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How to Use this Guide



The purpose of this Job Aid Reference Guide (JARG) is to detail the processes used by Peer Reviewers to perform the following:

- 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

This guide is part of a larger training resource library that includes self-guided eLearning videos and infographics. All training resources are accessible on the [JustGrants Training & Resources page](#).

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 located in the bottom left corner.

IMPORTANT

- 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 into each assessment.

Collaboration Review - Once the initial assessments are completed, Peer Reviewers on the panel 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 OJP. Awarded applicants may ask for their peer review summaries.

NOTE: NIJ provides all applicants 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, 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. Note that not all solicitations or applications go to collaboration review.

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.

Hybrid

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

Assessment Status Codes

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

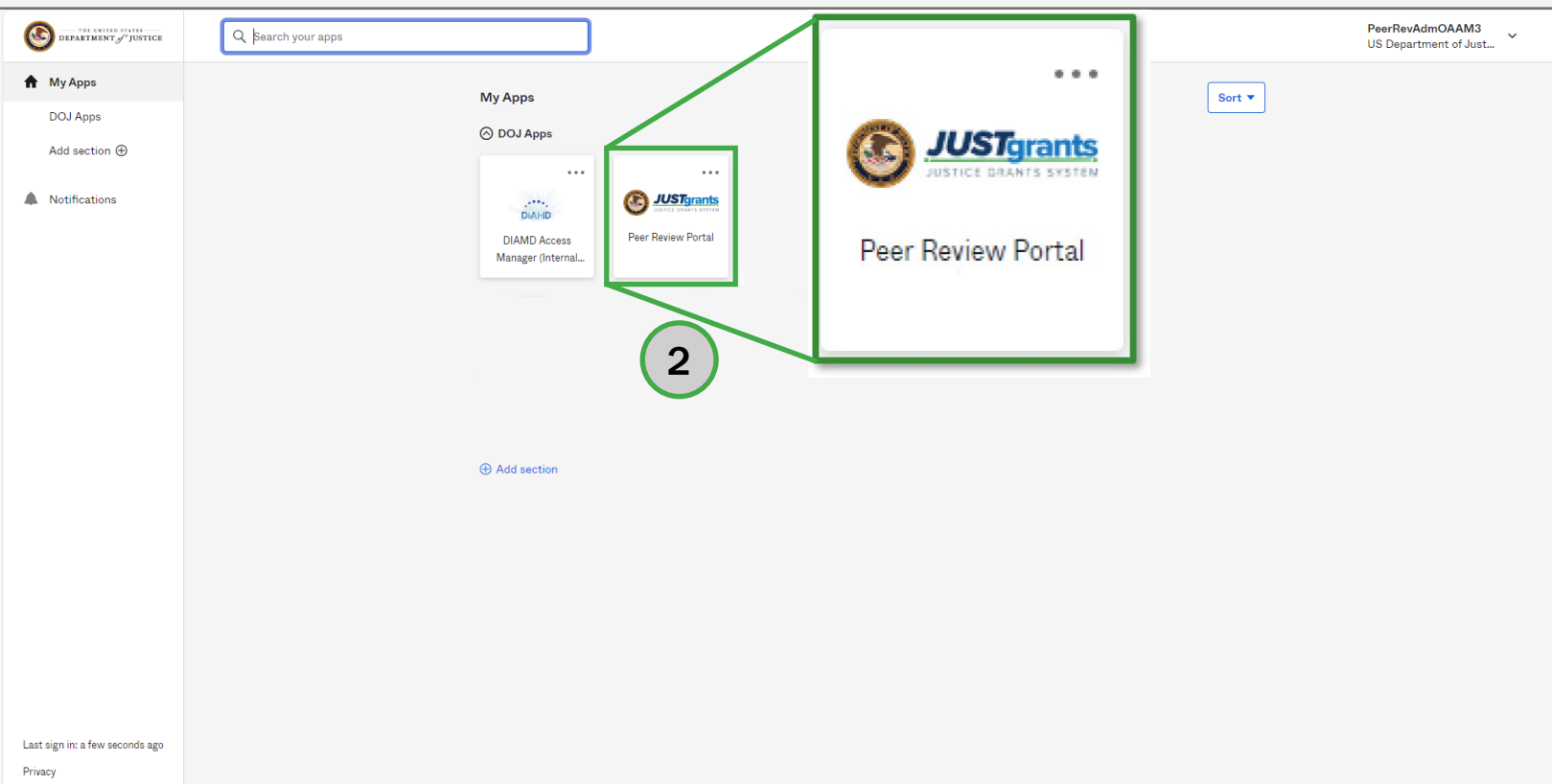


Open Assessment Case

Steps 1 - 2

Select Peer
Review Portal
Tile

- 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


Select
Assessment
Case ID

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

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

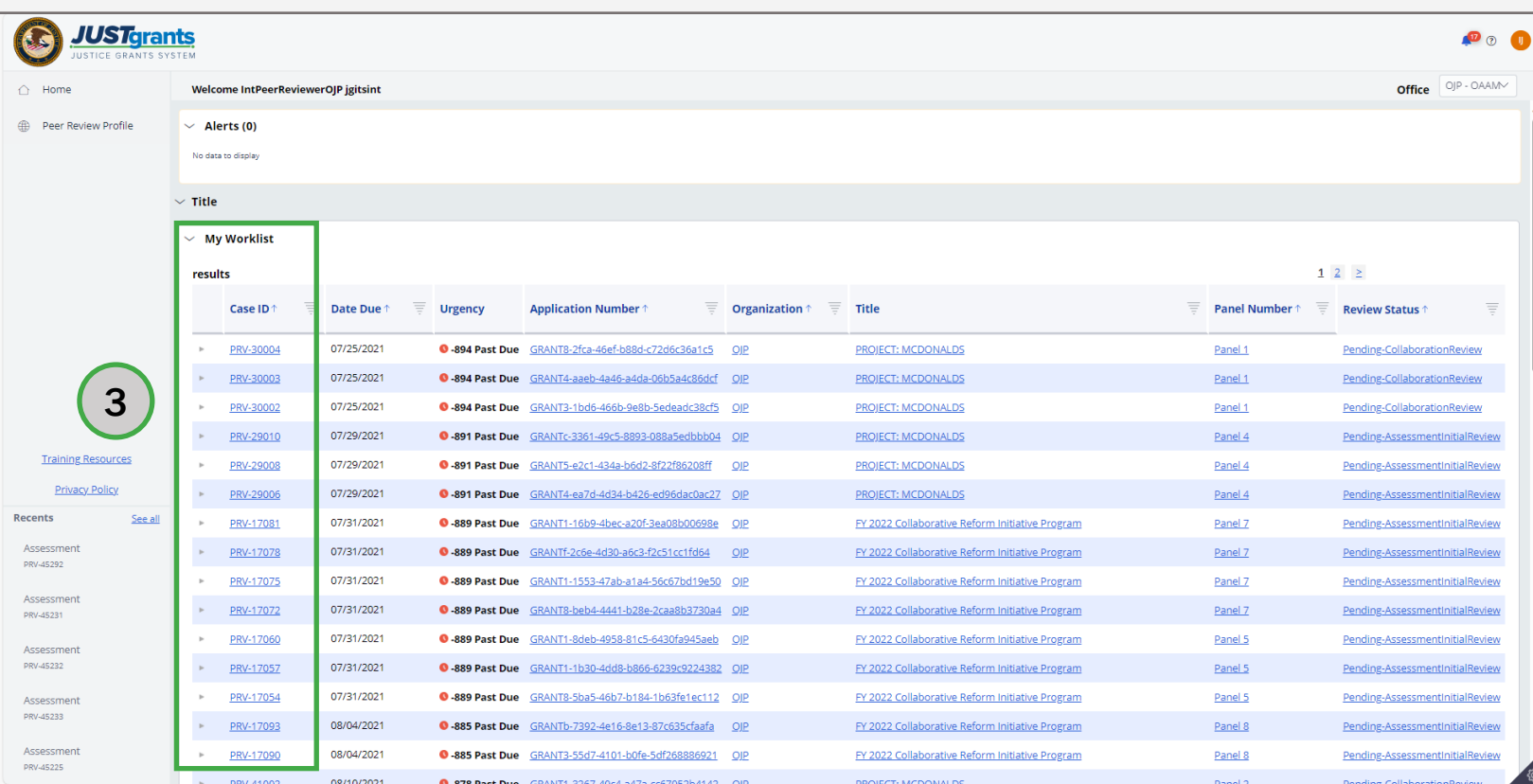
NOTE: Columns can be filtered or sorted.

To filter:

- Select the **Upside-Down** arrow  ;
- Select the **checkbox** or type in text to search to select **Assessment**;
- Select the **Apply** button.

To Sort:

- Select the **Small** arrow  or select the title of the column header.



The screenshot shows the JUSTgrants Justice Grants System interface. The user is logged in as 'IntPeerReviewerOJP jgitsint'. The 'My Worklist' section is expanded, showing a table of assessment cases. A green box highlights the 'Case ID' column header and the first row of data.

Case ID	Date Due	Urgency	Application Number	Organization	Title	Panel Number	Review Status
PRV-30004	07/25/2021	-894 Past Due	GRANT8-2fca-46ef-b88d-c72d6c36a1c5	OJP	PROJECT: MCDONALDS	Panel 1	Pending-CollaborationReview
PRV-30003	07/25/2021	-894 Past Due	GRANT4-aaeb-4a46-a4da-06b5a4c86dcf	OJP	PROJECT: MCDONALDS	Panel 1	Pending-CollaborationReview
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PRV-29008	07/29/2021	-891 Past Due	GRANT5-e2c1-434a-b6d2-8f2f86208ff	OJP	PROJECT: MCDONALDS	Panel 4	Pending-AssessmentInitialReview
PRV-29006	07/29/2021	-891 Past Due	GRANT4-ea7d-4d34-b426-ed926dac0ac27	OJP	PROJECT: MCDONALDS	Panel 4	Pending-AssessmentInitialReview
PRV-17081	07/31/2021	-889 Past Due	GRANT1-16b9-4beca20f3ea08b00698e	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 7	Pending-AssessmentInitialReview
PRV-17078	07/31/2021	-889 Past Due	GRANTf-2c6e-4d30-a5c3-f2c51cc1fd64	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 7	Pending-AssessmentInitialReview
PRV-17075	07/31/2021	-889 Past Due	GRANT1-1553-47ab-1a14-56c67bd19e50	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 7	Pending-AssessmentInitialReview
PRV-17072	07/31/2021	-889 Past Due	GRANT8-beb4-4441-b28e-2caa8b3730a4	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 7	Pending-AssessmentInitialReview
PRV-17060	07/31/2021	-889 Past Due	GRANT1-8deb-4958-81c5-6430fa945aeb	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 5	Pending-AssessmentInitialReview
PRV-17057	07/31/2021	-889 Past Due	GRANT1-1b30-4rd8-b866-6239c9224382	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 5	Pending-AssessmentInitialReview
PRV-17054	07/31/2021	-889 Past Due	GRANT8-5ba5-46b7-b184-1b63fe1ec112	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 5	Pending-AssessmentInitialReview
PRV-17093	08/04/2021	-885 Past Due	GRANTb-7392-4e16-8e13-87c635cfaafa	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 8	Pending-AssessmentInitialReview
PRV-17090	08/04/2021	-885 Past Due	GRANT3-55d7-4101-b0fe-5df268886921	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 8	Pending-AssessmentInitialReview

Open Assessment Case

Step 4

Review
Assessment
Information

4) Review the **Information Header** at the top of the screen. 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.

