

REVIEWER RECRUITMENT MODULE (RRM)

Reviewers Manual - New Registration

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RRM - Introduction

The Reviewer Recruitment Module (RRM) is a secure web-based system to recruit reviewers for its niche grant review processes drawing from the vast pool of subject matter experts and grant review talent on RRM.

Powerful online tool to source and manage grant reviewers.

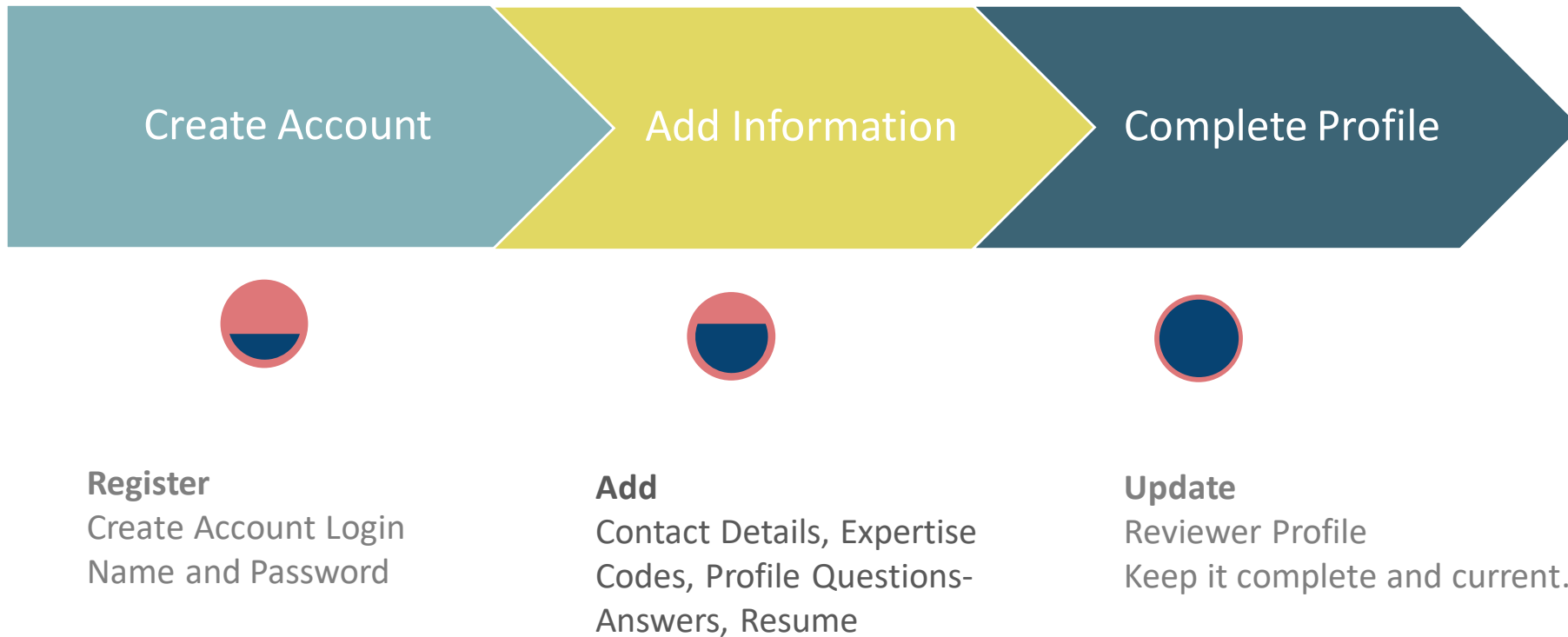
The RRM System allows end-user to manage their profiles.

RRM enables reviewers register their areas of expertise, contact information and resume for selection by peer review managers.

RRM delivers specific information about upcoming grants reviews and required reviewer expertise for each program area.

Becoming a Reviewer

Reviewer registration flow



If you are registering for the first time, the RRM system will guide users through the complete registration process. The reviewer profile should always be kept updated.

Portal Page

Registration Snapshot

Enter agency portal url
<https://rrm.grantsolutions.gov/AgencyPortal/...>

1. Click Register

Enter Email ID
Enter Verification Code
Complete Account Details
Create Account
Get confirmation email

2. Login

Complete Personal Information
Select Expertise Code
Complete Agency Profile Questions
Upload Resume

3. Update Reviewer Profile

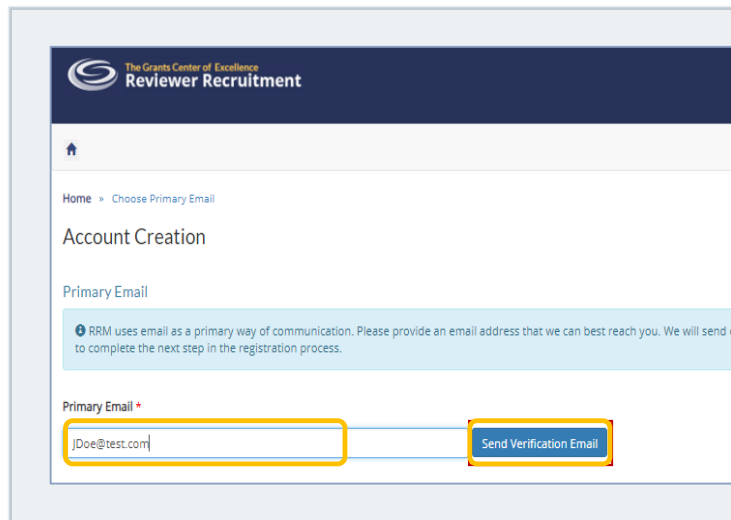
4. Manage Account

Update Contact Information
Change Password
Change Email Address

The screenshot shows the 'Reviewer Recruitment' page for 'The Grants Center of Excellence'. At the top, there's a dark blue header with the logo and title. Below the header, a light blue banner contains a message about integrity and impartiality. The main content area is divided into two columns. The left column features a section titled 'HRSA needs new and experienced grant reviewers with expertise in:' followed by a row of five buttons: 'Health Professions Training', 'HIV/AIDS', 'Maternal and Child Health Service', 'Organ Donation/Transplantation', and 'Primary Care for Underserved Populations', and 'Rural Health Care'. Below these buttons, there's a paragraph of text about the review process and a list of steps for reviewers. The right column has a section titled 'Download the RRM Registration Manual' with a PDF icon. Below this, there are two boxes. The first box is for new users, with a 'Register' button highlighted by a yellow rectangle. The second box is for existing users, with a 'Login' button highlighted by a yellow rectangle. At the bottom of the right column, there's a link for support: 'RRMTech'.

