

Reviewer Recruitment Module (RRM) Screen Captures version 1.0

Developed for HRSA

By LCG, Inc

v. 1.0

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RRM 1.007

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Welcome to the RRM HRSA Portal Page.

HRSA needs new and experienced grant reviewers with expertise in:

- [Professions Training](#)
- [HIV/AIDS Treatment](#)
- [Maternal and Child Health Service](#)
- [Organ Transplantation](#)
- [Primary Care for Underserved Persons](#)
- [Rural Health Care](#)

Please click on these links for specific information regarding upcoming reviews and desired reviewer expertise for each program area.

Grant reviewers help HRSA select the best programs from competitive groups of applicants. Reviewers are chosen for specific grant programs based on their knowledge, education and experience. Grant review panels are selected to reflect diversity of ethnicity, gender, experience and geography.

Reviewers use their expertise to objectively evaluate and score applications against published evaluation criteria. Reviewers gain understanding of the grant-making process and have the opportunity to communicate with colleagues that often share common backgrounds and interests.

HRSA grant reviews are usually held via the internet along with a telephone conference call or as a field review where reviewers independently review applications with limited group discussions as necessary. In rare instances, HRSA will conduct face-to-face reviews in the Washington, DC metropolitan area lasting for 3 to 5 days. In such cases, HRSA makes all logistical arrangements and pays for travel expenses and other costs. Regardless of review type, each reviewer who participates and completes their assigned duties receives an honorarium.

When registering to be a HRSA reviewer in the Reviewer Recruitment Module, you will:

1. Create an RRM Account;
2. Enter personal contact information,
3. Select general descriptions to indicate areas of expertise;
4. Cut and paste your resume information into a searchable text box; and,
5. Attach and upload your resume document.

If you already have an account with RRM, you can [Login](#)

If you don't have an account with RRM, you need to [Register](#)

Account Profile Home

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Reviewer Recruitment



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[Home](#) : [Account Profile](#)

Welcome

[Log out](#)

Account Profile

[Contact Info](#)

[Security](#)




[Reviewer Profile](#)

Account Profile Home

Account created: Wednesday, June 26, 2013 12:43:43 PM
Last updated: Friday, June 28, 2013 12:52:44 PM
User number: 100077
Last name: S
First name: Q
Primary email: @gmail.com

[Contact Us](#)

Account Creation – Provide Email Address



Choose Primary Email

Create Account | Contact Information | Expertise Code | Confirmation

Choose Primary Email


RRM uses email as a primary way of communication. Please provide an email address that we can best reach you. You will then need to check your email to look for a message from RRM providing you with a verification code, which you will need to complete the next step.

Primary email*:

[Send Verification Email](#)

[Contact Us](#)

Enter Verification Code – Sent to Email Address

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Verify Primary Email

Create Account | Contact Information | Expertise Code | Confirmation


Verify Primary Email

We sent an email with a verification code to the email address you provided in the last step. Look for the email. Copy the entire verification code from within the email and paste it in the following box, then click "Verify".

Verification code:

[Contact Us](#)

Enter Name, Login Name, Password, and Security Question

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Create Your Account

Create Account | Contact Information | Expertise Code | Confirmation

Create Account

*You need an account to become a reviewer at RRM. Please provide your information below to set up your account. Fields with * are required. Click "Create Account and Login" to create the account and proceed to login page.*

Primary email*:

First name*:

Last name*:

Desired Username*:

Password*: (Minimum 3 Characters)

Confirm password*:

Security question*:

Answer*:

[Contact Us](#)

Enter Personal Information

Home : Account Profile : Contact Info

Welcome [Log out](#)

Account Profile
Contact Info
Security

Personal Contact Information

Please provide your contact information. Fields with * are required.

Personal information

Prefix:
Last name*: Last name is required.
First name*: First name is required.
Middle name:
Profile created: Friday, July 26, 2013 12:38:32 PM
Last updated: Tuesday, August 13, 2013 4:24:18 PM
Primary phone:
Secondary phone:
Alternate phone:
Fax:
Secondary Email:
Employer/organization:

Primary address

Address type*: Home Work Other [Manage my addresses](#)
Street:
City:
State*: Please select a valid state.
Zip code*: Zipcode is required.

Shipping Address

Same as primary
Street:
City:
State*: Please select a valid state.
Zip code*: Zipcode is required.

Select Expertise Codes and Answer Profile Questions

Update Profile

Please complete your profile for the agency by completing the expertise and profile question sections.

