

# How to Review Applications in eGMS Reach

## Introduction

eGMS Reach is IMLS's portal for awardees to manage awards and cooperative agreements, and for peer reviewers to access and review applications. As a peer reviewer, you will use eGMS Reach to:

- sign important documents (such as Conflict of Interest agreements);
- refer to shared files like reviewer handbooks, reviewer webinars, and applicant guidelines;
- read and download your assigned applications, and;
- draft, revise and complete evaluation scores and comments.

The instructions in this document apply to both field and panel reviewers. Please note that both types of review groups are referred to as 'Panels' in eGMS Reach.

## Accessing eGMS Reach

When IMLS gives you access to a panel, which is the term eGMS uses for any review group whether it is a field review group or an in-person panel, you will receive an email with instructions for logging in to eGMS Reach.

IMLS uses Login.gov for user authentication in eGMS Reach. For step-by-step instructions for creating or connecting your Login.gov account and logging in to eGMS Reach, refer to this resource: [eGMS Reach – How to Use Login.gov to Access eGMS Reach](#).

## Finding Your Panel

Once you have successfully signed in to eGMS Reach, you will see your assigned panels in the **Panels** section on the eGMS Reach home page. Click on your panel to go to the **Panel Information** tab. You can see evaluation due dates and required signatures that are due within the next 60 days in the **Reminders** section on the left-hand side of the screen.

To return to this screen at any time, click the **Home** button in the top navigation menu.

# eGMS Reach – How to Review Applications in eGMS Reach

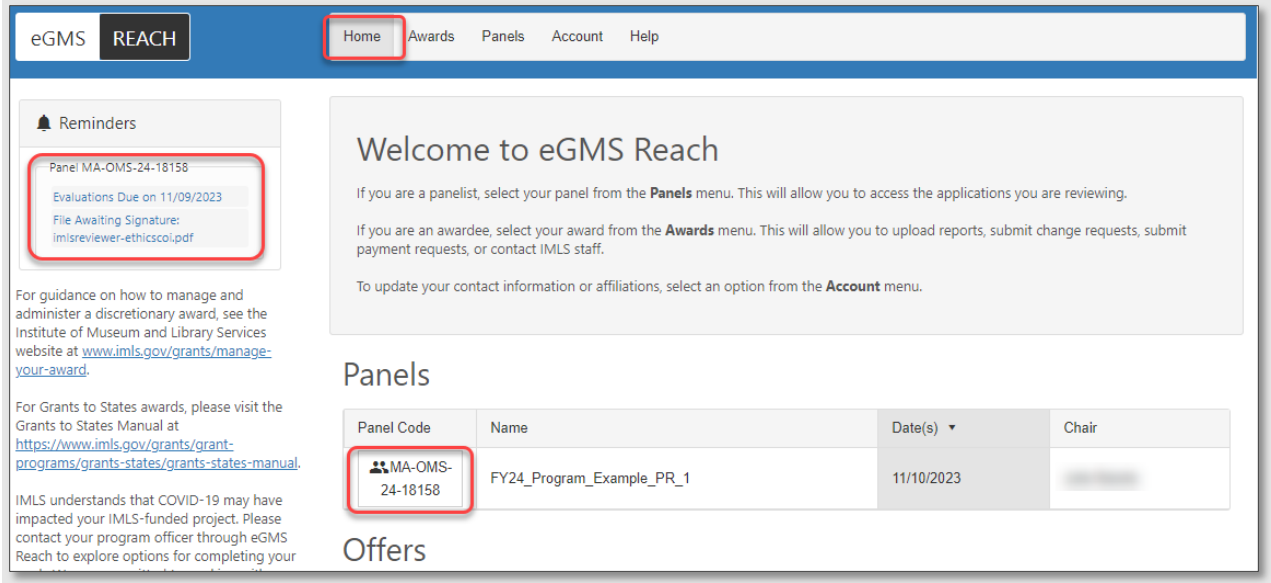


Figure 1: Finding your panel in eGMS Reach

The **Panel Information** tab contains important dates, IMLS staff contact information for the Panel Coordinator and the Panel Chair, and panel instructions.