The screenshot shows the JUSTgrants Justice Grants System interface. The main content area is titled "Assessment (PRV-45153) PENDING-ASSESSMENTINITIALREVIEW". A green box highlights the application information header, which includes the following details:

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

Below the header, the "Initial Review" section shows a due date of "DUE IN 2 MONTHS 8 DAYS AGO" and a "Statement of Problem" section with the text "test". The "Statement of Problem" section also includes an "Initial Quantitative Score" dropdown menu and a "Weight" of 50. A rich text editor is visible below the score. On the right side, the "Statement of Problem" section includes a "Project Design and Implementation" section with a "Summary" and a "Submit Assessment" button. Below this, there are buttons for "View Application", "Download Application Attachments", and "Download Solicitation". The "Case details" section at the bottom right shows "Last updated by".

Open Assessment Case

Button Options

Assessment Buttons Options

At the bottom of the assessment screen, below the Initial Review Fields, are the following buttons:

- **Comments Text Box** – Only add a comment in the comment text box if responding to a question from the Collaboration Review Coordinator. **Generally, 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 the **Save** button before the screen closes. Save all work before exiting.
- **Save** – Save edits made to scores, ratings, strengths, and weaknesses.
- **Continue** – Save edits made to scores, strengths, weaknesses, then advances to the next assessment screen.

The screenshot displays the bottom portion of an 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, there is a navigation bar with 'Close', 'Save', and 'Continue' buttons. Below the navigation bar, there is a progress indicator showing 'INITIAL REVIEW' and 'FINAL REVIEW'. Below the progress indicator, there is a table with 'Information' and 'Audit' tabs. The 'Information' tab is active, showing the following data:

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

A decorative graphic consisting of a vertical line on the left side and a large, downward-pointing chevron shape in the center. The chevron is filled with a dark blue color and outlined in a lighter blue. The background is a dark blue color with a fine, light blue dot pattern.

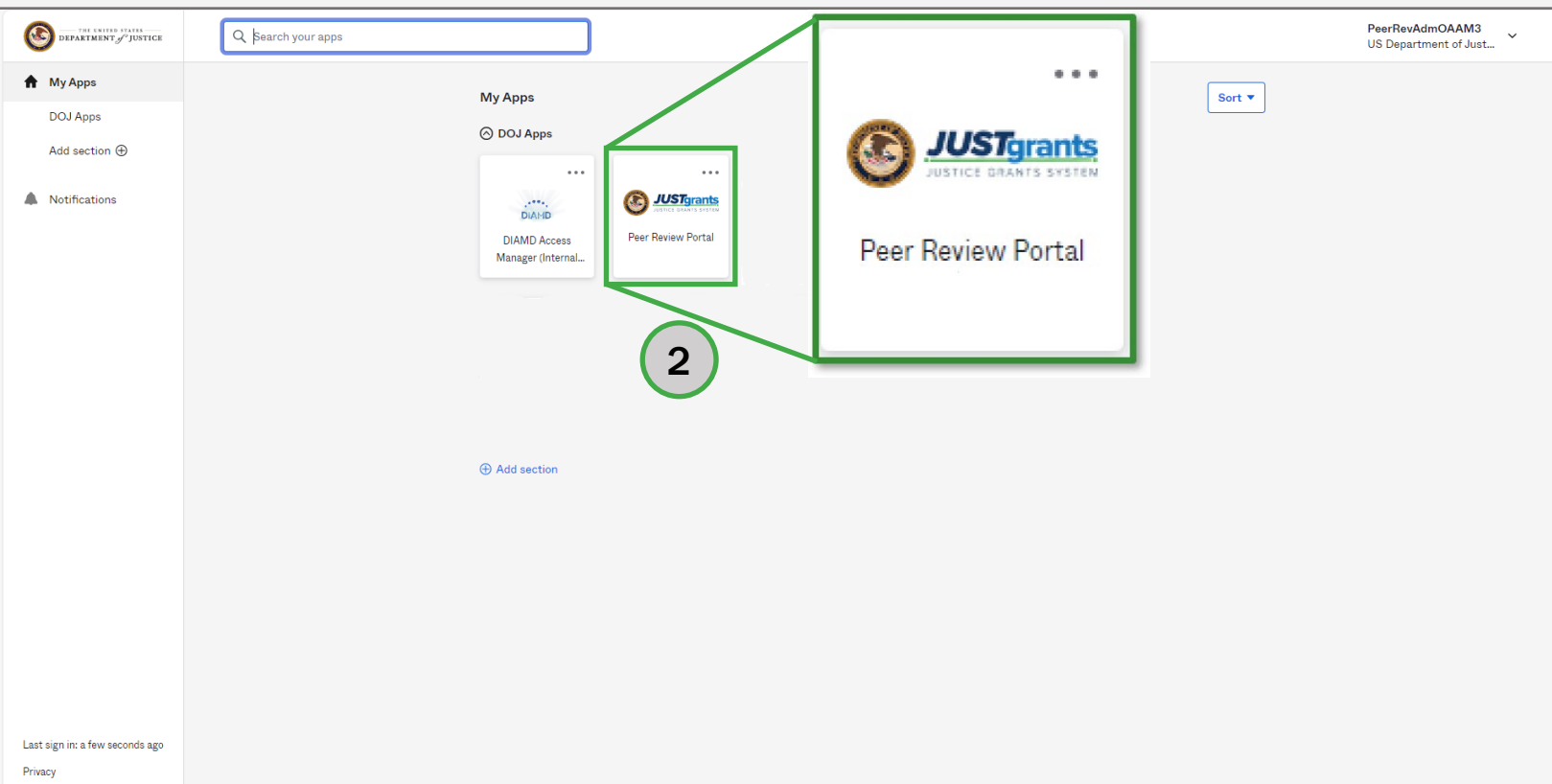
View Application

View Application

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.



View Application


Step 3

Select
Assessment
Case ID


3) Select the application **Case ID** to open the **Assessment** case.

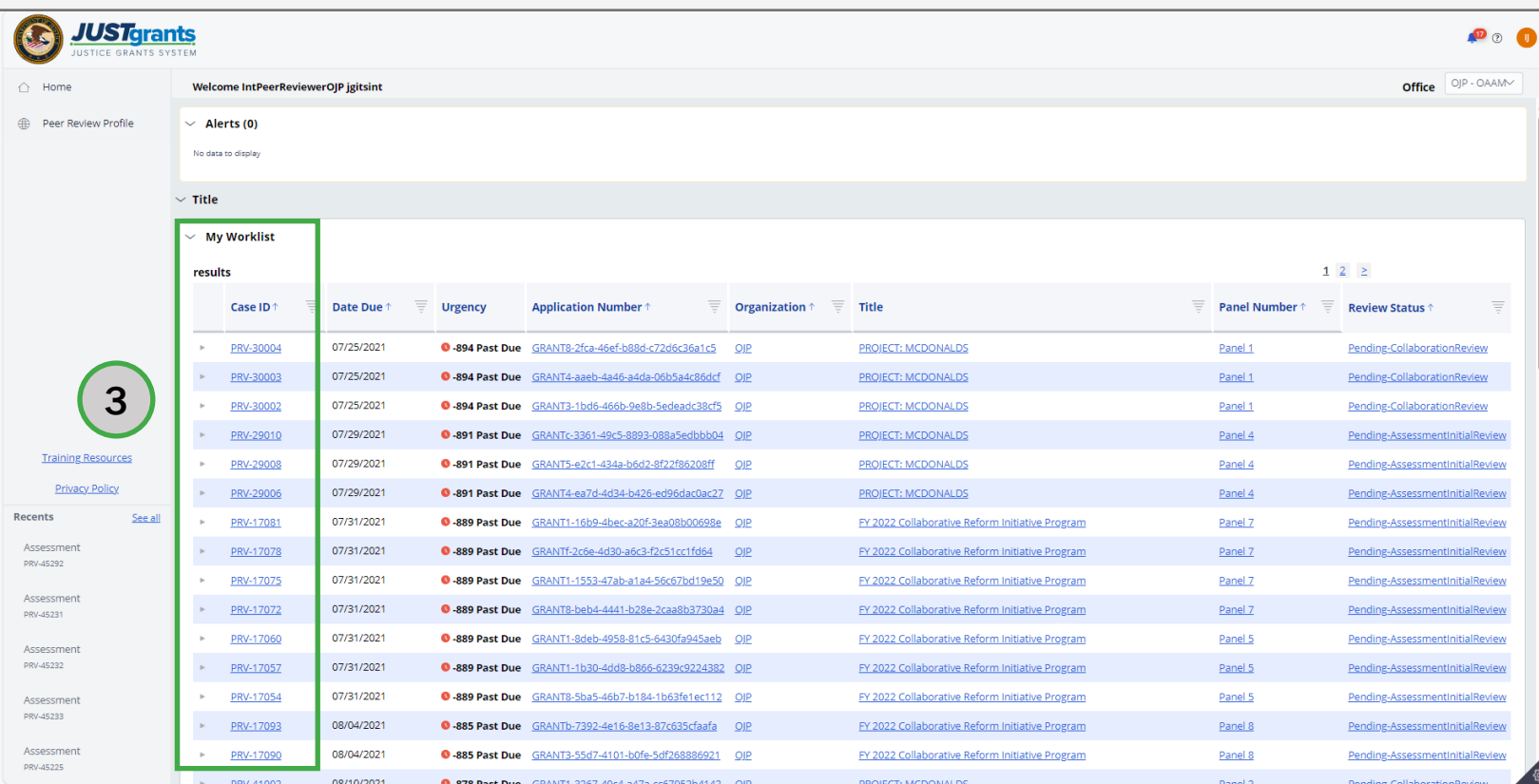
NOTE: Columns can be filtered or sorted.

To filter:

- Select the **Upside-Down** arrow ;
- Select the **checkbox** or type in text to search to select **Assessment**;
- Select the **Apply** button.

To Sort:

- Select the **Small** arrow  or select the title of the column header.