Agency: HRSA

Please select your areas of expertise in priority order. (Preview All Expertise Choices)

Primary:

Secondary:

Tertiary:

Profile Questions:

1. What is your current or most recent occupation?

(Please choose your occupation)

- Health or Dental Care Delivery
- Health or Dental Care Education
- Health or Dental Care Administration
- Financial Management or Planning
- Pharmacology
- Other

2. What is your highest or type of degree?

(Please choose one)

- Doctorate
- Master
- Bachelor
- Associate
- Any Medical Degree
- Other

3. What is (are) your current or most recent work setting(s)?

(Please choose no more than 2 work settings)

- Hospital
- Health Center
- Other Health or Dental Care Facility
- Medical Training Institution
- Other Academic Institution
- Federal, State or Local Government
- Private Sector or Non-Profit Organization
- Other

4. Are you or have you been:

(Check all that apply)

- A Traumatic Brain Injury Services Consumer
- An HIV Care or Services Consumer
- Affiliated with an Asian American/Native American Pacific Islander-Serving Institution (AANAPSI)
- A current or former faculty member of an AANAPSI
- Affiliated with a Historically Black College or University (HBCU)
- A current or former faculty member at a HBCU
- Affiliated with a Hispanic-Serving Institution (HSI)
- A current or former faculty member of a HSI
- Affiliated with a Native American Tribe or Urban Indian Organization
- Affiliated with the Lesbian, Gay, Bisexual or Transgender Community
- A military veteran

5. Are you currently a Federal Employee?

- Yes
- No

6. VOLUNTARY- Which of the following do you identify yourself with?

(The information you provide is completely VOLUNTARY and will not be used for any other purposes but to validate the diversity of the reviewer population.)

- Hispanic/Latino
- Not Hispanic/Latino

7. VOLUNTARY- Which of the following do you identify yourself with?



(The information you provide is completely VOLUNTARY and will not be used for any other purposes but to validate the diversity of the reviewer population.)

- American Indian / Native American
- Asian
- Black / African American
- Native Hawaiian / Pacific Islander
- White
- Two or more race
- Male
- Female

Save Cancel

Contact Us

Upload Resume and Type/Paste Details



Reviewer Recruitment

Home : [Reviewer Profile](#) : [Upload Resume](#) Welcome [Log out](#)

- Account Profile
- Contact Info
- Security
- Reviewer Profile

Upload Resume

Please follow the steps outlined below to upload your resume.

Upload resume for **HRSA**

Step 1* - Browse to your file
(Acceptable file formats are .PDF, doc and .docx)




No file selected.

Step 2* - Type or paste into this textbox details about your skills, experience and specialties. You may add all or part of your resume to complete this process, but it is suggested that you only use descriptions of your qualifications to be a HRSA Reviewer. We will query the data you enter here for keywords that in conjunction with the information you provided on the Update Profile page identify individuals that may have the qualifications for a specific upcoming review. **NOTE: Reviewers will be selected based on a review of the entire resume you attach in Step 1.** Once you have registered, you may update any part of your profile including your resume and this data as often as you wish.

Step 3 - Upload.

[Contact Us](#)

Manage Resume – Download, Add, and Delete



[Home](#) : [Reviewer Profile](#) : **Manage Resume** Welcome [Log out](#)

- [Account Profile](#)
- [Contact Info](#)
- [Security](#)
- [Reviewer Profile](#)

Manage Resume

Please update your resume at least once a year or as often as you choose.

Agency: **HRSA**


My resumes:

[Add Resume](#)

[Finished](#)

[Contact Us](#)

Snapshot of Profile Status

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Home : Reviewer Profile Welcome [Log out](#)

- Account Profile
- Contact Info
- Security
- Reviewer Profile**

Reviewer Profiles


Here's a brief summary of the agency profiles on file. Please update your profile to keep them current.

Agency: HRSA			
	Last Update	Status	Action
Profile	6/28/2013 12:52 PM	Complete	Update
Resume	6/28/2013 1:31 PM	Complete	Update

[Contact Us](#)

Manage Account Security

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Home : Account Profile : Security Welcome | [Log out](#)

- Account Profile
- Contact Info
- Security**
- Reviewer Profile

Manage Account Security

[Change email address](#)


[Change password](#)

[Change security question/answer](#)

[Contact Us](#)

Change Email Address

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Home : [Account Profile](#) : [Security](#) : **Change Email Address** Welcome ! [Log out](#)

[Account Profile](#)
[Contact Info](#)
[Security](#)
[Reviewer Profile](#)

Change Email Address

1. Please enter your new email address in the designated box; then click the "Send Code" button.
2. An email will be sent to the new email address provided containing a verification code to confirm your email address change.
3. Please copy the verification code from your email and paste it into the designated box; then click the "Verify Code" button.
4. When the correct code is entered the "Change Email" button will be activated; please click the "Change Email" button to finalize the change to your email address.

Your current email: @gmail.com


New email*:

By checking this box, I certify that I am, or under the authorization from, the owner of the email address indicated above.

Verification code*:

[Contact Us](#)

Change Password

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Home : [Account Profile](#) : [Security](#) : [Change Password](#) Welcome ! [Log out](#)

[Account Profile](#)
[Contact Info](#)
[Security](#)
[Reviewer Profile](#)

Change Password


Old password*:

New password*:

Confirm new password*:

[Contact Us](#)

Change Security Question/Answer

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Home : [Account Profile](#) : [Security](#) : Change Security Question/Answer Welcome ! [Log out](#)

[Account Profile](#)
[Contact Info](#)
[Security](#)
[Reviewer Profile](#)

Change Security Question/Answer

Select a different security question from the list, then type the answer below. You can also change your answer for the existing question.

Security question:

Answer*:

Account password*:

[Contact Us](#)