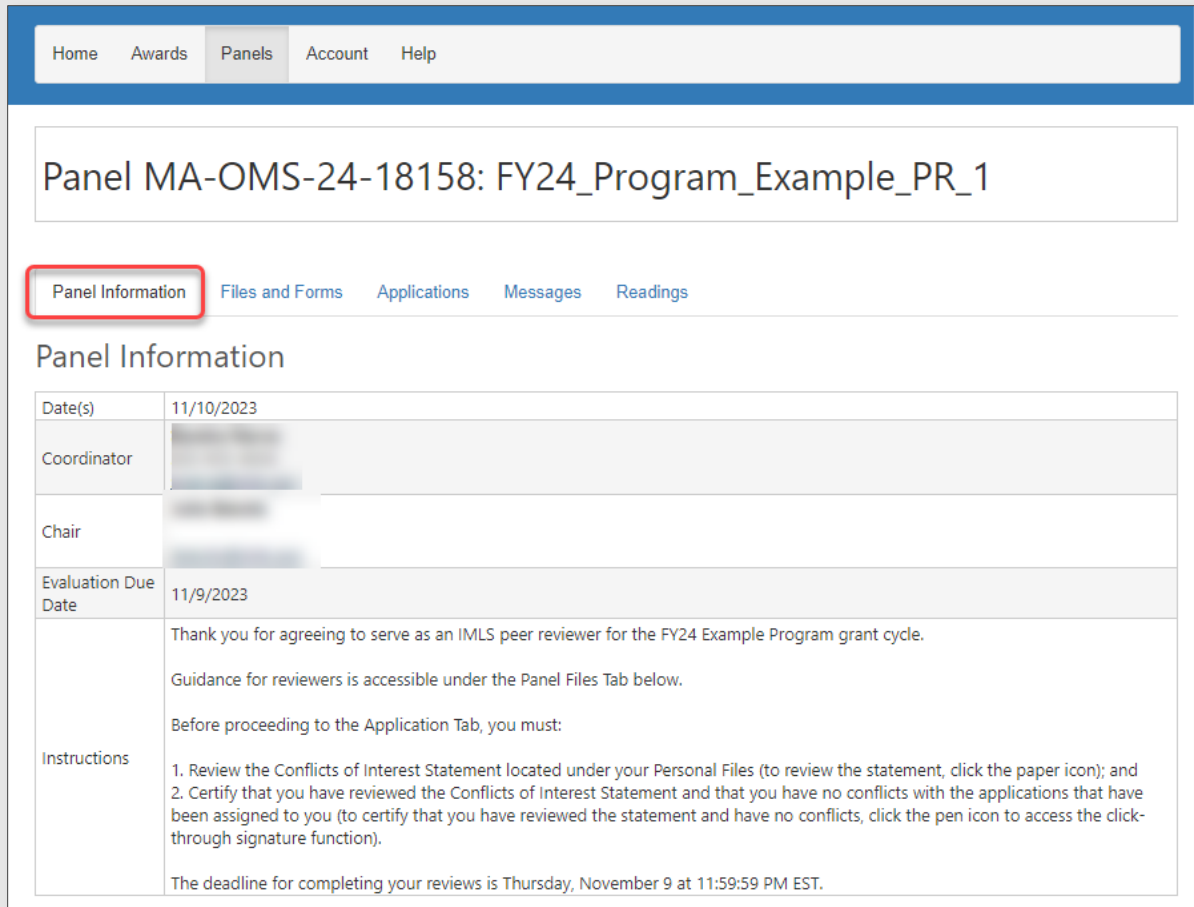


Figure 2: Panel Information tab

## Confirming No Conflicts of Interest

**IMPORTANT:** Before reviewing shared panel files and proceeding to the **Applications** Tab, you must affirm that you have reviewed and approved the **Complying with Ethical Obligations and Avoiding Conflicts of Interest** document, located in the Personal Files section of the **Files and Forms** tab. Click on the link to review the document, then click on the pen/**Sign** button to affirm that you have reviewed this file and approved its contents.

Panel MA-OMS-24-18158: FY24\_Program\_Example\_PR\_1

Panel Information | Files and Forms | Applications | Messages | Readings

### Shared Files for all Panel Participants

Name	File Type	Description	Date
<a href="#">PanelRoster.pdf</a>	Panel Roster		10/16/2023
<a href="#">fy24-oms-mfa-nofo.pdf</a>	Notice of Funding Opportunity		10/16/2023
<a href="#">2023_mfa_panel_reviewer_handbook.pdf</a>	Panelist Instructions		10/16/2023

**Personal Files**  
These files are only visible to you.

Actions	Name	Date	Status	Your Comments	Staff Comments	Delete
<input type="button" value="Sign"/>	<a href="#">imsreviewer-ethicscoi.pdf</a> (Panelist Ethics and Conflict of Interest Agreement)	10/16/2023	⚠ Not signed - click <b>Sign</b> to the left.			


Figure 3: Finding and signing the "Complying with Ethical Obligations and Avoiding Conflicts of Interest" document in your Personal Files

To electronically sign the file, check the status box that affirms “By checking this box, I affirm that I have reviewed the file and approve its contents,” type your name in the Name for Signature field, enter comments (optional), and click **Save**.

Personal Files

These files are only visible to you.

Upload Files

Actions	Name	Date	Status	Your Comments	Staff Comments	Delete
 Sign	<a href="#">imlsreviewer-ethicscoi.pdf</a> (Panelist Ethics and Conflict of Interest Agreement)	10/16/2023	⚠ Not signed - click Sign to the left.			

Status:  By checking this box, I affirm that I have reviewed the file and approve its contents.

Name for Signature:

Your Comments:

:

Figure 4: Saving your signature

After electronically signing the Complying with Ethical Obligations and Avoiding Conflicts of Interest document, the status of the document will indicate that it is signed, with the date you signed it.

Personal Files

These files are only visible to you.

Upload Files

Actions	Name	Date	Status	Your Comments	Staff Comments	Delete
	<a href="#">imlsreviewer-ethicscoi.pdf</a> (Panelist Ethics and Conflict of Interest Agreement)	10/16/2023	✓ Signed by Juliette on 10/16/2023	I have no conflicts of interest.		

