

# 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



### Register

Create Account Login Name and Password



### Add

Contact Details, Expertise Codes, Profile Questions-Answers, Resume



### Update

Reviewer Profile  
Keep it complete and current.

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

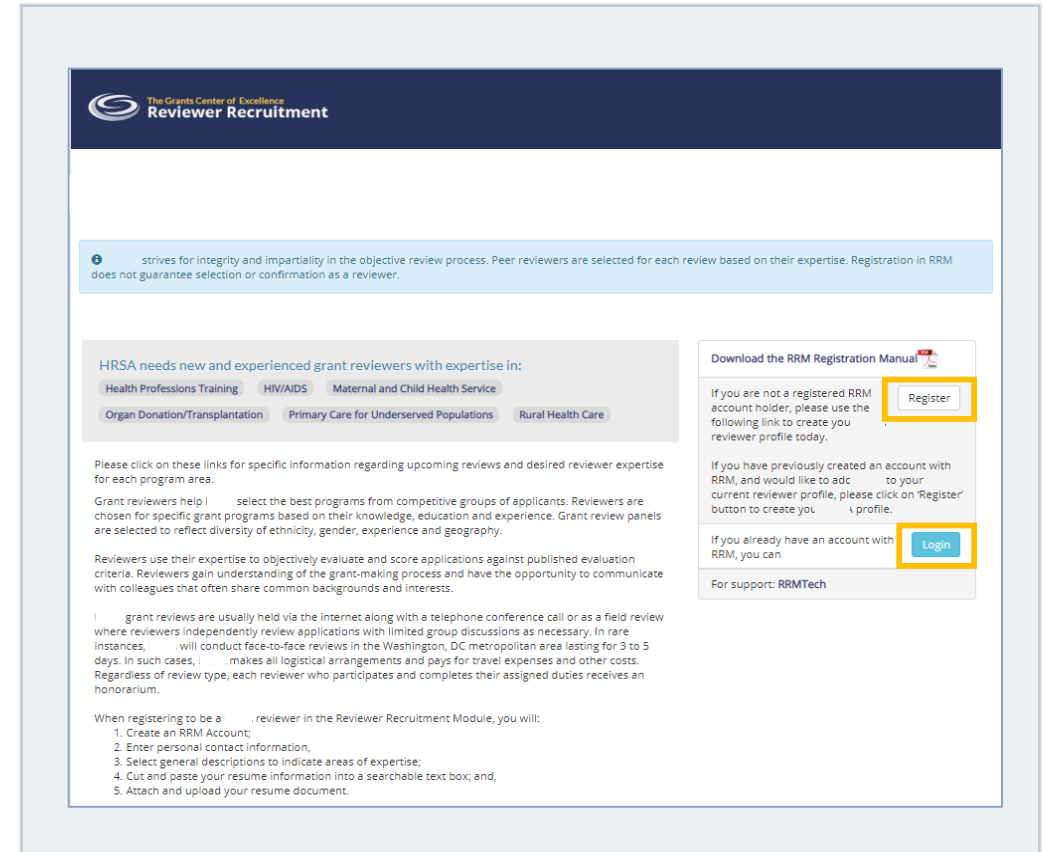
### 2. Login

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



# Account Creation

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

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

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 a 'Primary Email' input field containing 'jDoe@test.com' and a 'Send Verification Email' button. A blue information box above the field states: '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.'

The screenshot shows an email titled 'Primary Email Address Confirmation' from 'No Reply - RRM Support'. The email body contains a verification code '796ca0c341d640cfa3278c27c2d02335' highlighted in a yellow box. The email text reads: 'Hi, You have requested to create an account at RRM, with jDoe@test.com being the primary email address. To authorize RRM to use this you, please copy the following entire code and paste into the box provided by the web page to continue your registration. 796ca0c341d640cfa3278c27c2d02335 If you believe this email is received in error, please disregard this message. This email address will then not be registered in RRM. 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 visit https://rrm.grantsolutions.gov/ContactUs.aspx and send an email to the contact information listed.'

The screenshot shows the 'Account Creation' page with a 'Verification Code' input field containing '796ca0c341d640cfa3278c27c2d02335' and a 'Verify' button. A blue information box above the field states: '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.'