The screenshot shows the JUSTgrants Justice Grants System interface. The user is logged in as 'Office' with 'OJP - OAAIM' selected. The main content area displays a table of applications under the 'My Worklist' section. The table has columns for Case ID, Date Due, Urgency, Application Number, Organization, Title, Panel Number, and Review Status. A green box highlights the 'Case ID' column header and the first few rows of data. The 'Case ID' column contains values like PRV-30004, PRV-30003, PRV-30002, PRV-29010, PRV-29008, PRV-29006, PRV-17081, PRV-17078, PRV-17075, PRV-17072, PRV-17060, PRV-17057, PRV-17054, PRV-17093, and PRV-17090. The 'Urgency' column shows various statuses like '-894 Past Due', '-891 Past Due', and '-889 Past Due'. The 'Application Number' column contains long alphanumeric strings. The 'Organization' column is mostly 'OJP'. The 'Title' column contains 'PROJECT: MCDONALDS' and 'FY 2022 Collaborative Reform Initiative Program'. The 'Panel Number' column shows 'Panel 1', 'Panel 4', and 'Panel 7'. The 'Review Status' column shows 'Pending-CollaborationReview' and 'Pending-AssessmentInitialReview'. A sidebar on the left contains navigation links like 'Home', 'Peer Review Profile', 'Training Resources', 'Privacy Policy', and 'Recents'. A green circle with the number '3' is overlaid on the sidebar.

Case ID	Date Due	Urgency	Application Number	Organization	Title	Panel Number	Review Status
PRV-30004	07/25/2021	-894 Past Due	GRANT8-2fca-46ef-b88d-c72d6c36a1c5	OJP	PROJECT: MCDONALDS	Panel 1	Pending-CollaborationReview
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View Application

Step 4

Select View Application Button

- 4) Select the **View Application** button in the bottom right frame to open a new window to view the application.

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

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. 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, 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' section contains the text 'test'. A 'Strengths' section features a rich text editor with a toolbar. On the right side, a sidebar contains a 'Statement of Problem' section with buttons for 'View Application', 'Download Application Attachments', and 'Download Solicitation'. The 'View Application' button is highlighted with a green box and a large green circle containing the number '4'. The bottom left corner shows a 'Recents' list with several assessment entries. The bottom right corner displays 'Case details' with a 'Last updated by' field.

View Application

Steps 5 - 6

Select
Expansion
Caret

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

NOTE: For easier viewing, it is recommended to 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 box highlights the 'Standard Applicant Information' section header, with a green circle containing the number '5' next to it. Another green box highlights the 'Application attachments (8)' section, with a green circle containing the number '6' next to it. The attachments list includes items like 'Entry Application Submitted' and 'Form SF424 d 0-14.0.pdf'. The right sidebar shows a 'Statement of Problem' section with buttons for 'View Application', 'Download Application Attachments', and 'Download Solicitation'.

View Application

Step 7

Expand Budget and Associated Documentation

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

NOTE: For easier viewing, it is recommended to 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 the 'Budget and Associated Documentation' section expanded to a 'Budget Summary Table'. A green circle highlights the number '7' in the 'Initial Review' section header, indicating the step number. The table below shows the budget breakdown for Year 1 and Total costs.

	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
Total Direct Costs	\$100	\$100.00
Indirect Costs	\$0	\$0.00
Total Project Costs	\$100	\$100.00

Below the table, there is a section titled 'Total Project Cost Breakdown' with columns for 'Total' and 'Percentage'.

View Application

Steps 8 - 9

Expand Specific Budget Categories

- 8) Scroll down and select the caret to the individual budget categories in **Budget Detail Summary View** to view budget details and narratives.
- 9) 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 sidebar with navigation 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 sections for 'Budget Category' (Personnel), 'Budget Year' (Year 1), and a table with columns: 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, with a green circle '8' next to the latter. A 'Personal Narrative' section is also visible, with a green circle '9' next to it. At the bottom, a list of budget categories is shown with expandable arrows: Fringe Benefits, Travel, Equipment, Supplies, Construction, SubAwards, Procurement Contracts, Other Costs, and Indirect Costs.



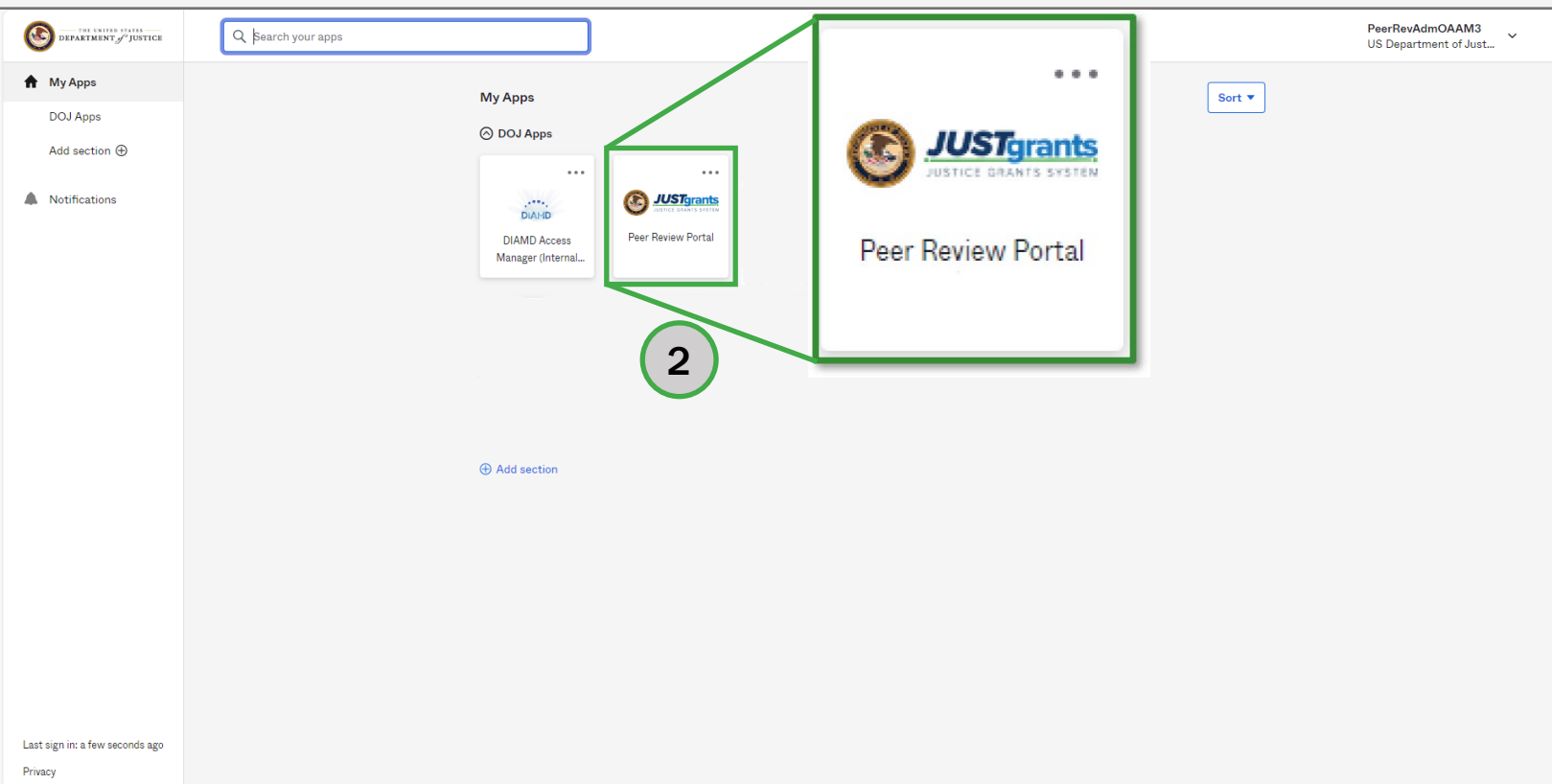
Print Application

Print Application

Steps 1 - 2

Select Peer
Review Portal
Tile

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Print Application


Step 3

Open
Assessment


3) Select the application **Case ID** to open the **Assessment** case.

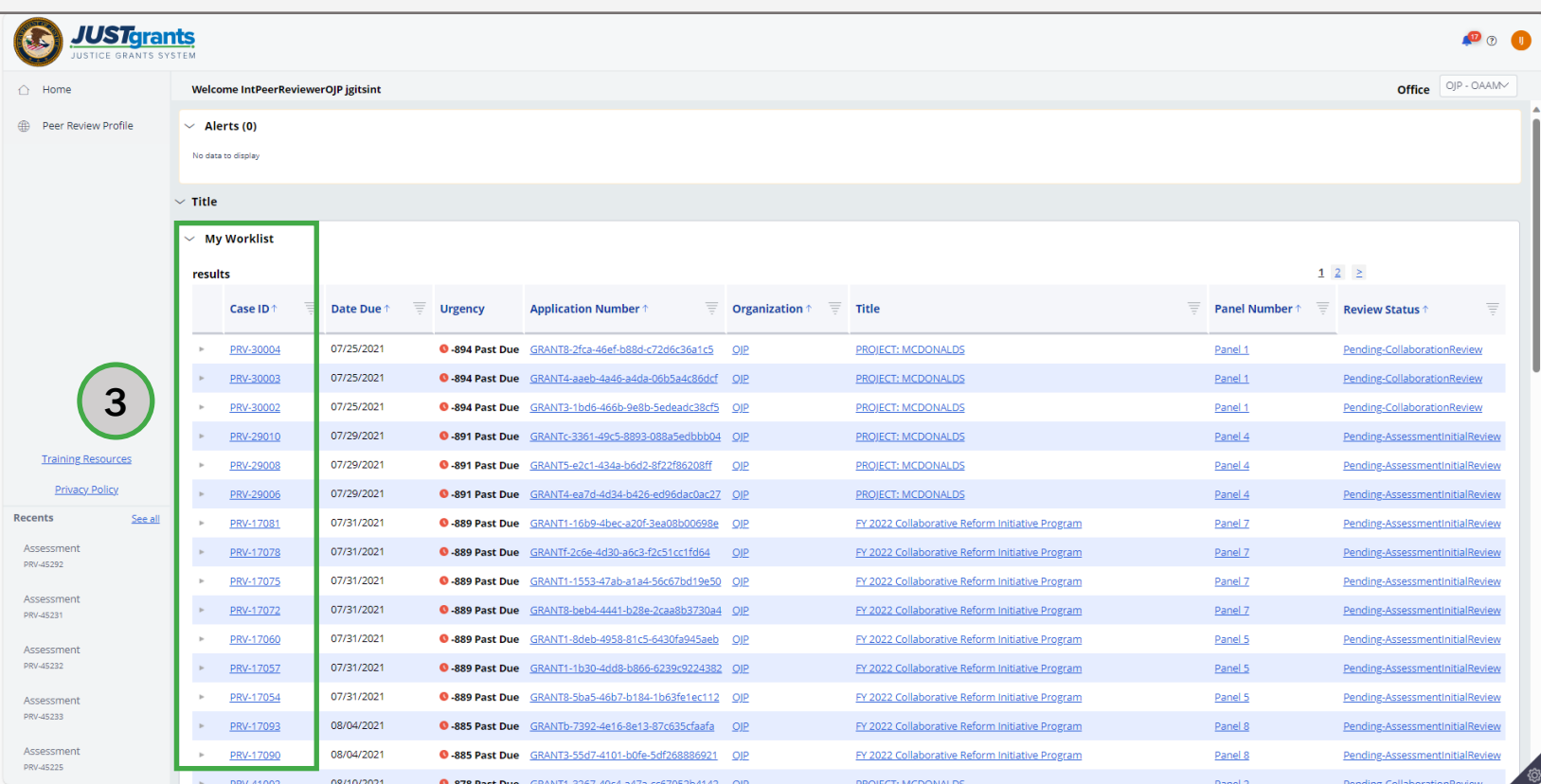
NOTE: Columns can be filtered or sorted.