Figure 5: Document status indicating completed signature and signed date

Once you begin reading your assigned applications, you may identify a potential conflict of interest that was not obvious earlier. **Contact your panel chair immediately for further guidance.**

### Accessing Shared Panel Files and Applications

Once you have signed your Complying with Ethical Obligations and Avoiding Conflicts of Interest document, review the Shared Panel Files for all Panel

Participants and the applications assigned to you. Shared Panel Files for all Panel Participants may include:

- A Reviewer Handbook for the panel’s program;
- Reviewer Guidance webinar;
- Reviews from earlier phases of review, if applicable;
- The Notice of Funding Opportunity (applicant guidelines) for the program.

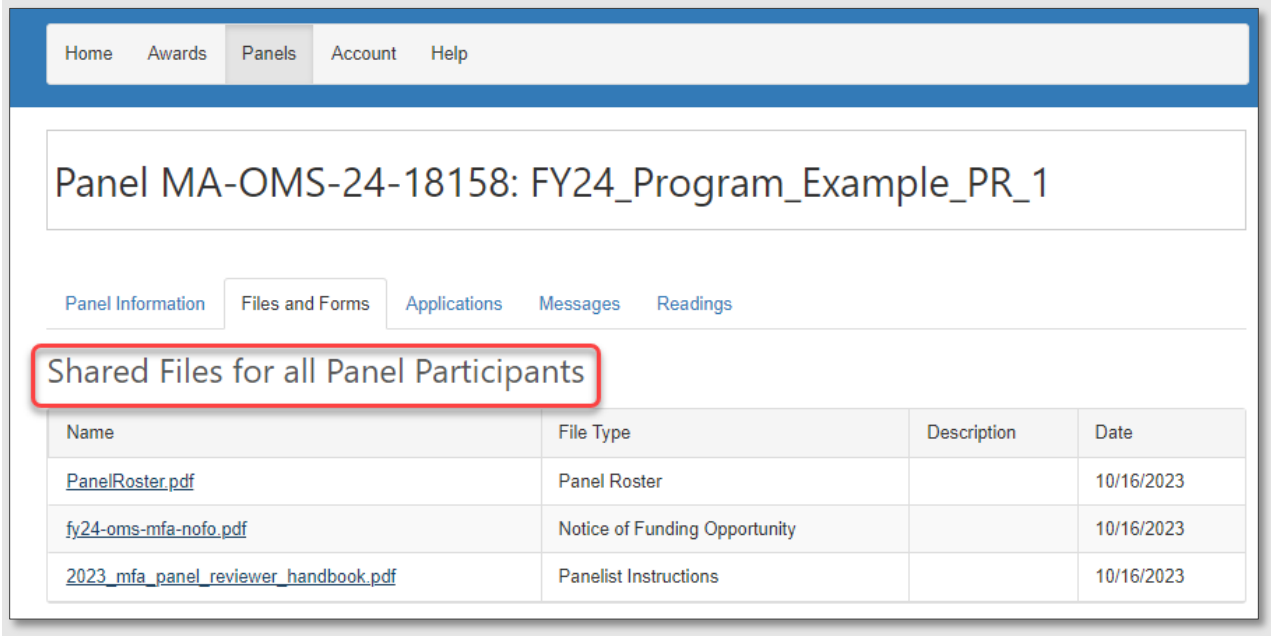


Figure 6: Viewing Shared Panel Files

To see a list of the applications that you will be reviewing, click on the **Applications** tab. There are two buttons in the **Actions** column that allow you to interact with each individual application. The paper icon/**Read** button allows you to view an application, and the pen icon/**Review** button allows you to enter your comments and overall score for each application. If you wish, you may also download all applications at once by clicking **Download Applications**.

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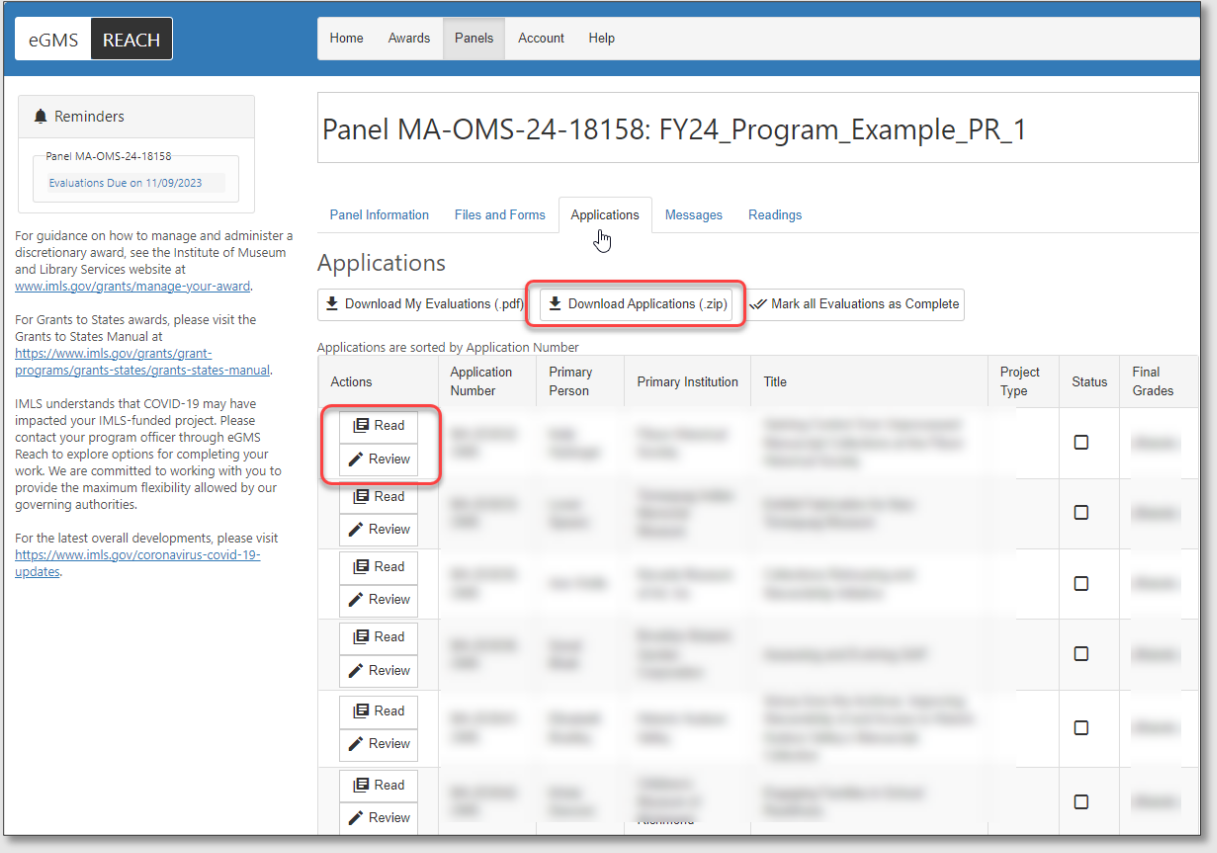