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 displays the 'Account Creation' page in the GrantSolutions Reviewer Recruitment Module. The page header includes the GrantSolutions logo and a 'Welcome' message with a 'Log off' link. The main content area is titled 'Account Creation' and provides instructions for password creation. The form fields are as follows:

- Primary Email \***: jane.doe@lcg.com
- First Name \***: jane
- Last Name \***: Doe
- Desired Username \***: jDoe234
- Password \***: [masked]
- Confirm Password \***: [masked]

Below the form, there is a checked checkbox with the text: "I hereby certify that the above entered information is true and correct to the best of my knowledge." At the bottom of the form, there is a blue button labeled "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.

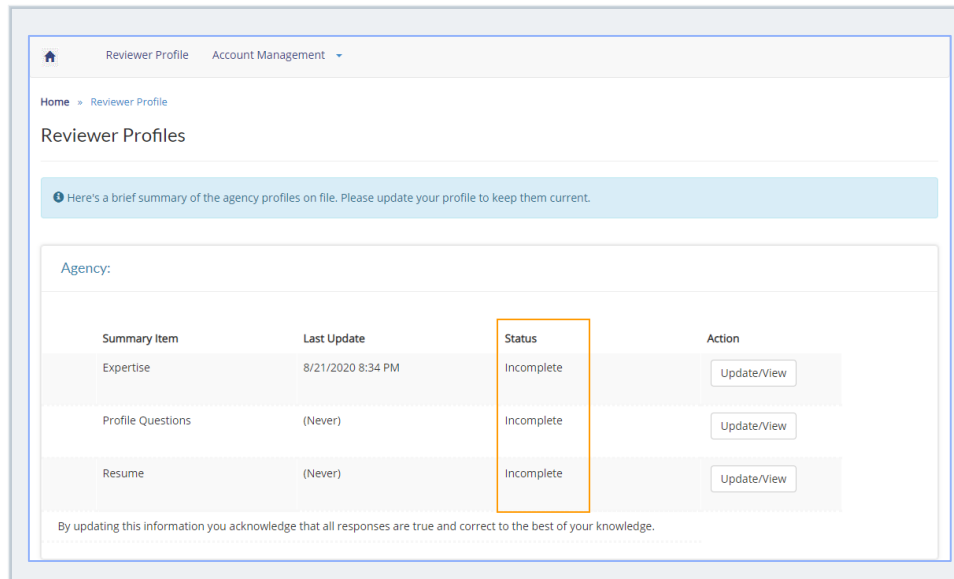
The screenshot displays two sections of a web form. The left section, titled "Personal Contact Information", includes a message: "Please provide your contact information. Fields with \* are required." Below this, the "Personal Information" section contains fields for Prefix (dropdown), Last Name (Doe),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

# 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.*



Reviewer Profile Account Management

Home > Reviewer Profile

Reviewer Profiles

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

Agency:

