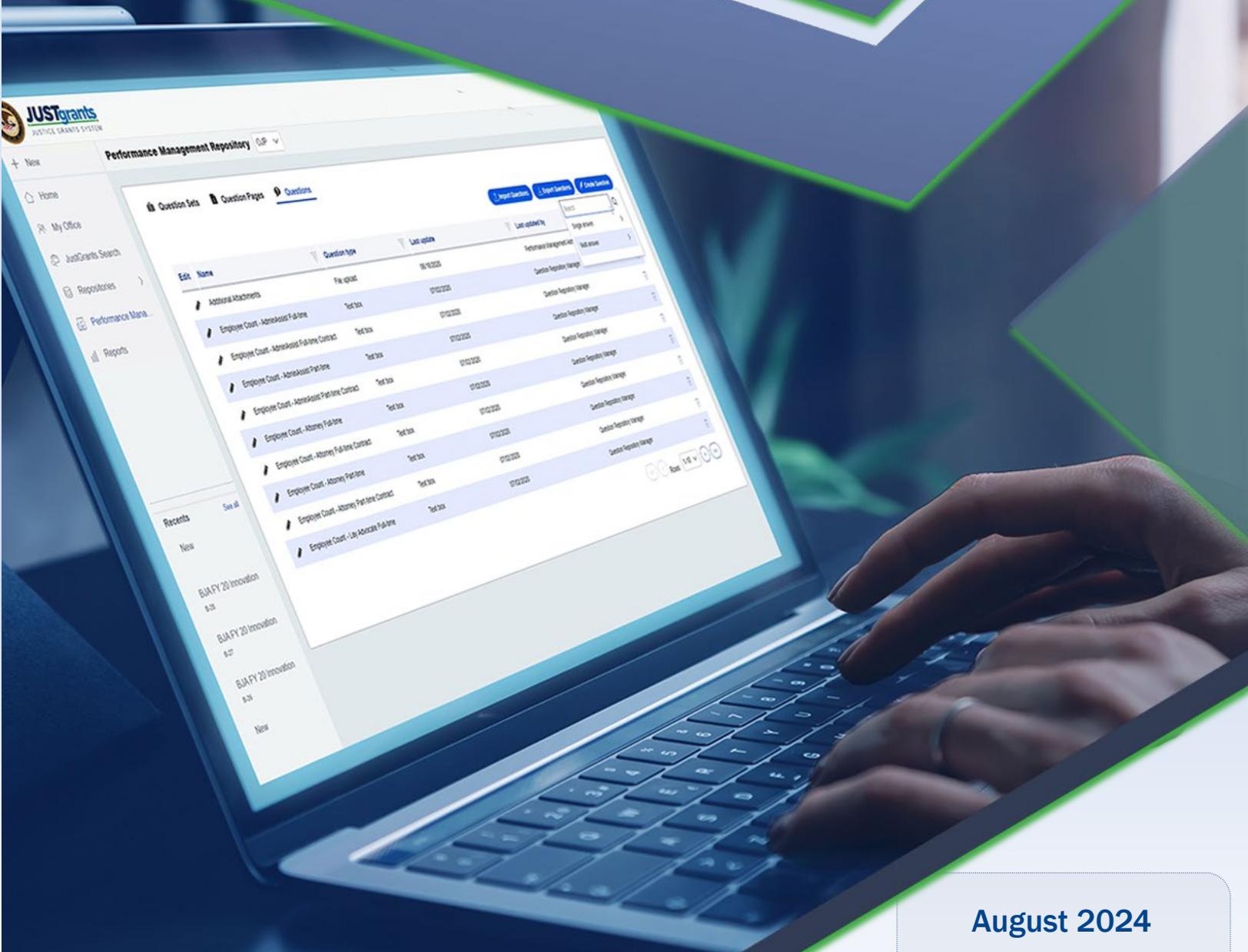




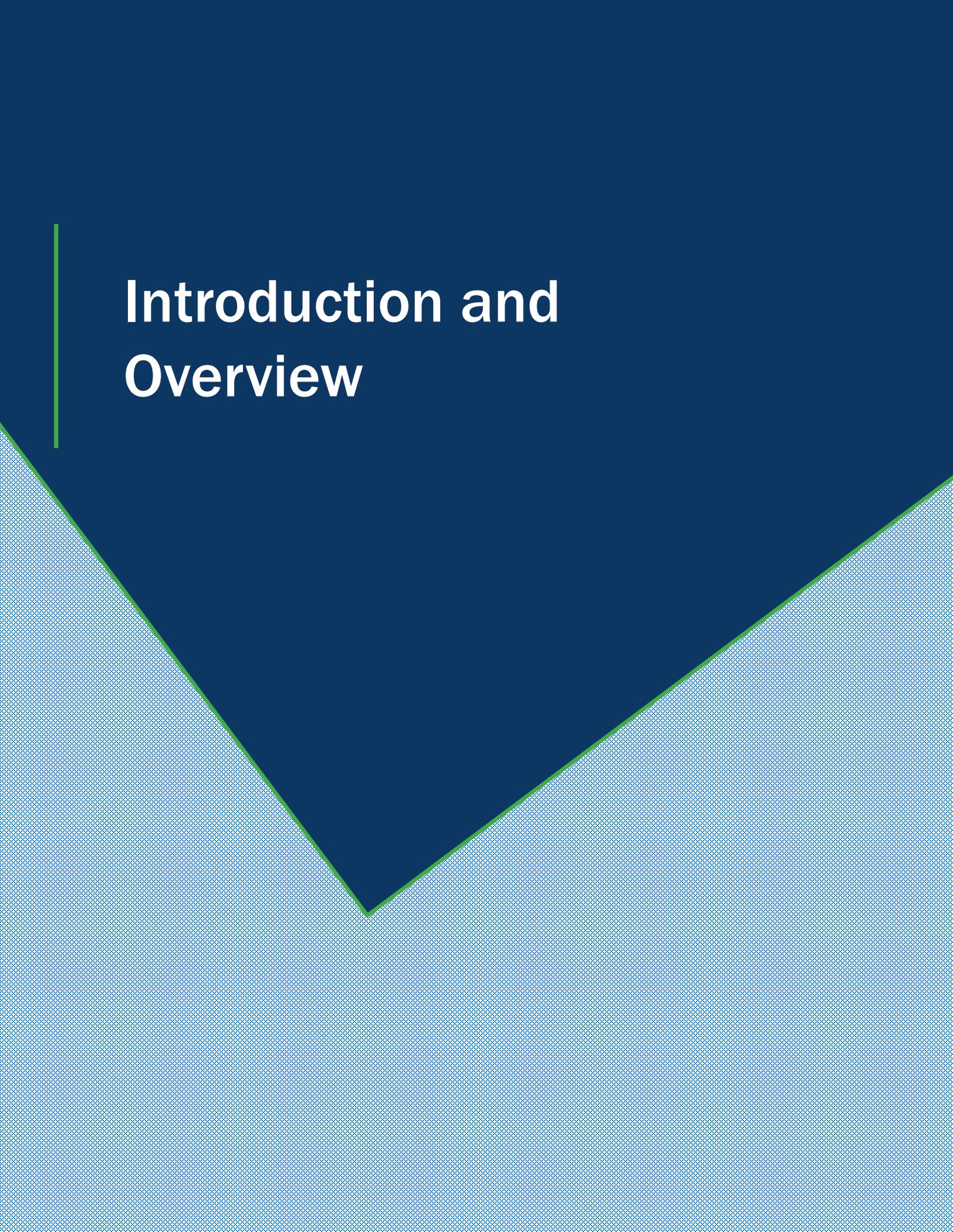
# Peer Reviewer

## *Job Aid Reference Guide*



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# Introduction and Overview

# How to Use this Guide



The purpose of this Job Aid Reference Guide (JARG) is to detail the processes used by Peer Reviewers to access and perform the following in the Justice Grants System (JustGrants):

- Open Assessment Case
- Print Application
- Complete Initial Review
- Back, Close, Save, Continue
- Complete Edits to Change Requested Applications
- View Application
- Review Solicitation
- Print Assessment
- Complete Final Review

## Linked Content



This JARG utilizes a chapter-linked Table of Contents. A link is included on each page to help the user quickly return to the Table of Contents by selecting the Home icon.



- The system **does not** auto save work.
- A warning message displays after ten (10) minutes of inactivity (per security requirements).
- Users are automatically logged out if they are inactive for 15 minutes (per security requirements).
- Unsaved work **will not** be saved at logout.

# Peer Reviewer Assessment Overview



Peer Reviewers perform two types of application reviews: Initial and Collaboration.

**Initial Review** – The Peer Reviewer reviews an application against the solicitation criteria. The Peer Reviewer completes the scores and enters comments for strengths and weaknesses for each assessment.

**Collaboration Review** – Once the initial assessments are completed, panel Peer Reviewers convene in a collaboration session to discuss the applications. After the session, each reviewer submits their final scores in JustGrants and finalizes the strengths and weaknesses comments. Not all solicitations go to collaboration review. The strengths and weaknesses are provided to the applicants not awarded once awards are made by Office of Justice Programs (OJP). Awarded applicants may ask for peer review summaries.

**NOTE:** The National Institute of Justice (NIJ) provides all applicants with peer reviewer summaries.

# Purpose of Peer Review Assessment

The Peer Reviewer completes the initial scores and comments for strengths and weaknesses which are entered into the assessment.

Then, if needed, the Peer Reviewer completes the final scores after the collaboration session and finalizes the strengths and weakness.

The strengths and weaknesses are provided to the applicant once awards are made.

Peer Reviews are assessed using one of three scoring formats:

## Qualitative

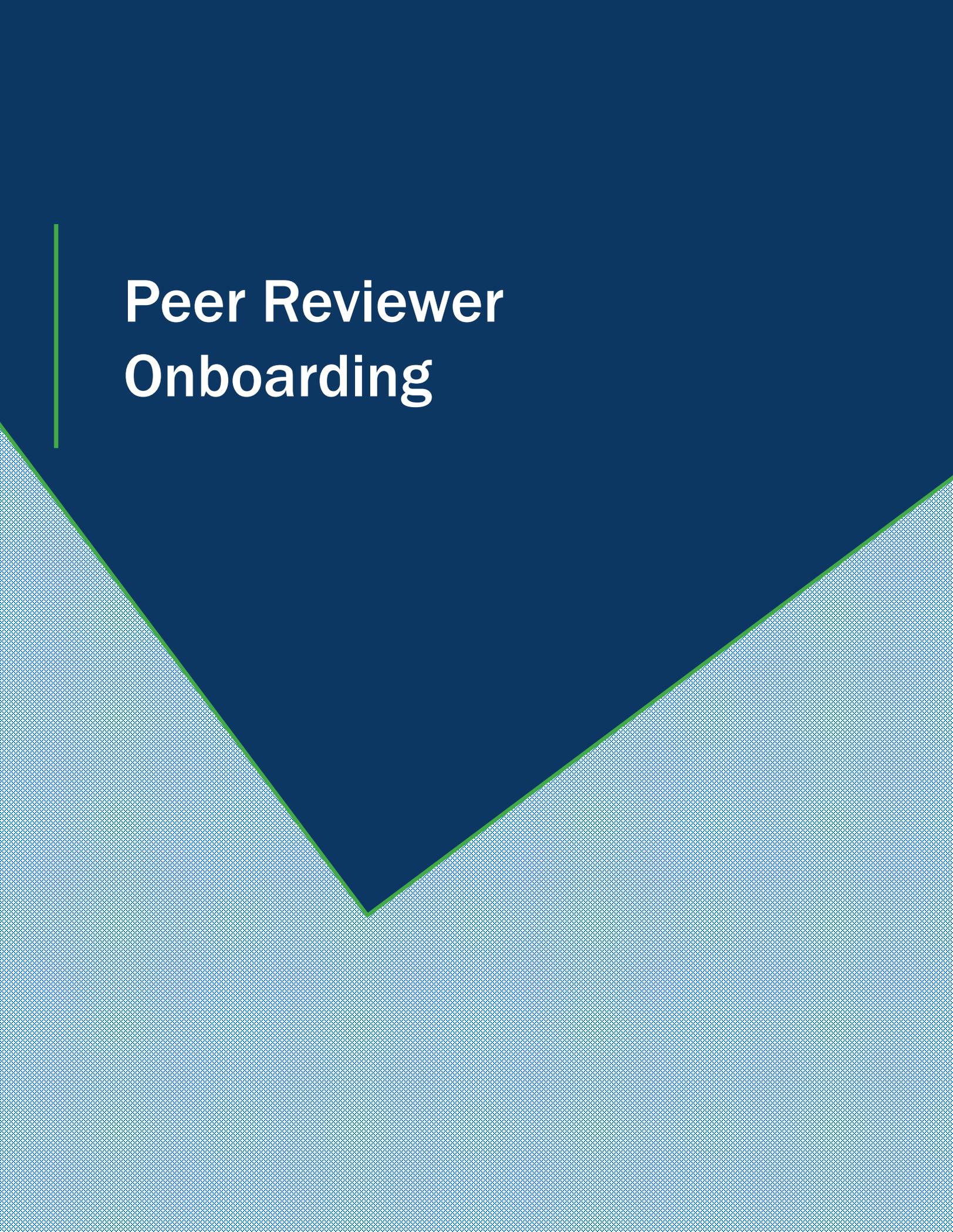
The Peer Reviewer selects an overall rating of Highly Recommended, Recommended, or Not Recommended.

## Quantitative

The Peer Reviewer selects a numeric score from 0 to 10 for each criterion, which is most common.

## Hybrid

The Peer Reviewer selects both a numeric score from zero to ten (0 to 10) for each criterion and an overall rating of Highly Recommended, Recommended, or Not Recommended.



# Peer Reviewer Onboarding

# Peer Reviewer Onboarding Overview

The Peer Reviewer onboarding allows the Peer Reviewer to register for an account in JustGrants, log in to the account, activate the Peer Reviewer role, set up a password, and retrieve a lost password.

The Department of Justice (DOJ) onboards Peer Reviewers. If a Peer Reviewer is selected to start the onboarding process, the Peer Reviewer will receive an email from the DOJ account authentication system, the Digital Identity and Access Management Directory (DIAMD). The email from **DIAMD-NoReply@usdoj.gov** contains a link to the registration website where the user will activate their JustGrants account.

To ensure that the email is received and not flagged as spam, it is recommended that the address **DIAMD-NoReply@usdoj.gov** is added to the trusted sender list in the user's email settings.

An email is sent to the address used to set up the account with instructions for setting up a user profile. If the email does not appear in a user's email inbox, check the user's spam folder.

# Peer Reviewer Onboarding Overview (Cont.)

There are two important links in this email. The first paragraph contains a link to set the user's JustGrants password and the second link provides the steps for the user to log in and activate their account in JustGrants.

The letter also contains links to JustGrants training resources, user support options, and frequently asked questions in addition to JustGrants Support and Office on Violence Against Women (OVW) JustGrants Support.

Once the email is received, the user has **72 hours** to create a profile. If that link is not accessed within 72 hours, it will expire. If this happens, the Peer Reviewer will need to begin registration process again as outlined on previous page.

Selecting the **Set Your Password** link goes to the DIAMD welcome page to begin setting up the DIAMD password. If the embedded link does not work, copy the link and paste it into the web browser. **Google Chrome** or **Microsoft Edge** are the recommended web browsers.



# Set Up JustGrants Password and Authentication

# Set Up JustGrants Password and Authentication

## Step 1

Set Up New Password

Refer to the email from **DIAMD-NoReply@usdoj.gov**. The first paragraph contains two links.

- 1) Select the first link **Set your password** from the email to open the web browser to **DIAMD**.



THE UNITED STATES  
DEPARTMENT of JUSTICE

Alan Gemoets Alan Gemoets (alan.gemoets@gmail.com),

You are receiving this email because you were invited by JGII Test Org26 Doing Business As to create a user profile in the corresponding Department of Justice (DOJ) System(s). Users must access Department of Justice (DOJ) System(s) through DOJ's secure user management system the Digital Identity and Access Management Directory (DIAMD).

*Take the following two steps within 72 hours of receipt of this email to set up and access your account:*

1. [Set your password](#)
2. [Log in to JustGrants](#)

1

Once you have logged in, you will see your profile associated to the following entity:  
**Entity ID:** UEI:RKV2V7M6FJ03  
**Entity Name:** JGII Test Org26 Doing Business As  
**Entity Administrator:** JohnElectronicBusinessPoc Doe (justgrants026@gmail.com)

Your Entity Administrator (EA) is the only user role that can invite or re-invite anyone to work on your entity's behalf. Please contact your entity's EA if you need —

- to be re-invited due to a disabled account.
- different user roles.

**JustGrants System Resources:**

For more information about using JustGrants, visit the [Training and Resources site](#).

If you need technical support with JustGrants:

- COPS Office and OJP applicants and award recipients should contact [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175.
- OVW applicants and award recipients should contact [OVW\\_JustGrantsSupport@usdoj.gov](mailto:OVW_JustGrantsSupport@usdoj.gov) or 866-655-4482.

*This is an automatically generated email. Please do not reply to this email.*

**Department of Justice (DOJ)**

# Set Up JustGrants Password and Authentication

Steps 2 – 3

Choose New Password

- 2) Enter new password in Enter new password text box following the password requirement below the text box.
- 3) Enter new password again in Repeat new password text box.

The screenshot shows a multi-step password creation form. Step 2 is highlighted with a green box around the 'Enter new password' text box and a green circle with the number '2'. Below this text box are the password requirements: 'At least 16 characters', 'A lowercase letter', 'An uppercase letter', 'A number', 'A symbol', 'No parts of your username', 'Does not include your first name', 'Does not include your last name', 'Your password cannot be any of your last 24 password(s)', and 'At least 1 day(s) must have elapsed since you last changed your password'. Step 3 is highlighted with a green box around the 'Repeat new password' text box and a green circle with the number '3'. Below these are sections for 'Choose a forgot password question' (with a dropdown menu showing 'What is the food you least liked as a child?') and 'Answer', and 'Add a phone number for resetting your password or unlocking your account using SMS (optional)' (with an 'Add Phone Number' button). At the bottom right is a 'Create My Account' button.

# Set Up JustGrants Password and Authentication

Steps 4 – 6

Choose Security Question

- 4) Choose a security question from the **Choose a forgot password question** dropdown menu.
- 5) Enter answer to question in **Answer** text box.
- 6) Select **Add Phone Number**.

The screenshot shows a registration form with the following elements:

- A text input field labeled "Repeat new password".
- A section with a lock icon containing:
  - A dropdown menu labeled "Choose a forgot password question" with the selected option "What is the food you least liked as a child?". This is marked with a circled "4".
  - A text input field labeled "Answer". This is marked with a circled "5".
- A section with a phone icon containing:
  - Text: "Add a phone number for resetting your password or unlocking your account using SMS (optional)".
  - Text: "Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email."
  - A button labeled "+ Add Phone Number". This is marked with a circled "6".
- A "Create My Account" button at the bottom right.

# Set Up JustGrants Password and Authentication

Steps 7 – 8

Phone Number Verification

- 7) Enter the phone number in the Phone number text.
- 8) Select Send Code.

Forgot Password Text Message

Enter the phone number you'll use to receive codes via text message, then click Send Code to verify that it works.

Country/Region

Select the country/region where your phone is registered.

Phone number

Enter your number the way you normally dial it. Do not add your country code prefix.

- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 24 password(s)
- At least 1 day(s) must have elapsed since you last changed your password

Repeat new password

Choose a forgot password question

Answer

# Set Up JustGrants Password and Authentication

Steps 9 – 10

Phone Number Verification

- 9) Enter the **SMS code** in the **Enter Code** text box that the DIAMD system sent to the phone number entered earlier.
- 10) Select **Verify**.

Forgot Password Text Message

Check your phone for the passcode and enter it below. Your message should arrive in less than a minute.

Enter code

9 10

Back Done

Password requirements:

- At least 16 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 24 password(s)
- At least 1 day(s) must have elapsed since you last changed your password

Repeat new password

.....

Choose a forgot password question

What is the food you least liked as a child?

Answer

.....

# Set Up JustGrants Password and Authentication

Steps 11 - 12

Phone Number Verification

11) Successful verification of phone message will display.

12) Select **Done**.

The screenshot shows a mobile application dialog box titled "Forgot Password Text Message". The dialog has a blue header with a close button (X). Below the header, there is a link: "Haven't received a code? Send again." The main content area contains a form with an "Enter code" input field containing "165111" and a "Verify" button. A green checkmark icon and a message box are overlaid on the form, indicating successful verification. The message box contains a checkmark icon, the text "Phone number successfully verified!", and "Click Done to finish setup." Below the message box, there is a "Done" button. The background of the dialog is dimmed, showing a password strength indicator and a "Choose a forgot password question" section with a dropdown menu and an "Answer" input field.

11

Phone number successfully verified!  
Click Done to finish setup.

12 Done

- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 24 password(s)
- At least 1 day(s) must have elapsed since you last changed your password

Repeat new password

Choose a forgot password question

What is the food you least liked as a child?

Answer

# Set Up JustGrants Password and Authentication

Steps 13 – 14

Create Account

13) Successful verification of phone message will display.

14) Select **Create My Account**.