Figure 7: Accessing your assigned applications

The **Read** button navigates to the individual application, where you can open or download the application file(s), begin your review, or return to the Panel.

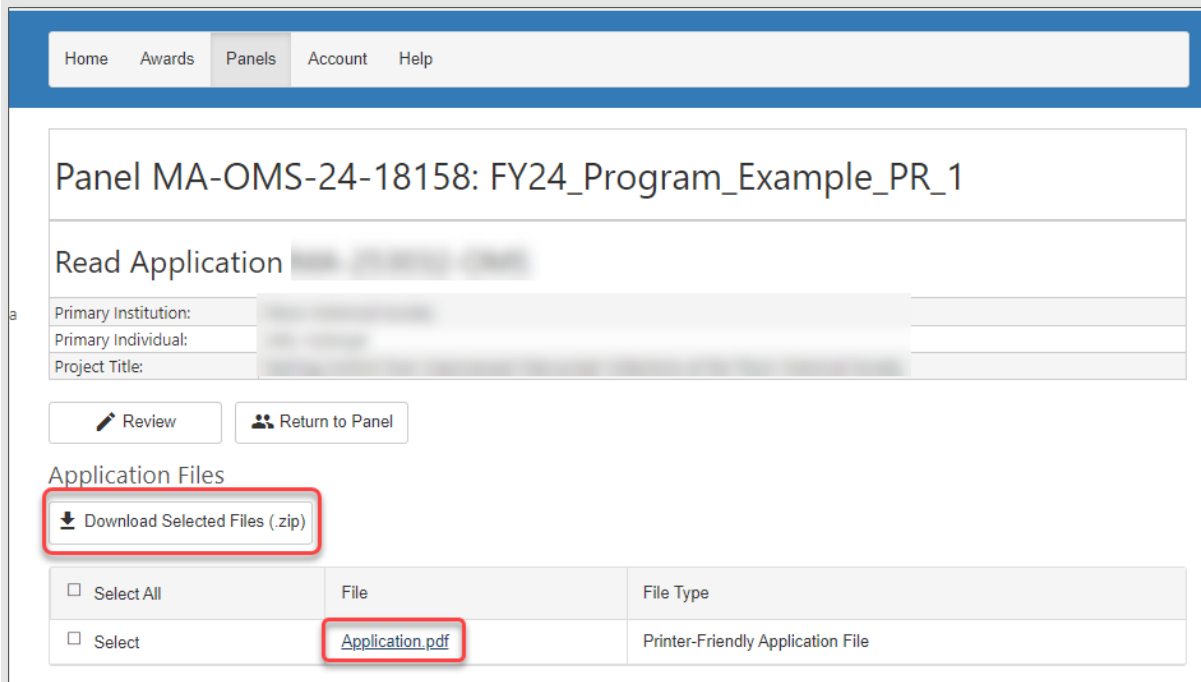


Figure 8: Opening or downloading an application

## Reviewing Applications

Review criteria varies by program. Refer to the shared files in the **Files and Forms** tab for the Notice of Funding Opportunity and IMLS-provided reviewer handbooks for writing effective, substantive, and constructive review comments.