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

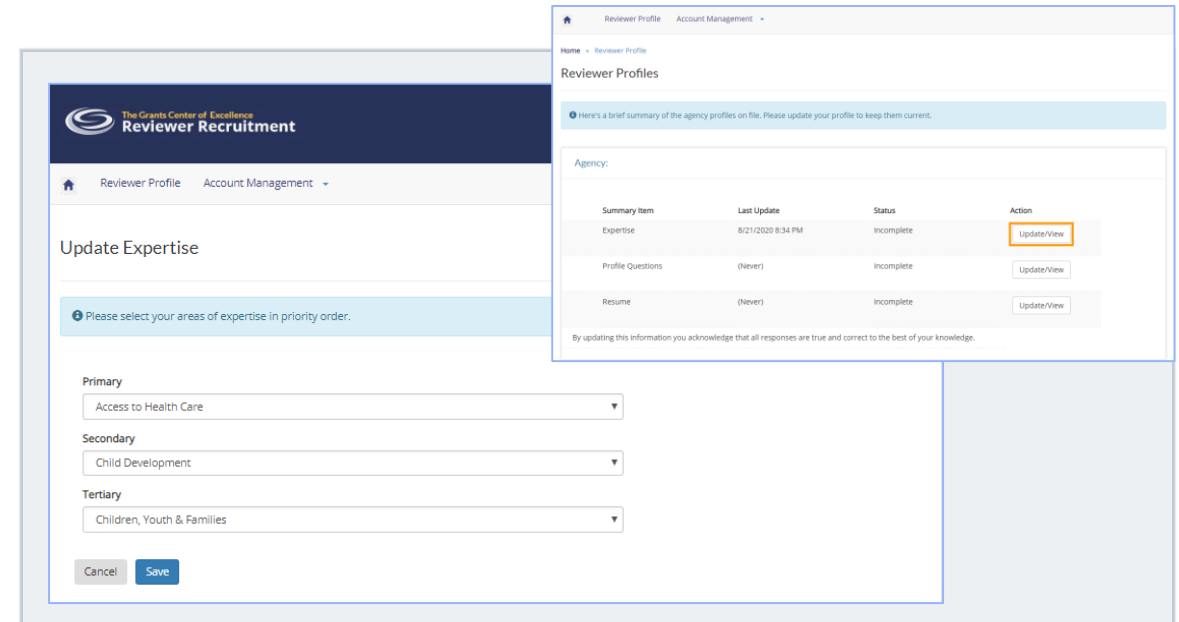
By updating this information you acknowledge that all responses are true and correct to the best of your knowledge.

## 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.



Reviewer Profile Account Management

Home > Reviewer Profile

Reviewer Profiles

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

Agency:

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

By updating this information you acknowledge that all responses are true and correct to the best of your knowledge.

### Update Expertise

Please select your areas of expertise in priority order.

Primary  
Access to Health Care

Secondary  
Child Development

Tertiary  
Children, Youth & Families

Cancel Save

# 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.

Reviewer Profile Account Management

Home > Reviewer Profile

### Reviewer Profiles

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

Agency:

Summary Item	Last Update	Status	Action
Expertise	8/21/2020 8:34 PM	Incomplete	<a href="#">Update/View</a>
Profile Questions	(Never)	Incomplete	<a href="#">Update/View</a>
Resume	(Never)	Incomplete	<a href="#">Update/View</a>

By updating this information you acknowledge that all responses are true and correct to the best of your knowledge.

### Update Profile Questions

Agency:

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

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 (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

3. What is your highest or type of degree?  
*(Please choose one)*

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

6. VOLUNTARY- How did you hear about RRM?  
*(The information you provide is completely VOLUNTARY.)*

- HISA 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
- Check

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

Cancel [Save](#)

# 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 Recruitment' interface. The main section is titled 'Manage Resume' and includes a notification: '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 question: 'Do you have a new resume? Do you have an updated version of this resume?'. A green 'Update Resume' button is highlighted with a yellow border.

An inset window shows the 'Reviewer Profiles' table with the following data:

Summary Item	Last Update	Status	Action
Expertise	8/21/2020 8:34 PM	Incomplete	<a href="#">Update/View</a>
Profile Questions	(Never)	Incomplete	<a href="#">Update/View</a>
Resume	(Never)	Incomplete	<a href="#">Update/View</a>