**NOTE:** Passwords expire 365 days after last change and will be prompted to change their password.

The screenshot displays a multi-step account creation form. Step 13 is a verification step where a green checkmark and the text "Number successfully verified!" are shown in a box. Step 14 is the final step, where the "Create My Account" button is highlighted in a green box. The form includes sections for entering a new password with requirements, choosing a forgot password question, and adding a phone number for SMS verification.

Enter new password

.....

Password requirements:

- At least 16 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 24 password(s)
- At least 1 day(s) must have elapsed since you last changed your password

Repeat new password

.....

Choose a forgot password question

What is the food you least liked as a child? ▼

Answer

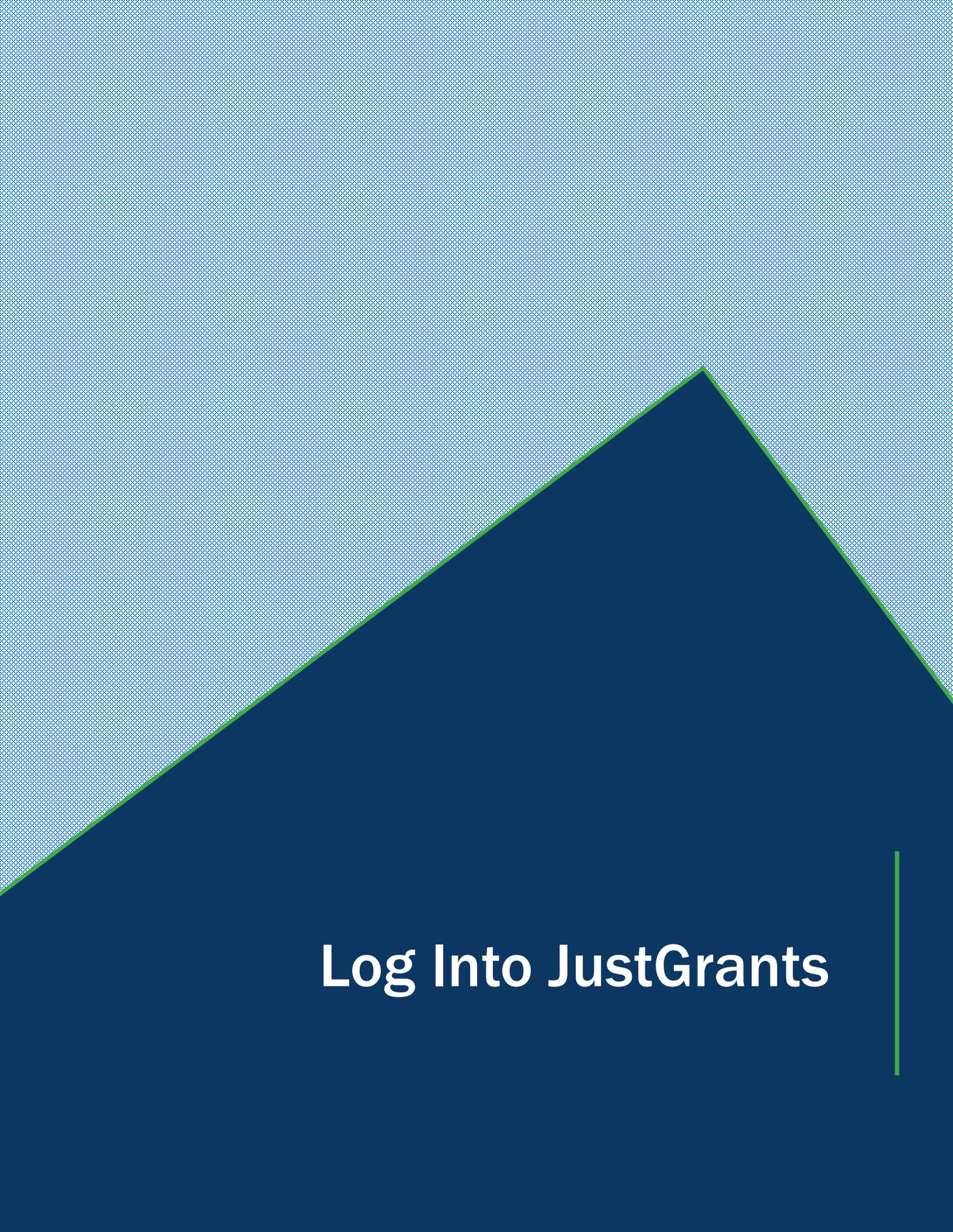
.....

Add a phone number for resetting your password or unlocking your account using SMS (optional)

Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

13  Number successfully verified!

14



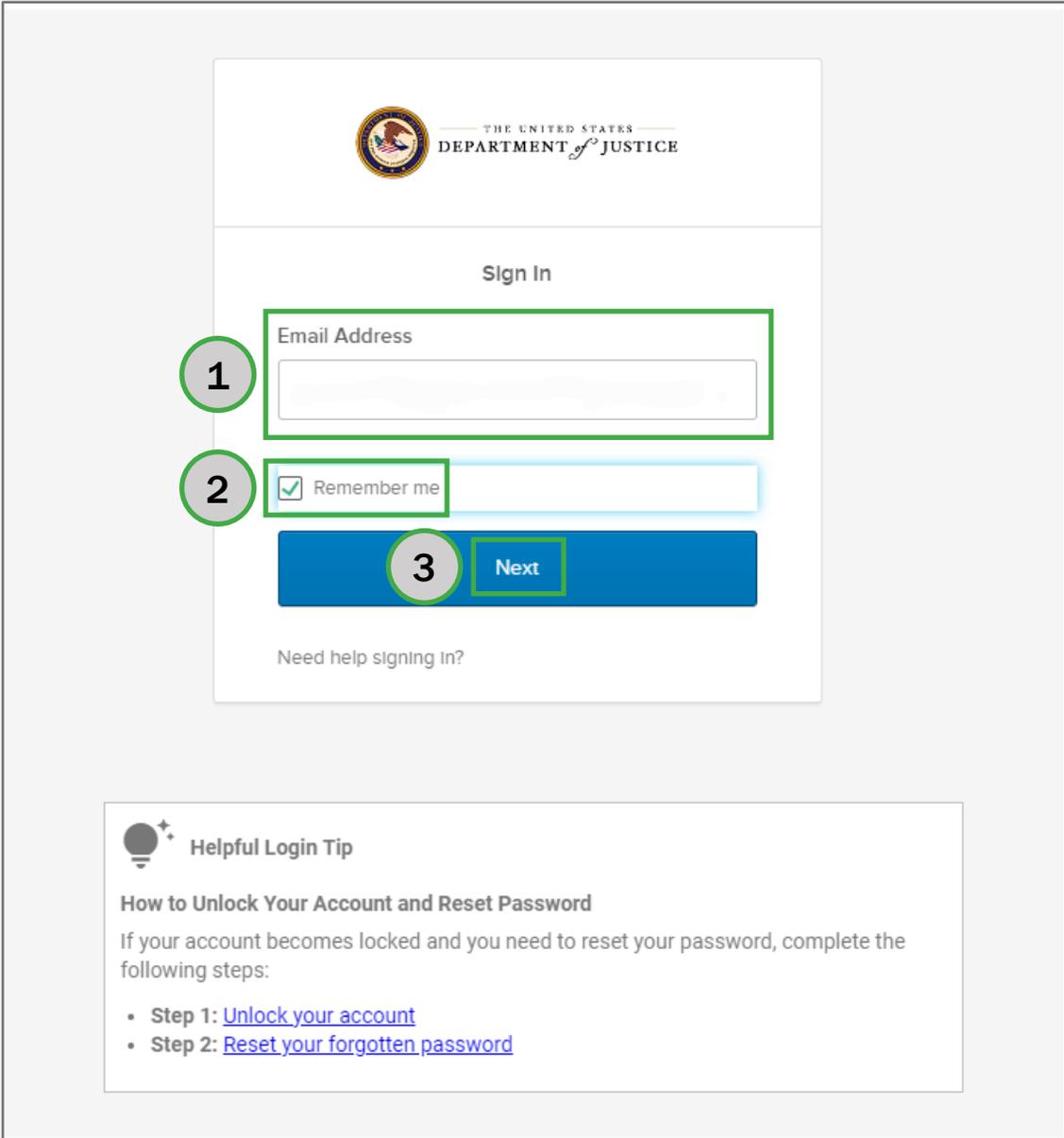
**Log Into JustGrants**

# Log Into JustGrants

## Step 1

Enter Email  
Address

- 1) Sign in by entering the email address from the invite email in the **Email Address** text box.
- 2) The **Remember me** check box is optional.
- 3) Select **Next**.



The screenshot shows the 'Sign In' page for the Department of Justice. At the top, there is the Department of Justice logo and the text 'THE UNITED STATES DEPARTMENT OF JUSTICE'. Below this is the 'Sign In' heading. The form contains three main elements: 1) An 'Email Address' text box, highlighted with a green border and a '1' in a green circle. 2) A 'Remember me' checkbox, highlighted with a green border and a '2' in a green circle. 3) A blue 'Next' button, highlighted with a green border and a '3' in a green circle. Below the form is a link that says 'Need help signing in?'. At the bottom of the page, there is a 'Helpful Login Tip' section with a lightbulb icon, containing the title 'How to Unlock Your Account and Reset Password' and instructions on what to do if an account is locked, with two steps: 'Step 1: [Unlock your account](#)' and 'Step 2: [Reset your forgotten password](#)'.

# Log Into JustGrants

Steps 4 – 6

Enter Password

- 4) Enter the password created in the [Set Up JustGrants Authentication](#) section in the **Password** text box.
- 5) Remember me checkbox is optional.
- 6) Select **Sign In**.

The screenshot shows the 'Sign In' page for the United States Department of Justice. At the top is the department's logo and name. Below is the 'Sign In' heading. There are three input fields: 'Email Address' (containing 'alan.gemoets@gmail.com'), 'Password' (empty), and 'Remember me' (checkbox). A blue 'Sign In' button is at the bottom. A 'Need help signing in?' link is below the button. Three numbered callouts are present: a green circle with '4' points to the Password field; a green circle with '5' points to the Remember me checkbox; and a green circle with '6' points to the Sign In button.

**4**

**5**

**6**

Need help signing in?

**Helpful Login Tip**

**How to Unlock Your Account and Reset Password**

If your account becomes locked and you need to reset your password, complete the following steps:

- Step 1: [Unlock your account](#)
- Step 2: [Reset your forgotten password](#)

# Log Into JustGrants

Steps 7 – 8

Enter SMS  
Authentication

- 7) The JustGrants system will send an SMS (text) message to the phone number entered earlier. Once received, enter the code in the **Enter Code** text box.
- 8) Select **Verify** to submit the code for second-level authentication.

THE UNITED STATES  
DEPARTMENT OF JUSTICE

SMS

SMS Authentication  
(+1 XXX-XXX-1483)

Enter Code

Sent

Do not challenge me on this device for the next 60 minutes

Verify

Back to sign in

# Log Into JustGrants

Steps 9 – 10

Complete User Profile

9) Complete the **User Profile** page. This page will appear each time logging into JustGrants until completed and submitted.

10) Select **Submit**.

The screenshot shows the JustGrants user interface. A modal window titled "User Profile" is open, containing a form with the following fields:

- Prefix Name: Select... (dropdown)
- First Name: Alan Gemoets
- Middle Name: (text input)
- Last Name: Alan Gemoets
- Suffix Name: Select... (dropdown)
- Title: (text input)
- Street1: (text input)
- Street2: (text input)
- City: (text input)
- State/U.S. Territory: (dropdown)
- Zip Code/Postal: (text input) (Required)
- Country: United States (dropdown)
- County/Parish: (text input)
- Province: (text input)
- Preferred Phone: (text input)
- Business Phone Number: (text input)
- Telephone Extension: (text input)

A red banner at the top of the form reads "Please fill out the Title/Position information". A blue "Submit" button is at the bottom right. A green circle with the number "9" is placed over the "My Worklist" section, and another green circle with the number "10" is placed over the "Submit" button.

# Log Into JustGrants

## Step 11

JustGrants  
Landing Page

11) After submitting the **User Profile** page, the users landing page or home page opens and information is loaded.

**NOTE:** Assessments will not appear in **My Worklist** until the user has been assigned to a panel and the peer review for the solicitation has officially started. If assigned to a peer review, the **Peer Review Coordinator** will make contact by email with assignment specifics and the orientation call information.

**NOTE:** If associated with an application for the solicitation, the **Peer Review Coordinator** must be notified of this potential conflict of interest immediately.

The screenshot shows the JustGrants Peer Review Profile page. The user is logged in as 'IntPeerReviewerOJP jgitsint' at the 'OJP - OAA/VM' office. The page displays a 'My Worklist' table with the following data:

ID	Date Due	Application Number	Office	Solicitation Title	Entity Name	Status	Last Updated
PRV-30004	07/25/2021	GRANT8-2fca-46ef-b88d-c72d6c36a1c5	OJP	PROJECT, MCDONALDS	IGI - 111111111	Pending-CollaborationReview	03/29/2024
PRV-43008	08/10/2021	GRANTa-6cfa-43df-b061-2c58dcbada77	OJP	PROJECT, MCDONALDS		Pending-CollaborationReview	08/11/2021
PRV-41002	08/10/2021	GRANT1-3267-40c4-a47a-cc67052b4142	OJP	PROJECT, MCDONALDS		Pending-CollaborationReview	08/11/2021
PRV-43009	08/10/2021	GRANTb-bf93-4154-9b23-0335d096cb70	OJP	PROJECT, MCDONALDS		Pending-CollaborationReview	08/11/2021
PRV-43001	08/10/2021	GRANT5-33e6-4869-8771-3e7c-4d53cd5f	OJP	PROJECT, MCDONALDS		Pending-CollaborationReview	08/11/2021
PRV-43006	08/10/2021	GRANTd-ca73-428d-a063-a76be88db115	OJP	PROJECT, MCDONALDS		Pending-CollaborationReview	08/11/2021
PRV-43005	08/10/2021	GRANT6-3310-4900-9067-17065cabdcba	OJP	PROJECT, MCDONALDS		Pending-CollaborationReview	08/11/2021
PRV-30003	07/25/2021	GRANT4-aeeth-4a46-a4da-06b5a8c86d4f	OJP	PROJECT, MCDONALDS	IGI - 111111111	Pending-CollaborationReview	07/23/2021
PRV-30002	07/25/2021	GRANT3-1bd6-466b-9e8b-5edeac38d5	OJP	PROJECT, MCDONALDS	IGI - 111111111	Pending-CollaborationReview	07/23/2021



**Log into JustGrants  
Peer Review Portal**

# Log into JustGrants Peer Review Portal

## Step 1

Open Invite  
Email

Refer to the email from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov).

- 1) Select the **here** link in the second paragraph to begin the process of logging into and activating the JustGrants Peer Review Portal.



THE UNITED STATES  
DEPARTMENT of JUSTICE

diamd user (diamd.testuser+082024@gmail.com),

You have been selected as a Peer Reviewer for DOJ applications. Peer Review **1** is completed in the Justice Grants System (JustGrants).

To access your account in Justice Grants System (JustGrants) please click [here](#) and set your password using this email address.

After your registration is completed, you will be redirected to the DIAMD login dashboard where you can click on the Peer Review tile. When you are logged into the [JustGrants Peer Review Portal](#) you will need to update your contact information by adding your mailing address and telephone number. Until you are assigned to a panel and the panel starts initial review you will not see any applications to assess.

*This is an automatically generated email. Please do not reply to this email.*

**Department of Justice (DOJ)**

# Log into JustGrants Peer Review Portal

Steps 2 – 3

DOJ Email Address

- 2) On the DIAMD Sign In screen, enter the email address in the **Email Address** text field. This must be the email address from the account registration email.
- 3) Select the **Next**.

**NOTICE TO USERS**

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties.

By logging in to this information system you are acknowledging that you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system.
- Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose.

For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.



THE UNITED STATES  
DEPARTMENT OF JUSTICE

Sign In

Email Address

Remember me

**Next**

Need help signing in?

 **Helpful Login Tip**

**How to Unlock Your Account and Reset Password**

If your account becomes locked and you need to reset your password, complete the following steps:

- Step 1: [Unlock your account](#)
- Step 2: [Reset your forgotten password](#)

# Log into JustGrants Peer Review Portal

Steps 4 – 5

Set Up Password and Sign In

- 4) Enter the password that was set up in the registration process in the **Password** text field.
- 5) Select **Sign In**.

**NOTICE TO USERS**

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties.

By logging in to this information system you are acknowledging that you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system.
- Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose.

For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.



THE UNITED STATES  
DEPARTMENT OF JUSTICE

Sign In

Email Address

4 Password

Remember me

5 Sign In

Need help signing in?

 **Helpful Login Tip**

**How to Unlock Your Account and Reset Password**

If your account becomes locked and you need to reset your password, complete the following steps:

- Step 1: [Unlock your account](#)
- Step 2: [Reset your forgotten password](#)

# Log into JustGrants Peer Review Portal

## Step 6

Enter Peer Review Portal

6) Select the JustGrants Peer Review Portal tile.

**NOTE:** Highly recommended this address be book marked for later use.

The screenshot shows the user interface of the JustGrants Peer Review Portal. At the top left is the Department of Justice logo. A search bar labeled "Search your apps" is at the top center. The top right shows the user's name "PeerRevAdmOAM3" and "US Department of Just...". A left sidebar contains "My Apps", "DOJ Apps", "Add section", and "Notifications". The main area is titled "My Apps" and contains a "DOJ Apps" section with a "Peer Review Portal" tile. The tile features the JustGrants logo and the text "Peer Review Portal". A green circle with the number "6" is placed to the left of the tile, and a green rectangular box highlights the tile itself. A "Sort" dropdown menu is visible in the top right of the main area. At the bottom of the main area is an "Add section" button. The footer of the page includes "Last sign in: a few seconds ago", "Privacy", and a "Home" button with a green bar icon.



# Forgotten JustGrants Password

# Forgot JustGrants Password Overview

- 1) Navigate the browser to the DIAMD home page:  
<https://diamd-auth.usdoj.gov>.
- 2) Select the **Need help signing in?** link and then select **Forgot Password?**.
- 3) Enter the email address in the **Email or username** field.
- 4) Select **Reset via SMS** to reset the password via text message or **Reset via Email** to reset the password via email.
  - DIAMD will send an **SMS** or **Email** communication based on the selection.
  - Follow the instructions provided via the email received.
- 6) To set a password, follow the directions for password security and create a password in the **Enter New Password** field.
- 7) Enter the same password in the **Repeat New Password** field.
- 8) Once the password is reset, refresh the browser and log into JustGrants using the email address and new password.



# Assessment Status Codes



# Assessment Status Codes Overview

## Initial Assessment Status Definitions

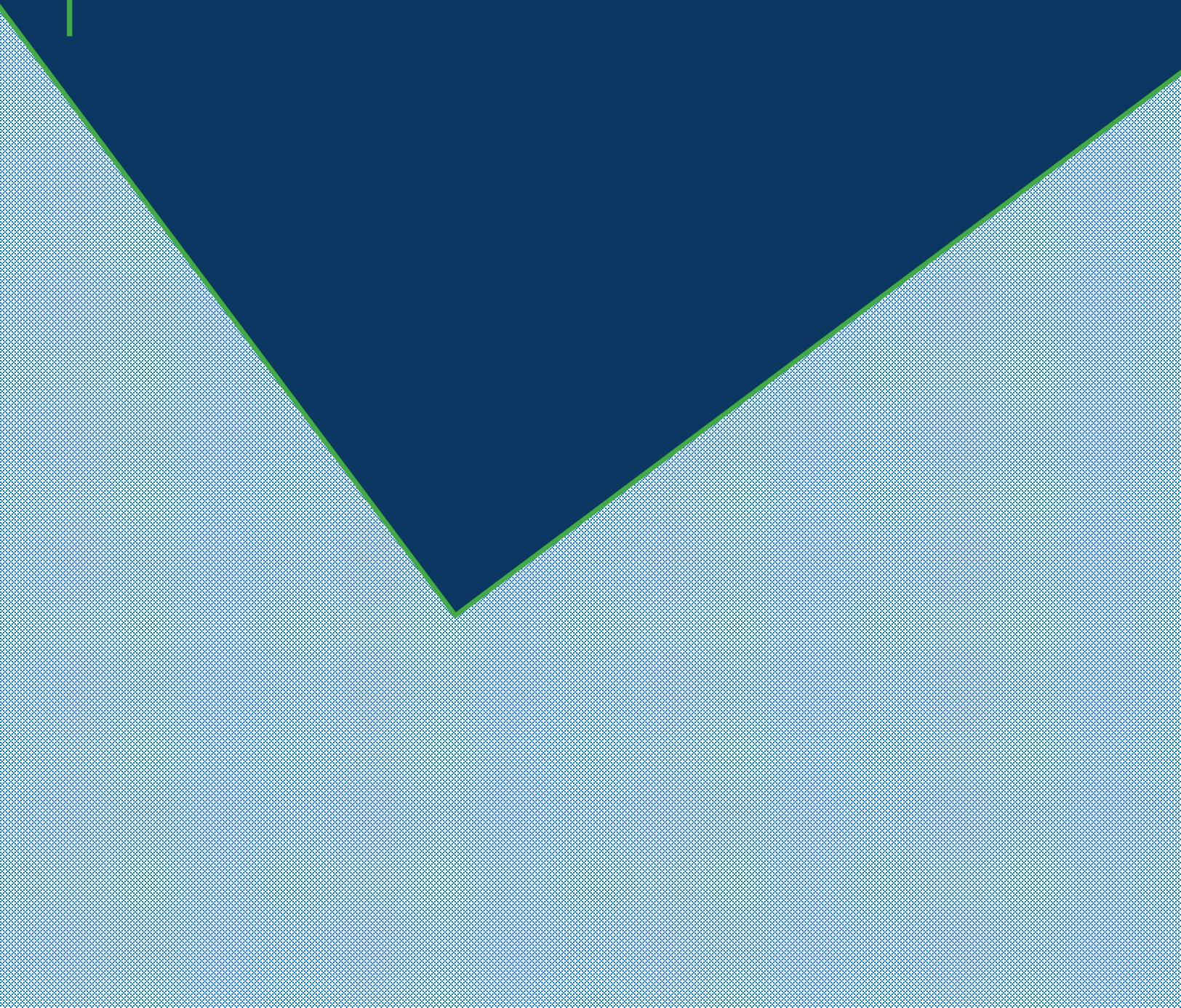
- **Pending-AssessmentInitialReview** - The Peer Reviewer is working on completing the assessment status.
- **Pending-InitialReviewCompleted** - The Peer Reviewer has submitted the assessment.
- **Pending-ChangeRequest** - The assessment has been returned to the Peer Reviewer for edits.

