

# RRM Portal Page

## *Reviewer Recruitment*

Welcome to the RRM HRSA Portal Page.

HRSA needs new and experienced grant reviewers with expertise in:

- [Health Professions Training](#)
- [HIV/AIDS](#)
- [Maternal and Child Health Service](#)
- [Organ Donation/Transplantation](#)
- [Primary Care for Underserved Populations](#)
- [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.


[Download the RRM Registration Manual](#) 

If you already have an account with RRM, you can

If you don't have an account with RRM, you need to

For support: [RRMTechAssistance@hrsa.gov](mailto:RRMTechAssistance@hrsa.gov)

## Account Creation – Provide Email Address

THE GRANTS CENTER of *excellence* *Reviewer Recruitment* 

**Account Creation** | Personal Information | Expertise Codes | Profile Questions | Resume | 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\*:

[Contact Us](#)

# Enter Verification Code- Sent to Email Address

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**Account Creation** | Personal Information | Expertise Codes | Profile Questions | Resume | 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:

*Do not close this page. Open your email account in a new browser or tab.*

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# Enter Name, Login Name, Password and Security Question

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**Account Creation** | Personal Information | Expertise Codes | Profile Questions | Resume | Confirmation

**Account Creation**

*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\*: avneetsingh9985@gmail.com

First Name\*:

Last Name\*:

Desired Username\*:

Password\*:  (Minimum 3 Characters)


Confirm Password\*:

Security Question\*:


Answer\*:

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# Enter Personal Information



*Reviewer Recruitment*



Welcome

Account Creation | **Personal Information** | Expertise Codes | Profile Questions | Resume | Confirmation

**Personal Information**

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

**Personal Information**

Prefix:

Last Name\*:

First Name\*:

Middle Name:

Profile Created: Monday, April 18, 2016 12:52:15 PM

Last Updated: (Not available)

Primary Phone\*:

Secondary Phone:

Alternate Phone:

Fax:

Secondary Email:

Employer/Organization:

**Primary Address**

Address Type\*:  Home  Work  Other

Street:

City:

State\*:

Zip Code\*:

**Shipping Address**

Same as primary

Street:


City:

State\*:

Zip Code\*:

[Contact Us](#)

# Enter Expertise Codes

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Welcome

Account Creation | Personal Information | **Expertise Codes** | Profile Questions | Resume | Confirmation

### Expertise Codes

Please select your areas of expertise from the drop down list below.

Agency: HRSA


Primary:  [\(Preview All Expertise Choices\)](#)

Secondary:

Tertiary:


[Contact Us](#)

# Enter Agency Profile Questions



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*Reviewer Recruitment*



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**Profile Questions**

Please complete your profile for the agency by completing the profile question section.

Agency: HRSA

**Profile Questions:**

1. What is your current or most recent occupation?  
*(Please choose one)*
  - 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- How did you hear about RRM?  
*(The information you provide is completely VOLUNTARY.)*
  - HRSA Website
  - Professional Conference or Convention
  - Another Reviewer
  - Other
  
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.)*
  - Hispanic/Latino
  - Not Hispanic/Latino
  
8. VOLUNTARY- Which of the following do you identify yourself with? Select as many as apply.  
*(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
  - Male
  - Female

Confirm and Continue
Reset

[Contact Us](#)

# Upload Resume and Type/Paste Details



The screenshot shows a web application interface for 'THE GRANTS CENTER of excellence Reviewer Recruitment'. The page is titled 'Resume' and is part of a multi-step process. The navigation bar includes 'Account Creation', 'Personal Information', 'Expertise Codes', 'Profile Questions', 'Resume', and 'Confirmation'. The 'Resume' step is currently active. The page content includes instructions for adding a resume for HRSA, a 'Browse...' button for file selection, a large text area for pasting details, and an 'Upload Resume' button. A note states that reviewers will be selected based on the resume. The page also features a 'Contact Us' link at the bottom.

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Welcome [ ]

Account Creation | Personal Information | Expertise Codes | Profile Questions | **Resume** | Confirmation

### Resume

Please follow the steps outlined below to add your resume. Fields with \* are required.

Add resume for HRSA

You must complete Step 1 and Step 2 before clicking on the "Upload Resume" button.

**Step 1\*** - Click on the Browse button to locate your resume. (Acceptable file formats are .PDF, .doc and .docx)

**Step 2\*** - Type or copy and paste into this textbox details about your skills, experience and specialties. You may add all or part of your resume to complete this process. We will query the data you enter here to help identify individuals with the qualifications for a specific review.