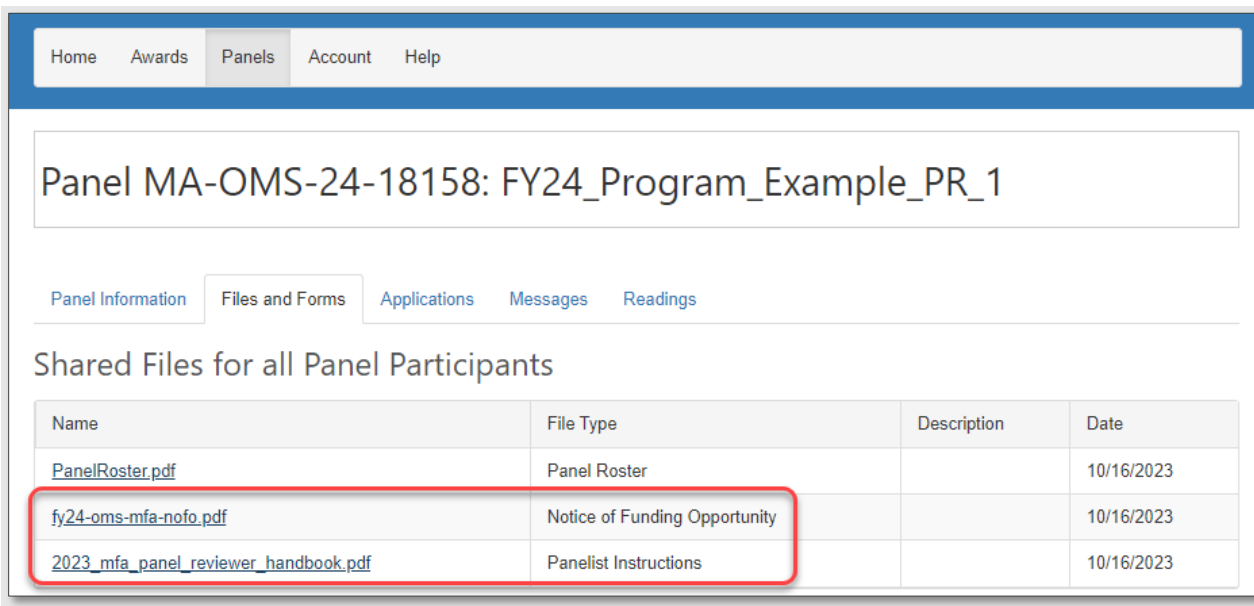


Figure 9: Finding NOFOs and handbooks to assist in writing review comments



# eGMS Reach – How to Review Applications in eGMS Reach

When you're ready to begin entering your comments and scores, you can access the evaluation form for an application by clicking the **Review** button for that application on the **Applications** tab.

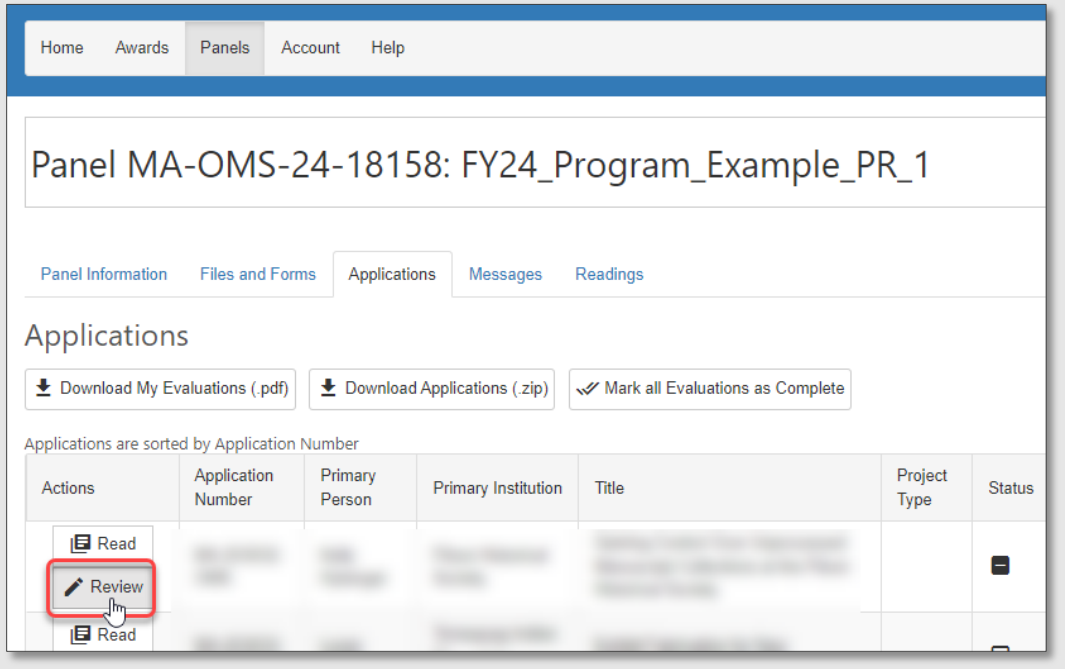


Figure 10: Beginning your review of an application from the Applications tab

You can also begin your review by clicking the **Review** button on the application's page.