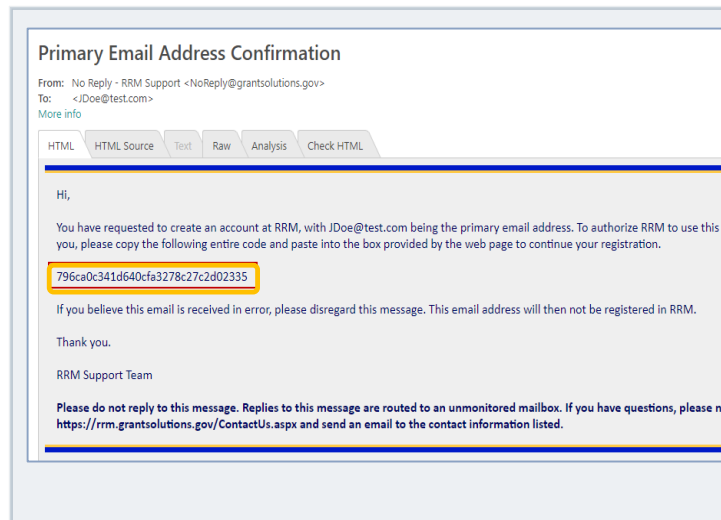
Account Creation

Enter your primary “E-Mail address” and click “Send Verification Email” button.



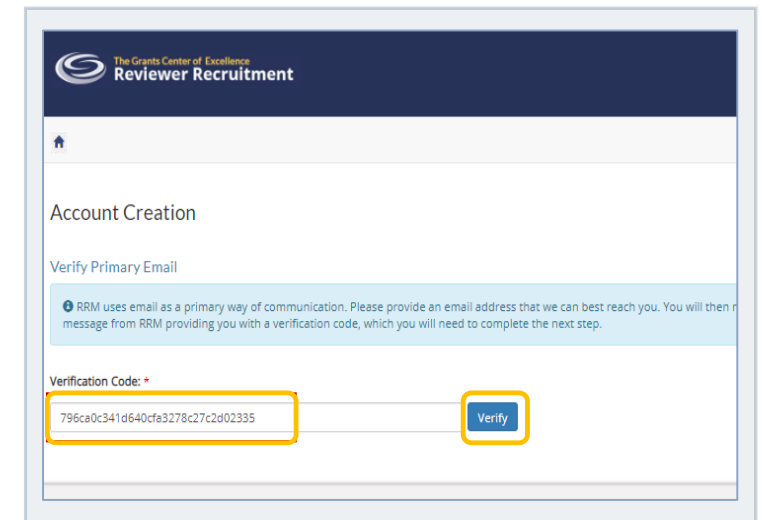
The screenshot shows the 'Account Creation' page for 'The Grants Center of Excellence Reviewer Recruitment'. It includes a breadcrumb 'Home > Choose Primary Email'. The 'Primary Email' section has a note: 'RRM uses email as a primary way of communication. Please provide an email address that we can best reach you. We will send you a verification code to complete the next step in the registration process.' Below this is a text input field containing 'JDoe@test.com' and a 'Send Verification Email' button.

Verify that the **verification code** was received in the Email address you provided.



The screenshot shows an email titled 'Primary Email Address Confirmation' from 'No Reply - RRM Support <NoReply@grantsolutions.gov>' to 'JDoe@test.com'. The email body contains a verification code '796ca0c341d640cfa3278c27c2d02335' highlighted in a yellow box. It also includes instructions to copy the code and a link to the contact page.

Copy “verification code” from the email and **paste it** in the “Verification Code” text box. Click “Verify” button. System navigates to Account Creation Page.



The screenshot shows the 'Account Creation' page with the 'Verify Primary Email' section. It includes a note: 'RRM uses email as a primary way of communication. Please provide an email address that we can best reach you. You will then receive a message from RRM providing you with a verification code, which you will need to complete the next step.' Below this is a text input field for the 'Verification Code' containing '796ca0c341d640cfa3278c27c2d02335' and a 'Verify' button.

Please make sure the Email address, the verification code are accurately entered into the text box without any extra spaces.