**NOTE: Reviewers will be selected based on the resume you attach in Step 1.**

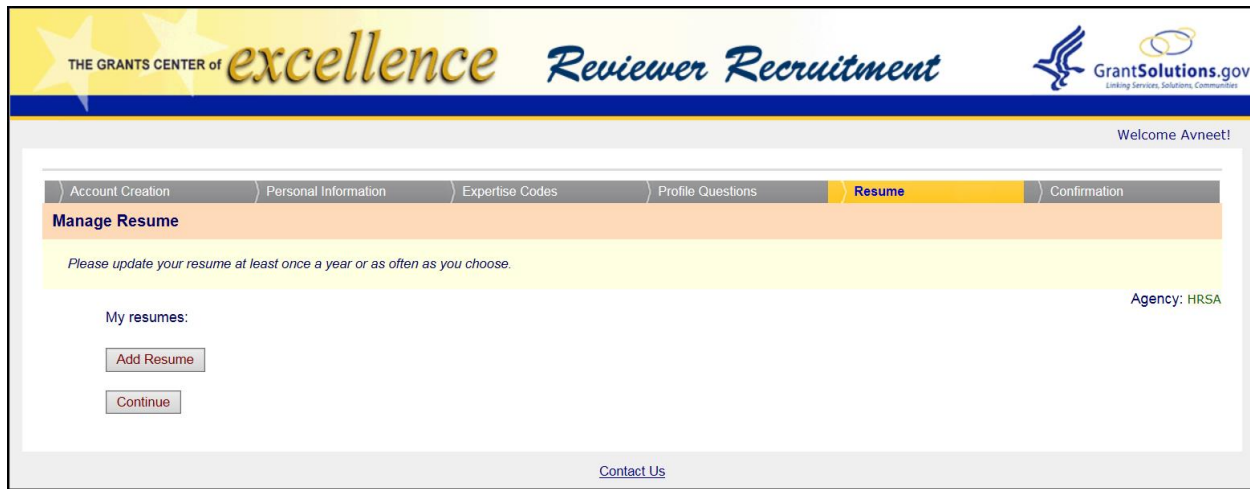
Once you have registered, you may update any part of your profile including your resume and this data as often as you wish.

**Step 3\*** - Click on the Upload Resume Button to complete the process.

Contact Us




# Manage Resume- Download, Add and Delete




The screenshot shows the 'Manage Resume' page in the GrantSolutions.gov system. At the top, there is a header with the logo 'THE GRANTS CENTER of excellence' and 'Reviewer Recruitment'. Below this is a navigation bar with tabs for 'Account Creation', 'Personal Information', 'Expertise Codes', 'Profile Questions', 'Resume' (which is highlighted), and 'Confirmation'. A welcome message 'Welcome Avneet!' is visible in the top right corner. The main content area has a yellow background with the text 'Please update your resume at least once a year or as often as you choose.' Below this, there is a section titled 'My resumes:' with two buttons: 'Add Resume' and 'Continue'. The agency name 'Agency: HRSA' is displayed in the top right of the main content area. At the bottom of the page, there is a 'Contact Us' link.

# Confirmation Page



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Welcome

Account Creation | Personal Information | Expertise Codes | Profile Questions | Resume | **Confirmation**

**Confirmation**

Please click the 'Finished' button to complete your HRSA registration process.

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# Account Profile Home

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Home : Account Details Welcome [Log out](#)

- Account Details
- Contact Info
- Security
- Reviewer Profile

### Account Details

Account created: Monday, April 18, 2016 12:52:15 PM  
Last updated: Monday, April 18, 2016 1:13:47 PM  
User number: 111387  
Last name: Nanuan  
First name: Avneet  
Primary email: avneetsingh9985@gmail.com

[Contact Us](#)

# Snapshot of Profile Status



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

Account Details  
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
Expertise Profile	4/18/2016 1:13 PM	Complete	<a href="#">Update View</a>
Questions	4/18/2016 1:14 PM	Complete	<a href="#">Update View</a>
Resume	4/18/2016 1:14 PM	Complete	<a href="#">Update View Textbox</a>


[Contact Us](#)

# Manage Account Security



The screenshot shows a web application interface for managing account security. At the top, there is a header with the text "THE GRANTS CENTER of *excellence* Reviewer Recruitment" and the GrantSolutions.gov logo. Below the header, the page title is "Home : Account Details : Security". On the left side, there is a navigation menu with links for "Account Details", "Contact Info", "Security", and "Reviewer Profile". The "Security" link is highlighted. The main content area is titled "Manage Security" and contains three links: "Change email address", "Change password", and "Change security question/answer". At the bottom of the page, there is a "Contact Us" link.

