Reviewer Recruitment Module (RRM)

Screen Captures version 1.0

Developed for HRSA

By LCG, Inc

v. 1.0

November 01, 2013

RRM 1.007

Vision. Ingenuity. Performance.

Contents

Public Burden Statement:

RRM Portal Page

HRSA *Reviewer Recruitment*

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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Home : Account Profile

Welcome [ ]   Log out

Account Profile
  Contact Info
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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

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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

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: [   ]

[Verify]

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*: @yahoo.com

First name*:

Last name*:

Desired Username*:

Password*: (Minimum 3 Characters)

Confirm password*:

Security question*: What was your first pet's name?

Answer*:

Create Account and Login

Contact Us

Enter Personal Information

Select Expertise Codes and Answer Profile Questions

Account Profile
   Contact Info
   Security
Reviewer Profile

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: [(Please select...) ▼]
Secondary: [(Please select...) ▼]
Tertiary: [(Please select...) ▼]

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

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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)

Browse...   No file selected.

Step 2* - Type or paste into this
textbox details about your skills,
experience and specialties. You
may add all or part or 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.

Upload Resume

Contact Us

Manage Resume – Download, Add, and Delete

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Home : Reviewer Profile : Manage Resume

Welcome   Log out

Account Profile
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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

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

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

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*: [_____]

[Send Code]   [Verify Code]   [Change Email]

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*:

[Change Password]　[Cancel]

Contact Us

Change Security Question/Answer