## Collaboration Assessment Status Definitions

- **Pending-CollaborationReview** - The assessment is in the Peer Reviewer's worklist to be completed.
- **Pending-FinalReviewCompleted** - The assessment has been submitted by the Peer Reviewer.
- **Pending-ChangeRequest** - The assessment has been change requested to the Peer Reviewer to make changes.



# Open Assessment Case

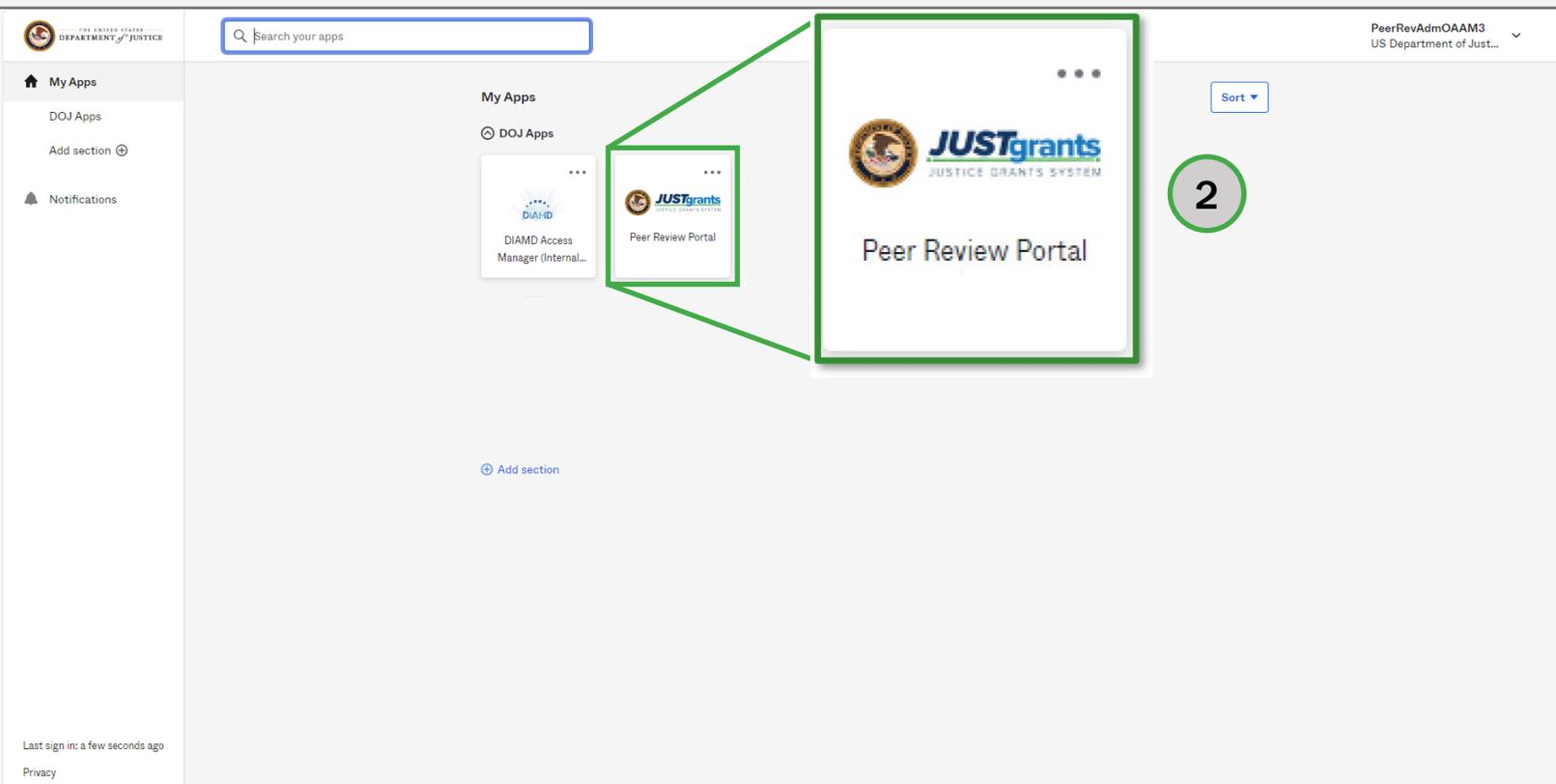


# Open Assessment Case

Steps 1 - 2

Select Peer Review Portal

- 1) Log into **JustGrants** using the DIAMD home page: <https://diamd-auth.usdoj.gov>.
- 2) Select the **Peer Review Portal** icon.



# Open Assessment Case

## Step 3

Assessment  
Case ID

Locate the assessment to open from the **My Worklist** section.

3) Select the **Case ID** for the assessment case to review.

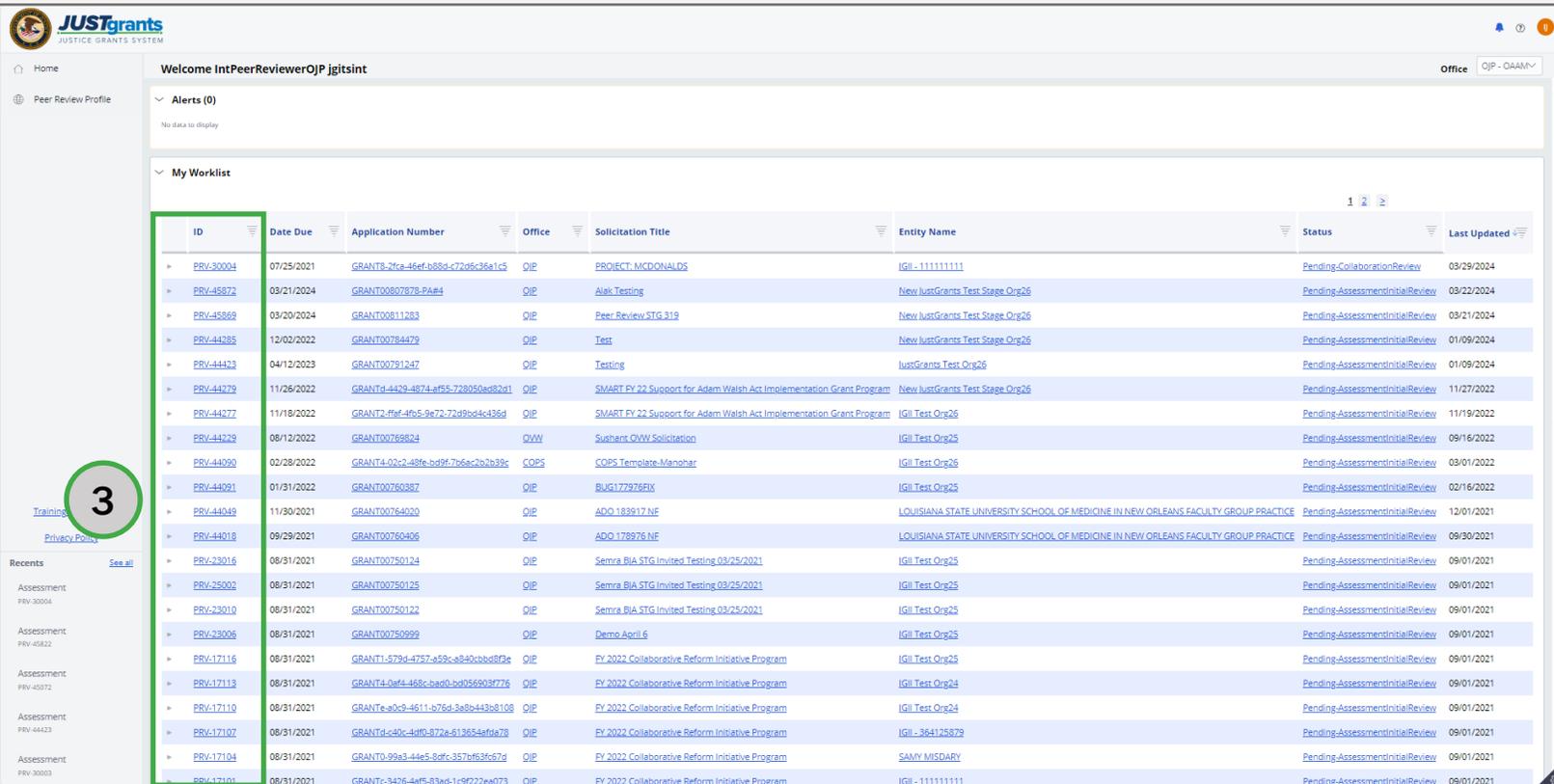
**NOTE:** Columns can be filtered or sorted.

To filter:

- Select the inverted triangle  ;
- Select the **checkbox** or type in text to search box to select **Assessment**;
- Select **Apply**.

To Sort:

- Select the **title** or the **column header**.



The screenshot shows the JUSTgrants Peer Reviewer OJP Jgitsint interface. The 'My Worklist' section contains a table with the following columns: ID, Date Due, Application Number, Office, Solicitation Title, Entity Name, Status, and Last Updated. A green box highlights the 'ID' column header and the first row of data, which is PRV-30004. The table lists various assessment cases with their respective dates, application numbers, offices, solicitation titles, entity names, and statuses.

ID	Date Due	Application Number	Office	Solicitation Title	Entity Name	Status	Last Updated
PRV-30004	07/29/2021	GRANT9-2fca-46ef-b88d-c72d6c38a1c5	OJP	PROJECT: MCDONALDS	IGII - 111111111	Pending-CollaborationReview	03/29/2024
PRV-45872	03/21/2024	GRANT00807878-PA#4	OJP	Alak Testing	New JustGrants Test Stage Org26	Pending-AssessmentInitialReview	03/22/2024
PRV-45869	03/20/2024	GRANT00811283	OJP	Peer Review STG 319	New JustGrants Test Stage Org26	Pending-AssessmentInitialReview	03/21/2024
PRV-44285	12/02/2022	GRANT00784479	OJP	Test	New JustGrants Test Stage Org26	Pending-AssessmentInitialReview	01/09/2024
PRV-44423	04/12/2023	GRANT00791247	OJP	Testing	JustGrants Test Org26	Pending-AssessmentInitialReview	01/09/2024
PRV-44429	11/26/2022	GRANT0-4479-4874-af55-728050a932d1	OJP	SMART FY 22 Support for Adem Welsh Act Implementation Grant Program	New JustGrants Test Stage Org26	Pending-AssessmentInitialReview	11/27/2022
PRV-44277	11/18/2022	GRANT2-ffef-4f65-9e72-72d9bd4c436d	OJP	SMART FY 22 Support for Adem Welsh Act Implementation Grant Program	IGII Test Org26	Pending-AssessmentInitialReview	11/19/2022
PRV-44329	08/12/2022	GRANT00769824	QVW	Sustain QVW Solicitation	IGII Test Org25	Pending-AssessmentInitialReview	09/16/2022
PRV-44090	02/28/2022	GRANT4-02c2-48fe-bd9f-7b6ac2b3b39c	COPS	COPS Template-Manohar	IGII Test Org26	Pending-AssessmentInitialReview	03/01/2022
PRV-44091	01/31/2022	GRANT00760387	OJP	BUG177926FIX	IGII Test Org25	Pending-AssessmentInitialReview	02/16/2022
PRV-44049	11/30/2021	GRANT00764020	OJP	ADO 183917.NF	LOUISIANA STATE UNIVERSITY SCHOOL OF MEDICINE IN NEW ORLEANS FACULTY GROUP PRACTICE	Pending-AssessmentInitialReview	12/01/2021
PRV-44018	09/29/2021	GRANT00760406	OJP	ADO 178976.NF	LOUISIANA STATE UNIVERSITY SCHOOL OF MEDICINE IN NEW ORLEANS FACULTY GROUP PRACTICE	Pending-AssessmentInitialReview	09/30/2021
PRV-23016	08/31/2021	GRANT00750124	OJP	Semra BIA STG Invited Testing 03/25/2021	IGII Test Org25	Pending-AssessmentInitialReview	09/01/2021
PRV-25002	08/31/2021	GRANT00750125	OJP	Semra BIA STG Invited Testing 03/25/2021	IGII Test Org25	Pending-AssessmentInitialReview	09/01/2021
PRV-38010	08/31/2021	GRANT00750122	OJP	Semra BIA STG Invited Testing 03/25/2021	IGII Test Org25	Pending-AssessmentInitialReview	09/01/2021
PRV-20906	08/31/2021	GRANT00750999	OJP	Demo April 6	IGII Test Org25	Pending-AssessmentInitialReview	09/01/2021
PRV-17116	08/31/2021	GRANT1-5794-4757-a59c-a840cbb8f3e	OJP	FY 2022 Collaborative Reform Initiative Program	IGII Test Org25	Pending-AssessmentInitialReview	09/01/2021
PRV-17113	08/31/2021	GRANT4-0af4-468c-ba90-b0056903f776	OJP	FY 2022 Collaborative Reform Initiative Program	IGII Test Org24	Pending-AssessmentInitialReview	09/01/2021
PRV-17110	08/31/2021	GRANTe-a0c9-4611-b76d-3a8b443b8108	OJP	FY 2022 Collaborative Reform Initiative Program	IGII Test Org24	Pending-AssessmentInitialReview	09/01/2021
PRV-17107	08/31/2021	GRANT0-c40-4df0-977a-613854af9a78	OJP	FY 2022 Collaborative Reform Initiative Program	IGII - 364125879	Pending-AssessmentInitialReview	09/01/2021
PRV-17104	08/31/2021	GRANT0-99a3-44e5-8dcf-357bf63cf67d	OJP	FY 2022 Collaborative Reform Initiative Program	SAMN MISDARY	Pending-AssessmentInitialReview	09/01/2021
PRV-17101	08/31/2021	GRANTc-3426-4af5-83ad-1c9f222e4073	OJP	FY 2022 Collaborative Reform Initiative Program	IGII - 111111111	Pending-AssessmentInitialReview	09/01/2021

# Open Assessment Case

## Step 4

Review  
Assessment  
Information

4) Review the **Information Header**. The header will include:

- Application Number (GRANTXXXXXXXX) ;
- Solicitation Title;
- Project Title;
- Applicant Name Case ID;
- Initial Review or Final Review Due Date.

**NOTE:** For any questions regarding the peer review process, contact the **Collaboration Coordinator** indicated in the header.

**4**

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home

Peer Review Profile

Assessment (PRV-45153) PENDING-ASSESSMENT/INITIAL REVIEW

Actions

Application Number	GRANT00802206
Solicitation Title	Test
Project Title	Test Descriptive Title of Application's Project
Applicant Name	JustGrants Test Org26
Case ID	PRV-45153
Collaboration Coordinator	PeerReviewAdminisOAAAM@ojp.usdoj.stg_PRIV
Collaboration Coordinator Email	PeerReviewAdminisOAAAM@ojp.usdoj.stg
Peer Review Format	Initial Only Review
Initial Review Due Date	10/28/2023
First Accessed By PeerReviewer	10/23/2023

**Initial Review**  
DUE IN 2 MONTHS 8 DAYS AGO

Statement of Problem

test

Initial Quantitative Score Weight  
50

Strength:

Format Font Size [Rich Text Editor]

**Statement of Problem**

Project Design and Implementation

Summary

Submit Assessment

View Application

Download Application Attachments

Download Solicitation

**Case details**

Last updated by

# Open Assessment Case

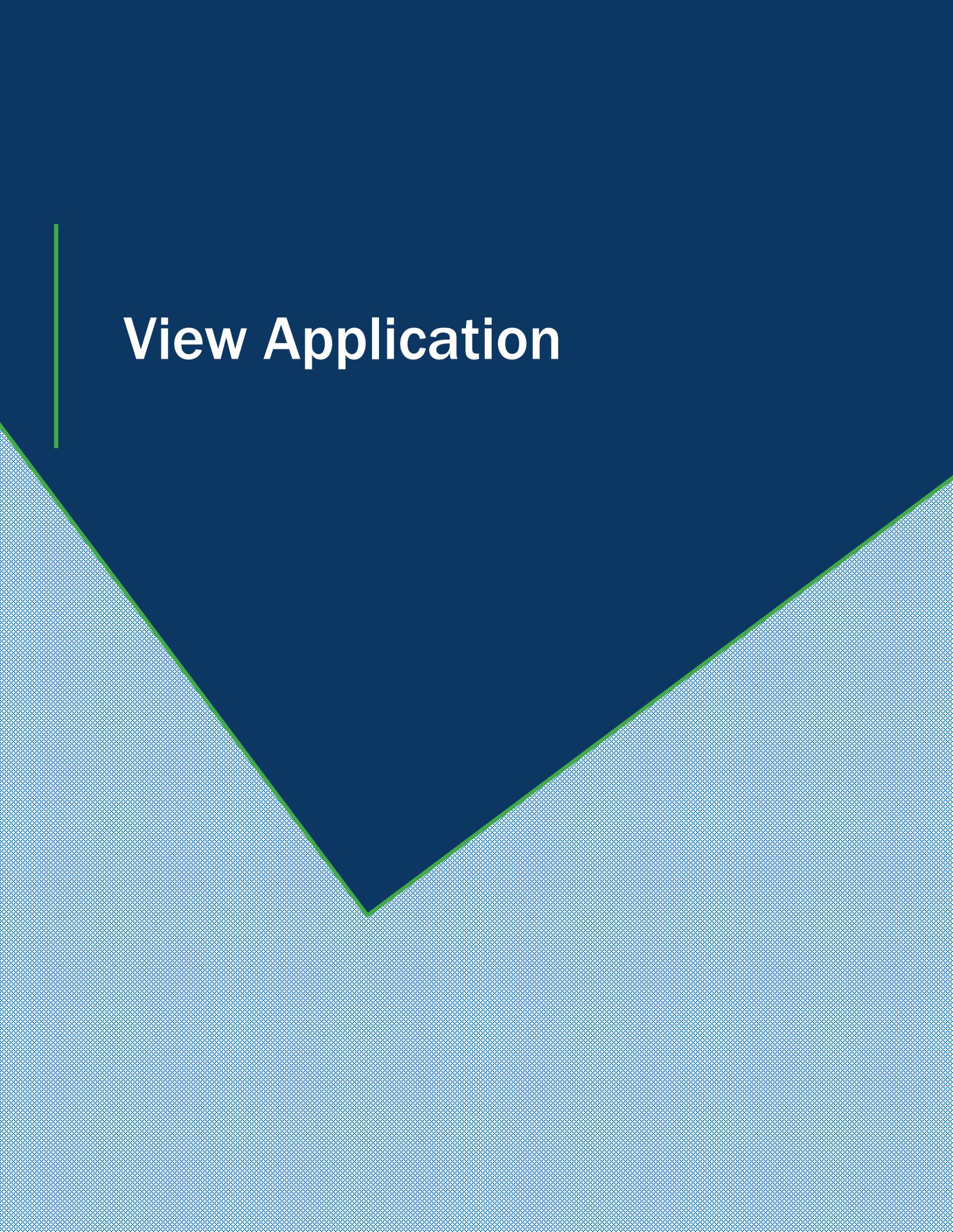
## Buttons

Assessment  
Options

Below the Initial Review Fields are the following buttons:

- **Comments Text Box** – Add comments in the comment text box if responding to a question from the Collaboration Review Coordinator. This is used if the Assessment is returned or change-requested for editing.
- **Close** – Close the assessment and return to **My Worklist** on the Home screen. A confirmation screen will appear that allows comments to be saved by selecting **Save** before the screen closes. Save all work before exiting.
- **Save** – Save edits made to scores, ratings, strengths, and weaknesses.
- **Continue** – Edit scores, strengths, weaknesses, and advances in the next assessment screen.