Account Creation

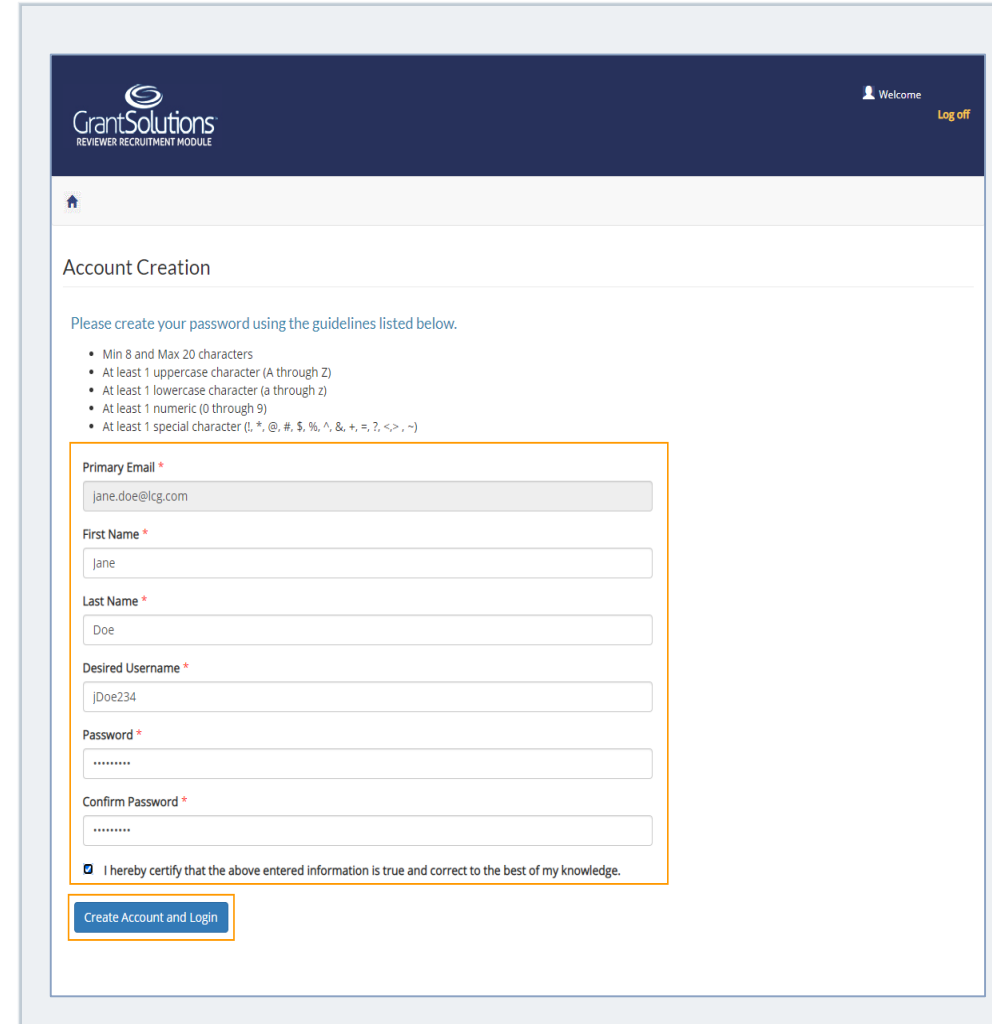
Create Account by entering

- *First Name*
- *Last Name*
- *Desired Username*
- *Password details (as per guidelines listed on the page)*

Re-enter the password for confirmation.

Accept the consent statement by clicking the check box.

After entering all of the required information,
click the “Create Account and Login” button.



The screenshot shows the 'Account Creation' page of the GrantSolutions Reviewer Recruitment Module. The page has a dark blue header with the GrantSolutions logo and 'REVIEWER RECRUITMENT MODULE' text. A 'Welcome' message and a 'Log off' link are in the top right. Below the header is a home icon and the title 'Account Creation'. The main content area contains instructions for password creation and a list of password requirements. Below this is a form with fields for Primary Email, First Name, Last Name, Desired Username, Password, and Confirm Password. A checkbox for the consent statement is at the bottom of the form, followed by a 'Create Account and Login' button.

GrantSolutions
REVIEWER RECRUITMENT MODULE

Welcome Log off

Account Creation

Please create your password using the guidelines listed below.

- Min 8 and Max 20 characters
- At least 1 uppercase character (A through Z)
- At least 1 lowercase character (a through z)
- At least 1 numeric (0 through 9)
- At least 1 special character (!, *, @, #, \$, %, ^, &, +, =, ?, <, >, ~)

Primary Email *

jane.doe@lsg.com

First Name *

jane

Last Name *

Doe

Desired Username *

jDoe234

Password *

Confirm Password *

☒ I hereby certify that the above entered information is true and correct to the best of my knowledge.

Create Account and Login

Logging In

Logging in for the first time.

-Your account is created, and system will prompt you to login to RRM.

-Two email notifications would be sent out to the user email id that is on file with the user name and password.

Log in to RRM with the “*User Name*” and “*Password*” used to create the account.

The Grants Center of Excellence
Reviewer Recruitment

Welcome to the Reviewer Recruitment Module (RRM)

User Name
JDoe1

Password
.....

Log in

Forgot User Name Forgot Password
If you are not registered with RRM, please [Click here](#).

Monday-Friday
8 AM - 6 PM ET

1.866.424.2637

HRSA Only:
RRMTechAssistance@hrsa.gov
All Other Agencies:
RRMSupport@grantreview.org

GrantSolutions.gov

Logging In

Reviewer Information and Contact Details

Once you log into the system, complete the following personal information details:

- Contact Information
- Linked In Id
- Primary and Shipping Address
- Primary Expertise Code

- Fields marked with an “*” are mandatory.
- **Selecting a Primary Expertise Code is an important part of reviewer profile information.**
- It is recommended that Linked In and Employer/Organization details are entered.
- Primary and Shipping addresses help Agency in the reviewer outreach exercise.
- Make sure you update your contact information as needed.
- Accept the consent statement and click the “Update” button to finalize your entries, and advance to the next section – Reviewer Profile Page.

The screenshot displays two side-by-side form sections. The left section, titled 'Personal Contact Information', includes a header with a note: 'Please provide your contact information. Fields with * are required.' Below this, the 'Personal Information' subsection contains fields for Prefix (a dropdown menu), Last Name (filled with 'Doe'), First Name (filled with 'Jane'), Middle Name, Primary Phone (marked with *), Primary Email (filled with 'jDoe@test.com'), and Employer/ Organization. There is a 'Linked In' button and a corresponding text field. At the bottom, there is a 'Select Primary Expertise' dropdown menu. The right section, titled 'Primary Address', has a sub-header 'Address Types' with radio buttons for Home, Work (selected), and Other. It contains fields for Street 1 (filled with '6000 Executive Blvd'), Street 2, City (filled with 'Rockville'), State (a dropdown menu filled with 'Maryland'), and Zip (filled with '20852'). Below this is the 'Shipping Address' section, which has a checkbox for 'Same as Primary' (unchecked) and fields for Street 1 (filled with '123 Testing Way'), Street 2, City (filled with 'Test'), State (a dropdown menu filled with 'Hawaii'), and Zip (filled with '12345'). At the bottom of the right section, there is a checkbox for 'I hereby certify that the above entered information is true and correct to the best of my knowledge.' and an 'Update' button.