# Change Email Address

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Home : Account Details : Security : Change Email Address Welcome | [Log out](#)

Account Details  
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:

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\*:

**Do not close this page.**  
*Open your email account in a new browser or tab.*

[Contact Us](#)

# Change Password



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Home : Account Details : Security : Change Password Welcome | Log out

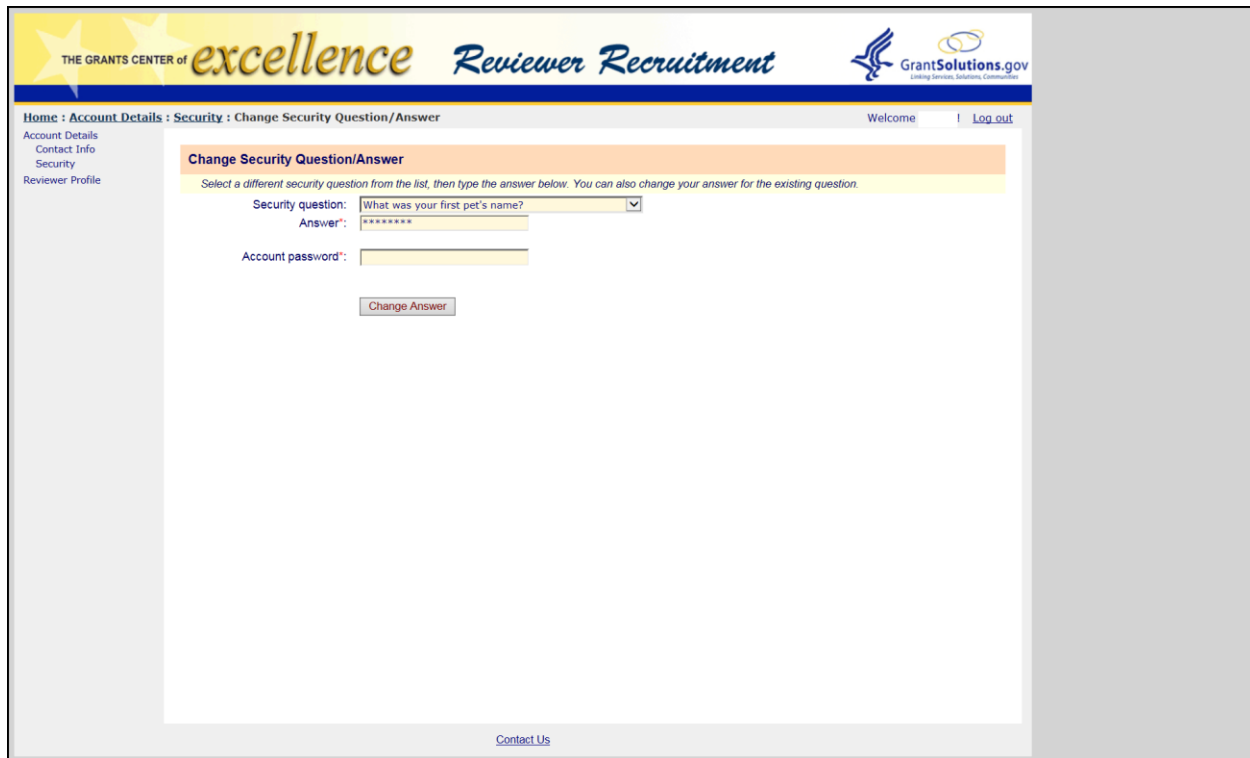
Account Details  
Contact Info  
Security  
Reviewer Profile

**Change Password**

Old password\*:   
New password\*:   
Confirm new password\*:

[Contact Us](#)

# Change Security Question/Answer



The screenshot shows a web page for changing a security question. At the top, there is a navigation bar with the text 'THE GRANTS CENTER of excellence Reviewer Recruitment' and the GrantSolutions.gov logo. Below this is a breadcrumb trail: 'Home : Account Details : Security : Change Security Question/Answer'. On the right side of the breadcrumb trail, there is a 'Welcome' message and a 'Log out' link. On the left side, there is a vertical menu with links for 'Account Details', 'Contact Info', 'Security', and 'Reviewer Profile'. The main content area has a title 'Change Security Question/Answer' and a sub-instruction: 'Select a different security question from the list, then type the answer below. You can also change your answer for the existing question.' The form includes a dropdown menu for 'Security question:' with the selected option 'What was your first pet's name?', a text input field for 'Answer:' containing seven asterisks, and another text input field for 'Account password:'. A 'Change Answer' button is located below the password field. At the bottom center of the page, there is a 'Contact Us' link.