The screenshot displays the assessment interface. At the top, there is a 'Comments' section with a text input field. Below it is a 'Comments History' table with columns for 'Comment Date Time', 'Commented By', and 'Comments'. The table currently shows 'No items'. At the bottom of the interface, there are three buttons: 'Close', 'Save', and 'Continue'. The 'Close' button is highlighted with a green border. Below the buttons, there is a progress bar with 'INITIAL REVIEW' and 'FINAL REVIEW' stages. At the bottom of the page, there is a sidebar with 'Recents' and a list of assessments, and a 'Home' button with a green bar icon.

A decorative graphic on a dark blue background. It features a thin vertical line on the left side and a large, downward-pointing chevron shape in the center. The chevron is filled with a light blue halftone pattern and outlined in a vibrant green color.

# View Application

# View Application

Steps 1 - 2

Select View Application

- 1) Open the Assessment. For directions on opening an assessment, refer to the [Open Assessment Case](#) section.
- 2) Select **View Application** to open a new window to view the application.

**NOTE:** The **Peer Reviewer** can view a read-only PDF version of the solicitation and application attachments by selecting the **Download Solicitation** and the **Download Application Attachments**.

**NOTE:** The function to download application attachments does not include web-based forms (e.g., budget, abstract). Printing web-based forms is discussed in the [Printing Application](#) section.

The screenshot displays the JUSTgrants Justice Grants System interface for a Peer Reviewer. The main content area shows an assessment for 'PRV-45153' in a 'PENDING-ASSESSMENT/INITIAL REVIEW' state. A table lists application details such as 'Application Number: GRANT00802206', 'Solicitation Title: Test', and 'Initial Review Due Date: 10/28/2023'. Below this, the 'Initial Review' section is active, showing a 'Statement of Problem' with the text 'test' and an 'Initial Quantitative Score' of 50. A rich text editor is visible with a toolbar. On the right sidebar, the 'Statement of Problem' section contains buttons for 'View Application', 'Download Application Attachments', and 'Download Solicitation'. The 'View Application' button is highlighted with a green circle and the number '2', indicating the second step in the process. The left sidebar shows navigation options like 'Home', 'Peer Review Profile', and 'Recents'.

# View Application

Steps 3 - 4

Select Expansion  
Caret

- 3) Select the caret (>) to expand each subsection to view the webforms.
- 4) Select the **Attachment** links to download and view a copy of the application attachment file.

**NOTE:** For easier viewing, select the caret (>) next to each subsection to collapse the section header while moving down the list.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows application details for Grant Package A-448492. A green circle labeled '3' highlights the expansion caret (>) next to the 'Standard Applicant Information' section. Another green circle labeled '4' highlights the 'Application attachments (8)' section, which lists several documents with download icons. The interface includes a sidebar with navigation options like 'Home', 'Peer Review Profile', and 'Training Resources'. The bottom right corner shows a 'Case details' section with buttons for 'View Application', 'Download Application Attachments', and 'Download Solicitation'.

# View Application

## Step 5

### Budget and Associated Documentation

- 5) Select the caret to expand the **Budget and Associated Documentation** section, which will open the **Budget Summary Table** that features a summary of the budget.

**NOTE:** For easier viewing, select the caret (>) next to each subsection to collapse the section header while moving down the list.

The screenshot shows the JUSTgrants Justice Grants System interface. The left sidebar contains navigation options like Home, Peer Review Profile, Training Resources, Privacy Policy, and Recents. The main content area displays an 'Assessment (PRV-45153) PENDING' with various fields. A green circle with the number '5' highlights the 'Initial Review' section. The 'Budget and Associated Documentation' section is expanded, showing a table with columns for 'Year 1' and 'Total' costs. Below the table is a 'Total Project Cost Breakdown' box. The browser address bar shows the URL: https://stage-grants.ojp.usdoj.gov/prweb/PRAAuth/app/JGITS\_3yZ6Bxi\_lP3y24YzC7ax2t-ARd3VOG\*/ITABTHREAD3?pyActivity=%40baseclass.doUIAction&eventSrcSectio...

	Year 1	Total
Personnel	\$0	\$0.00
Fringe Benefits	\$0	\$0.00
Travel	\$0	\$0.00
Equipment	\$100	\$100.00
Supplies	\$0	\$0.00
Construction	\$0	\$0.00
SubAwards	\$0	\$0.00
Procurement Contracts	\$0	\$0.00
Other Costs	\$0	\$0.00
<b>Total Direct Costs</b>	<b>\$100</b>	<b>\$100.00</b>
Indirect Costs	\$0	\$0.00
<b>Total Project Costs</b>	<b>\$100</b>	<b>\$100.00</b>

# View Application

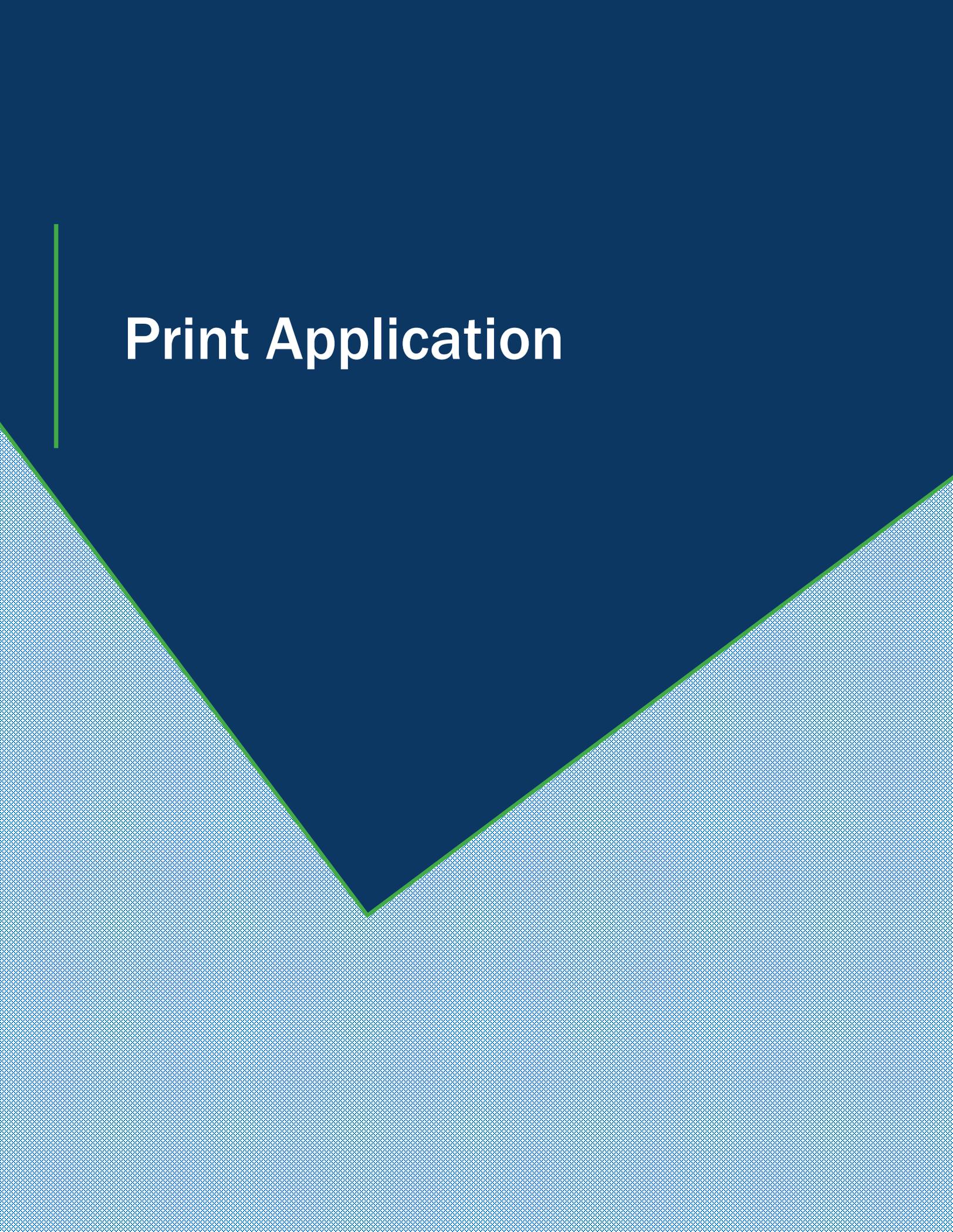
Steps 6 – 7

Expand Specific Budget Categories

- 6) Select the caret to the individual budget categories in the **Budget Detail Summary View** to view budget details and narratives.
- 7) Select the caret to expand the specific budget category section to find each year's budget details and narrative information (e.g., Personnel, Fringe, Travel, etc.).

**NOTE:** If a specific budget category is blank, funds were not requested for that category. If there is no budget, notify the Panel Lead so that they can provide the Reviewer with additional guidance.

The screenshot displays the JUSTgrants Justice Grants System interface. On the left is a navigation sidebar with options like Home, Peer Review Profile, and Recents. The main content area shows an 'Assessment (PRV-45153) PENDING' with various details. The 'Budget Detail Summary View' is highlighted with a green box. It includes a table for budget categories and a list of budget categories to expand. A green circle with the number '6' highlights the 'Personnel' category, and another green circle with the number '7' highlights the 'Fringe Benefits' category in the list below. The table shows columns for Name, Position, Salary, Rate, Time Worked, Percentage of Time (%), Total Cost, Non-Federal Amt (Match or Prog Inc), and Federal Amount. Below the table, there are summary rows for Personnel Total Cost, Total Non-Federal Amt, and Total Federal Amount, all showing \$0. An 'Additional Narrative' section is also visible.



# Print Application

# Print Application

## Steps 1 - 2

Select View Application

- 1) Open the Assessment. For directions to open an assessment, refer to the [Open Assessment Case](#) section.
- 2) Select **View Application** to open a new window to view the application.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area is titled "Assessment (PRV-45153) PENDING-ASSESSMENTINITIALREVIEW". It features a table of application details, a "Statement of Problem" section with a text editor, and a right-hand sidebar with a "Statement of Problem" section containing a "View Application" button highlighted by a red circle. The sidebar also includes "Download Application Attachments" and "Download Solicitation" buttons. A red circle with the number "2" is overlaid on the "View Application" button.

Field	Value
Application Number	GRANT00802206
Solicitation Title	Test
Project Title	Test Descriptive Title of Application's Project
Applicant Name	JustGrants Test Org26
Case ID	PRV-45153
Collaboration Coordinator	PeerReviewAdminisOAAAM@ojp.usdoj.stg_PRIV
Collaboration Coordinator Email	PeerReviewAdminisOAAAM@ojp.usdoj.stg
Peer Review Format	Initial Only Review
Initial Review Due Date	10/28/2023
First Accessed By PeerReviewer	10/23/2023

**Initial Review**  
DUE IN 2 MONTHS 8 DAYS AGO

Statement of Problem

test

Initial Quantitative Score Weight  
50

Strength:

Format - Font - Size - [Rich Text Editor Icons]

**Statement of Problem**

- Project Design and Implementation
- Summary
- Submit Assessment

**View Application** (highlighted)

Download Application Attachments

Download Solicitation

**Case details**  
Last updated by

# Print Application

## Step 3

Select Expansion  
Caret

- 3) Toggle the caret (>) to expand each subsection to view the webforms.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a grant application for "Grant Package A-448492" with a due date of October 23, 2023. A green circle highlights the number "3" in the "Grants" header, and a vertical green line highlights the expansion caret (>) on the left side of the application sections. The sections are:

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation
- Memoranda of Understanding (MOUs) and Other Supportive Documents
- Additional Application Components
- Disclosure and Assurances
- Other
- Programmatic Findings

The right side of the interface shows "Application attachments (8)" with a list of documents and a "Statement of Problem" section. The "Statement of Problem" section includes "Project Design and Implementation", "Summary", and "Submit Assessment".

# Print Application

## Step 4

Select Ctrl + P

4) Select **Ctrl + P** to open the print window.

The screenshot shows a web browser window displaying the JUSTgrants application. The browser title is "Grant Package A-448492 - Work - Microsoft Edge". The URL is "https://stage-grants.ojp.usdoj.gov/prweb/PRAuth/app/JGITS\_/3yZ6Bxxi\_lpeE3yz4YzC7ax2t-ARd3VOG\*/ITABTHREAD3?p...". The page content is for "Grant Package (00802206)" with a status of "APPROVE-BMR" and a due date of "October 23, 2023 2:16:00 PM EDT".

The main content area is titled "Standard Applicant Information" and contains the following data:

Funding Opportunity		
<b>Federal Agency Name</b>	<b>Funding Opportunity Number</b>	<b>Funding Opportunity Title</b>
Bureau of Justice Assistance	O-BJA-2023-185400-STG	Test
<b>Competition Identification Number</b>	<b>Competition Identification Title</b>	<b>Due Date</b>
		October 23, 2023 2:16:00 PM EDT

Below this is the "Project Information" section:

<b>Project Title</b>	<b>Proposed Project Start Date</b>	<b>Proposed Project End Date</b>
Test Descriptive Title of Application's Project	1/1/23	7/30/24
<b>Federal Estimated Funding (Federal Share)</b>	<b>Applicant Estimated Funding (Non-Federal Share)</b>	<b>Program Income Estimated Funding</b>
100.0	0.0	0.0
<b>Total Estimated Funding</b>		
100.0		

At the bottom of the main content area, there is a link: "Areas Affected by Project (Cities, Counties, States, etc.)".

The left sidebar shows the "JUSTgrants JUSTICE GRANTS SYSTEM" logo and navigation links: Home, Peer Review Profile, Training Resources, Privacy Policy, and Recents. The "Recents" list includes several assessment entries with IDs like PRV-45153, PRV-45292, PRV-45231, PRV-45232, and PRV-45233.

The right sidebar shows the "Statement of Problem" section with sub-sections: Project Design and Implementation, Summary, and Submit Assessment. There are three buttons: "View Application", "Download Application Attachments", and "Download Solicitation". Below this is the "Case details" section with "Last updated by".

# Print Application

## Step 5

Select More Settings

5) Select **More Settings** from the print window.

**Print**  
Total: 8 sheets of paper

Portrait  
 Landscape

**Pages**  
 All  
 Odd pages only  
 Even pages only  
 e.g. 1-5, 8, 11-13

**Color**  
Color

**Print on both sides**  
Print on one side

**More settings** **5**

Print using system dialog... (Ctrl+Shift+P)

**Print** **Cancel**

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Peer Review Profile

**Assessment (PRV-45153)**

Application Number  
Solicitation Title  
Project Title  
Applicant Name  
Case ID  
Collaboration Coordinator  
Collaboration Coordinator Email  
Peer Review Format  
Initial Review Due Date  
First Accessed By PeerReview

**Initial Review**  
DUE IN 2 MONTHS 11 DAYS AGO

Statement of Problem  
test

Initial Quantitative Score  
▼

Strength:  
Format Font

**Recents** [See all](#)

- Assessment PRV-45153
- Assessment PRV-45292
- Assessment PRV-45231
- Assessment PRV-45232
- Assessment PRV-45233

[Training Resources](#)  
[Privacy Policy](#)

**Grant Package ( 00802206 )** [JAFPO06-006](#) **Due** October 23, 2023 2:16:00 PM EDT

**Standard Applicant Information**

**Funding Opportunity**

Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
Bureau of Justice Assistance	O-EJA-2023-185400-STG	Test

Competition Identification Number	Competition Identification Title	Due Date
		October 23, 2023 2:16:00 PM ET

**Project Information**

Project Title	Proposed Project Start Date	Proposed Project End Date
Test Descriptive Title of Applicant's Project	1/1/23	7/30/24

Federal Estimated Funding (Federal Share)	Applicant Estimated Funding (Non-Federal Share)	Program Income Estimated Funding
100.0	0.0	0.0

**Total Estimated Funding**  
100.0

**Areas Affected by Project (Cities, Counties, States, etc.)**

No items

**Type Of Applicant**  
Type of Applicant 1: Select Applicant

**Statement of Problem**

- Project Design and Implementation
- Summary
- Submit Assessment

[View Application](#)  
[Download Application Attachments](#)  
[Download Solicitation](#)

**Case details**  
Last updated by

# Print Application

Steps 6 – 7

Print Application

- 6) Set the scale percentage to 70. This will allow all the information to fit on the printed paper.
- 7) Select **Print** to print the application.

The screenshot displays the JUSTgrants interface during the print application process. A 'Print' dialog box is overlaid on the application details page. The dialog box includes the following settings:

- Print** (Total: 8 sheets of paper)
- Paper size: Letter
- Scale (%)**:  Fit to printable area,  Actual size,  70 (highlighted with a green box and circled '6')
- Pages per sheet: 1
- Quality: 600 dpi
- Margins: Default
- Options:  Headers and footers
- Print** button (highlighted with a blue box and circled '7')

The background application details page shows the following information:

- Grant Package: 00802206 (Approved)
- Due Date: October 23, 2023 2:16:00 PM EDT
- Standard Applicant Information:
  - Funding Opportunity: Bureau of Justice Assistance, O-BJA-2023-185400-STG, Test
  - Competition Identification Number: ---
  - Competition Identification Title: ---
  - Due Date: October 23, 2023 2:16:00 PM EDT
- Project Information:
  - Project Title: Test Descriptive Title of Application's Project
  - Proposed Project Start Date: 1/1/23
  - Proposed Project End Date: 7/30/24
  - Federal Estimated Funding (Federal Share): 100.0
  - Applicant Estimated Funding (Non-Federal Share): 0.0
  - Program Income Estimated Funding: 0.0
  - Total Estimated Funding: 100.0
- Areas Affected by Project (Cities, Counties, States, etc.): No items
- Type Of Applicant: Type of Applicant 1: Select Applicant

On the right side of the interface, there are buttons for 'View Application', 'Download Application Attachments', and 'Download Solicitation'. The 'Statement of Problem' section is also visible, containing 'Project Design and Implementation', 'Summary', and 'Submit Assessment'.



# Download Application Attachments

# Download Application Attachments

Steps 1 - 2

Download Application Attachments

- 1) Open the Assessment. For directions on opening an assessment, refer to the [Open Assessment Case](#) section.
- 2) Select **Download Application Attachments** to open a new window to download application attachments.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area is titled 'Assessment (PRV-45153) PENDING-ASSESSMENT/INITIAL REVIEW'. A table lists application details such as Application Number (GRANT00802206), Solicitation Title (Test), Project Title (Test Descriptive Title of Application's Project), Applicant Name (JustGrants Test Org26), Case ID (PRV-45153), Collaboration Coordinator (PeerReviewAdminisOAAAM@ojp.usdoj.stg\_PRIV), Collaboration Coordinator Email (PeerReviewAdminisOAAAM@ojp.usdoj.stg), Peer Review Format (Initial Only Review), Initial Review Due Date (10/28/2023), and First Accessed By PeerReviewer (10/23/2023). Below this is the 'Initial Review' section, which is due in 2 months and 8 days. The 'Statement of Problem' section contains the text 'test'. A table shows 'Initial Quantitative Score' and 'Weight' (50). A rich text editor is visible with a toolbar. On the right side, the 'Statement of Problem' sidebar includes links for 'View Application', 'Download Application Attachments' (highlighted with a green box and a circled '2'), and 'Download Solicitation'. The 'Case details' section at the bottom right shows 'Last updated by'.

# Download Application Attachments

## Step 3

Select Open File

3) Select **Open File** from the newly opened Download browser.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows an 'Assessment (PRV-45872)' with a status of 'PENDING-ASSESSMENTINITIALREVIEW'. A download browser window is open over the main content, showing a list of downloaded files: 'GRANT00607878-PA#4\_Attachments.zip' and 'EX\_CL\_JARG\_Closeout\_3\_0\_D.pptx'. A green circle with the number '3' is positioned over the browser window, and a green rectangular box highlights the list of files. The interface includes a sidebar with navigation options like 'Home', 'Peer Review Profile', and 'Recents'. The right sidebar contains sections for 'Statement of Problem' and 'Case details'.

# Download Application Attachments

## Step 4

### Unzip Files

- 4) Select **Yes, unzip the files** File a folder I choose from the **Would you like to unzip the contents of this zip file now?** window.