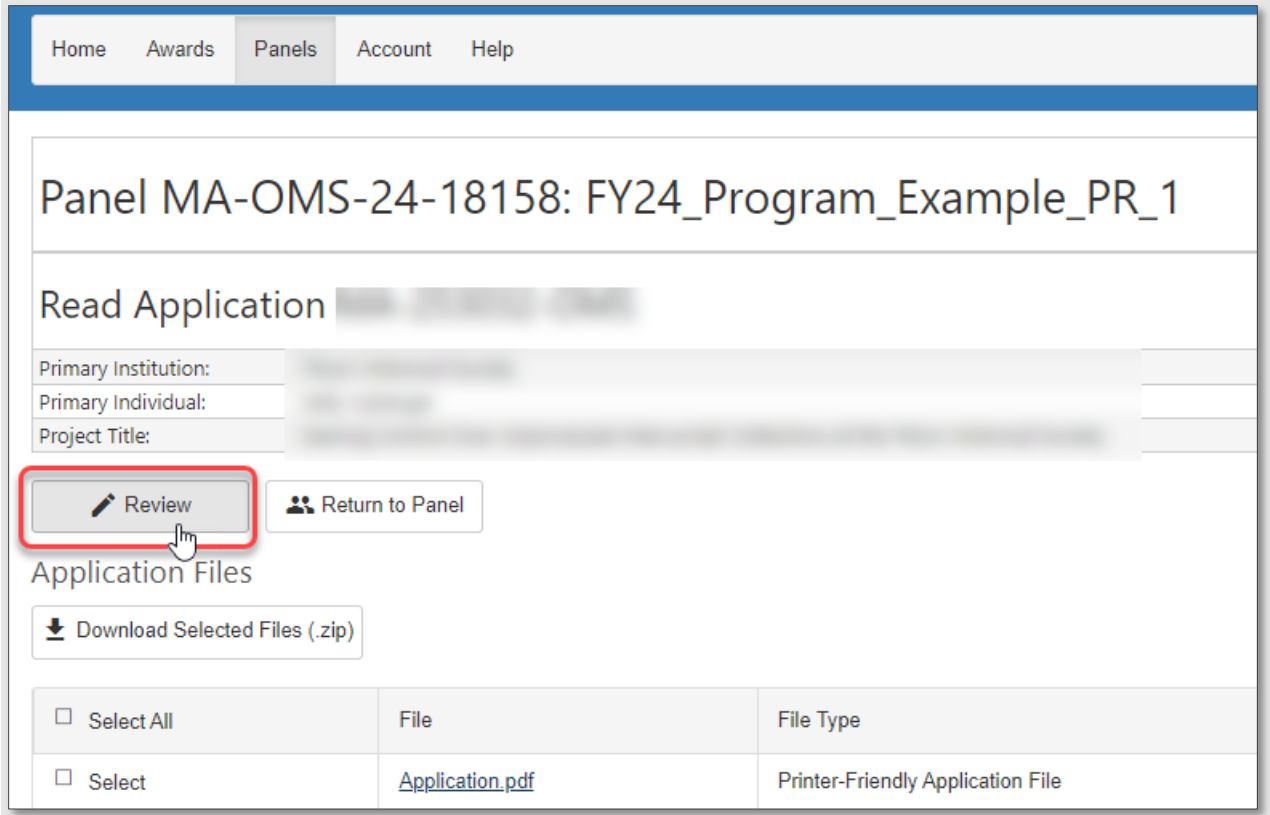


Figure 11: Beginning your review of an application from an application's page

## Entering Review Comments

Each section of the review narrative/evaluation form has a tab on the left-hand side of the evaluation form with instructions, review criteria, and a text box for your review comments. You can type your comments directly into the text boxes or copy and paste them from another document if you worked on them offline.



### Warnings and Helpful Tips:



- Do not work on the same evaluation in multiple browser windows at the same time. If you have two evaluation windows open on your computer and one of them is blank, the auto-save feature will overwrite any comments you have with the blank comment box.
- The evaluation form autosaves every five minutes; however, we recommend that you click the **Save** button frequently.
- When copying and pasting comments from another document, make sure to paste as plain text to avoid including any embedded code. To paste in plain text, right-click over the text field and select **Paste** as plain text. You may also use the **Paste Plain Text** button in the text editor to paste your text as plain text.

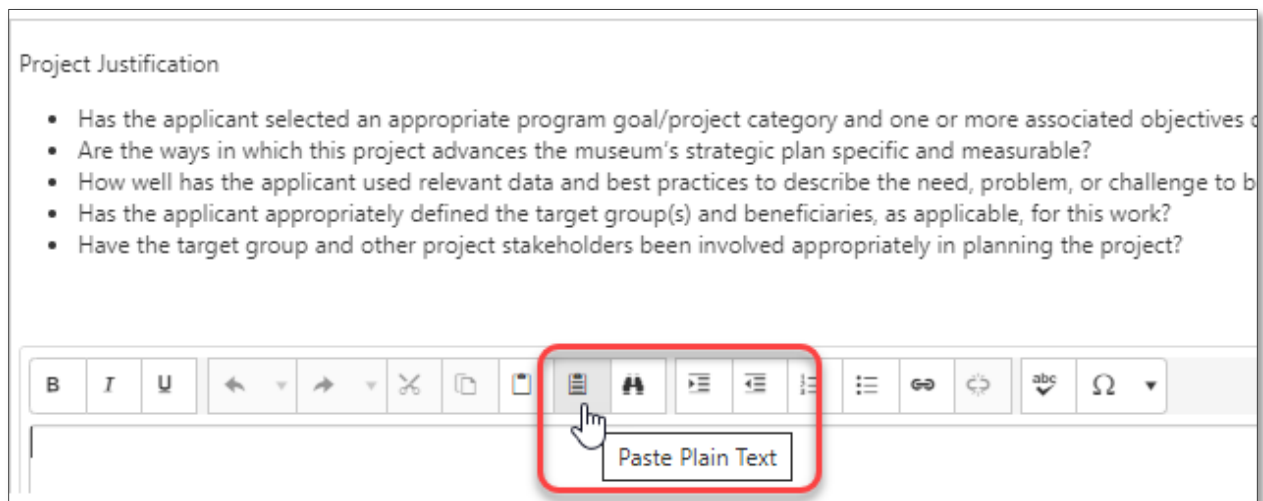


Figure 13: Pasting review text from another document as plain text

### Entering Scores

When you have finished entering your comments for each of the narrative sections, click the **Score/Overall Score** tab to enter your score.