To filter:

- Select the **Upside-Down** arrow  ;
- Select the **checkbox** or type in text to search to select **Assessment**;
- Select the **Apply** button.

To Sort:

- Select the **Small** arrow  or select the title of the column header.



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PRV-17072	07/31/2021	-889 Past Due	GRANT8-beb4-4441-b28e-2caa8b3730a4	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 7	Pending-AssessmentInitialReview
PRV-17060	07/31/2021	-889 Past Due	GRANT1-8deb-4958-81c5-6430fa945aeb	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 5	Pending-AssessmentInitialReview
PRV-17057	07/31/2021	-889 Past Due	GRANT1-1b30-4rd8-b866-6239-c9224382	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 5	Pending-AssessmentInitialReview
PRV-17054	07/31/2021	-889 Past Due	GRANT8-5ba5-46b7-b184-1b63fe1ec112	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 5	Pending-AssessmentInitialReview
PRV-17093	08/04/2021	-885 Past Due	GRANTb-7392-4e16-8e13-87c635cfaafa	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 8	Pending-AssessmentInitialReview
PRV-17090	08/04/2021	-885 Past Due	GRANT3-55d7-4101-b0fe-5df268886921	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 8	Pending-AssessmentInitialReview

Print Application

Step 4

Select View Application Button

- 4) Select the **View Application** button in the bottom right frame to open a new window to view the application.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows an assessment for application PRV-45153, which is in a 'PENDING-ASSESSMENT/INITIAL REVIEW' state. 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

Below the details is the 'Initial Review' section, which is due in 2 months and 8 days. It contains a 'Statement of Problem' field with the text 'test'. To the right of this field is a table with columns for 'Initial Quantitative Score' and 'Weight', with a value of 50. Below the text field is a rich text editor with a toolbar. A green circle with the number '4' highlights the 'View Application' button in the bottom right corner of the interface.

Print Application

Step 5

Select
Expansion
Caret

- 5) Click on the caret (>) to expand each subsection to view the webforms.

Grant Package A-448492 - Work - Microsoft Edge

5 (00802206) APPROVE-BMR Due October 23, 2023 2:16:00 PM EDT

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

Application attachments (8)

Entry Application Submitted
A-448492 | Correspondence ...
Oct 20, 2023 03:22 PM EDT

Entry Application Submitted
A-448492 | Correspondence ...
Oct 20, 2023 03:22 PM EDT

Action Required: Application GRANT...
A-448492 | Correspondence ...
Oct 20, 2023 02:40 PM EDT

manifest.pdf
A-448492 | Program/Project ...
Oct 20, 2023 02:40 PM EDT

Form SF424 4 0-14.0.pdf
A-448492 | Program/Project ...
Oct 20, 2023 02:40 PM EDT

Load more

Statement of Problem

Project Design and Implementation

Summary

Submit Assessment

View Application

Download Application Attachments

Download Solicitation

Case details

Last updated by

Print Application

Step 6

Select Ctrl + P

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

The screenshot shows the JUSTgrants Justice Grants System interface. The main content area displays the following information:

- Grant Package (00802206)** APPROVE-BMR 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-BJA-2023-185400-STG	Test
 - Competition Identification**

Competition Identification Number	Competition Identification Title	Due Date
---	---	October 23, 2023 2:16:00 PM EDT
- Project Information**

Project Title	Proposed Project Start Date	Proposed Project End Date
Test Descriptive Title of Application'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.)**

On the right side of the interface, there are sections for 'Statement of Problem' (Project Design and Implementation, Summary, Submit Assessment) and 'Case details' (Last updated by). Buttons for 'View Application', 'Download Application Attachments', and 'Download Solicitation' are also present.

Print Application

Step 7

Select More Settings

- 7) Scroll down and select the **More Settings** option from the print window.

The screenshot displays the JUSTgrants interface with a print dialog box open. The print dialog box is titled "Print" and shows "Total: 8 sheets of paper". It has several sections: "Orientation" with radio buttons for "Portrait" (selected) and "Landscape"; "Pages" with radio buttons for "All" (selected), "Odd pages only", and "Even pages only", and a text input field containing "e.g. 1-5, 8, 11-13"; "Color" with a dropdown menu set to "Color"; "Print on both sides" with a dropdown menu set to "Print on one side"; and a "More settings" link highlighted with a green box. A green circle with the number "7" is overlaid on the "More settings" link. Below the dialog box, a preview of the application form is visible, showing sections like "Standard Applicant Information", "Funding Opportunity", and "Project Information".

Print Application

Steps 8 - 9

Print Application

- 8) Set the scale percentage to 70. This will allow for all information to fit across the printed paper.
- 9) Select the **Print** button to print the application.

The screenshot displays the 'Print' dialog box in the JUSTgrants system. The dialog is titled 'Print' and indicates 'Total: 8 sheets of paper'. The paper size is set to 'Letter'. Under 'Scale (%)', the 'Actual size' option is selected, and the '70' option is highlighted with a green box and a circled '8'. The 'Print' button at the bottom is also highlighted with a green box and a circled '9'. The background page shows the 'Assessment (PRV-45153)' details, including 'Standard Applicant Information' and 'Project Information' sections.

Print Application

Steps 10 - 11

Print
Attachment

10) Select an attachment link to download and view the attachment.

11) Select **Ctrl + P** to open the print window and follow print instructions from previous page.

NOTE: Another way to view attachment is by opening each caret of the grant package and the attachments will be visible in for the sections that have an attachment. Select the attachment to open.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows the 'Application attachments (8)' section, which is highlighted with a green box. The attachments listed are:

- Entity Application Submitted (A-448492 | Correspondence ... Oct 20, 2023 03:22 PM EDT)
- Entity Application Submitted (A-448492 | Correspondence ... Oct 20, 2023 03:22 PM EDT)
- Action Required: Application GRANT... (A-448492 | Correspondence ... Oct 20, 2023 02:40 PM EDT)
- manifest.txt (A-448492 | Program/Project ... Oct 20, 2023 02:40 PM EDT)
- Form SF424 4 0-V4.0.pdf (A-448492 | Program/Project ... Oct 20, 2023 02:40 PM EDT)

A green circle with the number '10' is overlaid on the right side of the attachment list. The interface also shows a left sidebar with navigation options like 'Home', 'Peer Review Profile', and 'Assessment (PRV-45153) PENDING'. The right sidebar contains sections for 'Statement of Problem', 'Case details', and 'Actions'.

The image features a dark blue background. On the left side, there is a thin vertical light blue line. A large, downward-pointing chevron shape is formed by two light blue lines with a fine halftone dot pattern, meeting at a point in the lower center of the page. The text 'Review Solicitation' is positioned in the upper left quadrant, to the right of the vertical line.

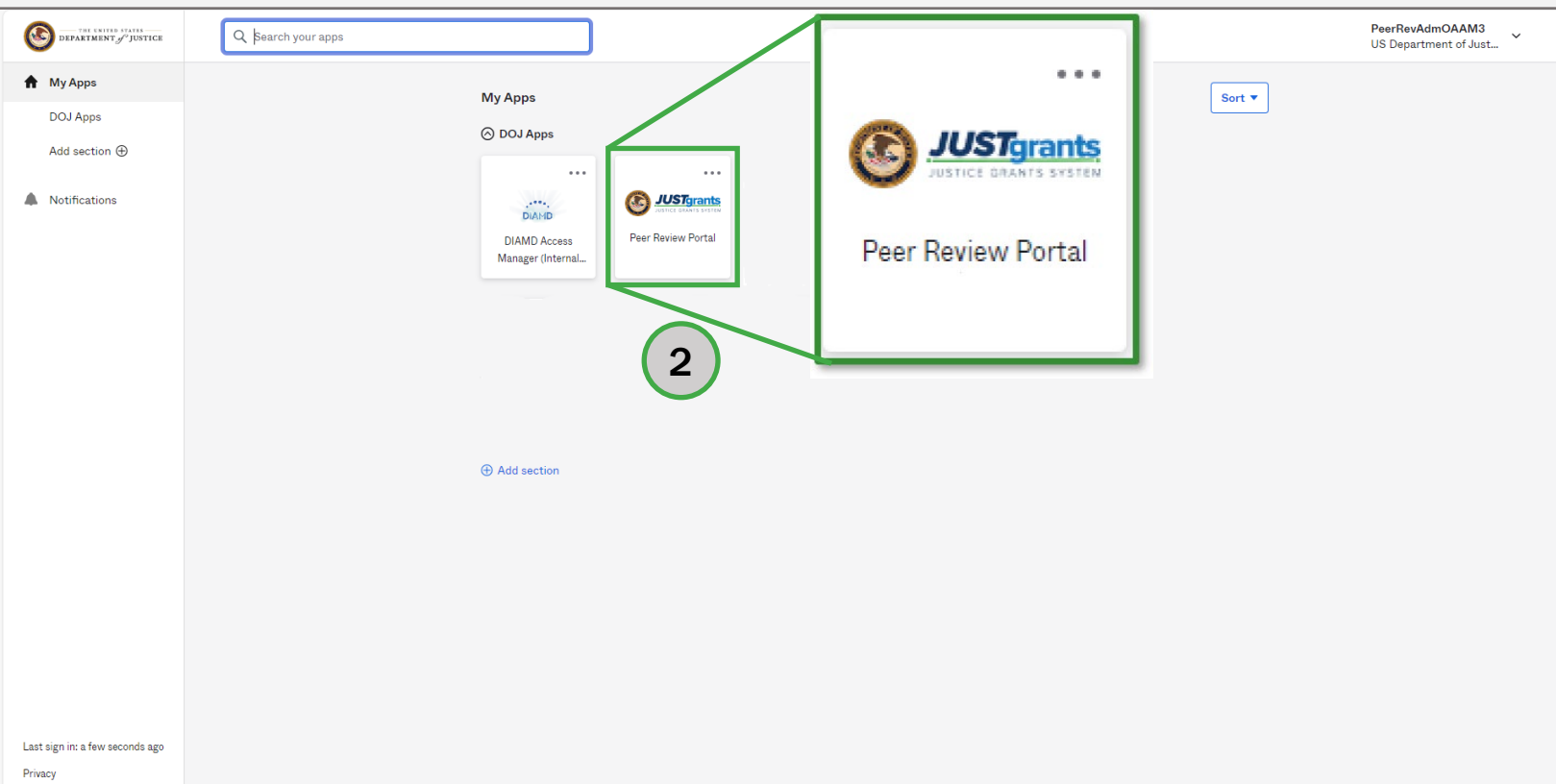
Review Solicitation

Review Solicitation

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.



Review Solicitation


Step 3

Select
Assessment
Case ID

3) Select the application **Case ID** to open the **Assessment** case.

