PCCD Egrants

The Scoring Process
(Reviewing and scoring Concept Papers and Competitive Applications)

General Note: As a scorer, you do not need to complete the scoring at one sitting. You may Save what you have done and go back in at a later date to complete.

Please note: The images and instructions for concept papers or applications in this document are interchangeable.

<u>Scoring Documents</u>

Scoring documents consists of the following basic steps. There are additional details and screen images about each particular step in the process on the subsequent pages for reference as necessary.
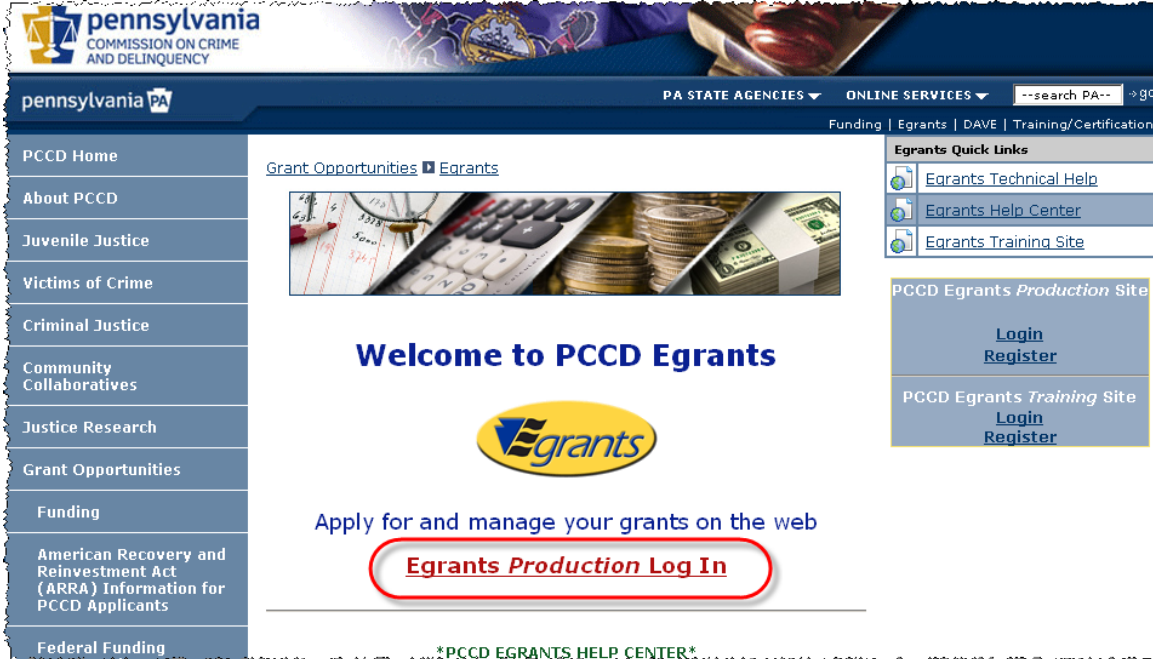
Note: If viewing the Word version of this document, use Control key & click to navigate directly to a page from the steps above. If viewing PDF version, use the bookmarks for quick navigation.
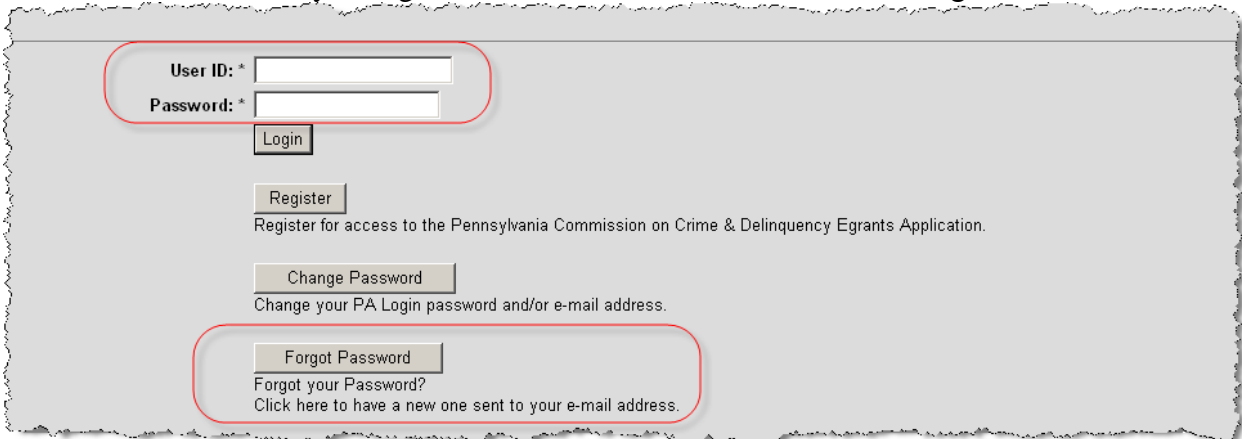
1) <u>Login to Egrants</u>