**IMPORTANT:** Different grant programs use different scoring scales, so be sure to refer to your Reviewer Handbook for guidance when needed.

Home Awards Panels Account Help

### Panel MA-OMS-24-18158: FY24\_Program\_Example\_PR\_1

#### Review Application

Primary Institution: [Redacted]  
Primary Individual: [Redacted]  
Project Title: [Redacted]

Recusal / Conflict of Interest  Mark Evaluation as Complete

Write a constructive and substantive comment for each section of the Narrative: Project Justification, Project Work Plan, and Project Results. Assign a single score for the entire application using a scale of 1 to 10 as described in the attached Museums for America Reviewer Handbook.

Project Justification  
Project Work Plan  
Project Results  
**Overall Score**

Overall Score

- 10 - Exceptional
- 9
- 8
- 7
- 6
- 5 - Good
- 4
- 3
- 2
- 1 - Inadequate/Insufficient

Figure 14: Entering scores

### Completing Evaluations

When you have completed your comments and selected your score, check the box next to **Mark Evaluation as Complete** and close the evaluation form.

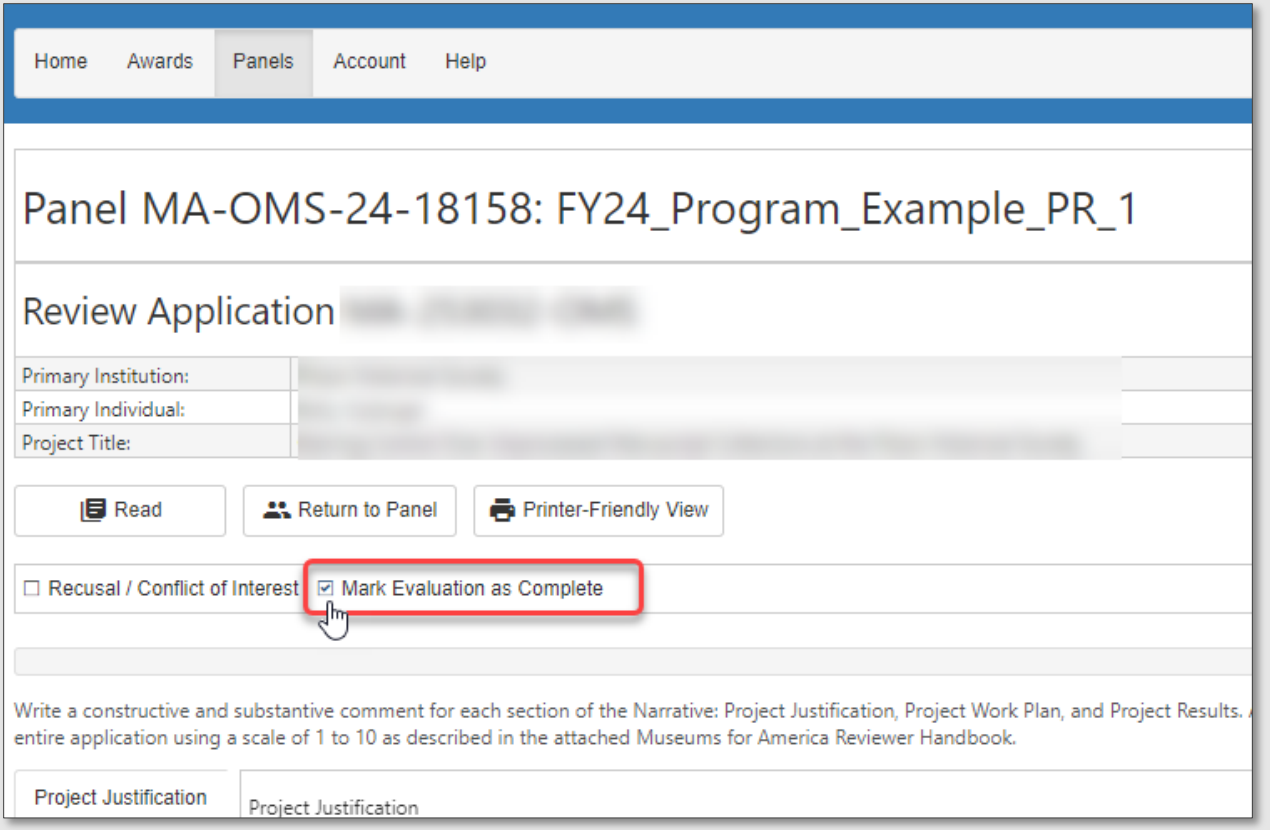


Figure 15: Marking an evaluation as complete

You may return to the evaluation form as frequently as you wish. You can keep track of your progress by checking the **Status** column on the Applications tab. To review your work, you may click the **Download my Evaluations** button at any time.