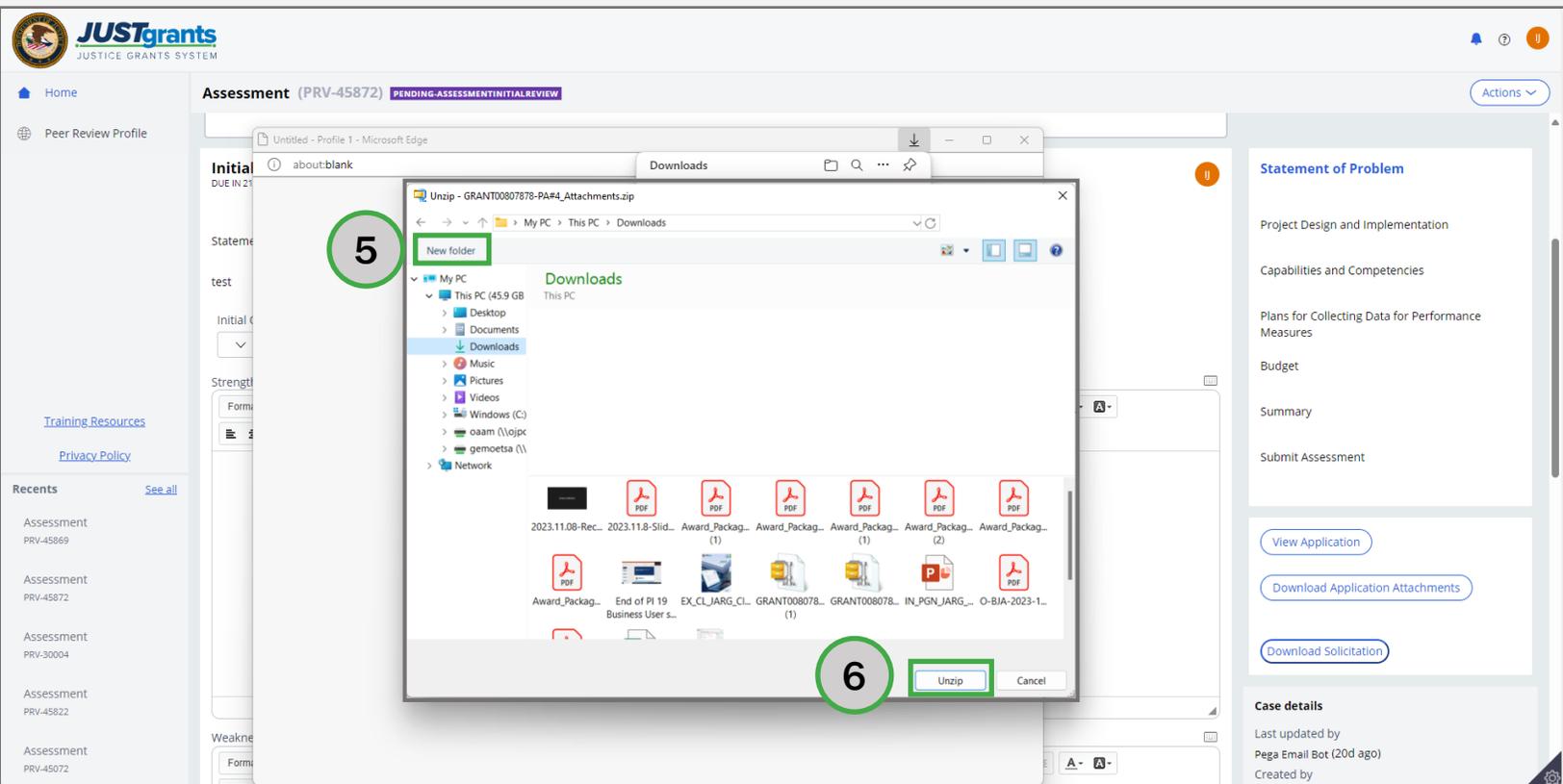
The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows an 'Assessment (PRV-45872)' with a status of 'PENDING-ASSESSMENT/INITIAL REVIEW'. A WinZip dialog box is open, asking 'Would you like to unzip the contents of this Zip file now?'. The dialog box has four options: 'Yes, unzip the files to Downloads', 'Yes, unzip the files to the Documents folder', 'Yes, unzip the files to a folder I choose', and 'No, don't unzip the files'. A green circle with the number '4' is overlaid on the 'Yes, unzip the files to a folder I choose' option. The background shows the system's navigation menu, including 'Home', 'Peer Review Profile', and 'Initial Assessment'.

# Download Application Attachments

Steps 5 – 6

Create New Folder

- 5) Select **New Folder** and create another folder titled with the Grant Number and Application Name of the downloaded application.
- 6) Select **Unzip** to unzip the files into the newly created folder.



# Download Application Attachments

## Step 7

Add Files to New Folder

7) The unzipped files are added to the newly created folder.

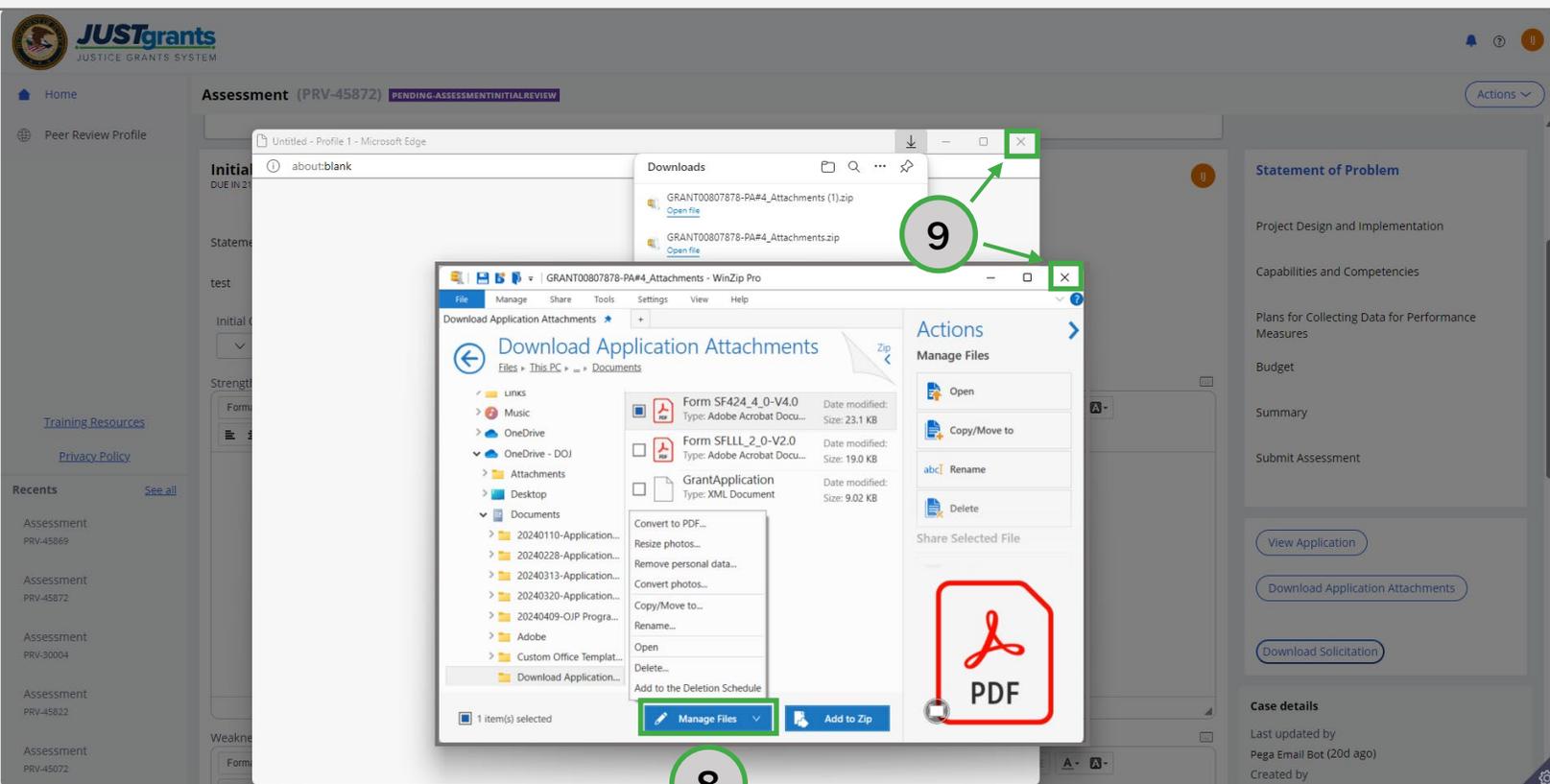
The screenshot displays the JUSTgrants system interface. The main content area shows the 'Download Application Attachments' step. A file explorer window is open, displaying a list of files including 'Form SF424\_4.0-V4.0', 'Form SFLLI\_2.0-V2.0', and 'GrantApplication'. A green arrow points from the 'Download Application Attachments' folder in the left pane to the 'GrantApplication' file in the right pane. A green circle with the number '7' is overlaid on the folder name.

# Download Application Attachments

Steps 8 – 9

Manage Files

- 8) Select an unzipped file and the manage file functions will display.
- 9) Toggle the X to close the browser.





# Review Solicitation

# Review Solicitation

## Steps 1 - 2

Select Download Application

- 1) Open the Assessment. For directions on opening an assessment, refer to the [Open Assessment Case](#) section.
- 2) Select **Download Solicitation**.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area is titled "Assessment (PRV-45153) PENDING-ASSESSMENT/INITIAL REVIEW". A table lists assessment details such as Application Number (GRANT00802206), Solicitation Title (Test), Project Title, Applicant Name, Case ID, Collaboration Coordinator, and Initial Review Due Date (10/28/2023). Below this is the "Initial Review" section, which is due in 2 months and 8 days. The "Statement of Problem" field contains the text "test". A table shows the "Initial Quantitative Score" and "Weight" (50). A rich text editor is visible for the "Strength:" field. On the right side, the "Statement of Problem" sidebar contains a "Download Solicitation" button, which is highlighted with a green box and a circled number "2". Other buttons in the sidebar include "View Application", "Download Application Attachments", and "Case details".

# Review Solicitation

## Step 3

Select Open File

- 3) Select **Open File** from to open a read-only PDF version of the solicitation.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows an 'Assessment (PRV-45153)' in a 'PENDING-ASSESSMENT/INITIAL REVIEW' status. The assessment details include:

Application Number	GRANT00802206
Solicitation Title	Test
Project Title	Test Descriptive Title of Application's Project
Applicant Name	JustGrants Test Org26
Case ID	PRV-45153
Collaboration Coordinator	PeerReviewAdminisOAAAM@ojp.usdoj.stg_PRV
Collaboration Coordinator Email	PeerReviewAdminisOAAAM@ojp.usdoj.stg
Peer Review Format	Initial Only Review
Initial Review Due Date	10/28/2023
First Accessed By PeerReviewer	10/23/2023

The 'Initial Review' section is due in 2 months 11 days. The 'Statement of Problem' field contains the text 'test'. Below this is a table for 'Initial Quantitative Score' with a 'Weight' of 50. A rich text editor is visible for the 'Strength' field.

A 'Downloads' window is open on the right side of the screen, showing a list of files. A green circle with the number '3' is overlaid on the 'Downloads' window, highlighting the 'Open file' link next to the first file entry: 'O-SIA-2023-185400-STG-Ash\_Test\_data-V1\_SI-185400...'. Other files listed include 'O-BIA-2023-185400-STG-Ash\_Test\_data-V1\_SI-185400...', 'GRANT00802206\_Attachments (1).zip', and 'GRANT00802206\_Attachments.zip'.

The right sidebar contains a 'Statement of Problem' section with buttons for 'View Application', 'Download Application Attachments', and 'Download Solicitation'. Below this is a 'Case details' section with a 'Last updated by' field.

# Review Solicitation

## Step 4

Close  
Solicitation

- 4) Select the X on the PDF tab to close the document and return to the **Assessment** page.

**NOTE:** Review all sections of the solicitation to understand the requirements related to the funding opportunity associated with the assessment. The solicitation should serve as guidance when providing both quantitative and qualitative responses in the assessment.

The screenshot shows a PDF document viewer interface. The document content includes:

- Header: U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics. CMB No. 1234-1234, Approval Expires 7/31/2023.
- Test Ana
- Assistance Listing Number #: 16 025
- Grants.gov Opportunity Number: O-8JS-2019-80291-QA
- Solicitation Release Date: June 12, 2021 8:22 PM
- Version: 1
- Grants.gov Deadline: June 13, 2021 8:19 PM
- Application JustGrants Deadline: June 14, 2021 8:19 PM
- Overview: The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), [Office name, abbreviation, with hyperlink] is seeking applications for funding for [Purpose] [Program/Initiative]. This program fulfills the Department's mission by [purpose].
- Eligible Applicants: State governments.
- Contact Information: For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-519-4726, 606-545-5035, at [Grants.gov customer support website](#), or email at [support@grants.gov](#).
- Submission Information: Applicants must register with Grants.gov at [https://www.grants.gov/web/grants/register.html](#) prior to submitting an application. The SF 424 and the SF-LLL form must be submitted in Grants.gov by [Time] p.m. eastern time on [Date, Year]. The full application must be submitted in JustGrants by Time p.m. eastern time on [Date, Year].
- To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission.
- An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the **paperclip** icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.
- OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).
- For additional information, see the "How to Apply (Grants.gov)" section in the [OJP Grant Application Resource Guide](#).

The image features a dark blue background. On the left side, there is a thin vertical light green line. A large, downward-pointing chevron shape is formed by two light blue, dotted lines that meet at a point near the bottom center. The text 'Initial Review' is positioned in the upper left quadrant, to the right of the vertical line.

# Initial Review

# Initial Review Overview

## What is a Peer Review?

Peer Review is a **fair, transparent, and objective process** of reviewing competitive discretionary grant applications.

The Program Office (PO) leadership uses the results from the Peer Review process as guidance when selecting applications for awards.

## Why is a Peer Review Conducted?

For competitive grants or cooperative agreements, unless prohibited by federal statute, **the federal awarding agencies must execute a merit review process for review of applications.**

## When are Peer Reviews Conducted?

Peer reviews are conducted once applications are received, prior to awards being processed.

## Who are Peer Reviewers?

Peer Reviewers are **independent subject matter experts (SMEs)** who are qualified by their education, training, and experience to evaluate grant and cooperative agreement applications for OJP awards.

# Initial Review Key Concepts

- The peer reviewer will insert comments into the **Strength and Weakness** text boxes in the assessment.
- The peer reviewer must insert at least one **strength** or **weakness** for each criterion.
- Based on the score assigned, both strengths and weaknesses may need to be documented. However, if there are no strengths to document, enter “**None noted**” in the **Strength** text box. If there are only strengths to note, then enter “**None noted**” in the **Weakness** text box.
- Be advised that the quality of written comments is very important. Peer Reviewers should provide specific details about why the application did or did not satisfy the selection criteria.
- Feedback is **critical** not only to aid DOJ in their funding decision process, but also to applicants seeking guidance on how to prepare stronger grant submissions in the future.
- Select **Save** to save work frequently.
- Generally, there will be at least five (5) criteria within an assessment to complete.

# Quantitative Scoring Overview

The following table outlines how scores are defined in JustGrants. This information should only be used as a **guide** on how to evaluate the applications. The definitions provided in the table should not be used in lieu of well-written assessment comments that are specific to each applicant's proposals.

The scoring breakdown table may be used by Peer Reviewers as a recommended guide to develop their own scoring rubric/methodology. Methodology should be consistent across applications:

## 10-9 Excellent

- Many major and minor strengths identified; few, if any weaknesses and no major weaknesses. Highest probability and confidence that the solicitation requirements will be met, with a majority of the requirements exceeded.

## 8-7 Good

- A significant number of major and minor strengths, no more than a couple minor weaknesses, and no major weaknesses identified. High probability and confidence that the solicitation requirements will be met, with some of the requirements exceeded.

## 6-5 Acceptable

- Few if any major strengths, a few minor strengths, no more than a couple minor weaknesses and no major weaknesses identified. Acceptable probability that the solicitation requirements will be met.

## 4-3 Minimally Acceptable

- No major strengths, few if any minor strengths, several minor weaknesses and one or more major weaknesses identified. Low probability that the solicitation requirements will be met.

## 2-0 Unacceptable

- No strengths but many minor and major weaknesses identified. Extremely low probability that the solicitation requirements will be met.

# Quantitative Scoring Key Concepts

## **Assess the Application against the Solicitation Requirements**

While reading each application, consider how well the applicant responded to the key components of the solicitation. Assess each application against the solicitation; do not compare applications.

## **Justify Numerical Scores**

Award and deduct points based on the selection criteria in the Program Announcement and Reviewers' Checklist. Use a consistent scoring methodology for each application.

## **Score Applications Consistently**

When developing a scoring methodology, establish a framework for evaluations. Carefully and consistently apply the scoring methodology equally to all applications. If a timeline that met all the requirements was worth two points for one application, it should be worth the same amount for every application.

# Quantitative Scoring Key

## Concepts (cont.)

### Take Time to Locate Information in Applications

Although the Program Announcement provides guidance on where applicants should place required information, some applicants do not follow the directions. Remember that applicants may not be experienced grant writers. Award points if the required information is found somewhere in the submission.

### Perfect Score

A **perfect score of a 10** indicates that the applicant responded to all requirements. Perfect scores must include comments that reflect strengths and that detail how the applicant successfully addressed all requirements of the selection criterion. Weaknesses should not be noted.

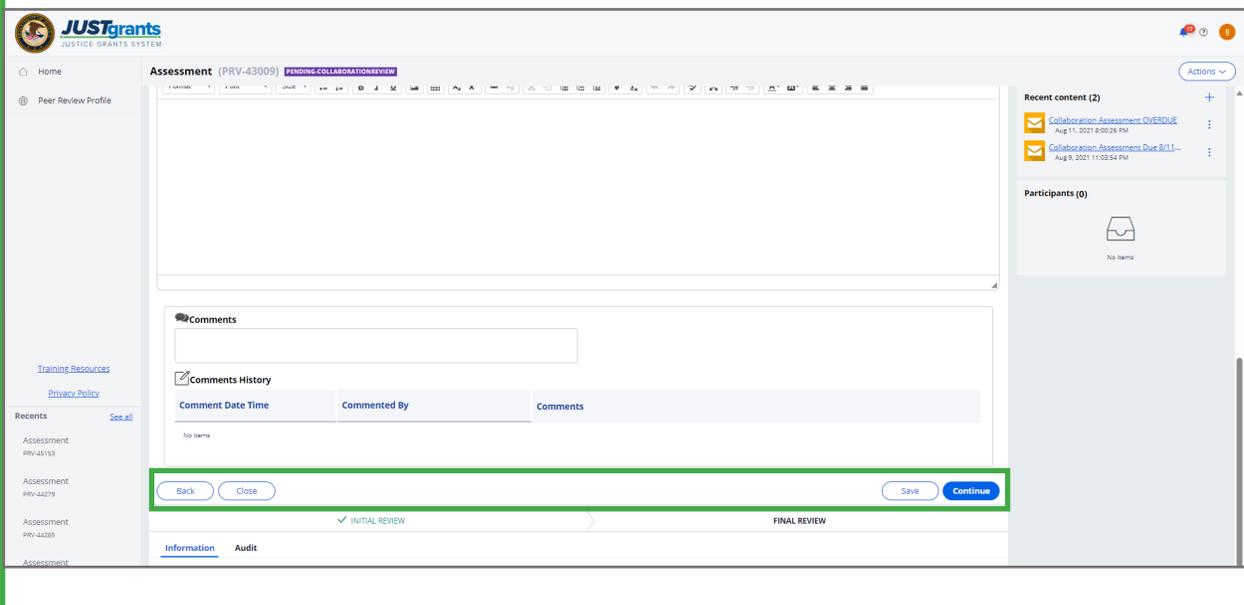
### Poor Score

A **score of zero** indicates that the applicant failed to respond to any of the requirements for that criterion. Descriptions must include details about weaknesses or one significant problem. For a score of zero for a criterion, strengths should not be included for that criterion.

# Assessment Page Buttons Overview

The following buttons appear on the Assessment page.

- **Back** – Returns the reviewer to the previous page and saves any edits made to **Scores** and **Strengths and Weaknesses**.
- **Close** – Takes the reviewer back to **My Worklist**. A confirmation screen will appear to allow the reviewer to save the comments by selecting **Save** before the page closes. Do not exit without saving.
- **Save** – Save edits made to **Scores, Ratings, and Strengths and Weaknesses**.
- **Continue** – Takes the reviewer to the next assessment criterion page and saves edits made to **Scores** and **Strengths and Weaknesses**.