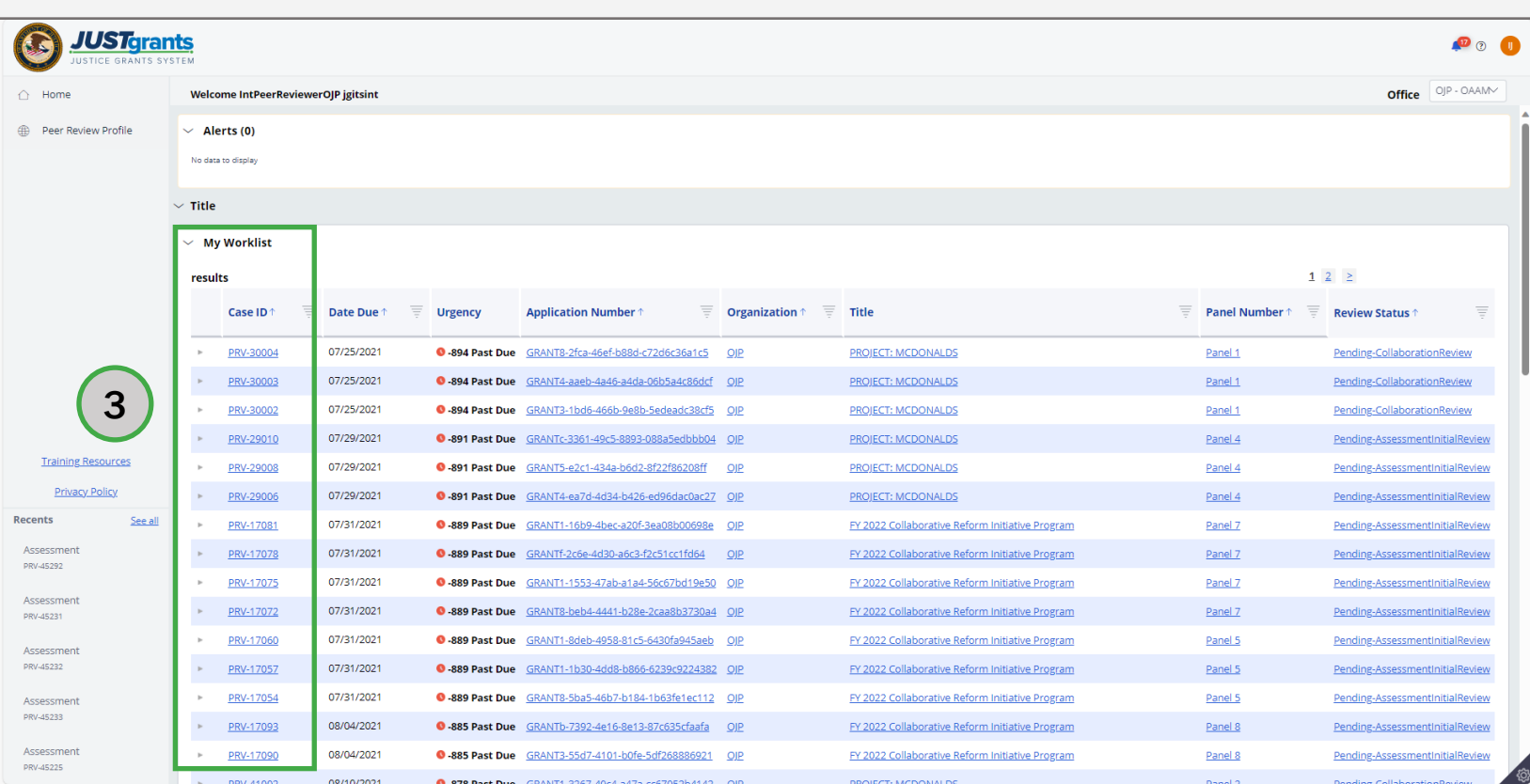
NOTE: Columns can be filtered or sorted.

To filter:

- Select the **Upside-Down** arrow  ;
- Select the **checkbox** or type in text to search to select **Assessment**;
- Select the **Apply** button.

To Sort:

- Select the **Small** arrow  or select the title of the column header.



The screenshot shows the JUSTgrants Justice Grants System interface. The main content area displays a table titled "My Worklist" with the following columns: Case ID, Date Due, Urgency, Application Number, Organization, Title, Panel Number, and Review Status. The first row of data is highlighted with a green box, showing Case ID PRV-30004, Date Due 07/25/2021, Urgency -894 Past Due, Application Number GRANT8-2fca-46ef-b88d-c72d6c36a1c5, Organization OJP, Title PROJECT: MCDONALDS, Panel Number Panel 1, and Review Status Pending-CollaborationReview.

Case ID	Date Due	Urgency	Application Number	Organization	Title	Panel Number	Review Status
PRV-30004	07/25/2021	-894 Past Due	GRANT8-2fca-46ef-b88d-c72d6c36a1c5	OJP	PROJECT: MCDONALDS	Panel 1	Pending-CollaborationReview
PRV-30003	07/25/2021	-894 Past Due	GRANT4-aaeb-4a46-a4da-06b5a4c86ddf	OJP	PROJECT: MCDONALDS	Panel 1	Pending-CollaborationReview
PRV-30002	07/25/2021	-894 Past Due	GRANT3-1bd6-466b-9e8b-5edeaedc38cf5	OJP	PROJECT: MCDONALDS	Panel 1	Pending-CollaborationReview
PRV-29010	07/29/2021	-891 Past Due	GRANTc-3361-49c5-8893-088a5edbb04	OJP	PROJECT: MCDONALDS	Panel 4	Pending-AssessmentInitialReview
PRV-29008	07/29/2021	-891 Past Due	GRANT5-e2c1-434a-b6d2-8f2f86208ff	OJP	PROJECT: MCDONALDS	Panel 4	Pending-AssessmentInitialReview
PRV-29006	07/29/2021	-891 Past Due	GRANT4-ea7d-4d34-b426-ed9d6dac0ac27	OJP	PROJECT: MCDONALDS	Panel 4	Pending-AssessmentInitialReview
PRV-17081	07/31/2021	-889 Past Due	GRANT1-16b9-4beca20f-3ea08b00698e	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 7	Pending-AssessmentInitialReview
PRV-17078	07/31/2021	-889 Past Due	GRANTf-2c6e-4d30-a5c3-f2c51cc1fd64	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 7	Pending-AssessmentInitialReview
PRV-17075	07/31/2021	-889 Past Due	GRANT1-1553-47ab-a1a4-56c67bd19e50	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 7	Pending-AssessmentInitialReview
PRV-17072	07/31/2021	-889 Past Due	GRANT8-beb4-4441-b28e-2caa8b3730a4	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 7	Pending-AssessmentInitialReview
PRV-17060	07/31/2021	-889 Past Due	GRANT1-8deb-4958-81c5-6430fa945aeb	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 5	Pending-AssessmentInitialReview
PRV-17057	07/31/2021	-889 Past Due	GRANT1-1b30-4rd8-b866-6239-c9224382	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 5	Pending-AssessmentInitialReview
PRV-17054	07/31/2021	-889 Past Due	GRANT8-5ba5-46b7-b184-1b63fe1ec112	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 5	Pending-AssessmentInitialReview
PRV-17093	08/04/2021	-885 Past Due	GRANTb-7392-4e16-8e13-87c635cfaafa	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 8	Pending-AssessmentInitialReview
PRV-17090	08/04/2021	-885 Past Due	GRANT3-55d7-4101-b0fe-5df268886921	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 8	Pending-AssessmentInitialReview

Review Solicitation

Step 4

Select Download Application Button

- 4) Select the **Download Solicitation** button in the bottom right frame.

The screenshot shows the JUSTgrants Justice Grants System interface. The main content area displays the 'Assessment (PRV-45153)' page, which is currently in a 'PENDING-ASSESSMENT/INITIAL REVIEW' state. The page includes a table of application details, an 'Initial Review' section with a text editor, and a right-hand sidebar with buttons for 'View Application', 'Download Application Attachments', and 'Download Solicitation'. A green circle with the number '4' highlights the 'Download Solicitation' 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]

Statement of Problem

- Project Design and Implementation
- Summary
- Submit Assessment

[View Application](#)

[Download Application Attachments](#)

[Download Solicitation](#)

Case details
Last updated by

Review Solicitation

Step 5

Select Open File
Option

- 5) Select **Open File** option from the box in the upper right of the screen to open a read-only PDF version of the solicitation.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Peer Review Profile

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

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 11 DAYS AGO

Statement of Problem

test

Initial Quantitative Score Weight
50

Strength:

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

Downloads

- O-BIA-2023-185400-STG-Ash_Test_data-V1_SI-185400...
[Open file](#)
- O-BIA-2023-185400-STG-Ash_Test_data-V1_SI-185400-...
Removed
- O-BIA-2023-185400-STG-Ash_Test_data-V1_SI-185400-...
Removed
- GRANT00802206_Attachments (1).zip
Removed
- O-BIA-2023-185400-STG-Ash_Test_data-V1_SI-185400-...
Removed
- GRANT00802206_Attachments.zip
Removed

[See more](#)

Statement of Problem

Project Design and Implementation

Summary

Submit Assessment

[View Application](#)

[Download Application Attachments](#)

[Download Solicitation](#)

Case details

Last updated by

Review Solicitation

Step 6

Close
Solicitation

- 6) Select the X option 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 with the following content:

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 #	15 025
Grants.gov Opportunity Number:	O-BJS-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 type(s)** is seeking applications for funding for **Purpose of the program(s)**. This program fulfills the Department's mission by **purpose**.

This solicitation incorporates the **OJP Grant Application Resource Guide** by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications for funding. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

Solicitation Categories
This solicitation does not include Solicitation Categories.

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](#). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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 **7:00** p.m. eastern time on **June, Year**. The full application must be submitted in JustGrants by Time p.m. eastern time on **June, 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. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

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 Peer Review?

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

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

Why is Peer Review Conducted?

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

When are Peer Reviews Conducted?

Peer reviews are conducted once applications are received and 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

- If the solicitation is using qualitative scores, the peer reviewer will only insert comments into the **Strength and Weakness** text box 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.
- Press **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 be used only 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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, think about how well the applicant responded to the key components of the solicitation. Assess each application against the solicitation; do not compare applications to one another.

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 two points 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 are not always experienced grant writers. Award some 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 details on how the applicant successfully addressed all requirements of the selection criterion. Weaknesses should not be noted.