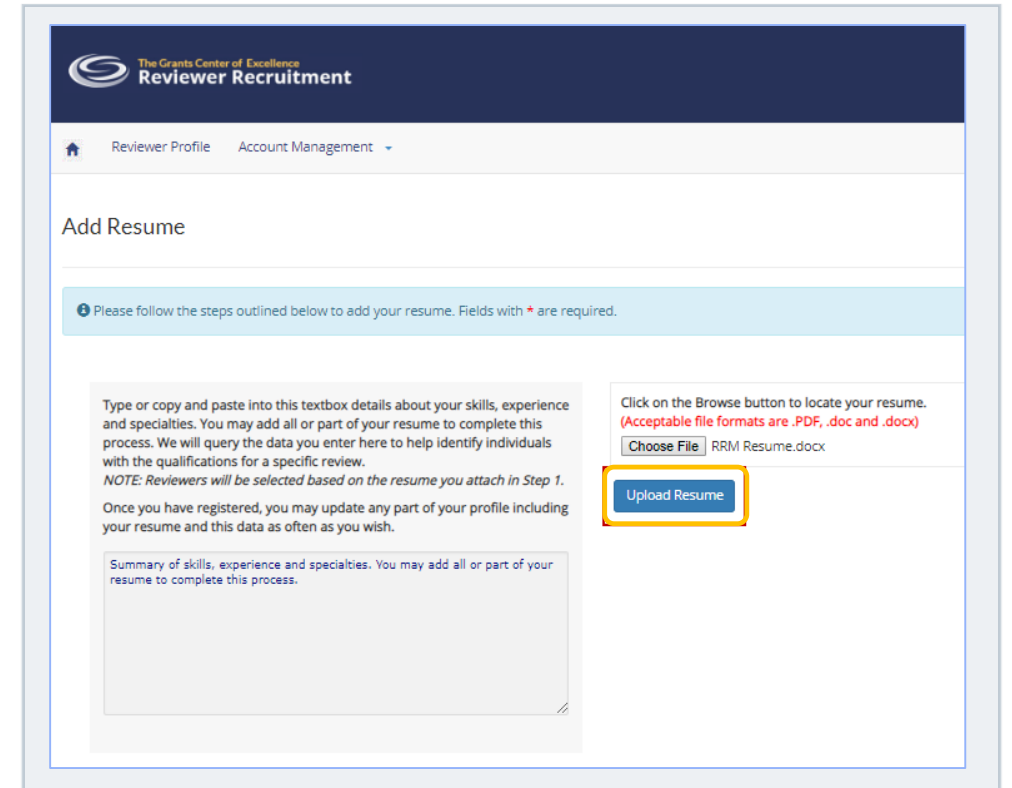
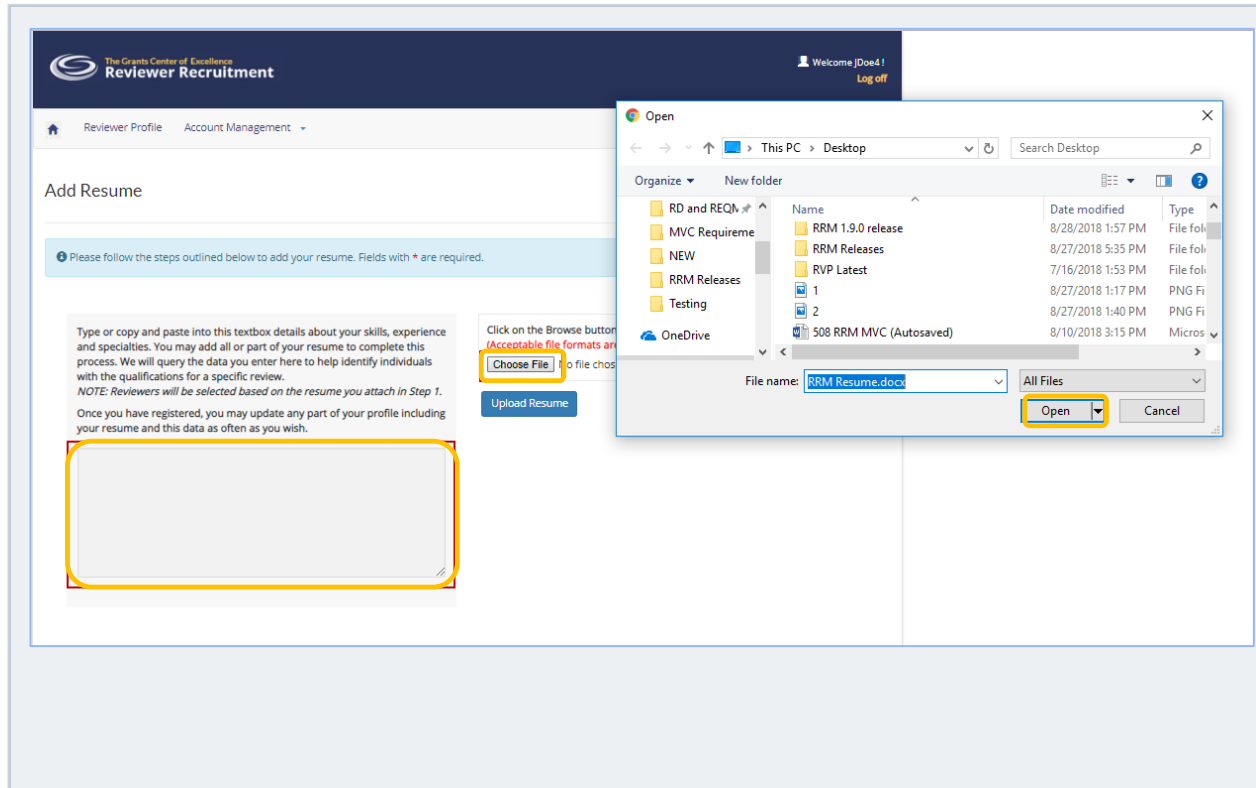
The 'Update/View' button for the 'Resume' row is highlighted with a yellow border. Below the table, a disclaimer states: 'By updating this information you acknowledge that all responses are true and correct to the best of your knowledge.'