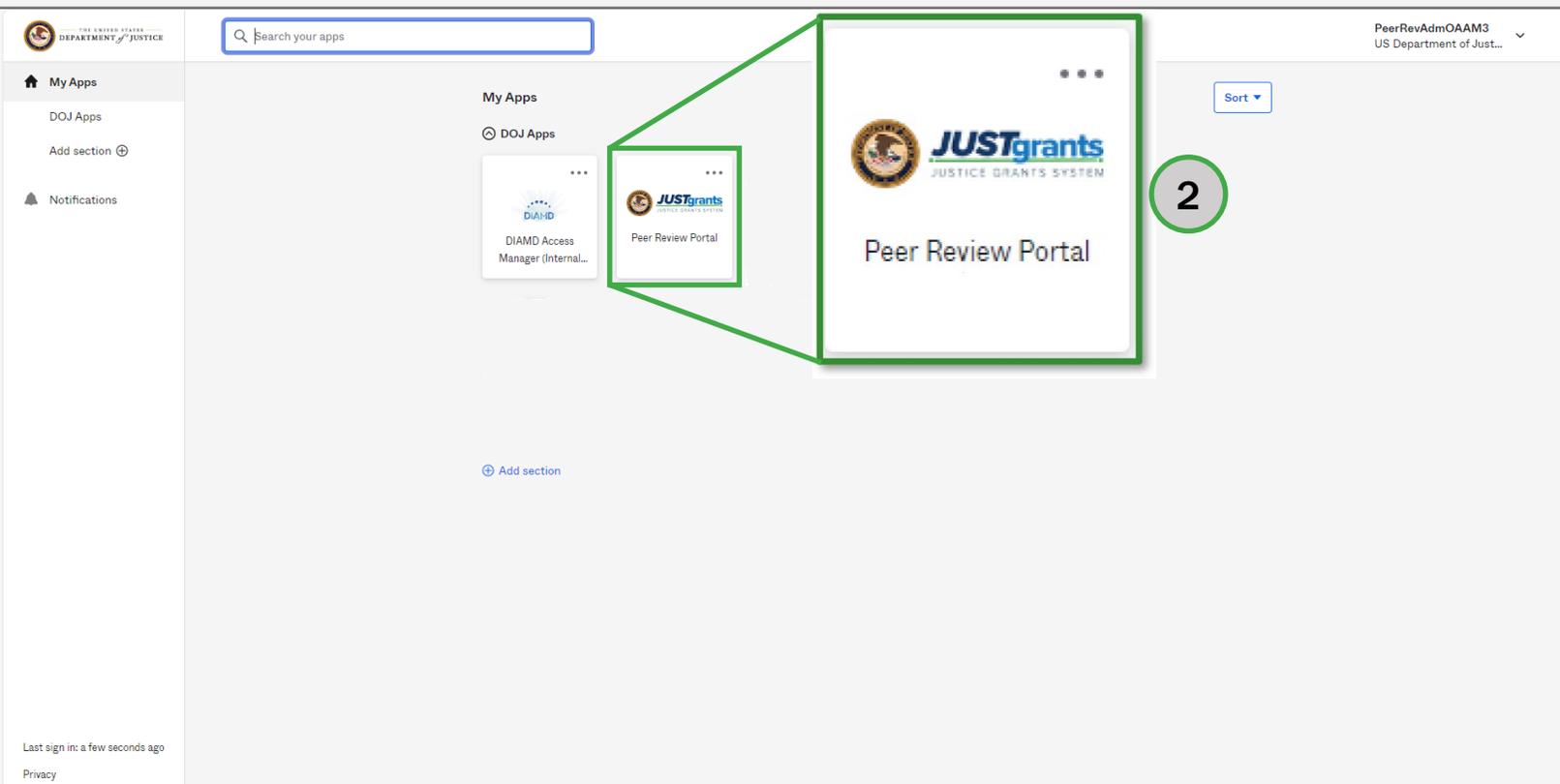
The screenshot displays the JUSTgrants interface for an assessment. The main content area is titled "Assessment (PRV-43009) PENDING-COLLABORATIONREVIEW". Below the main content area, there is a "Comments" section with a text input field and a "Comments History" table. The table has columns for "Comment Date Time", "Commented By", and "Comments", and currently shows "No items". At the bottom of the page, a navigation bar contains four buttons: "Back", "Close", "Save", and "Continue". These four buttons are highlighted with a green rectangular box. The "Back" and "Close" buttons are light blue, while "Save" and "Continue" are dark blue. The "Continue" button is also highlighted with a blue glow. The interface includes a sidebar on the left with navigation links like "Home", "Peer Review Profile", "Training Resources", and "Privacy Policy". On the right, there are sections for "Recent content (2)" and "Participants (0)".

# Finish Initial Review

Steps 1 - 2

Select Peer  
Review Portal Tile

- 1) Log into **JustGrants** using the DIAMD home page: <https://diamd-auth.usdoj.gov>.
- 2) Select the **Peer Review Portal** icon.



# Finish Initial Review

## Step 3

Open Assessment Case

- 3) Select an application **Case ID** from **My Worklist** to open an **Assessment** case in the **Pending-AssessmentInitialReview** status.

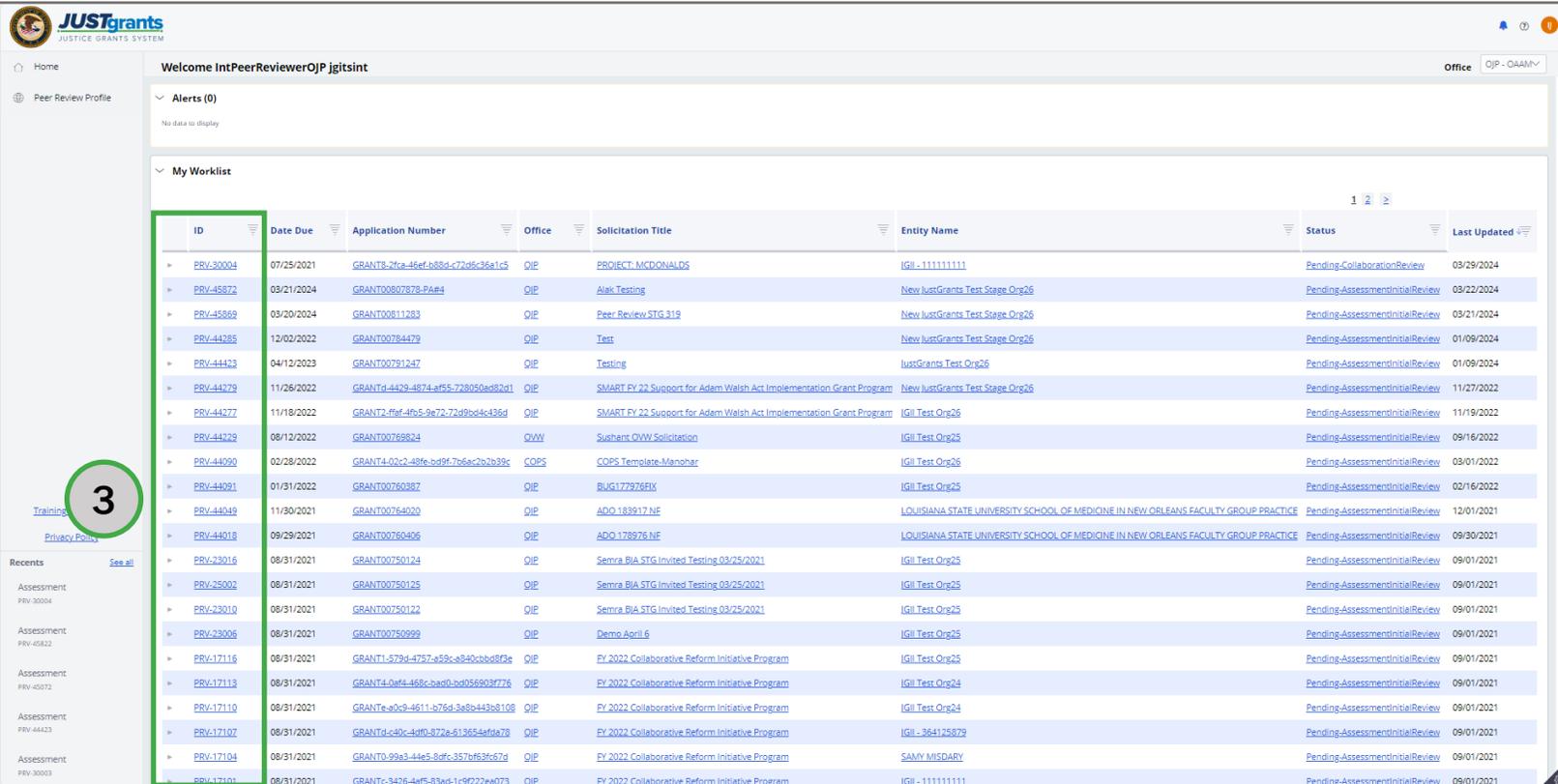
**NOTE:** Columns can be filtered or sorted.

To filter:

- Select the **inverted triangle**  ;
- Select the **checkbox** or type in text to search box to select **Assessment**;
- Select **Apply**.

To Sort:

- Select the **title** or the **column header**.



The screenshot shows the JUSTgrants Peer Reviewer OJP Jgitsint interface. The 'My Worklist' section contains a table with the following columns: ID, Date Due, Application Number, Office, Solicitation Title, Entity Name, Status, and Last Updated. A green box highlights the first column (ID) and the first row of the table.

ID	Date Due	Application Number	Office	Solicitation Title	Entity Name	Status	Last Updated
PRV-30004	07/29/2021	GRANT9-2fca-46ef-b889d-c72d6c38a1c5	OJP	PROJECT: MCDONALDS	IGII - 111111111	Pending-CollaborationReview	03/29/2024
PRV-45872	03/21/2024	GRANT00807878-PA#4	OJP	Alak Testing	New JustGrants Test Stage Org26	Pending-AssessmentInitialReview	03/22/2024
PRV-45869	03/20/2024	GRANT00811283	OJP	Peer Review STG 319	New JustGrants Test Stage Org26	Pending-AssessmentInitialReview	03/21/2024
PRV-44285	12/02/2022	GRANT00784479	OJP	Test	New JustGrants Test Stage Org26	Pending-AssessmentInitialReview	01/09/2024
PRV-44423	04/12/2023	GRANT00791247	OJP	Testing	JustGrants Test Org26	Pending-AssessmentInitialReview	01/09/2024
PRV-44279	11/26/2022	GRANTd-4479-4874-af55-728050e982d1	OJP	SMART FY 22 Support for Adem Welsh Act Implementation Grant Program	New JustGrants Test Stage Org26	Pending-AssessmentInitialReview	11/27/2022
PRV-44277	11/18/2022	GRANT2-ffef-4f65-9e72-72d9bd4c436d	OJP	SMART FY 22 Support for Adem Welsh Act Implementation Grant Program	IGII Test Org26	Pending-AssessmentInitialReview	11/19/2022
PRV-44229	08/12/2022	GRANT00769824	QVW	Sushant QVW Solicitation	IGII Test Org25	Pending-AssessmentInitialReview	09/16/2022
PRV-44090	02/28/2022	GRANT4-02c2-48fe-bd9f-7b6ac2b3b39c	COPS	COPS Template-Manohar	IGII Test Org26	Pending-AssessmentInitialReview	03/01/2022
PRV-44091	01/31/2022	GRANT00760387	OJP	BUG177926FIX	IGII Test Org25	Pending-AssessmentInitialReview	02/16/2022
PRV-44049	11/30/2021	GRANT00764020	OJP	ADO 183917.NF	LOUISIANA STATE UNIVERSITY SCHOOL OF MEDICINE IN NEW ORLEANS FACULTY GROUP PRACTICE	Pending-AssessmentInitialReview	12/01/2021
PRV-44018	09/29/2021	GRANT00760406	OJP	ADO 178976.NF	LOUISIANA STATE UNIVERSITY SCHOOL OF MEDICINE IN NEW ORLEANS FACULTY GROUP PRACTICE	Pending-AssessmentInitialReview	09/30/2021
PRV-23016	08/31/2021	GRANT00750124	OJP	Semra BIA STG Invited Testing 03/25/2021	IGII Test Org25	Pending-AssessmentInitialReview	09/01/2021
PRV-25002	08/31/2021	GRANT00750125	OJP	Semra BIA STG Invited Testing 03/25/2021	IGII Test Org25	Pending-AssessmentInitialReview	09/01/2021
PRV-38010	08/31/2021	GRANT00750122	OJP	Semra BIA STG Invited Testing 03/25/2021	IGII Test Org25	Pending-AssessmentInitialReview	09/01/2021
PRV-20906	08/31/2021	GRANT00750999	OJP	Demo April 6	IGII Test Org25	Pending-AssessmentInitialReview	09/01/2021
PRV-17116	08/31/2021	GRANT1-579d-4757-a59c-a840cbb8f92c	OJP	FY 2022 Collaborative Reform Initiative Program	IGII Test Org25	Pending-AssessmentInitialReview	09/01/2021
PRV-17113	08/31/2021	GRANT4-0af4-468c-ba90-b0056903f776	OJP	FY 2022 Collaborative Reform Initiative Program	IGII Test Org24	Pending-AssessmentInitialReview	09/01/2021
PRV-17110	08/31/2021	GRANTe-a0c9-4611-b76d-3a8b443b8108	OJP	FY 2022 Collaborative Reform Initiative Program	IGII Test Org24	Pending-AssessmentInitialReview	09/01/2021
PRV-17107	08/31/2021	GRANTa-c40-4df0-877a-613854af9a78	OJP	FY 2022 Collaborative Reform Initiative Program	IGII - 364125879	Pending-AssessmentInitialReview	09/01/2021
PRV-17104	08/31/2021	GRANT0-99a3-44e5-8dcf-357bf63f6767	OJP	FY 2022 Collaborative Reform Initiative Program	SAMN MISDARY	Pending-AssessmentInitialReview	09/01/2021
PRV-17101	08/31/2021	GRANTc-3426-4af5-83ad-1c9f222e4073	OJP	FY 2022 Collaborative Reform Initiative Program	IGII - 111111111	Pending-AssessmentInitialReview	09/01/2021

# Finish Initial Review

Steps 4 – 6

Enter Scores  
and Comments

- 4) Select each criterion. Review the criterion and solicitation requirements to assist in evaluating the application.
- 5) Select a numeric score (0 – 10) from the **Initial Quantitative Score** dropdown box if using quantitative scoring.
- 6) Enter strengths and/or weaknesses comments in the **Strength** and **Weakness** text boxes. All numerical scores must be supported with comments.

**NOTE:** The criteria will match the criteria outlined in the solicitation. There will be at least five (5) criteria within an assessment to complete.

The screenshot shows the 'Initial Review' page for assessment PRV-45153. The interface includes a left sidebar with navigation links like 'Home', 'Peer Review Profile', and 'Recents'. The main content area is titled 'Initial Review' and shows a 'Statement of Problem' section with the text 'test'. Below this is an 'Initial Quantitative Score' dropdown menu set to '10', with a weight of '50'. There are two text boxes for 'Strength:' and 'Weakness:', both containing 'None noted.'. On the right side, there is a 'Statement of Problem' sidebar with a list of criteria: 'Project Design and Implementation', 'Summary', and 'Submit Assessment'. Below this sidebar are buttons for 'View Application', 'Download Application Attachments', and 'Download Solicitation'. Further down are 'Case details' and 'Recent content' sections. Annotations include a green circle with the number '4' around the 'Initial Quantitative Score' dropdown, a green circle with the number '5' around the 'Recents' list, and a green circle with the number '3' around the 'Statement of Problem' sidebar.

# Finish Initial Review

Steps 7 - 9

Select Summary

- 7) Select **Summary**.
- 8) Select one of the ratings from the **Initial Qualitative Score** drop down box if using qualitative ratings:
  - Highly Recommended;
  - Recommended;
  - Not Recommended.
- 9) Enter overall strengths and/or weaknesses in the **Strength** and **Weakness** text boxes. Provide a few brief sentences that assess the quality of the application in its entirety and the applicant's chance of being successful in meeting solicitation requirements.

**NOTE:** Do not copy and paste each individual criteria comment or every strength and weakness into the Summary section.

The screenshot displays the JUSTgrants Justice Grants System interface. On the left, a navigation menu includes 'Home', 'Peer Review Profile', 'Training Resources', 'Privacy Policy', and 'Recents'. The main content area shows an 'Assessment (PRV-45153)' with an 'Initial Review' section. The 'Summary' section contains an 'Initial Qualitative Score' dropdown menu set to 'Highly Recommended'. Below this are two text boxes for 'Strengths' and 'Weaknesses'. The 'Strengths' box contains the text: 'The proposed project appears to have been carefully planned and will have significant impact and contribution to the field. The applicant demonstrates knowledge of the state of the art in forensic analyses for cannabis and cannabis products. The application demonstrates prior applicable work performed by investigators to start the project. The principal investigator appears to be well qualified to lead the project.' The 'Weaknesses' box is currently empty with the text 'None noted.' On the right, a sidebar contains a 'Summary' button, 'Submit Assessment', and several action buttons: 'View Application', 'Download Application Attachments', and 'Download Solicitation'. Below these are sections for 'Case details', 'Recent content (0)', and 'Participants (0)'. A large green circle with the number '8' is overlaid on the 'Initial Qualitative Score' dropdown, and a large green circle with the number '9' is overlaid on the 'Strengths' and 'Weaknesses' text boxes. A large green circle with the number '7' is overlaid on the 'Summary' button in the sidebar.

# Finish Initial Review

Steps 10 – 13

Select Submit Assessment

10) Review the scores and/or ratings.

11) Select **Submit Assessment**.

12) Select the **Print** function from the **Actions** drop down menu to print or save the assessment to the reviewer's desktop if satisfied with the assessment.

13) Select **Submit**.

**NOTE:** The assessment cannot be printed or viewed after selecting **Submit**. If there are errors. A message will be displayed showing that a score or text is missing from the **Strength** or **Weakness** text box. Use the menu to navigate to correct the error.

JUSTgrants  
JUSTICE GRANTS SYSTEM

Home

Peer Review Profile

Assessment (PRV-45153) PENDING-ASSESSMENT/INITIAL REVIEW

Initial Review  
DUE IN 2 MONTHS 11 DAYS AGO

Criteria	Initial Score	Weight	Initial Weighted Score
Statement of Problem	10	50	50.00
Project Design and Implementation	8	50	40.00
Total Initial Score			90.00
Initial Qualitative Score			Highly Recommended

Back Close Save Submit

INITIAL REVIEW FINAL REVIEW

Information Audit

ApplicationGroupID AG-137086  
GrantPackageID A-448492  
Total Qualitative —

Actions

Submit Assessment

View Application  
Download Application Attachments  
Download Solicitation

Case details  
Last updated by IntPeerReviewerOJP.jgtsint (1m ago)  
Created by Queue processor(PanelSetup) (2mo ago)

Recent content (0)

Participants (0)

11

10

12

13

# Finish Initial Review

Steps 14 - 15

Select Submit Assessment

- 14) If no errors appear, a message will be displayed stating, “Thank you for your input.”
- 15) Select **Close** from the **Actions** drop down menu to close the assessment and return to the **Assessment** page.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Peer Review Profile

**Assessment (PRV-45153) PENDING-INITIALREVIEWCOMPLETED**

Thank you for your input.

14

Application Number	GRANT00802206
Solicitation Title	Test
Project Title	Test Descriptive Title of Application's Project
Applicant Name	JustGrants Test Org26
Case ID	PRV-45153
Collaboration Coordinator	PeerReviewAdminisOAAAM@ojp.usdoj.stg_PRV
Collaboration Coordinator Email	PeerReviewAdminisOAAAM@ojp.usdoj.stg
Peer Review Format	Initial Only Review
Initial Review Due Date	10/28/2023

INITIAL REVIEW

Information	Audit
ApplicationGroupID	AG-137086
GrantPackageID	A-448492
Total Qualitative	Highly Recommended

FINAL REVIEW

Statement of Problem  
Project Design and Implementation  
Summary

**Submit Assessment**

View Application  
Download Application Attachments  
Download Solicitation

**Case details**  
Last updated by

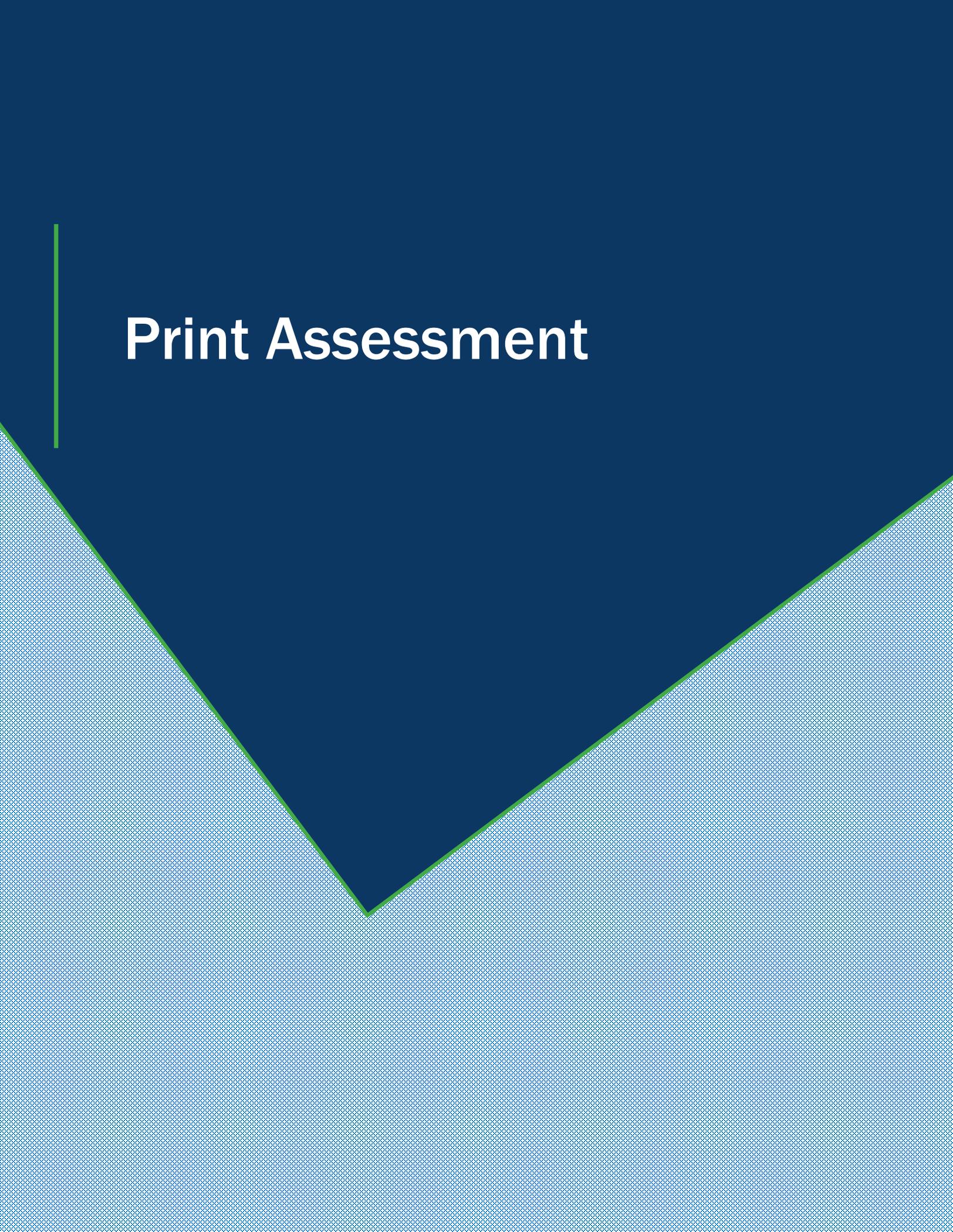
15

Actions  
Refresh  
Print  
Close

Training Resources  
Privacy Policy

Recents  
See all

- Assessment PRV-45153
- Assessment PRV-45292
- Assessment PRV-45231
- Assessment PRV-45232
- Assessment PRV-45233

The image features a dark blue background. On the left side, there is a thin, vertical light green line. A large, downward-pointing chevron shape is formed by two light green lines meeting at a point near the bottom center. The area within this chevron is filled with a light blue halftone dot pattern.