https://www.pccdegrants.state.pa.us

Click on the 'Egrants *Production* Log In' hyperlink.

Screen image snippet of website entry page

Enter your Egrants User ID and Password and click 'Login'.

*Screen image snippet of application (concept paper) login page*

If are a Commonwealth employee or have a CWOPA account enter the domain as part of the User ID (ex: User ID: cwopa\rmerwine), otherwise simply enter your User ID.

Note: If you have forgotten your Egrants password you can use the 'Forgot Password' feature. Additional help can be obtained by calling the Egrants Help Desk at 717-787-5887.

2) __Access your Work Manager__

Work Manager contains all of your notifications (Tasks and Alerts)

Click on the 'Work Manager' tab in the Main Menu.
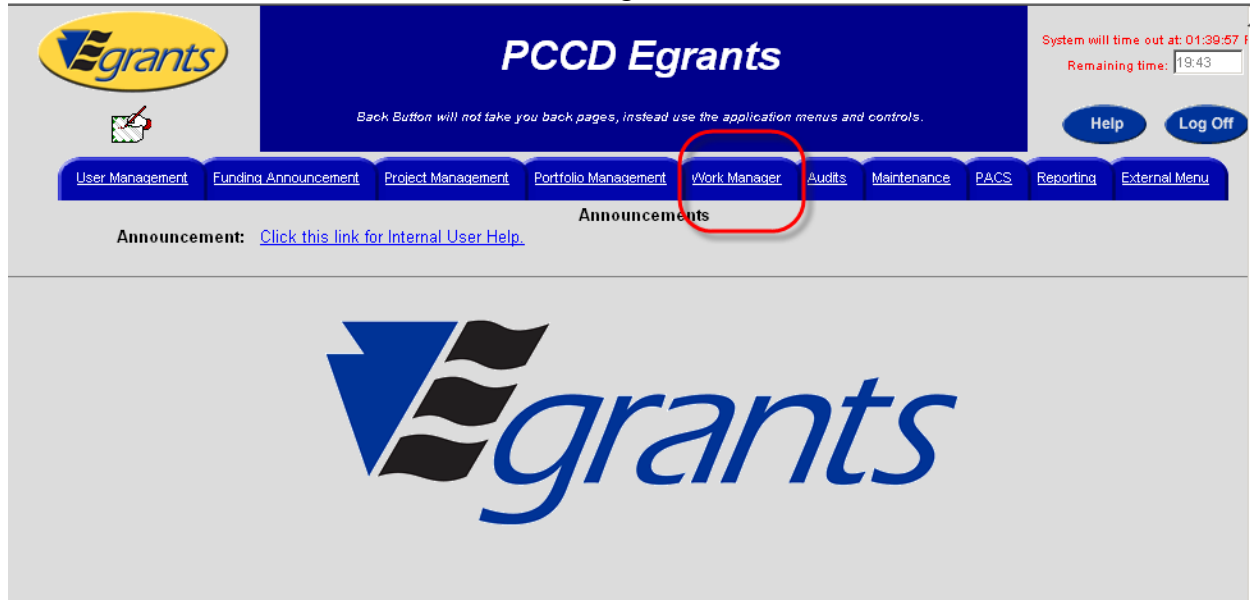