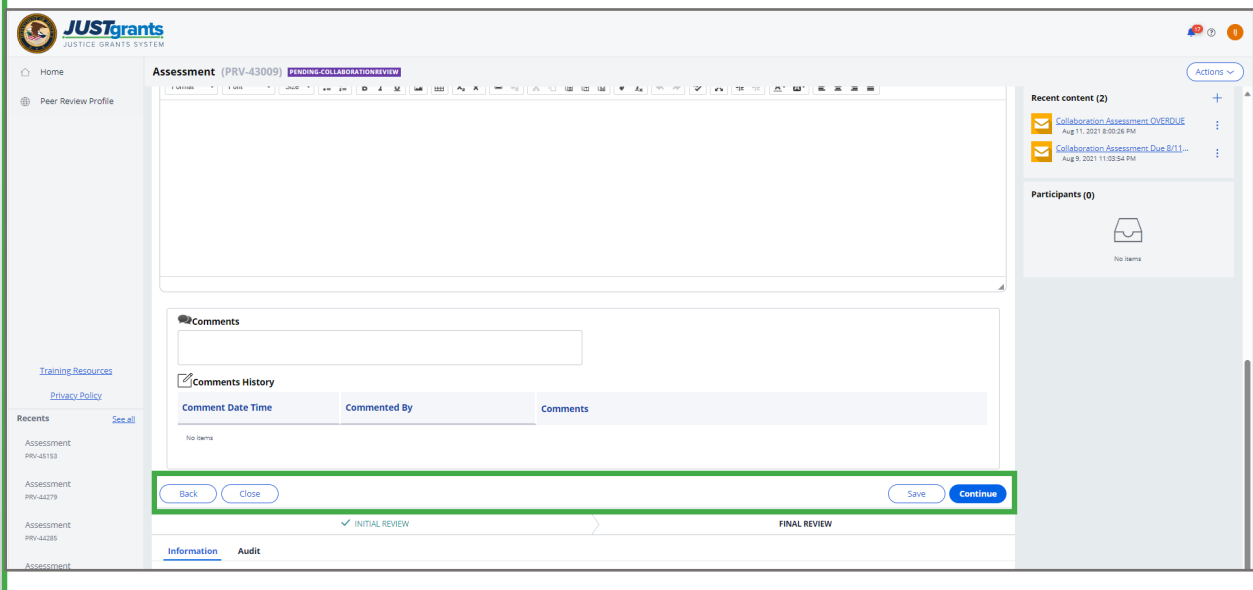
Poor Score

A **score of zero** indicates the applicant failed to respond to any of the requirements for that criterion. Descriptions must include details about several 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 at the bottom of 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 the Save button 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 page. The page title is "Assessment (PRV-43009) PENDING-COLLABORATIONREVIEW". The main content area is currently blank. 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 it currently shows "No items". At the bottom of the page, a navigation bar contains four buttons: "Back", "Close", "Save", and "Continue". The "Back" and "Close" buttons are highlighted with a green border. The "Save" and "Continue" buttons are blue. The page also features a sidebar on the left with navigation links and a right sidebar with "Recent content" and "Participants" sections.

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.

The screenshot displays the JustGrants application interface. At the top left is the Department of Justice logo. A search bar labeled "Search your apps" is positioned at the top center. On the right, the user's name "PeerRevAdmOAM3" and "US Department of Just..." are visible. The main content area is titled "My Apps" and contains a "DOJ Apps" section. Within this section, two application tiles are shown: "DIAMD Access Manager (Internal..." and "Peer Review Portal". The "Peer Review Portal" tile is highlighted with a green box, and a green circle with the number "2" is placed below it. A larger green box encompasses the "Peer Review Portal" tile and its associated details, which include the JustGrants logo and the text "Peer Review Portal". A "Sort" dropdown menu is located to the right of the application tiles. At the bottom left, there is a link for "Add section". The footer of the page includes the text "Last sign in: a few seconds ago" and "Privacy".

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.

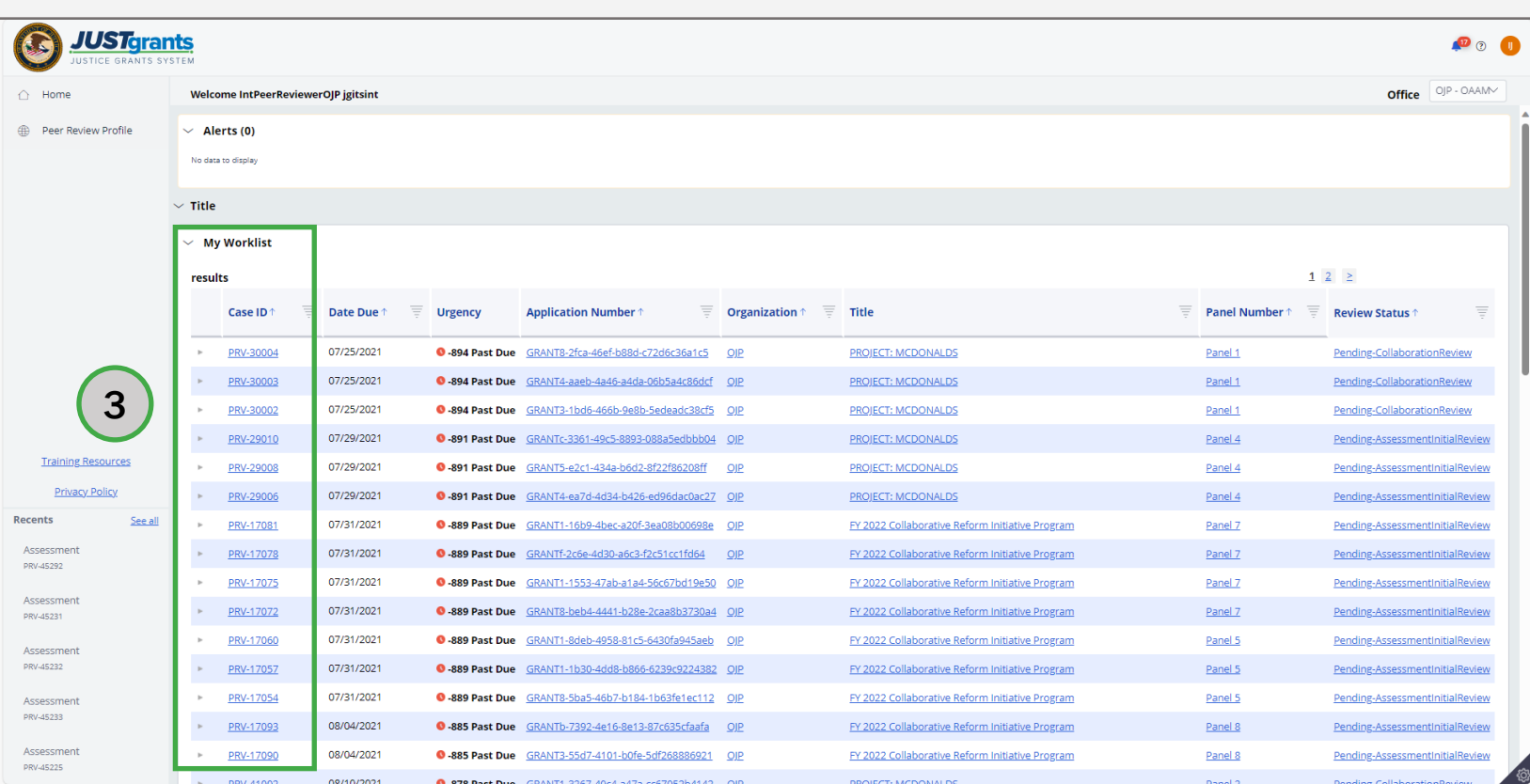
NOTE: Columns can be filtered or sorted.

To filter:

- Select the **Upside-Down** arrow  ;
- Select the **checkbox** or type in text to search to select **Assessment**;
- Select the **Apply** button.

To Sort:

- Select the **Small** arrow  or select the title of the column header.



The screenshot shows the JUSTgrants Justice Grants System interface. The 'My Worklist' section is highlighted with a green box and a circled '3'. The table below lists various applications with columns for Case ID, Date Due, Urgency, Application Number, Organization, Title, Panel Number, and Review Status.

Case ID	Date Due	Urgency	Application Number	Organization	Title	Panel Number	Review Status
PRV-30004	07/25/2021	-894 Past Due	GRANT8-2fca-46ef-b88d-c72d6c36a1c5	OJP	PROJECT: MCDONALDS	Panel 1	Pending-CollaborationReview
PRV-30003	07/25/2021	-894 Past Due	GRANT4-aaeb-4a46-a4da-06b5a4c86d6f	OJP	PROJECT: MCDONALDS	Panel 1	Pending-CollaborationReview
PRV-30002	07/25/2021	-894 Past Due	GRANT3-1bd6-466b-9e8b-5edeadi38cf5	OJP	PROJECT: MCDONALDS	Panel 1	Pending-CollaborationReview
PRV-29010	07/29/2021	-891 Past Due	GRANTc-3361-49c5-8893-088a5edbb04	OJP	PROJECT: MCDONALDS	Panel 4	Pending-AssessmentInitialReview
PRV-29008	07/29/2021	-891 Past Due	GRANT5-e2c1-434a-b6d2-8f2f86208ff	OJP	PROJECT: MCDONALDS	Panel 4	Pending-AssessmentInitialReview
PRV-29006	07/29/2021	-891 Past Due	GRANT4-ea7d-4d34-b426-ed926dac0a27	OJP	PROJECT: MCDONALDS	Panel 4	Pending-AssessmentInitialReview
PRV-17081	07/31/2021	-889 Past Due	GRANT1-16b9-4beca20f-3ea08b00698e	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 7	Pending-AssessmentInitialReview
PRV-17078	07/31/2021	-889 Past Due	GRANTf-2c6e-4d30-a6c3-f2c51cc1fd64	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 7	Pending-AssessmentInitialReview
PRV-17075	07/31/2021	-889 Past Due	GRANT1-1553-47ab-1a4a-56c67bd19e50	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 7	Pending-AssessmentInitialReview
PRV-17072	07/31/2021	-889 Past Due	GRANT8-beb4-4441-b28e-2caa8b3730a4	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 7	Pending-AssessmentInitialReview
PRV-17060	07/31/2021	-889 Past Due	GRANT1-8deb-4958-81c5-6430fa945aeb	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 5	Pending-AssessmentInitialReview
PRV-17057	07/31/2021	-889 Past Due	GRANT1-1b30-4rd8-b866-6239-c9224382	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 5	Pending-AssessmentInitialReview
PRV-17054	07/31/2021	-889 Past Due	GRANT8-5ba5-46b7-b184-1b63fe1ec112	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 5	Pending-AssessmentInitialReview
PRV-17093	08/04/2021	-885 Past Due	GRANTb-7392-4e16-8e13-87c635cfaafa	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 8	Pending-AssessmentInitialReview
PRV-17090	08/04/2021	-885 Past Due	GRANT3-55d7-4101-b0fe-5df268886921	OJP	FY 2022 Collaborative Reform Initiative Program	Panel 8	Pending-AssessmentInitialReview

Finish Initial Review

Steps 4 - 6

Enter Scores
and Comments

- 4) Select each criterion in the **right navigation** menu. 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) Insert 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. Generally, 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 contains a 'Statement of Problem' section with a text area containing 'test'. Below this is an 'Initial Quantitative Score' dropdown menu set to '10', and a 'Weight' field set to '50'. There are two large text areas for 'Strength:' and 'Weakness:', both with rich text editors. The 'Strength:' area contains several lines of placeholder text. The 'Weakness:' area contains 'None noted.'. On the right side, there is a 'Statement of Problem' navigation menu with options like 'Project Design and Implementation', 'Summary', and 'Submit Assessment'. Below this are buttons for 'View Application', 'Download Application Attachments', and 'Download Solicitation'. Further down, there is a 'Case details' section with information about the last updated user and creation time, and a 'Recent content' section showing 'No items'. A 'Participants' section at the bottom right shows '0' participants. 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' navigation menu.