# Print Assessment

# Print Assessment

## Step 1

Select Print

Before submitting the assessment, the Peer Reviewer can print a hard copy of the assessment or save a digital copy on their computer for discussion/reference during the collaboration session.

- 1) Select **Print** from the **Actions** drop down menu.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows an assessment for PRV-45153 in the 'INITIAL REVIEW' phase. A table lists the criteria and scores:

Criteria	Initial Score	Weight	Initial Weighted Score
Statement of Problem	10	50	50.00
Project Design and Implementation	8	50	40.00

Summary statistics: Total Initial Score: 90.00, Initial Qualitative Score: Highly Recommended. The 'Actions' menu is highlighted with a green box and the number 1, showing options: Refresh, Print, and Close.

Navigation and sidebar elements include: Home, Peer Review Profile, Training Resources, Privacy Policy, Recents (listing several assessments), and a 'Home' button at the bottom left.

# Print Assessment

## Steps 2 – 3

Select Print Destination

- 2) Select the **Print Destination** from the **Printer** dropdown menu and set the scale percentage to 70.
- 3) Select **Print**.

The screenshot displays the JUSTgrants Justice Grants System interface. A print dialog box is open, showing the following options:

- Printer:** OJP Secure Print on ojpsdsec... (highlighted with a green box and a circled '2')
- Copies:** 1
- Layout:** Portrait (selected), Landscape
- Pages:** All (selected), Odd pages only, Even pages only, e.g. 1-5, 8, 11-13
- Color:** Color
- Print on both sides:** Print on one side (selected)
- Print:** (highlighted with a green box and a circled '3')

The background shows the assessment details page with sections for Statement of Problem, Strengths, Weaknesses, and Comments.

# Print Assessment

Steps 4 – 5

Select Save

To save a soft (digital) copy of the assessment onto a computer, use the **Print** from the **Actions** dropdown menu instead of using **Print Destination**:

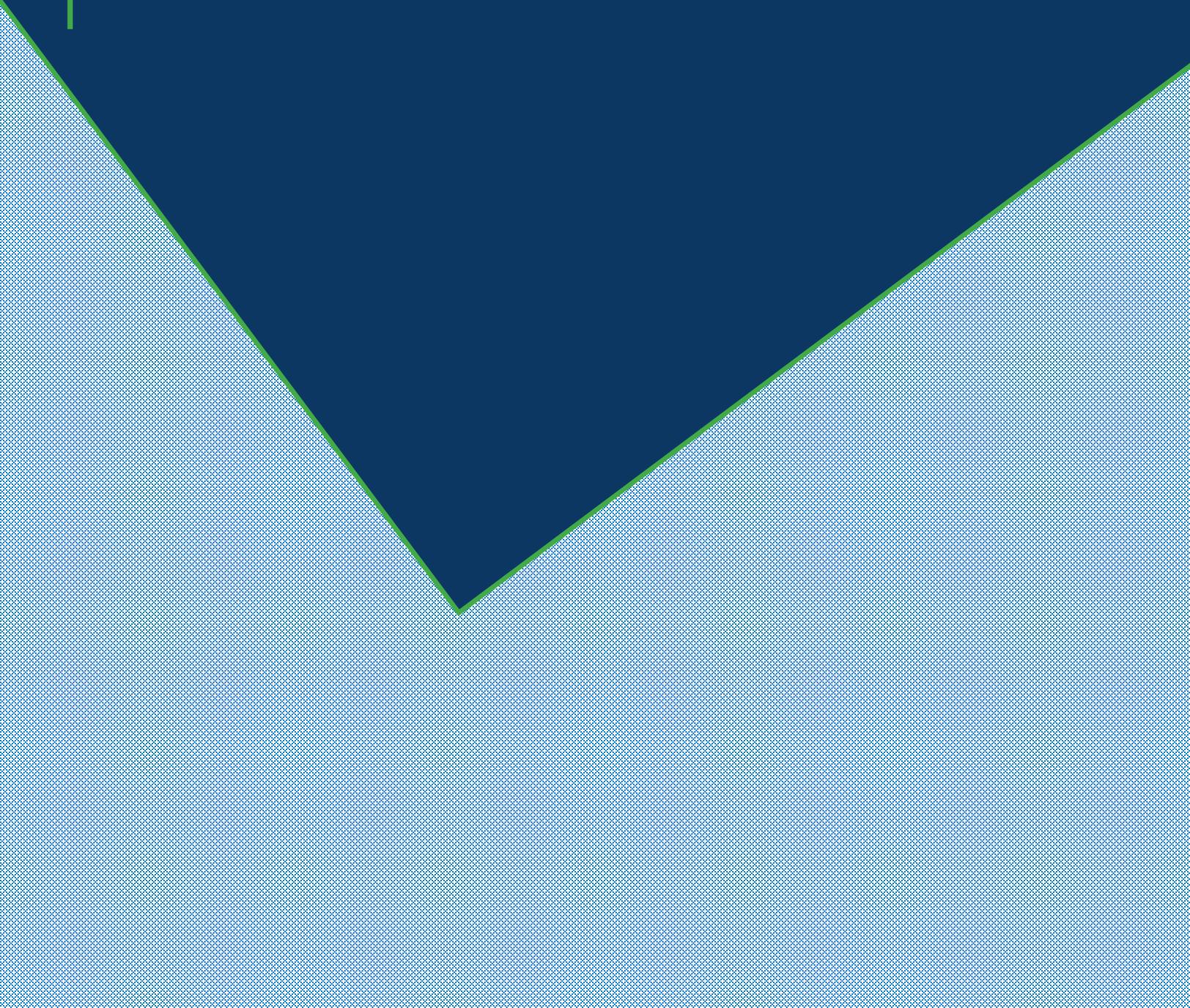
- 4) Select **Save as PDF** from the **Printer** dropdown menu.
- 5) Select **Save**.

The screenshot shows a Microsoft Edge browser window displaying a web application interface. A print dialog box is open, showing the 'Printer' dropdown menu with 'Save as PDF' selected. The 'Layout' section shows 'Portrait' selected. The 'Pages' section shows 'All' selected. The 'Save' button is highlighted. A green circle with the number '4' is next to the 'Save as PDF' option, and a green circle with the number '5' is next to the 'Save' button. The background shows a document with sections like 'Statement of Problem', 'Project Design and Implementation', and 'Capabilities and Competencies'.





# Collaboration Review



# Collaboration Review Overview

## Purpose of Collaboration Review

After the initial assessments are finished, Peer Reviewers on the panel will convene in a collaboration session to discuss the applications. After the session, each Peer Reviewer submits their final scores in JustGrants and finalizes the strengths and weaknesses comments. Not all solicitations go through a collaboration review. The strengths and weaknesses will be provided to the applicant once awards are made by OJP.

## Collaboration Preparation

The collaboration session is conducted via a teleconference or videoconference where a panel of reviewers (with a facilitator and appropriate OJP staff) meet to discuss their ratings of assigned applications.

Scoring matrices, reviewer call tip sheets, and collaboration session information will be emailed 24 – 48 hours before the teleconference call.

Peer Reviewers should prepare for the collaboration session by reviewing the selection criteria where there are widely divergent scores. These sections are highlighted in the scoring matrices.

# Collaboration Review Overview (cont.)

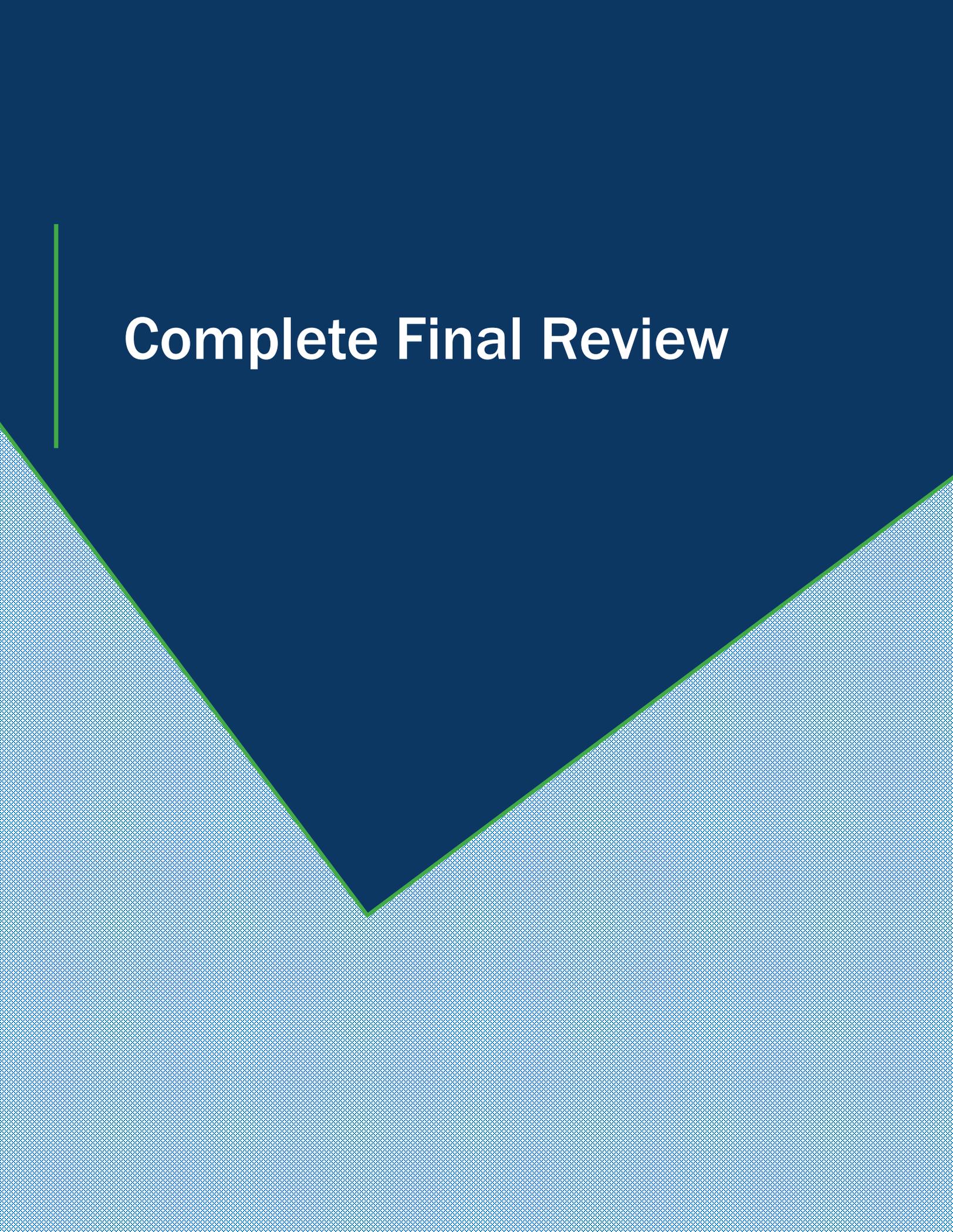
Peer Reviewers should refresh their memory about their comments and be prepared to offer solid evidence (including application page numbers) to support their scores/comments.

## Collaboration Session

After the facilitator discusses housekeeping rules, a discussion of applications and criteria that have widely divergent scores will occur. Based on the score threshold set by OJP for this grant program, all applications may not require discussion. For applications requiring discussion, only those criteria areas with widely divergent scores will be discussed based on the scoring variance guide set by OJP for this grant program.

If the reviewer decides to change their scores or comments due to the collaboration session dialog, the reviewer should make notes and inform the facilitator when that application is discussed.

**NOTE:** JustGrants is open for peer reviewers at the beginning of the collaboration session, but only to access files or information as needed, not to update their assessments during the call.



# Complete Final Review

# Complete Final Review

## Steps 1 - 3

Assessment  
Case ID

After the collaboration session, the Panel Lead will notify the Peer Reviewer that JustGrants is available to update final scores and comments and finalize each assessment.

- 1) Log into **JustGrants** using the DIAMD home page: <https://diamd-auth.usdoj.gov>.
- 2) Select the **Peer Review Portal** icon.
- 3) Select the assessment **Case ID** of the application in **My Worklist**. The assessment will be in **Pending – CollaborationReview** status.

JUSTgrants  
JUSTICE GRANTS SYSTEM

Welcome IntPeerReviewerOJP jgitsint

Alerts (0)  
No data to display

My Worklist

ID	Date Due	Application Number	Office	Solicitation Title	Entity Name	Status	Last Updated
PRV-30004	07/25/2021	GRANT8-2fca-46ef-b88d-c72d6c36a1c5	OIP	PROJECT_MCDONALDS	IGIL - 111111111	Pending-CollaborationReview	03/29/2024
PRV-33008	08/10/2021	GRANTA-60fa-43df-b061-2c58dcbada77	OIP	PROJECT_MCDONALDS		Pending-CollaborationReview	08/11/2021
PRV-41002	08/10/2021	GRANT1-3267-40c4-a47a-cc67052b4142	OIP	PROJECT_MCDONALDS		Pending-CollaborationReview	08/11/2021
PRV-43009	08/10/2021	GRANTb-bf93-4154-9b23-0335d996cb70	OIP	PROJECT_MCDONALDS		Pending-CollaborationReview	08/11/2021
PRV-43001	08/10/2021	GRANT5-33e6-4859-9771-3a7c4d83c0df	OIP	PROJECT_MCDONALDS		Pending-CollaborationReview	08/11/2021
PRV-43006	08/10/2021	GRANTd-ca73-428d-a063-a26be88db115	OIP	PROJECT_MCDONALDS		Pending-CollaborationReview	08/11/2021
PRV-43005	08/10/2021	GRANT6-3310-4900-3067-17065cabdcb8	OIP	PROJECT_MCDONALDS		Pending-CollaborationReview	08/11/2021
PRV-30003	07/25/2021	GRANT4-eeeb-4a46-a4de-0605a4c36dcf	OIP	PROJECT_MCDONALDS	IGIL - 111111111	Pending-CollaborationReview	07/23/2021
PRV-30002	07/25/2021	GRANT3-1bd6-466b-9a8b-5edeadc38c45	OIP	PROJECT_MCDONALDS	IGIL - 111111111	Pending-CollaborationReview	07/23/2021

3

Training Resources  
Privacy Policy

Recents  
Assessment PRV-30004  
Assessment PRV-45822  
Assessment PRV-45072  
Assessment PRV-44423  
Assessment PRV-30003

# Complete Final Review

Steps 4 – 5

Select Criteria  
Link

- 4) Select the **Criteria** link.
- 5) Enter text in the Strength and Weakness text boxes to edit the Summary comments:
  - The **Initial Quantitative Scores** and **Comments** will be prepopulated from the initial review.
  - Select a different numeric value from the **Final Qualitative Score** dropdown menu to edit the Final Quantitative Score.
  - Enter text in the **Strength** and **Weakness** text boxes to edit the strength and weakness comments.

The screenshot displays the JUSTgrants system interface. The main content area is titled 'Assessment (PRV-17171) PENDING-COLLABORATION REVIEW'. The 'Final Review' section is highlighted with a green border and contains the following information:

- Final Review** (DUE IN 8 MONTHS AGO)
- Statement of Problem**: DY
- Initial Quantitative Score**: 10
- Weight**: 100
- Final Quantitative Score**: 10 (dropdown menu)
- Strength**: A text box containing a note: "NOTE: A review using only Qualitative Ratings will only include the strengths and weaknesses for each criterion."
- Weakness**: A text box.

The right-hand sidebar contains the following sections:

- Statement of Problem**: Summary, Submit Assessment, View Application, Download Application Attachments, Download Solicitation.
- Case details**: Last updated by Pega Email Bot (8mo ago), Created by PeerReviewAdminisOAAAM jgtsint (2y ago).
- Recent content (4)**: Collaboration Assessment OVERDUE (Apr 11, 2023 5:27:45 PM), Collaboration Assessment Due 4/10... (Apr 10, 2023 5:27:42 PM), Initial Assessment OVERDUE (Jul 1, 2021 12:00:45 AM), Initial Assessment Due 6/30/2021 (Jun 28, 2021 12:00:08 AM).
- Participants (0)**

Navigation elements include 'Home', 'Peer Review Profile', 'Training Resources', 'Privacy Policy', and 'Recents'.

# Complete Final Review

Steps 6 - 7

Select Summary Link

- 6) Select the **Summary** link.
- 7) Enter text in the **Strength** and **Weakness** text boxes to edit the **Summary** comments.

**NOTE:** Select the **Final Qualitative** rating from the dropdown menu if **Qualitative Ratings** are being used.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Assessment (PRV-17171) PENDING-COLLABORATIONREVIEW". The "Final Review" section is highlighted with a green border and contains the following information:

- Final Review** (DUE IN 8 MONTHS AGO)
- Summary**
- Initial Qualitative Score: Not Recommended
- Final Qualitative Score: Not Recommended (dropdown menu)
- Strength:** (Rich text editor with "DY" text)
- Weakness:** (Rich text editor)

The right-hand sidebar contains several sections:

- Statement of Problem**
- Summary** (highlighted with a red circle and labeled "6")
- Submit Assessment
- View Application
- Download Application Attachments
- Download Solicitation
- Case details**
- Last updated by: Pega Email Bot (8mo ago)
- Created by: PeerReviewAdminisOAAAM jgitsint (2y ago)
- Recent content (4)**
- Collaboration Assessment OVERDUE (Apr 11, 2023 5:27:45 PM)
- Collaboration Assessment Due 4/10... (Apr 10, 2023 5:27:42 PM)
- Initial Assessment OVERDUE (Jul 1, 2021 12:00:45 AM)
- Initial Assessment Due 6/30/2021 (Jun 28, 2021 12:00:08 AM)
- Participants (0)**

A green circle labeled "7" is positioned above the main content area, and a red circle labeled "6" is positioned above the "Summary" link in the sidebar.

# Complete Final Review

Steps 8 – 9

[Submit Assessment Link](#)

8) Select the **Submit Assessment** link..

- Review scores and/or ratings.
- Navigate to the **Criteria** section to make changes.

9) Select **Submit**.

**NOTE:** If there are errors, a message will be displayed indicating a score or text is missing from the **Strength** or **Weakness** text box. Use the menu to navigate to and correct the error.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Peer Review Profile

Assessment (PRV-17171) PENDING-COLLABORATION REVIEW

Final Review  
DUE IN 8 MONTHS AGO

Criteria	Weight	Initial Score	Initial Weighted Score	Final Score	Final Weighted Score
Statement of Problem	100	10	100.00	10	100.00
Total Initial Score 100.00		Initial Qualitative Score Not Recommended			
Total Final Score 100.00		Final Qualitative Score Not Recommended			

Back Close Save **Submit**

INITIAL REVIEW FINAL REVIEW

Information Audit

Field	Value
ApplicationGroupID	AG-106056
GrantPackageID	A-271225
Total Qualitative	Not Recommended

Submit Assessment

View Application 8

Download Application Attachments

Download Solicitation

Case details

Last updated by  
Pega Email Bot (8mo ago)  
Created by  
PeerReviewAdminisOAAAM jgtsint (2y ago)

Recent content (4)

- Collaboration Assessment OVERDUE  
Apr 11, 2023 5:27:45 PM
- Collaboration Assessment Due 4/10...  
Apr 10, 2023 5:27:42 PM
- Initial Assessment OVERDUE  
Jul 1, 2021 12:00:45 AM
- Initial Assessment Due 6/30/2021  
Jun 28, 2021 12:00:08 AM

Participants (0)

# Complete Final Review

Steps 10 – 11

Close  
Assessment

10) A message will be displayed.

11) Select **Close** from the **Actions** drop down menu to close the assessment and return to the **Assessment** page.