Screen image of 'Internal' Main Menu

Note: In addition to your security to score specific applications (concept papers), you may have access to the external Egrants applications (concept papers) functionality (creating, editing, and submitting applications (concept papers)/reports). If you have both sets of security be sure that you are on the 'Internal' Menu when scoring applications (concept papers) (Internal Menu is the default). If you need to switch to the 'External/Subgrantee' view of Egrants to work on an application (concept paper) or report, select the 'External Menu' tab on the far right to switch system views.

3) <u>Access the Scoring Details for a specific Application (Concept Paper)</u>

All of the Task and Alert notifications sent to your user account are listed on the Tasks and Alerts main page. The applications (concept papers) that are assigned to you to be scored are identified by the category/action combination of:

- Category: application (concept papers)
- Action: score

Click the Title link for the application (concept paper) you wish to score.
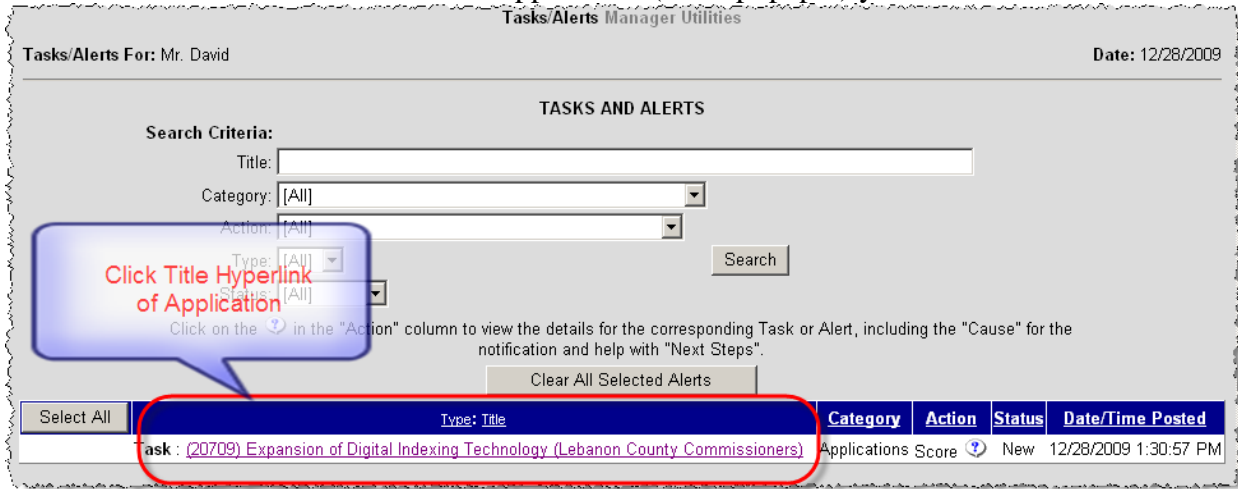
Screen image snippet of Work Manager page

Note: When you have successfully completed scoring an application (concept paper), the task assignment is automatically removed from your Work Manager Task list. Any tasks remaining on this list are either still in process or have not yet been started (refer to status column).

4) **Review the sections and Enter the Scores for each Section**

When the link is selected in Work Manager you are transferred to the Scoring Details page for the application (concept paper), which is contained in the 'Review/Scoring' menu item.

Click the Section name hyperlink to view the details.

| Summary | Staff Analysis | Budget | Sections | **Review/Scoring** | Performance Measures | Issues/Comments | Recipient Agency Budget | Approval Checklists |

Grant ID: 20709 **Project Title:** Expansion of Digital Indexing Technology **Status:** Open - Under Review

Applicant Agency: Lebanon County Commissioners **Original Award Amount:** $0.00 **Adjusted Award Amount:** $0.00

SCORING DETAILS

Scorer Name: Mr. David Review Status: In Process ▼ Recommend For Funding: ▼
Due Date: 1/15/2010 12:00:00 AM
Weight: 0.00