Reviewer Profiles

Reviewer Profile Page

Keep the profile updated, and current

- User should ensure completion of Expertise, Profile Questions and Resume sections in order to keep the profile current.
- *Updated reviewer profile is key to selection to review opportunities.*

The screenshot shows the 'Reviewer Profile' page. At the top, there's a navigation bar with 'Reviewer Profile' and 'Account Management'. Below it, a message states: 'Here's a brief summary of the agency profiles on file. Please update your profile to keep them current.' A table follows with the following data:

Summary Item	Last Update	Status	Action
Expertise	8/21/2020 8:34 PM	Incomplete	Update/View
Profile Questions	(Never)	Incomplete	Update/View
Resume	(Never)	Incomplete	Update/View

At the bottom, a disclaimer reads: 'By updating this information you acknowledge that all responses are true and correct to the best of your knowledge.'

Update Expertise Selections

Primary, Secondary, and Tertiary expertise areas

Click “Update” button in the Expertise section.

Select your expertise areas from the “dropdown menus”, then click “Save” button.

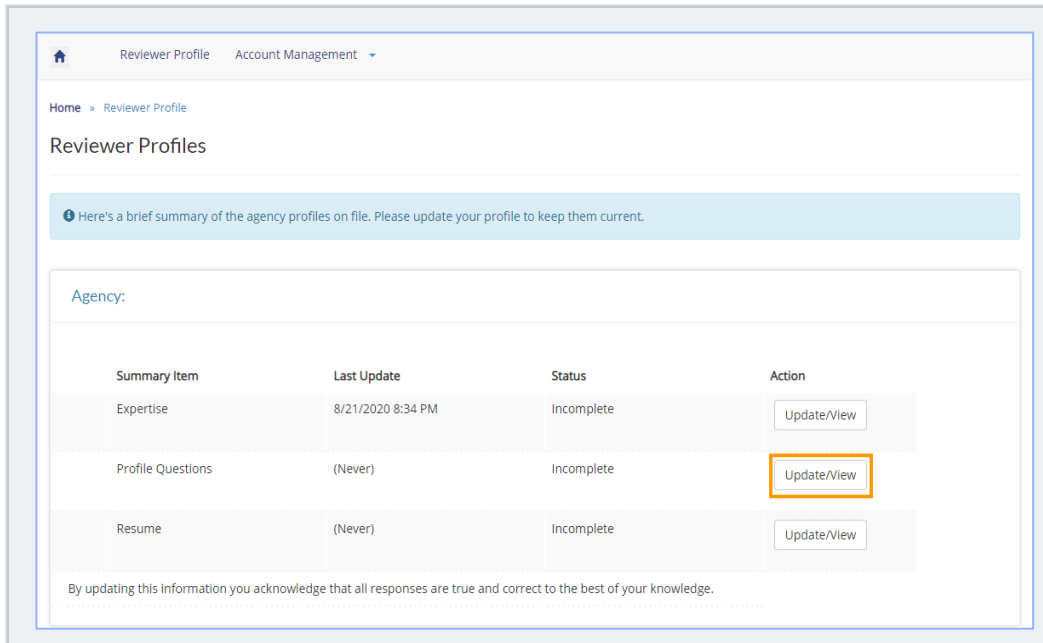
The screenshot shows the 'Update Expertise' form. It has three dropdown menus for 'Primary', 'Secondary', and 'Tertiary' expertise areas. The 'Primary' dropdown is set to 'Access to Health Care', 'Secondary' to 'Child Development', and 'Tertiary' to 'Children, Youth & Families'. There are 'Cancel' and 'Save' buttons at the bottom. A pop-up window titled 'Reviewer Profiles' is overlaid on the right, showing the same table as the first screenshot, with the 'Update/View' button for 'Expertise' highlighted.

Reviewer Profiles

Agency Profile Questions

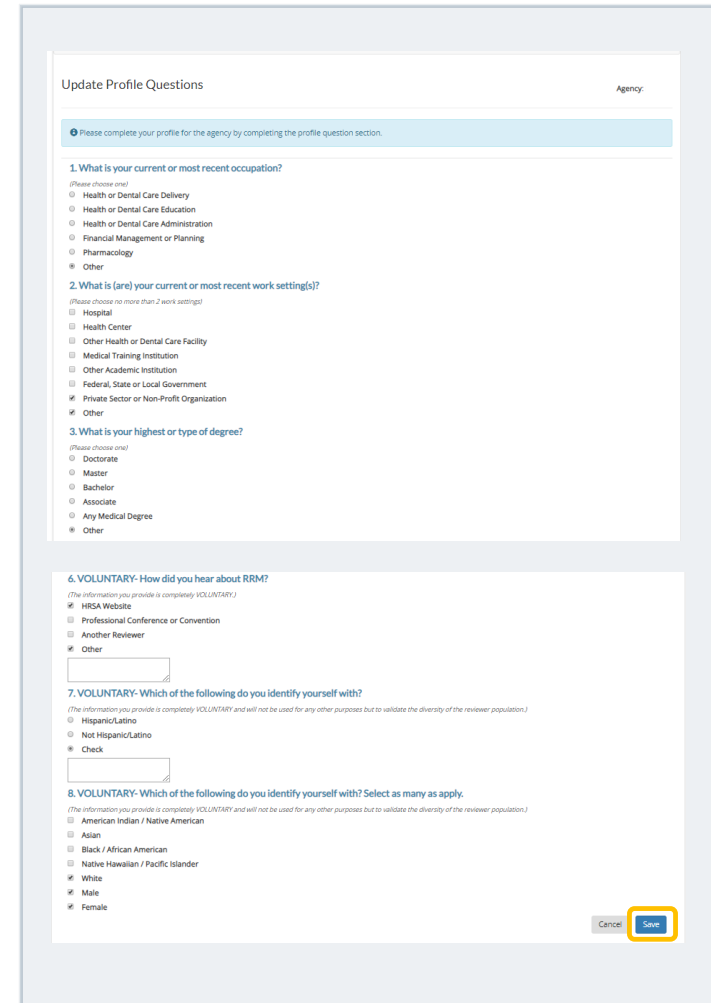
You will now need to select answers for the agency profile questions.

When you have made all of your selections, click the “Save” button.