Finish Initial Review

Steps 7 - 9

Select Summary Option

- 7) Select the **Summary** option from the **right navigation** menu.
- 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.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home

Peer Review Profile

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

Initial Review
DUE IN 2 MONTHS 11 DAYS AGO

Summary

Initial Qualitative Score
Highly Recommended

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

Strength:

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.

Weakness:

None noted.

Statement of Problem

Project Design and Implementation

Summary

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)

Recents

Assessment
PRV-45153

Assessment
PRV-45292

Assessment
PRV-45231

Assessment
PRV-45232

Assessment
PRV-45233

Home

Peer Reviewer | 45

Finish Initial Review

Steps 10 - 13

Select Submit Assessment Option

- 10) Review the scores and/or ratings.
- 11) Select the **Submit Assessment** option from the **right navigation** menu.
- 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 the **Submit** button.

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

11 (points to table)

10 (points to Submit Assessment button)

12 (points to Actions dropdown menu)

13 (points to Submit button)

NOTE: The assessment cannot be printed or viewed after selecting the **Submit** button. If there are errors, a message will display at the top of the page showing that a score or text is missing from the **Strength** or **Weakness** text box. Use the menu at the right to navigate to and correct the error.

Finish Initial Review

Steps 14 - 15

Select Submit Assessment Option

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

Assessment (PRV-45153) PENDING-INITIALREVIEWCOMPLETED

Thank you for your input.

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	PeerReviewAdminisOAAM@ojp.usdoj.stg_PRV
Collaboration Coordinator Email	PeerReviewAdminisOAAM@ojp.usdoj.stg
Peer Review Format	Initial Only Review
Initial Review Due Date	10/28/2023

INITIAL REVIEW | FINAL REVIEW

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

Submit Assessment

View Application

Download Application Attachments

Download Solicitation

Case details
Last updated by

A vertical green line is positioned on the left side of the page. A large, downward-pointing chevron shape is formed by two green lines meeting at a point at the bottom center. The area within this chevron is filled with a light blue halftone pattern, while the rest of the page has a solid dark blue background.

Print Assessment

Print Assessment

Step 1

Select Print Option

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

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

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows the 'Initial Review' for assessment PRV-45153, which is in a 'PENDING-ASSESSMENT/INITIAL REVIEW' state. 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 interface includes navigation buttons (Back, Close, Save, Submit) and a progress bar showing 'INITIAL REVIEW' as the current step. On the right, an 'Actions' dropdown menu is open, with the 'Print' option highlighted by a green circle and the number '1'. Other options in the menu include Refresh and Close. The right sidebar contains sections for 'Statement of Problem', 'Summary', 'Submit Assessment', 'View Application', 'Download Application Attachments', 'Download Solicitation', 'Case details', 'Recent content (0)', and 'Participants (0)'.

Print Assessment

Steps 2 - 3

Select Print Destination

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

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

- Printer:** OJP Secure Print on ojpsdcsec... (highlighted with a green box and a circled '2')
- Copies:** 1
- Layout:** Portrait (selected)
- Pages:** All (selected)
- Color:** Color
- Print on both sides:** Print on one side (selected)
- Print button:** (highlighted with a green box and a circled '3')

The background shows the assessment details page, including a 'Statement of Problem' section with a table of scores and a 'Comments History' table.

Initial Quantitative Score	Weight
10	50

Comment Date Time	Commented By	Comments
1/8/2024 8:43 PM	IntPeerReviewerCJP jgsins	All numerical scores must be supported with comments.
1/8/2024 8:43 PM	IntPeerReviewerCJP jgsins	All numerical scores must be supported with comments.

Print Assessment

Steps 4 - 5

Select Save Option

To save a soft copy of the assessment onto a computer, use the same **Print** option from the **Actions** dropdown menu; however, instead of using the **Print Destination** option:

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

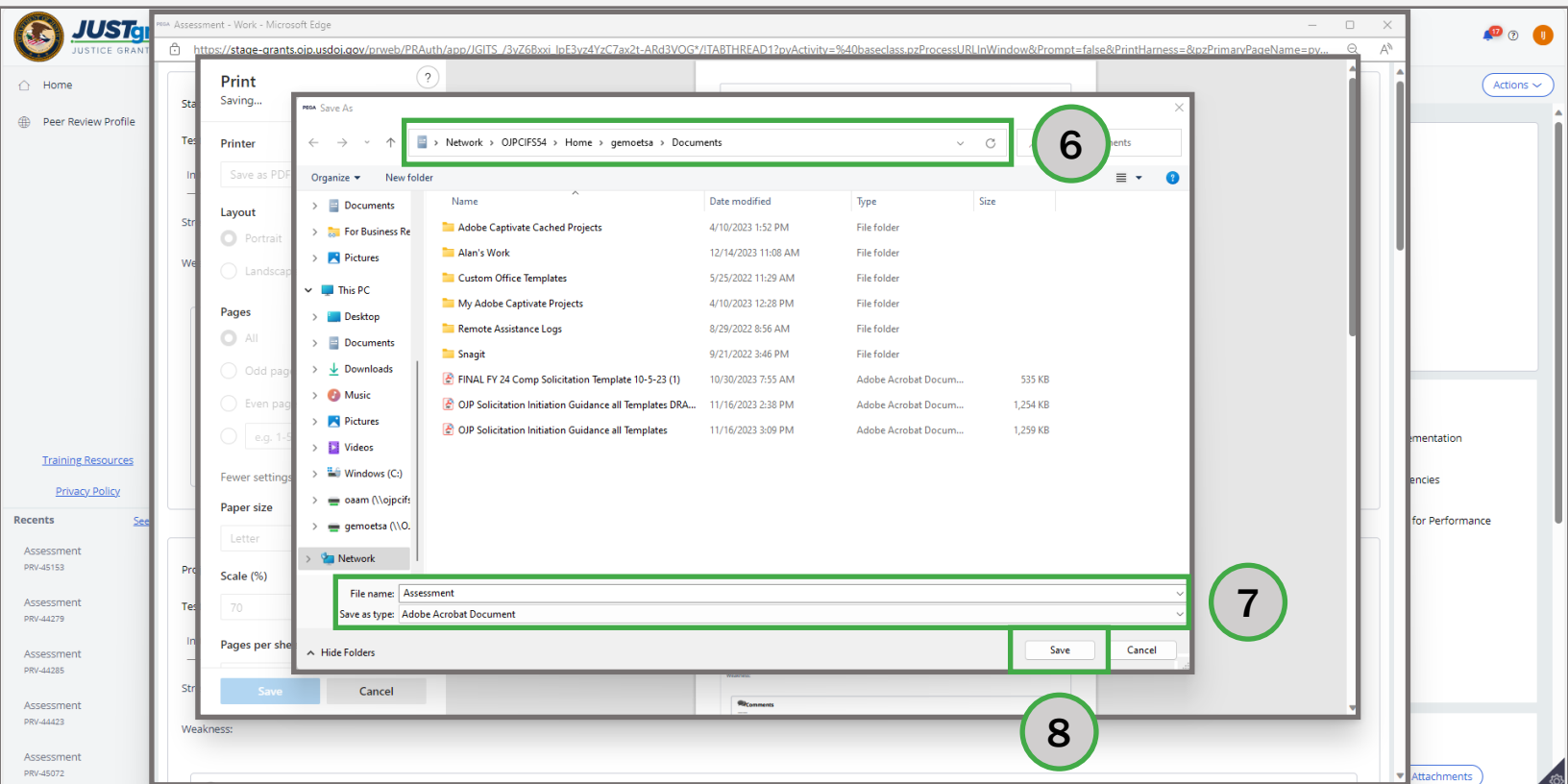
The screenshot displays a Microsoft Edge browser window with a print dialog box open. The dialog box is titled 'Print' and shows 'Total: 3 pages'. The 'Printer' dropdown menu is expanded, and 'Save as PDF' is selected. A green circle with the number '4' is placed next to the 'Save as PDF' option. The 'Layout' section has 'Portrait' selected. The 'Pages' section has 'All' selected. A green circle with the number '5' is placed next to the 'Save' button at the bottom of the dialog box. The background shows an assessment form with sections like 'Statement of Problem', 'Project Design and Implementation', and 'Capabilities and Competencies'.

Print Assessment

Steps 6 - 8

Name and Save
Assessment
PDF

- 6) Select the **destination/location** for the assessment PDF document.
- 7) Choose a **name** for the assessment PDF document.
- 8) Select the **Save** button.





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 to collaboration review. The strengths and weaknesses will be provided to the applicant once awards are made by OJP.

Collaboration Preparation

The collaboration session is a teleconference or videoconference meeting 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 sheet, and collaboration session information will be emailed 24-48 hours before the teleconference call.

Peer Reviewers should prepare for the collaboration session by going over the selection criteria where there are widely divergent scores. These sections are highlighted yellow 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, because of the dialog during the collaboration session, the review decides to change their scores or comments, they 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

Select
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

Office OJP - OAAM

Alerts (0)
No data to display

Title

My Worklist

Case ID ↑	Date Due	Urgency	Application Number	Organization	Title	Panel Number	Review Status
PRV-17171	04/09/2023	-275 Past Due	GRANT00751184	OJP	Demo	Panel 1	Pending-CollaborationReview
PRV-30002	07/25/2021	-898 Past Due	GRANT3-1bd6-466b-9e8b-5edeadc38c4f5	OJP	PROJECT: MCDONALDS	Panel 1	Pending-CollaborationReview
PRV-30003	07/25/2021	-898 Past Due	GRANT4-a3eb-4a46-a4da-09b5a4c86dcf	OJP	PROJECT: MCDONALDS	Panel 1	Pending-CollaborationReview
PRV-30004	07/25/2021	-898 Past Due	GRANT8-2fca-46ef-b88d-c72d6c36a1c5	OJP	PROJECT: MCDONALDS	Panel 1	Pending-CollaborationReview
PRV-41002	08/10/2021	-882 Past Due	GRANT1-3267-40c4-a47a-cc67052b4142	OJP	PROJECT: MCDONALDS	Panel 2	Pending-CollaborationReview
PRV-43001	08/10/2021	-882 Past Due	GRANTS-33e6-4859-87f1-3e7cd453cd5f	OJP	PROJECT: MCDONALDS	Panel 3	Pending-CollaborationReview
PRV-43005	08/10/2021	-882 Past Due	GRANT6-3310-4900-9067-17065cabdcba	OJP	PROJECT: MCDONALDS	Panel 1	Pending-CollaborationReview
PRV-43006	08/10/2021	-882 Past Due	GRANTd-ca73-428d-a063-a26be88db115	OJP	PROJECT: MCDONALDS	Panel 1	Pending-CollaborationReview
PRV-43008	08/10/2021	-882 Past Due	GRANTA-6dfa-43df-b061-2c58dcbad77	OJP	PROJECT: MCDONALDS	Panel 1	Pending-CollaborationReview
PRV-43009	08/10/2021	-882 Past Due	GRANTb-bf93-4154-9b23-0335dd96cb70	OJP	PROJECT: MCDONALDS	Panel 3	Pending-CollaborationReview

Complete Final Review

Steps 4 - 5

Select Criteria
Link

- 4) Select the **Criteria** link from the right navigation menu.
- 5) Type directly 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.
 - Type directly in the **Strength** and **Weakness** text boxes to edit the strength and weakness comments.