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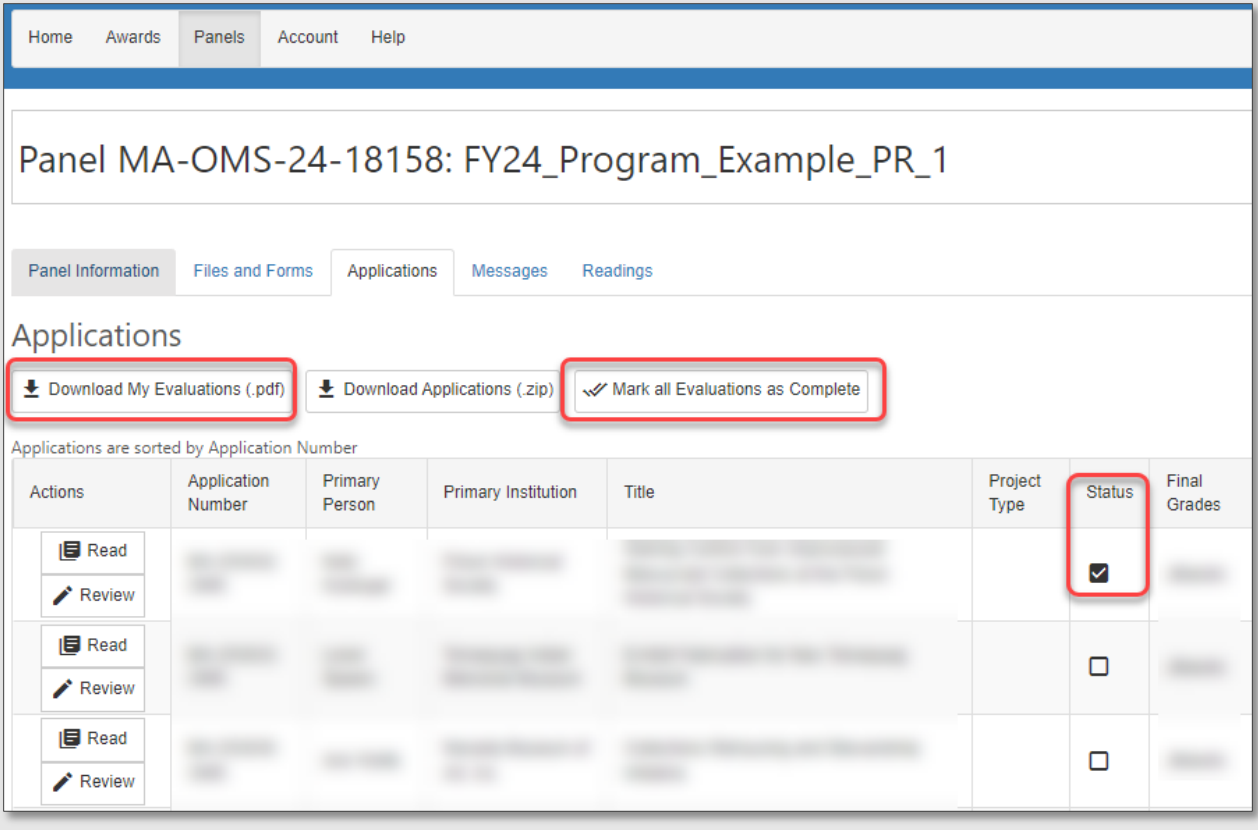


Figure 16: Downloading your evaluations and managing evaluation status

**REMINDER:** Your reviews must be completed and entered in eGMS Reach by the Evaluation Due Date listed on the Panel Information tab. You can also see upcoming evaluation due dates on the reminders section of the page.

# eGMS Reach – How to Review Applications in eGMS Reach

The screenshot shows the eGMS REACH interface. At the top, there is a navigation bar with 'Home', 'Awards', 'Panels', 'Account', and 'Help'. The main content area is titled 'Panel MA-OMS-24-18158: FY24\_Program\_Example\_PR\_1'. On the left, there is a 'Reminders' section with a notification for 'Evaluations Due on 11/09/2023'. Below this, there are several informational paragraphs and links. The main panel information section includes a table with the following data:

Panel Information	
Date(s)	11/10/2023
Coordinator	[Redacted]
Chair	[Redacted]
Evaluation Due Date	11/9/2023
Instructions	<p>Thank you for agreeing to serve as an IMLS peer reviewer for the FY24 Example Program grant cycle.</p> <p>Guidance for reviewers is accessible under the Panel Files Tab below.</p> <p>Before proceeding to the Application Tab, you must:</p> <ol style="list-style-type: none"><li>1. Review the Conflicts of Interest Statement located under your Personal Files (to review the statement, click the link).</li><li>2. Certify that you have reviewed the Conflicts of Interest Statement and that you have no conflicts with the application (to certify that you have reviewed the statement and have no conflicts, click the pen icon to access the click-through).</li></ol> <p>The deadline for completing your reviews is Thursday, November 9 at 11:59:59 PM EST.</p>

Figure 17: Viewing the Evaluation Due Date

## Additional Help

If you have questions about using eGMS Reach that are not answered within this document, please contact the eGMS Reach Help Desk by emailing Reach-HelpDesk@imls.gov. For all other questions, please contact your Panel Chair.