The screenshot shows the 'Reviewer Profiles' page. At the top, there's a navigation bar with 'Reviewer Profile' and 'Account Management'. Below it, a breadcrumb trail shows 'Home > Reviewer Profile'. The main heading is 'Reviewer Profiles'. A blue banner states: 'Here's a brief summary of the agency profiles on file. Please update your profile to keep them current.' Below this, there's a section labeled 'Agency:' containing a table with three rows: 'Expertise', 'Profile Questions', and 'Resume'. Each row has columns for 'Summary Item', 'Last Update', 'Status', and 'Action'. The 'Status' for all items is 'Incomplete'. The 'Action' column contains 'Update/View' buttons. The 'Update/View' button for 'Profile Questions' is highlighted with an orange border. At the bottom of the table, a disclaimer states: 'By updating this information you acknowledge that all responses are true and correct to the best of your knowledge.'

Summary Item	Last Update	Status	Action
Expertise	8/21/2020 8:34 PM	Incomplete	Update/View
Profile Questions	(Never)	Incomplete	Update/View
Resume	(Never)	Incomplete	Update/View



The screenshot shows the 'Update Profile Questions' form. It has a title bar with 'Update Profile Questions' and 'Agency:'. Below the title bar, a blue banner states: 'Please complete your profile for the agency by completing the profile question section.' The form contains several sections of questions with radio button options. Section 1: 'What is your current or most recent occupation?' with options: Health or Dental Care Delivery, Health or Dental Care Education, Health or Dental Care Administration, Financial Management or Planning, Pharmacology, Other. Section 2: 'What is (are) your current or most recent work setting(s)?' with options: 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. Section 3: 'What is your highest or type of degree?' with options: Doctorate, Master, Bachelor, Associate, Any Medical Degree, Other. Section 4: 'VOLUNTARY- How did you hear about RRM?' with options: HISA Website, Professional Conference or Convention, Another Reviewer, Other. Section 5: 'VOLUNTARY- Which of the following do you identify yourself with?' with options: Hispanic/Latino, Not Hispanic/Latino, Check. Section 6: 'VOLUNTARY- Which of the following do you identify yourself with? Select as many as apply.' with options: American Indian / Native American, Asian, Black / African American, Native Hawaiian / Pacific Islander, White, Male, Female. At the bottom right, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with an orange border.

Reviewer Profiles

Add resume and summary

After completion of agency profile questions, the system will enable users to add a resume to their profile..

Click “*Update Resume*” button to get started

The screenshot displays the 'Reviewer Profile' management interface. The main section, 'Manage Resume', includes a header with the logo 'The Grants Center of Excellence Reviewer Recruitment' and navigation links for 'Reviewer Profile' and 'Account Management'. A blue informational banner states: 'Please update your resume at least once a year or as often as you choose.' Below this is a text input field labeled 'My resume' and a green 'Update Resume' button, which is highlighted with an orange border. To the right, a detailed view of the 'Update Resume' button is shown, featuring a table with the following data:

Summary Item	Last Update	Status	Action
Expertise	8/21/2020 8:34 PM	Incomplete	Update/View
Profile Questions	(Never)	Incomplete	Update/View
Resume	(Never)	Incomplete	Update/View

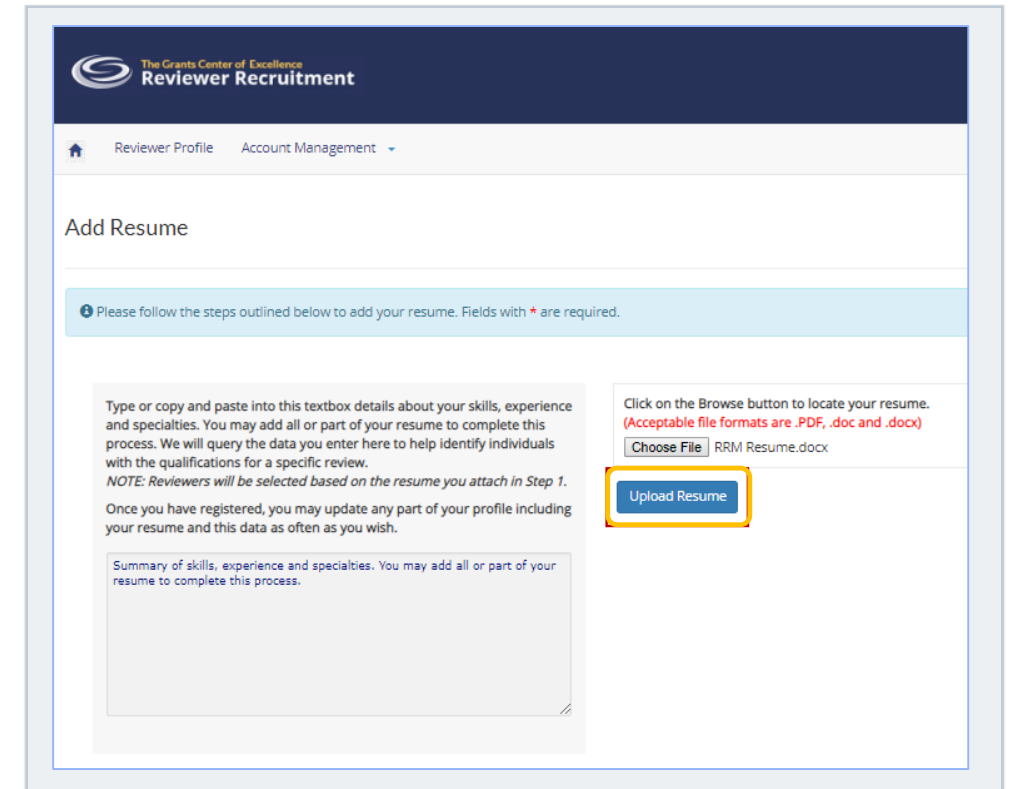
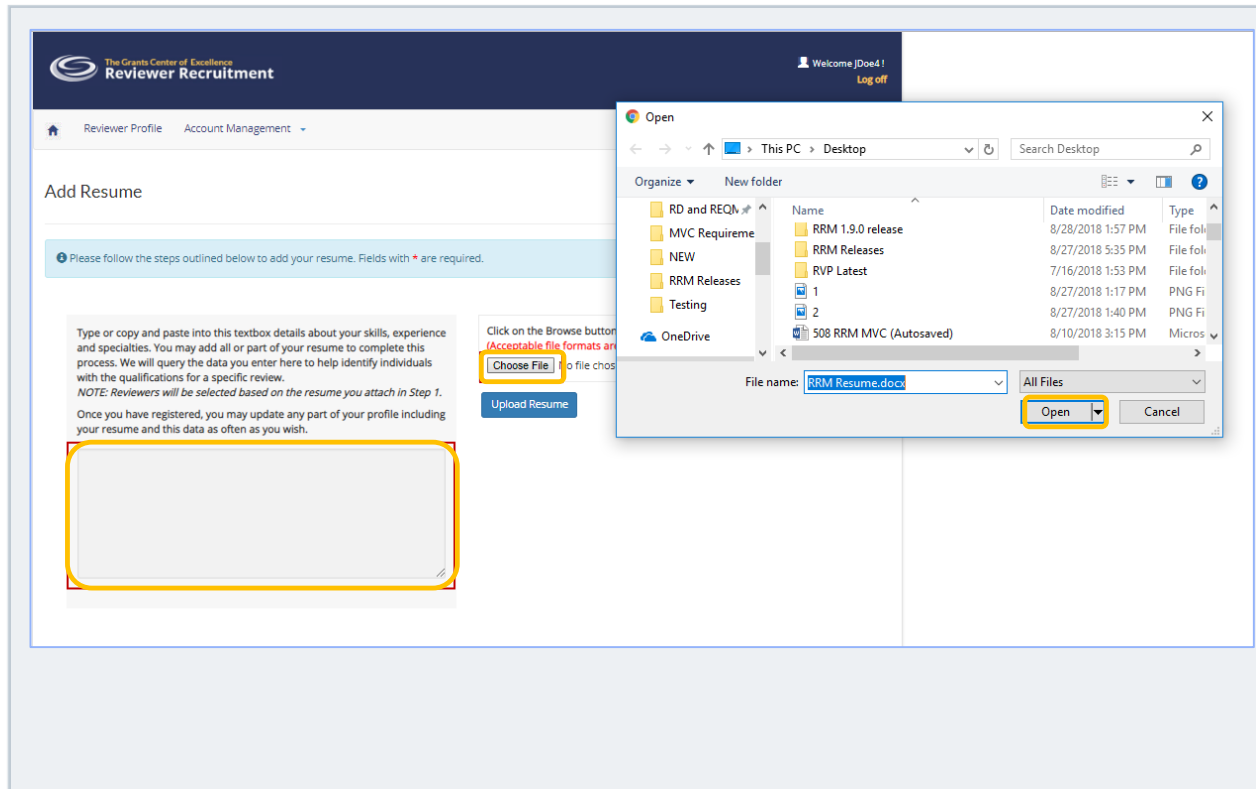
Below the table, a disclaimer reads: 'By updating this information you acknowledge that all responses are true and correct to the best of your knowledge.' The 'Update/View' link for the 'Resume' row is highlighted with an orange border.