Section	Value	Original Score	Current Score
ARRA Program Design and Implementation	30		
ARRA Impacts/Outcomes/Performance Measures	15		
ARRA Applicant Overview	5		
ARRA Budget and Budget Narrative	15		
ARRA Statement of Problem	20		
ARRA Economic Stimulus	15		
Total Value:Σ	**100**	0	

Save Delete Cancel

Screen image snippet of 'Application (Concept Paper) Scoring Details' Page

- Review each section and enter the appropriate score in the 'Original Score' column
- You can document any comments related to a section by using the Issues/Comments menu item or by selecting the 'Create Issue/Comment' button on the bottom of each section detail page.
- If you wish to obtain a printed copy or PDF of the entire application (concept paper), click on the Summary menu option (top left) and click the 'View Contract' ('View Concept Paper') button that appears on the bottom of the page.

Note: You can navigate to the scoring sections through this page or by using the menu options to view all sections of the application (concept paper) 'Sections' menu item.

5) **Complete the Application (Concept Paper) Scoring**

After a score has been entered for all of the sections and any comments are documented, the application (concept paper) scoring must be completed.

Complete the scoring and make funding recommendation.

Section	Value	Original Score	Current Score
ARRA Program Design and Implementation	30		
ARRA Impacts/Outcomes/Performance Measures	15		
ARRA Applicant Overview	5		
ARRA Budget and Budget Narrative	15		
ARRA Statement of Problem	20		
ARRA Economic Stimulus	15		
Total Value:Σ	100	0	

Screen image snippet of 'Application (Concept Paper) Scoring Details' Page

- Review Status: Set this dropdown to 'Complete'.
- Recommend for Funding: Set this dropdown to either Yes or No.
- Select the Save button to save your score as complete.
  - When the review status is saved as complete, the scoring task assigned to you in Work Manager is removed.

Note: After the Review Status is set to Complete and saved you will no longer be able to adjust the Original Score. If you need to modify the score entered you can return to this page and update the information in the 'Current Score' column.

Appendix A – Additional Information and Examples

Access Scoring via Grant ID

If you know the Grant ID (Application ID) of the application to be scored, you can access that application (concept paper) and bypass the Work Manager tab if desired.

- Click on the 'Project Management' tab to access the search page.
- Enter your Grant ID and click on the Search button

Search:
If specific is known such as the Grant ID or Funding Announcement title, the Project Management Search page can be used to access. Enter the criteria and click the 'Search' button.

- Your ID number will appear as a link. Click on the Grant ID link.

Grant ID link:
Click this link to access the detail pages for the item listed.

Project Main Summary

- Your <u>Project Main Summary</u> screen appears.
    o To access the details and begin the review, click the 'Application/Concept Paper' link.
    o To enter/update/view any existing issues/comments, click the 'Issues/Comments' menu item link. You are encouraged to include comments when scoring to assist later with a group discussion or conference call. Note: Your comments will not be made available to other reviewers/scorers assigned to this grant until their reviews/scores are complete.

Issues/Comments: Click the <u>Issues/Comments</u> menu item to display the current issues or comments documented for this project.

Concept Paper (Application)link: Click the <u>Concept Paper</u> link to display the details of the concept paper.

Link selected from the Project Main Summary page

Review/Scoring: Click the Review/Scoring menu item to access the Scoring Summary page.

Funding Announcement: A good place to start is by reading the Funding Announcement for eligible activities.

PCCD Egrants

System will time out at: 8:48:20 AM .
Remaining time: 19:39

Help   Log Off

Back Button will not take you back pages, instead use the application menus and controls.

| User Management | Funding Announcement | Project Management | Portfolio Management | Work Manager | Audits | Maintenance | PACS | Reporting | External Menu |

| Project | Admin/Contracts | Continuations | Modifications | Concept Paper | Monitoring | Fiscal Details | Audits | Contact Log | Search | Commission Updates |

Summary Budget Review/Scoring Sections Performance Measures Issues/Comments

Grant ID: 17553   **Project Title:** The Courage Place   **Status:** Open - Under Review