**NOTE:** All assessments need final submission, even if there were no changes made.

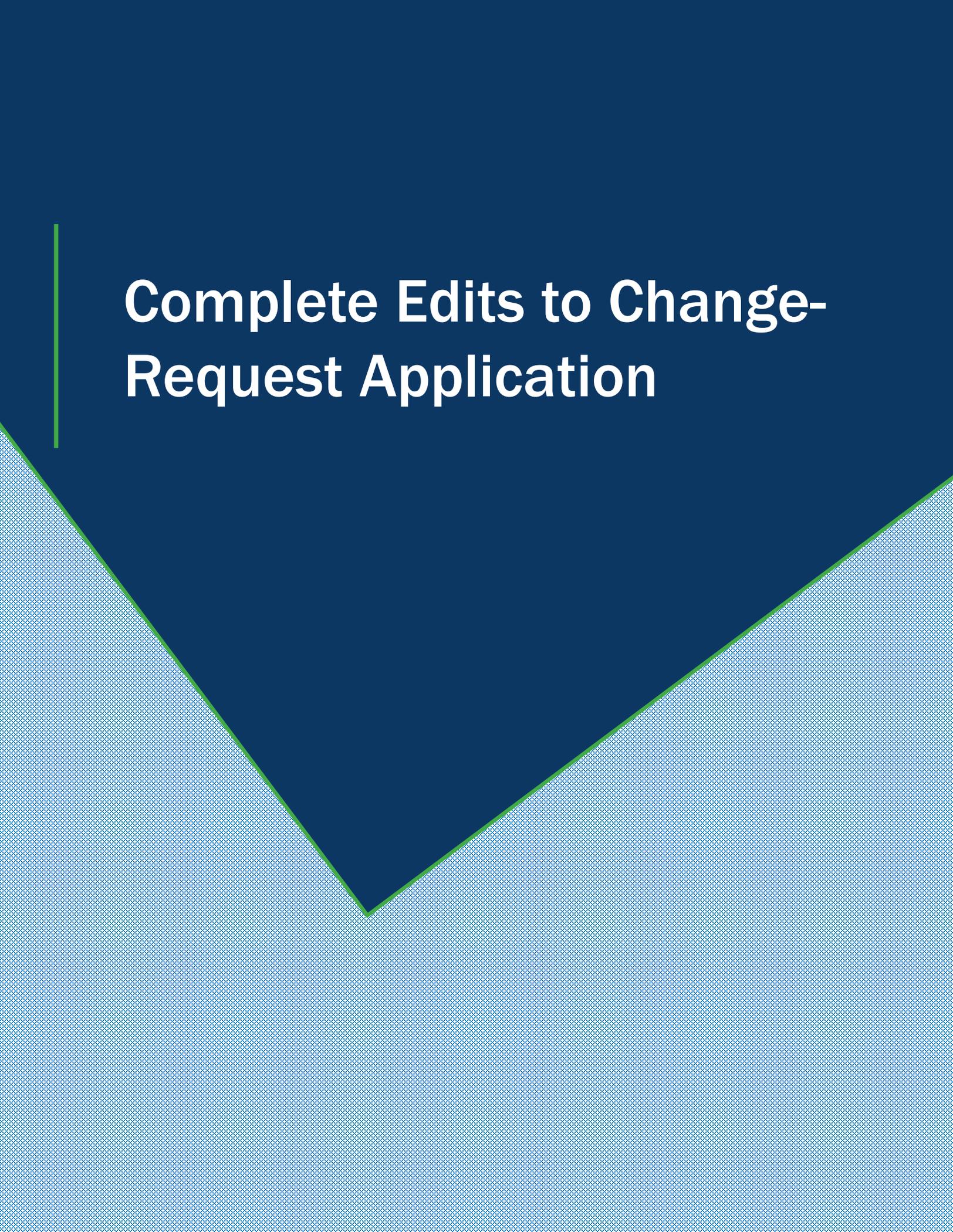
The screenshot displays the JUSTgrants Justice Grants System interface. At the top left is the JUSTgrants logo. The main content area shows a message: "Thank you for your input." This message is highlighted with a green box and a circled "10". To the right of the message is a green bar with a circled "11" and an "Actions" dropdown menu containing "Refresh", "Print", and "Close". Below the message is a table of application details:

Application Number	GRANT00751184
Solicitation Title	Demo
Project Title	Organizational Readiness: Formula Template Solicitation Application 1
Applicant Name	JGII Test Org26
Case ID	PRV-17171
Collaboration Coordinator	PeerReviewAdminisOAAM@ojp.usdoj.stg_PRV
Collaboration Coordinator Email	PeerReviewAdminisOAAM@ojp.usdoj.stg
Peer Review Format	Collaboration Review
Final Review Due Date	10/30/2023

Below the table is a progress bar with "INITIAL REVIEW" and "FINAL REVIEW" tabs. The "FINAL REVIEW" tab is active. To the right of the progress bar is a "Submit Assessment" button. Below the progress bar is a table with "Information" and "Audit" columns:

Information	Audit
ApplicationGroupID	AG-106056
GrantPackageID	A-271225
Total Qualitative	Not Recommended

At the bottom right, there is a "Case details" section with "Last updated by", "Pega Email Bot (8mo ago)", and "Created by" fields. A "Home" button is visible in the bottom left corner.



# Complete Edits to Change-Request Application

# Complete Edits to Change-Request Application

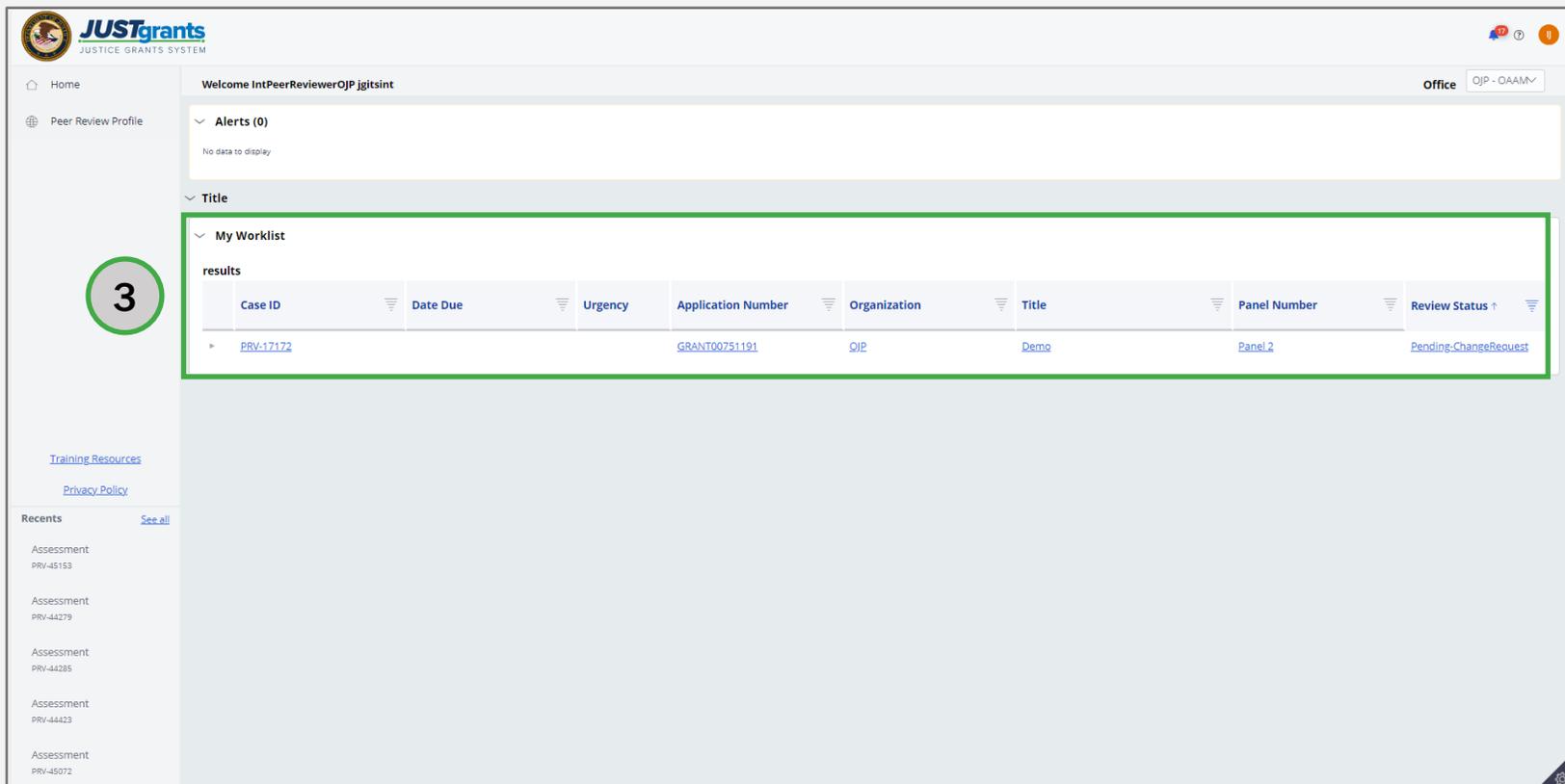
Steps 1 – 3

Assessment Case ID

- 1) Log into **JustGrants** using the DIAMD home page: <https://diamd-auth.usdoj.gov>.
- 2) Select the **Peer Review Portal** icon.
- 3) Select the assessment **Case ID** of the assessment in **My Worklist**. The Assessment will be in **Pending – ChangeRequest** status.

**NOTE:** Select the inverted triangle  and select **Apply** to filter.

**NOTE:** Select the **title** of the **column header** to sort.



JUSTgrants JUSTICE GRANTS SYSTEM

Welcome IntPeerReviewerOJP jgtsint

Office OJP - OAAAM

Alerts (0)  
No data to display

Title

My Worklist

results

Case ID	Date Due	Urgency	Application Number	Organization	Title	Panel Number	Review Status
<a href="#">PRV-17172</a>			<a href="#">GRANT00751191</a>	<a href="#">OJP</a>	<a href="#">Demo</a>	<a href="#">Panel 2</a>	<a href="#">Pending-ChangeRequest</a>

Training Resources  
Privacy Policy

Recents [See all](#)

- Assessment PRV-45153
- Assessment PRV-44279
- Assessment PRV-44285
- Assessment PRV-44423
- Assessment PRV-45072

# Complete Edits to Change-Request Application

Steps 4 – 5

Panel Lead  
Comments

- 4) Select the **Comments History** for any directions by the Panel Lead.
- 5) Follow the directions for completing the Panel Lead edits to the **Initial Review** or **Collaboration Review**.
  - Select a different score or rating from the dropdown to edit scores and ratings.
  - Enter text in the **Strength** and **Weakness** text boxes to edit strengths and weaknesses.

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Home  
Peer Review Profile

Assessment (PRV-17172) PENDING-CHANGEREQUEST

Participants (0)

Comments

Comments History

Comment Date Time	Commented By	Comments
6/25/2021 9:09 AM	PeerReviewAdminisOAM jgtsint	Change Request - DY Testing AC 2 Given I am a peer review admin When I select Start Collaboration Review button AND there is at least one assessment that is in the pending:ChangeRequested status Then I will be displayed an error message stating: "This panel cannot move forward due to a change requested assessment."
6/25/2021 8:51 AM	IntPeerReviewerOJP jgtsint	DY Testing User Story 174712: 1- System Issue: Peer Review: 'Start Collaboration Review' button is disabled on the Panel case and all Assessment (PRV) cases have been submitted
6/25/2021 8:50 AM	IntPeerReviewerOJP jgtsint	DY Testing User Story 174712: 1- System Issue: Peer Review: 'Start Collaboration Review' button is disabled on the Panel case and all Assessment (PRV) cases have been submitted

Close Save Continue

# Complete Edits to Change-Request Application

Steps 6 – 9

Submit  
Assessment Link

- 6) Select the **Submit Assessment** link.
- 7) Review the scores and/or ratings.
- 8) Navigate to the **Criteria** section to make changes if necessary.
- 9) Select **Submit**.

**NOTE:** If there are errors, a message will be displayed indicating a score or text is missing from the **Strength** or **Weakness** text box. Use the menu to navigate to and correct the error.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Peer Review Profile

Assessment (PRV-17172) PENDING-CHANGEREQUEST

Initial Review

Criteria	Initial Score	Weight	Initial Weighted Score
Statement of Problem	8	100	80.00
Total Initial Score		Initial Qualitative Score	
80.00		Not Recommended	

Back Close Save Submit

INITIAL REVIEW FINAL REVIEW

Information Audit

ApplicationGroupID AG-106056  
GrantPackageID A-271227  
Total Qualitative Not Recommended

Statement of Problem  
Summary  
Submit Assessment  
View Application  
Download Application Attachments  
Download Solicitation

Case details  
Last updated by PeerReviewAdminisOAAAM jgtsint (2y ago)  
Created by PeerReviewAdminisOAAAM jgtsint (2y ago)

Recent content (1)  
Action Required: An Assessment ha...  
PeerReviewAdminisOAAAM jgtsint · Jun 25, 2021 9:09:49 AM

Participants (0)  
No items

# Complete Edits to Change-Request Application

Steps 10 – 11

Close  
Assessment

- 10) If new errors are found, a message will be displayed.
- 11) Select **Close** from the **Actions** drop down menu to close the assessment and return to the **Assessment** page.

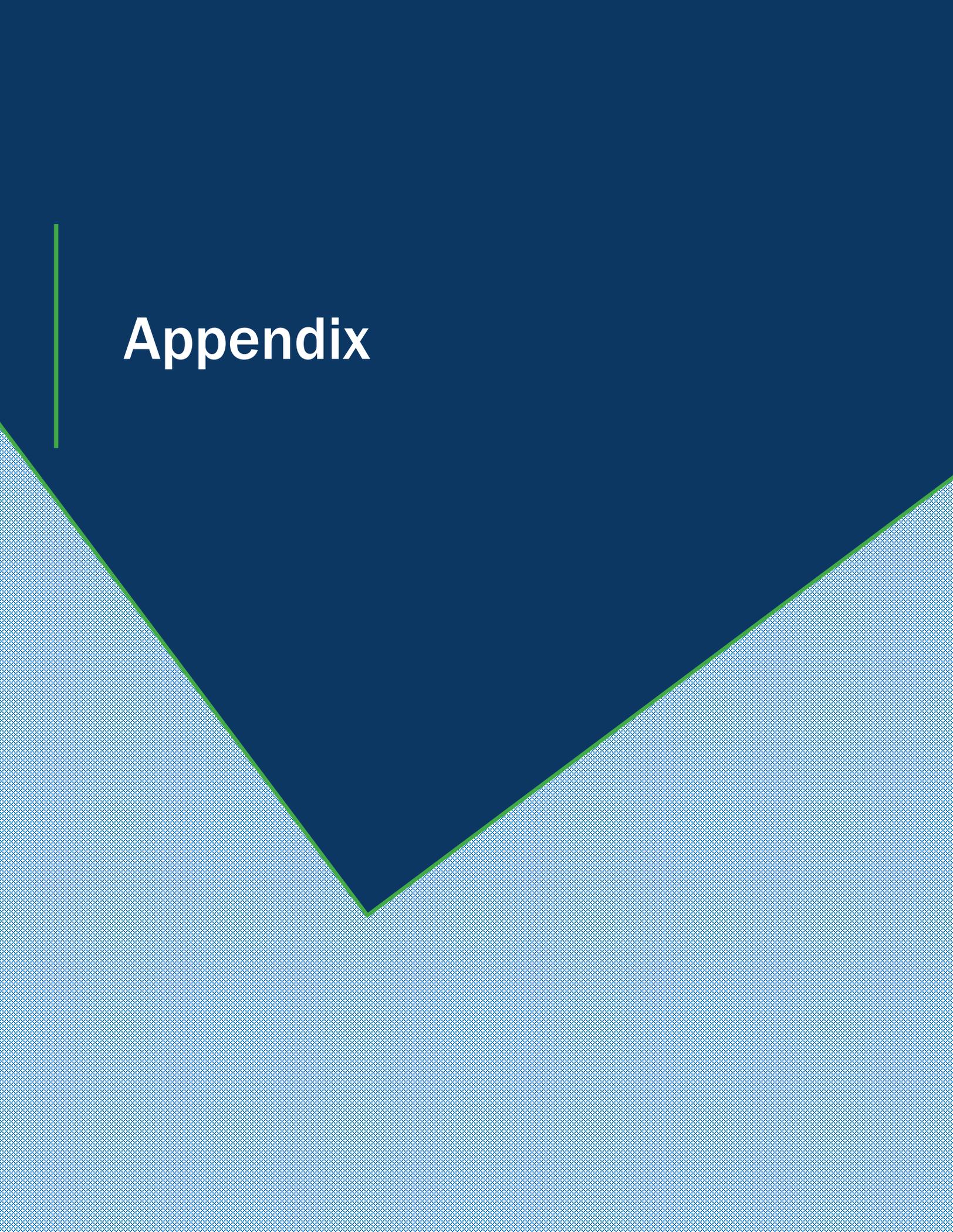
The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area is titled "Assessment (PRV-17172) PENDING-INITIALREVIEWCOMPLETED". A green box highlights a message: "Assigned to manager to fix correspondence problem." A green circle with the number "10" is placed over this message. To the right, another green circle with the number "11" is placed over the "Actions" dropdown menu, which contains "Refresh", "Print", and "Close" options. Below the message is a table of application details:

Application Number	GRANT00751191
Solicitation Title	Demo
Project Title	Organizational Readiness: Formula Template Solicitation Application 1
Applicant Name	New JustGrants Test Stage Org26
Case ID	PRV-17172
Collaboration Coordinator	PeerReviewAdminisOAM@ojp.usdoj.stg_PRV
Collaboration Coordinator Email	PeerReviewAdminisOAM@ojp.usdoj.stg
Peer Review Format	Collaboration Review
Initial Review Due Date	06/29/2021

Below the table is a progress bar with "INITIAL REVIEW" selected and "FINAL REVIEW" next to it. Under "INITIAL REVIEW", there are two tabs: "Information" and "Audit". The "Information" tab is active, showing a table:

Information	Audit
ApplicationGroupID	AG-106056
GrantPackageID	A-271227
Total Qualitative	Not Recommended

On the right side of the page, there is a "Statement of Problem" section with a "Submit Assessment" button. Below that are buttons for "View Application", "Download Application Attachments", and "Download Solicitation". At the bottom right, there is a "Case details" section with "Last updated by PeerReviewAdminisOAM jgitsint (2y ago)" and "Created by".



# Appendix



# Peer Review Glossary

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# Peer Review Glossary (A – C)

## Assessment

The work that the reviewer submits for an application; can either be Initial or Final. A complete assessment generally includes both scores and narrative for all the solicitation criteria sections. To navigate to the assessment page for an application, the reviewer would need to select the Case ID **PRV-XXXXX** in JustGrants.

## Assignment of Task (AOT)

This contract letter details expectations of the review, including but not limited to key dates, deliverables, and invoice/payment information. This contract is sent via email to each reviewer after the review has begun.

## Case ID

The permanent, external identifier of an application's assessment in JustGrants denoted by the prefix (PRV-XXXXX).

# Peer Review Glossary (C)

## **Conflict of Interest (COI)**

The COI form that reviewers sign certifies that they do not have a relationship with the organization, or any individuals associated with an application. Reviewers must review applications for potential conflicts and submit their COI form as proof that the reviewer will not be biased for or against the applicant. Reviewers are required to disclose any potential conflicts. The Program Office will decide whether a conflict exists and if the reviewer will be allowed to review the application.

## **Collaboration**

Reaching an actual agreement among peer reviewers is not essential. Each reviewer must be given the opportunity to share their initial assessment and scores as recorded in JustGrants and make amendments as warranted based on the discussion. Lasting variances in scores after discussion is acceptable.

## **Collaboration Session**

A teleconference or web meeting where a panel of reviewers (with a facilitator and appropriate OJP staff) meet to discuss their ratings of assigned applications.

# Peer Review Glossary (D – N)

## **DIAMD**

Department of Justice's (DOJ) Digital Identity & Access Management Directory System (DIAMD). DIAMD is DOJ's digital system for managing identity and access to all grant-related applications and system for the Office of Justice Programs (OJP).

## **Individual Scoring Matrices**

Scoring charts generated for each application that display each reviewer's individual scores for every criterion.

## **JustGrants**

JustGrants is the web application and database used by the Office of Justice Programs for Reviewers to access and review applications. Peer review will be conducted electronically through OJP's Justice Grants System (JustGrants).

## **Non-Disclosure Agreement (NDA)**

By signing this form, reviewers certify that they will not discuss their assigned applications outside of their work on the review panel.

# Peer Review Glossary (O – S)

## Overall Scoring Matrices

A scoring chart generated to display each reviewer's overall, average score for every application on the panel.

## Reviewer Checklist

A document designed to assist the reviewer in evaluating each application consistently and in accordance with the solicitation's selection criteria. The checklist includes areas where reviewers can add their scores and comments into sections for strengths and weakness of each criterion as it relates to the application. When finished with their evaluation, reviewers can then copy and paste their comments from the checklist directly into JustGrants.

## Solicitation

The grant announcement posted by the Program Office for applicants to apply for grant funds. Most OJP solicitations are posted on Grants.gov. The solicitation is also included as an attachment in emails from the Panel Lead.

August 2024

Version 1.2



**JUST**grants  
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