Reviewer Profiles

Add resume

On **Add Resume** page, resume can be uploaded in .PDF, .doc or .docx format. User can add resume description in the provided text box.

Click “*Upload Resume*” button to submit the changes.



Reviewer Profiles

Add Resume

Only one resume may be uploaded to the RRM System at a time.

On **clicking** the '**Back**' button, system would open the Reviewer Profile page.

On **clicking** '**Download**', user can download a copy of the resume.

If you wish to add an updated resume, delete the current resume and upload a new one.

On **clicking** '**Delete**' button, the system will prompt if you wish to proceed.

On confirmation, system navigate to 'Manage Resume' page where user can upload the new resume.

The screenshot displays the 'Reviewer Recruitment' system interface. A modal dialog box is open, asking 'Are you sure you want to delete this resume?' with 'No' and 'Delete' buttons. The 'Delete' button is highlighted with a red box. The background page shows the 'Manage Resume' section with a message to update the resume annually, a section for 'My resume' showing file details, and buttons for 'Back', 'Download', and 'Delete'. There is also an 'Update Resume' button on the right.

Reviewer Profiles

Reviewer Profile Page

Reviewers should always ensure that the

- *Expertise Codes*
- *Agency Profile Questions*
- *Resume*

sections are completed.

The sections should be updated regularly and put in “*Complete*” status.

The last updated date and time are displayed next to the “*status*” column.

The acknowledgement statement is displayed to ensure all information entered is correct to the best of Reviewer’s knowledge.

The screenshot displays the GrantSolutions Reviewer Recruitment Module interface. At the top, a dark blue header contains the GrantSolutions logo and the text 'REVIEWER RECRUITMENT MODULE'. On the right, a user is logged in as 'Welcome JDoe234!' with a 'Log off' link. Below the header, a navigation bar shows 'Reviewer Profile' and 'Account Management'. The main content area is titled 'Reviewer Profiles' and includes a light blue informational banner stating: 'Here's a brief summary of the agency profiles on file. Please update your profile to keep them current.'

Below the banner, a section titled 'Agency:' contains a table with the following data:

Summary Item	Last Update	Status	Action
Expertise	8/21/2020 7:09 PM	Complete	<button>Update/View</button>
Profile Questions	8/21/2020 7:10 PM	Complete	<button>Update/View</button>
Resume	8/21/2020 7:10 PM	Complete	<button>Update/View</button>

Below the table, a disclaimer states: 'By updating this information you acknowledge that all responses are true and correct to the best of your knowledge.'

Account Management

Manage your account

The screenshot shows the 'Account Management' page of the Grant Solutions Reviewer Recruitment system. The page has a dark blue header with the logo and 'Welcome J.Doe4!'. Below the header, there's a navigation bar with 'Reviewer Profile' and 'Account Management' (highlighted with a yellow box). The main content area is titled 'Account Management' and contains four tiles: 'Account Details', 'Contact Information' (highlighted with a yellow box), 'Change Password', and 'Change Email Address'. The footer includes contact information for HRSA and other agencies, and the GrantSolutions.gov logo.

You may update your contact information at anytime.

Click the “Contact Information” hyperlink to update your contact information.