Applicant Agency: Dauphin County Commissioners   **Original Award Amount:** $0.00   **Adjusted Award Amount:** $0.00

MAIN SUMMARY

Section Point Value: 0   **Created By:** Robert K Merwine   **Created Date:** 10/11/2006 7:32:03 AM

Completion Status: Complete   **Last Update By:** Robert K Merwine   **Last Update Date:** 10/12/2006 7:44:38 AM

Fund Announcement: 2007 Victims Compensation Assistance Initiatives (2005)

Status: Open - Under Review

Applicant Agency: Dauphin County Commissioners   [Change Applicant]

Recipient Agency: Victim/Witness Services   [Change Recipient]

[Replace Recipient Agency with Applicant]

Primary Contact: Ms Jennifer Storm   [Change Primary Contact]

Concept Paper Received Date: 10/10/2006

Signature Page Received Date: **Application Invitation Sent Date:**

Start Date: 4/1/2007   **End Date:** 3/31/2008

Short Project Title: * The Courage Place

Brief Project Description: *
(maximum 320 characters) Provide therapy services to VWAP clients requiring such service.

[View Contract] [Save] [Delete] [Cancel] [Create Application]

Please send technical comments and problems to ra-EGRANTSSupport@state.pa.us.
©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

This screen image represents the Main Summary page

Navigation Options available on the Project

This screen image represents the 'Application (Concept Paper) Summary' menu item.

- Click the 'Summary' menu to view the high level information associated with the grant.
- The 'View Contract' ('View Concept Paper) button can be used to generate a printable PDF of the entire document.
- Click the 'Budget' menu to access the budget details.
- Click the 'Review/Scoring' menu item to complete the scoring process.
- Click the 'Sections' menu to access the sections specific to this funding announcement. Ex:
  o ARRA Statement of Problem, ARRA Applicant Overview, …
- Click the 'Performance Measures' menu to access the performance measures and the target values.
- Click the 'Issues/Comments' to document any issues or comments resulting from the review or scoring of the application (concept paper).

Entering/Reviewing Issues or Comments

- Click the 'Issues/Comments menu item to enter or view issues/comments. You can also change your comments here.

Add New Internal Issue/Comment:
Click this button to add a new issue or comment

Preview All Internal Issues: Clicking on the Preview button provides a consolidated listing. Right click the listing to print.

Short Title link:
Click this link to access the full details of the issue/comment.

External Issue/Comments Listing:
These types of entries are not applicable to the reviewing/scoring of a application (concept paper).

This screen image represents the Issues/Comments list page.

Click the 'Add New Internal Issue/Comment' button to enter a comment

Affected Section:
Identifies the section of the application (concept paper) associated to the issue/comment

Type of Entry:
Identifies whether the entry represents an issue or comment.

Description:
Full details outlining the issue or comment.

Completion Status:
Only applies to Issues. Field is removed if 'Comment' is selected as the type of entry.

Short Title:
Short entry to summarize the issue/comment.

Alert checkbox:
Not applicable during review/scoring.

This screen image represents the Issues/Comments new item entry page

- Complete the entry for the issue or comment and select the 'Save' button.

Entering Scoring Information

<u>Sample of Section view from Scorer page</u>

Page accessed by selecting the section name on the scoring details page

Section Name:
Name of the section selected on the scoring details page.

Submit Issue/Comment:
While scoring, the user has the same ability to add issues and comments as done by a reviewer.

Cancel:
Functions as a 'return' or 'back'. Transfers the user to the previous page (Scoring Details).

This screen image represents a sample Section page

- This page displays the same information as when the section is accessed through the 'Sections' menu item and then selecting the section name. The only difference in processing is that the return navigation is back to the scoring page instead of the section listing.
- The user has the ability to submit issues/comments for the specific section similar to when accessing the section details page directly from the menu.

Reviewing Sections Scored

Sample of Section once scoring is complete.

Note:
User currently signed on is Joe Jones. Since Joe is the active user the 'Scorer' name is a link providing access to the score details and ability to update the current score.