Final Review
DUE IN 8 MONTHS AGO

Statement of Problem

DY

Initial Quantitative Score	Weight
10	100

Final Quantitative Score
10

Strength:

NOTE: A review using only Qualitative Ratings will only include the strengths and weaknesses for each criterion.

Weakness:

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)

Complete Final Review

Steps 6 - 7

Select Summary Link

- 6) Select the **Summary** link from the right navigation menu.
- 7) Type directly 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 "Final Review" and includes a "Summary" section with "Initial Qualitative Score" (Not Recommended) and "Final Qualitative Score" (Not Recommended). Below this are two rich text editors for "Strength:" and "Weakness:". A red circle labeled "7" is positioned above the main content area. On the right-hand navigation menu, a red box highlights the "Summary" link, and a red circle labeled "6" is positioned next to it. The interface also shows a "Statement of Problem" section, "Case details" (Last updated by: Pega Email Bot, Created by: PeerReviewAdminisOAAAM), and "Recent content (4)" with links to various assessment reports.

Complete Final Review

Steps 8-9

Select Submit Assessment Link

- 8) Select the **Submit Assessment** link from the right navigation menu.
 - Review scores and/or ratings.
 - Navigate to the **Criteria** section via the right navigation menu to make changes.
- 9) Select **Submit** button.

NOTE: If there are errors, a message will display at the top of the page indicating a score or text is missing from the **Strength** or **Weakness** text box. Use the menu at the right to navigate to and correct the error.

The screenshot displays the 'Final Review' page for an assessment (PRV-17171) in the JUSTgrants system. The page is divided into several sections:

- Header:** JUSTgrants JUSTICE GRANTS SYSTEM logo and navigation icons.
- Left Sidebar:** Home, Peer Review Profile, Training Resources, Privacy Policy, and Recents (listing several assessment IDs).
- Main Content Area:**
 - Final Review:** A table showing criteria, weights, and scores. The table has columns for Criteria, Weight, Initial Score, Initial Weighted Score, Final Score, and Final Weighted Score. The row for 'Statement of Problem' shows a weight of 100, an initial score of 10, and a final score of 10.
 - Buttons:** 'Back', 'Close', 'Save', and 'Submit' (highlighted with a green box and a circled '9').
 - Progress:** A progress bar showing 'INITIAL REVIEW' (checked) and 'FINAL REVIEW' (active).
 - Information/Audit:** A table with columns for Information and Audit, showing details like ApplicationGroupID (AG-106056), GrantPackageID (A-271225), and Total Qualitative (Not Recommended).
- Right Sidebar:**
 - Statement of Problem:** Summary section with a 'Submit Assessment' button highlighted with a green box and a circled '8'.
 - Case details:** Information about the last updated by (Pega Email Bot), created by (PeerReviewAdminisOAM), and created by (PeerReviewAdminisOAM).
 - Recent content (4):** A list of recent content items with dates and times.
 - Participants (0):** A section for participants.

Complete Final Review

Steps 10 - 11

Close
Assessment

- 10) A message displays at the top of the page.
- 11) Select the **Close** option 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. At the top left is the JUSTgrants logo. The main header area shows 'Assessment (PRV-17171) PENDING-FINALREVIEWCOMPLETED'. A green message box at the top center contains the text 'Thank you for your input.' and is circled with a green '10'. To the right, an 'Actions' dropdown menu is open, showing options for 'Refresh', 'Print', and 'Close', with the 'Close' option circled and labeled '11'. Below the message box 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 indicator showing 'INITIAL REVIEW' (checked) and 'FINAL REVIEW'. A table below that shows application details:

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

On the right side, 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 fields for 'Last updated by', 'Pega Email Bot (8mo ago)', and 'Created by'.



Complete Edits to Change-Request Application


Complete Edits to Change-Request Application

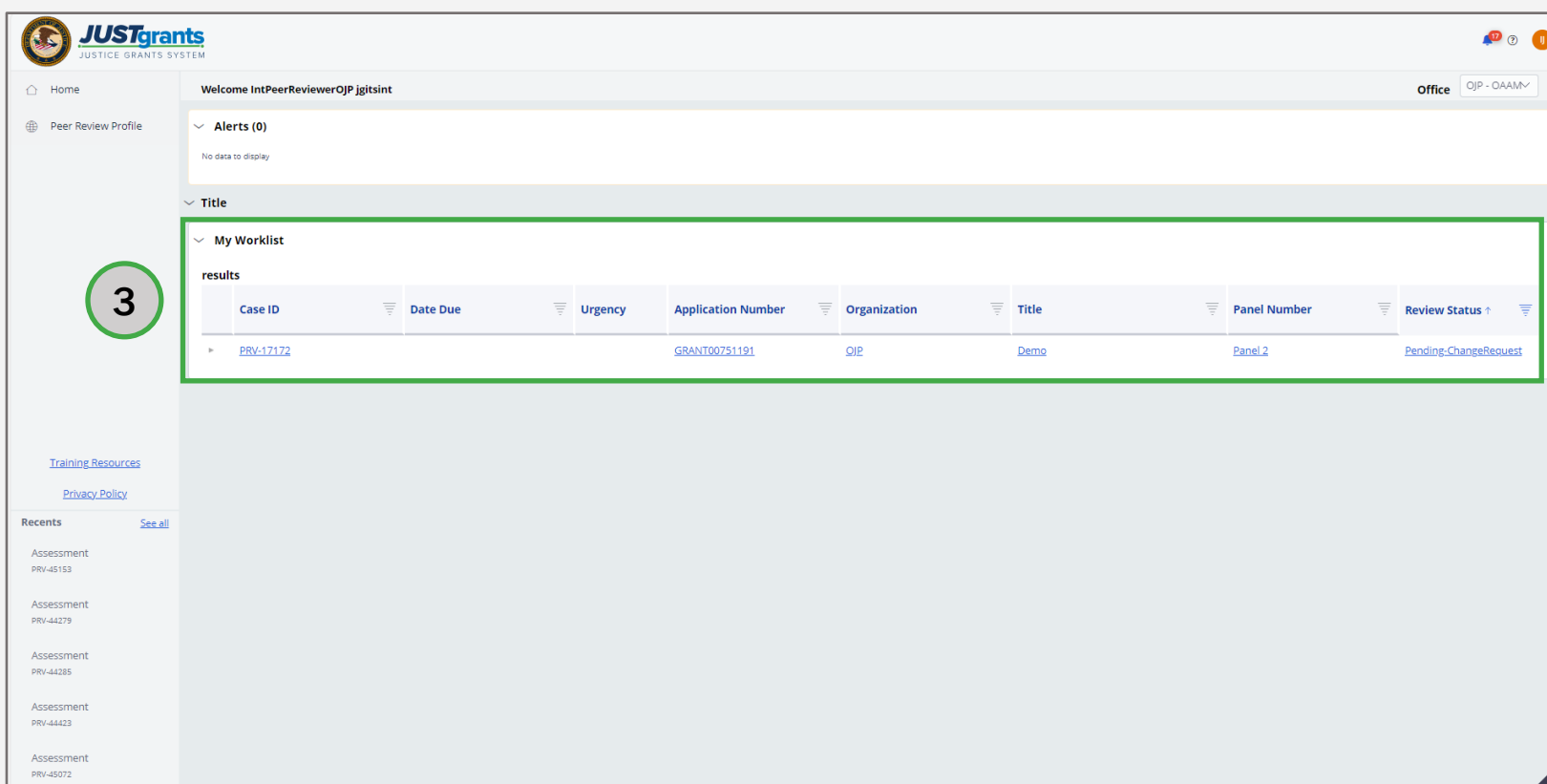
Steps 1 - 3

Select
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 **Upside-Down** arrow  and select the **Apply** button to filter.

NOTE: Select the **Small** arrow  or select the title of the column header to sort.



3

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
PRV-17172			GRANT00751191	OJP	Demo	Panel 2	Pending-ChangeRequest

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

Check for Panel Lead Comments

- 4) Scroll to the bottom of the screen and check the **Comments History** for any directions by the Panel Lead at the bottom of the screen.
- 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.
 - Type directly in the **Strength** and **Weakness** text boxes to edit strengths and weaknesses.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Peer Review Profile

Assessment (PRV-17172) PENDING-CHANGEREQUEST

Participants (0)

4

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

Select Submit Assessment Link

- 6) Select the **Submit Assessment** link from the right navigation menu.
- 7) Review the scores and/or ratings.
- 8) Navigate to the **Criteria** section via the right navigation menu to make changes, if necessary.
- 9) Select the **Submit** button.

NOTE: If there are errors, a message will display at the top of the page indicating a score or text is missing from the **Strength** or **Weakness** text box. Use the menu at the right 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 displays at the top of the page.
- 11) Select the **Close** option 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. At the top left is the JUSTgrants logo. The main header area shows 'Assessment (PRV-17172) PENDING-INITIALREVIEWCOMPLETED' with a green bar below it containing the message 'Assigned to manager to fix correspondence problem.' A green circle with the number '10' highlights this message. On the right side, an 'Actions' dropdown menu is open, showing options for 'Refresh', 'Print', and 'Close', with a green circle and the number '11' highlighting the 'Close' option. The main content area is divided into 'INITIAL REVIEW' and 'FINAL REVIEW' sections. The 'INITIAL REVIEW' section has tabs for 'Information' and 'Audit'. The 'Information' tab shows details for Application Group ID (AG-106056), Grant Package ID (A-271227), and Total Qualitative (Not Recommended). The right sidebar contains sections for 'Statement of Problem', 'Summary', 'Submit Assessment', 'View Application', 'Download Application Attachments', 'Download Solicitation', and 'Case 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	PeerReviewAdminisOAMM@ojp.usdoj.stg_PRIV
Collaboration Coordinator Email	PeerReviewAdminisOAMM@ojp.usdoj.stg
Peer Review Format	Collaboration Review
Initial Review Due Date	06/29/2021

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



Appendix



Peer Review Glossary

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 click on the Case ID **PRV-XXXXX** in JustGrants.

AOT- Assignment of Task

This contract letter details expectations of the review, including but not limited to key dates and 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)

COI (Conflict of Interest)

The COI form that reviewers sign serves to certify 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

For peer review, 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.

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).

NDA (Non-Disclosure Agreement)

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.

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JUSTgrants

JUSTICE GRANTS SYSTEM