Contact Information

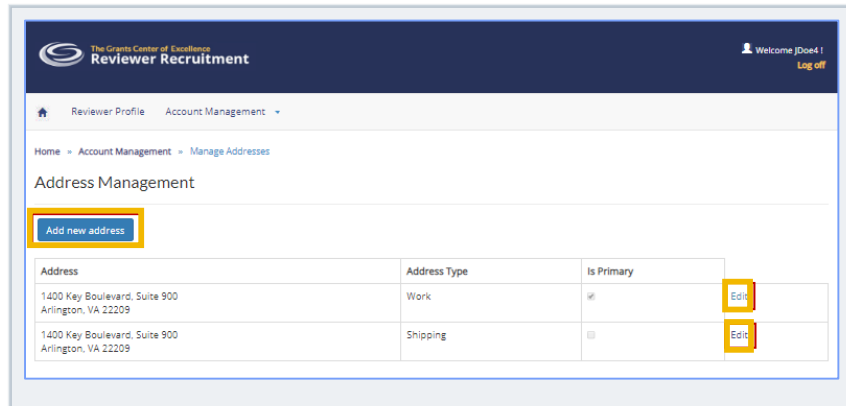
The screenshot shows the 'Contact Information' form. It has a light blue background and a white form area. The form is divided into sections: 'Street 2', 'City', 'State', 'Zip', 'Shipping Address', and 'Update' button (highlighted with a yellow box). The 'Shipping Address' section has a checkbox for 'Same as Primary'. The 'Update' button is a blue button with white text. The form also includes a 'Cancel' button and a 'Manage My Addresses' button (highlighted with a yellow box) in the bottom right corner.

Make changes to your contact information and **click** “Update” button to finalize your entries.

Click ‘Manage Addresses’ link to update your Work, Home, Shipping and Other addresses.

Account Management

Contact Information



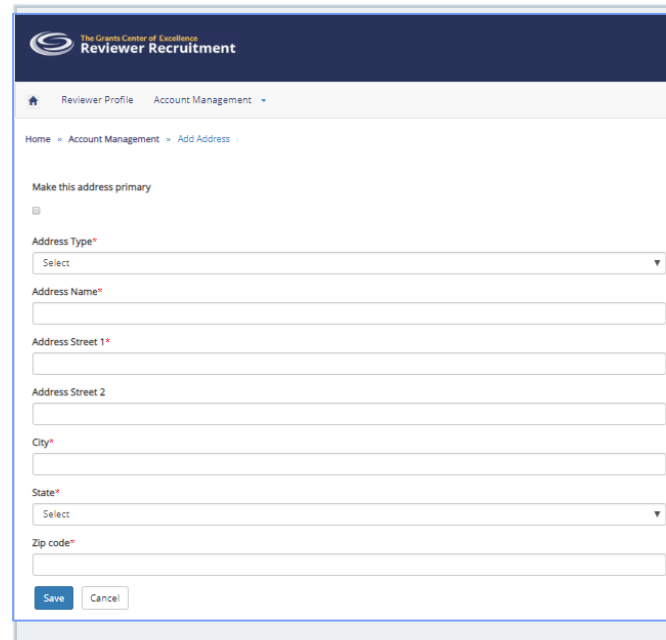
The screenshot shows the 'Manage Addresses' page. At the top, there is a navigation bar with 'Reviewer Profile' and 'Account Management'. Below this, the breadcrumb trail is 'Home > Account Management > Manage Addresses'. The main heading is 'Address Management'. There is a button 'Add new address' highlighted with a blue box. Below this is a table with two rows of address information. The first row has an 'Edit' button highlighted with a yellow box. The second row also has an 'Edit' button highlighted with a yellow box.

Address	Address Type	Is Primary	
1400 Key Boulevard, Suite 900 Arlington, VA 22209	Work	☒	Edit
1400 Key Boulevard, Suite 900 Arlington, VA 22209	Shipping	☐	Edit

Click 'Edit' button, and make changes to your current addresses:

- Work
- Home
- Shipping
- Other addresses

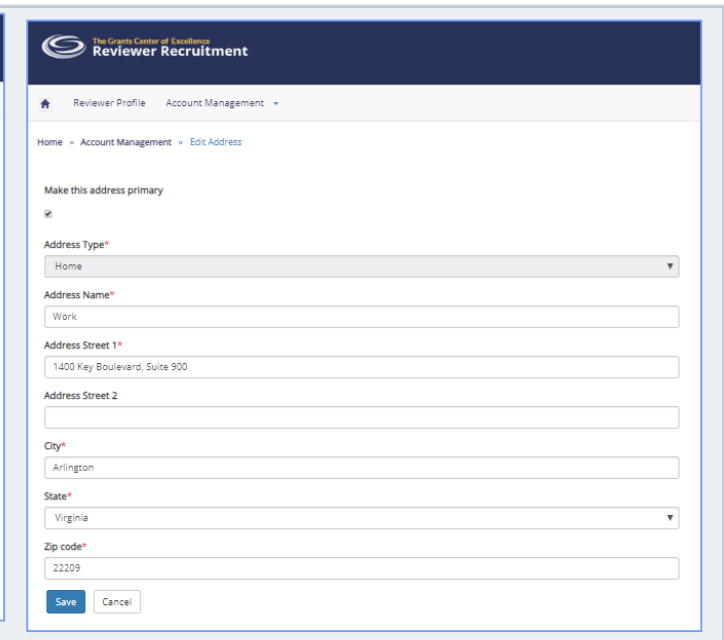
Add new address



The screenshot shows the 'Add Address' form. It includes a checkbox 'Make this address primary'. Below this are fields for 'Address Type*' (a dropdown menu), 'Address Name*', 'Address Street 1*', 'Address Street 2', 'City*', 'State*' (a dropdown menu), and 'Zip code*'. At the bottom are 'Save' and 'Cancel' buttons.

Add new addresses to your contact information.

Update current

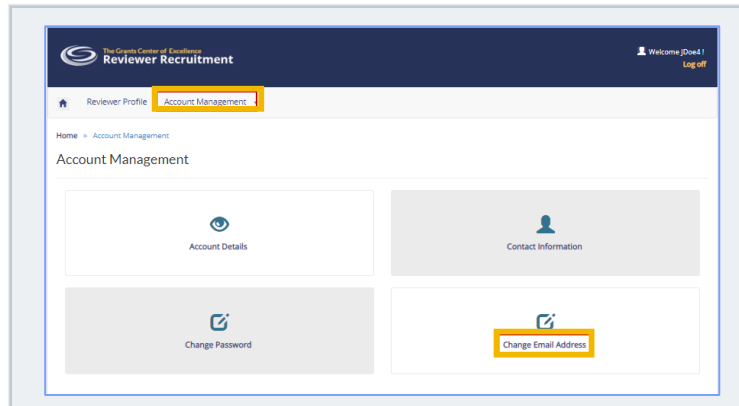


The screenshot shows the 'Edit Address' form. It includes a checkbox 'Make this address primary'. Below this are fields for 'Address Type*' (a dropdown menu), 'Address Name*', 'Address Street 1*', 'Address Street 2', 'City*', 'State*' (a dropdown menu), and 'Zip code*'. At the bottom are 'Save' and 'Cancel' buttons.

Update your primary address by selecting an existing address.

Account Management

Change Email Address



To update your Email address associated with the profile,
click the “Change Email Address”
hyperlink.

Enter your “new email address” and
click “Send Code” button.

A screenshot of the 'Change Email Address' form on the website. The breadcrumb trail shows 'Home > Account Management > Change Email Address'. The form displays the current email address 'JDoe4@test.com'. Below this, there are instructions: 'Please enter your new email address in the designated box; then click the “Send Code” button.', 'An email will be sent to the new email address provided containing a verification code to confirm your email address change.', 'Please copy the verification code from your email and paste it into the designated box; then click the “Verify Code” button.', and '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.' A text input field for 'New Email*' is highlighted with a yellow box. Below the input field is a checkbox with the text 'By checking this box, I certify that I am, or under the authorization from, the owner of the email address indicated above.' At the bottom, there are two buttons: 'Back' and 'Send Code' (highlighted with a yellow box).

Account Management

Change Email Address

The Grants Center of Excellence
Reviewer Recruitment

Welcome JDoe4 | Log off

Reviewer Profile Account Management

Home > Account Management > Change Email Address

Change Email Address

Your Current Email address is:
JDoe4@test.com

- Please enter your new email address in the designated box; then click the "Send Code" button.
- An email will be sent to the new email address provided containing a verification code to confirm your email address change.
- Please copy the verification code from your email and paste it into the designated box; then click the "Verify Code" button.
- 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.

New Email*
JDoe4@mail.com

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

Back Send Code

An email has been sent to the new address provided. Please check your email for the required verification code.

Your Current Email address is:
JDoe4@test.com

- Please enter your new email address in the designated box; then click the "Send Code" button.
- An email will be sent to the new email address provided containing a verification code to confirm your email address change.
- Please copy the verification code from your email and paste it into the designated box; then click the "Verify Code" button.
- 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.

New Email*
JDoe4@mail.com

Verification Code*
XHCPCAV2VPK2BXH

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

Back Resend Code Verify Code

An email will be sent to the new email address with a verification code.

Copy the verification code and paste it in the "Verification Code" field on the Change Email Address page.

Click "Verify Code" button.

Once verified, click "Change Email" button to finalize your update.

RRM Account Email Setup

2018-09-04 19:00
(a few seconds ago)
Size: 1.6 KB

From: No Reply - RRM Support <NoReply@grantsolutions.gov>
To: Jane Doe <JDoe4@mail.com>
More info

HTML HTML Source Text Raw Analysis Check HTML

Dear Jane,

You have requested to use this email address as your primary point of contact for RRM. You must copy the entire verification code below and paste it into the box provided on the RRM email change verification web page to complete the process. If you chose to re-enter the code, please type carefully as it is case sensitive.

Verification Code: XHCPCAV2VPK2BXH

Thank you.

RRM Support Team

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please navigate to <https://rrm.grantsolutions.gov/ContactUs.aspx> and send an email to the contact information listed.

The Grants Center of Excellence
Reviewer Recruitment

Welcome JDoe4 | Log off

Reviewer Profile Account Management

Home > Account Management > Change Email Address

Change Email Address

Your email address has been updated Successfully

Your Current Email address is:
JDoe4@mail.com

- Please enter your new email address in the designated box; then click the "Send Code" button.
- An email will be sent to the new email address provided containing a verification code to confirm your email address change.
- Please copy the verification code from your email and paste it into the designated box; then click the "Verify Code" button.
- 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.

New Email*
JDoe4@mail.com

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

Back Send Code

Account Management

Change Password

- Click on the “Change Password” button.

To update your password:

- On the next screen, **enter** your “old password”, your “new password”, and **verify** the “new password.”
- Click “Update” button to finalize your changes.

The image displays two screenshots of the Grant Solutions Reviewer Recruitment web application interface.

Left Screenshot: Account Management Menu

- Header:** The Grants Center of Excellence Reviewer Recruitment. Welcome JDoe4! Log off.
- Navigation:** Home, Reviewer Profile, Account Management (highlighted).
- Breadcrumbs:** Home > Account Management
- Account Management Section:**
 - Account Details
 - Contact Information
 - Change Password** (highlighted)
 - Change Email Address
- Footer:** GrantSolutions.gov, Monday-Friday 8 AM - 6 PM ET, 1.866.424.2637, HRSA Only: RRMTEchAssistance@hrsa.gov, All Other Agencies: RRMSupport@grantreview.org

Right Screenshot: Change Password Form

- Header:** The Grants Center of Excellence Reviewer Recruitment. Welcome JDoe4! Log off.
- Navigation:** Home, Reviewer Profile, Account Management > Change Password
- Breadcrumbs:** Home > Account Management > Change Password
- Section Title:** Change Password
- Instructions:** Please create your password using the guidelines listed below.
- Password Guidelines:**
 - Min 8 and Max 20 characters
 - At least 1 uppercase character (A through Z)
 - At least 1 lowercase character (a through z)
 - At least 1 numeric (0 through 9)
 - At least 1 special character (!, *, @, #, \$, %, ^, &, +, =, ?, <, >, ~)
- Form Fields:**
 - Old Password*
 - New Password*
 - Confirm Password*
- Buttons:** Back, Update