# 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. At the top, a dark blue header contains the logo and the text 'The Grants Center of Excellence Reviewer Recruitment'. A user is logged in as 'Welcome JDoe4!' with a 'Log off' link. Below the header, a navigation bar includes 'Reviewer Profile' and 'Account Management'. The main content area is titled 'Manage Resume' and shows the agency as 'HRSA'. A light blue information box states: 'Please update your resume at least once a year or as often as you choose.' Below this, a section titled 'My resume' displays the file name 'RRM Resume.docx' and the update date '9/4/2018 11:55:39 AM'. Three buttons are visible: 'Back', 'Download', and 'Delete'. The 'Delete' button is highlighted with a red box. To the right of the 'My resume' section, there is a question: 'Do you have a new resume? Do you have an updated version of this resume?' with an 'Update Resume' button below it. A white confirmation dialog box is overlaid on the top part of the page, asking 'Are you sure you want to delete this resume?' with 'No' and 'Delete' buttons.

# 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.

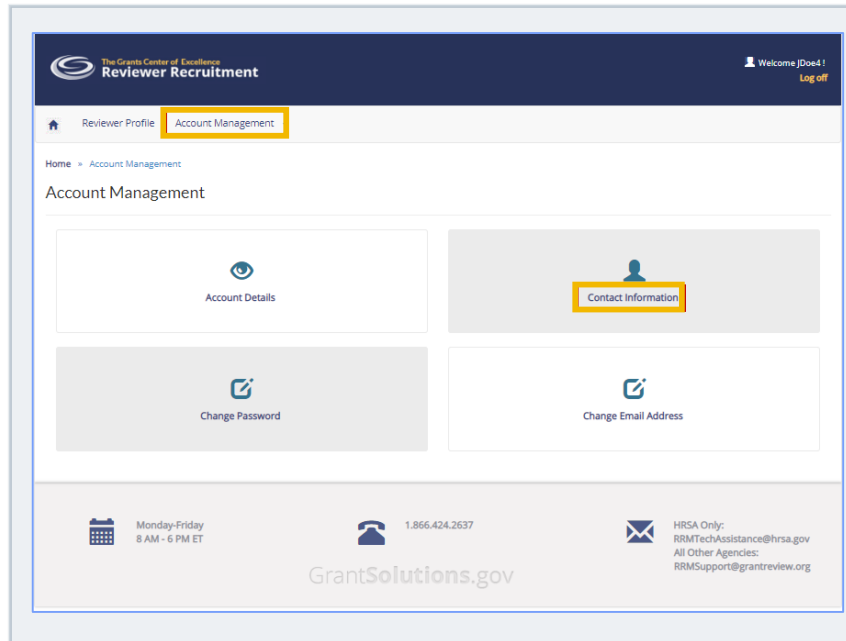
The screenshot shows the GrantSolutions Reviewer Recruitment Module interface. The top navigation bar includes the logo and a user welcome message. The main content area displays the 'Reviewer Profile' page with a table of agency profile items. The 'Status' column in the table is highlighted with an orange box.

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

By updating this information you acknowledge that all responses are true and correct to the best of your knowledge.

# Account Management

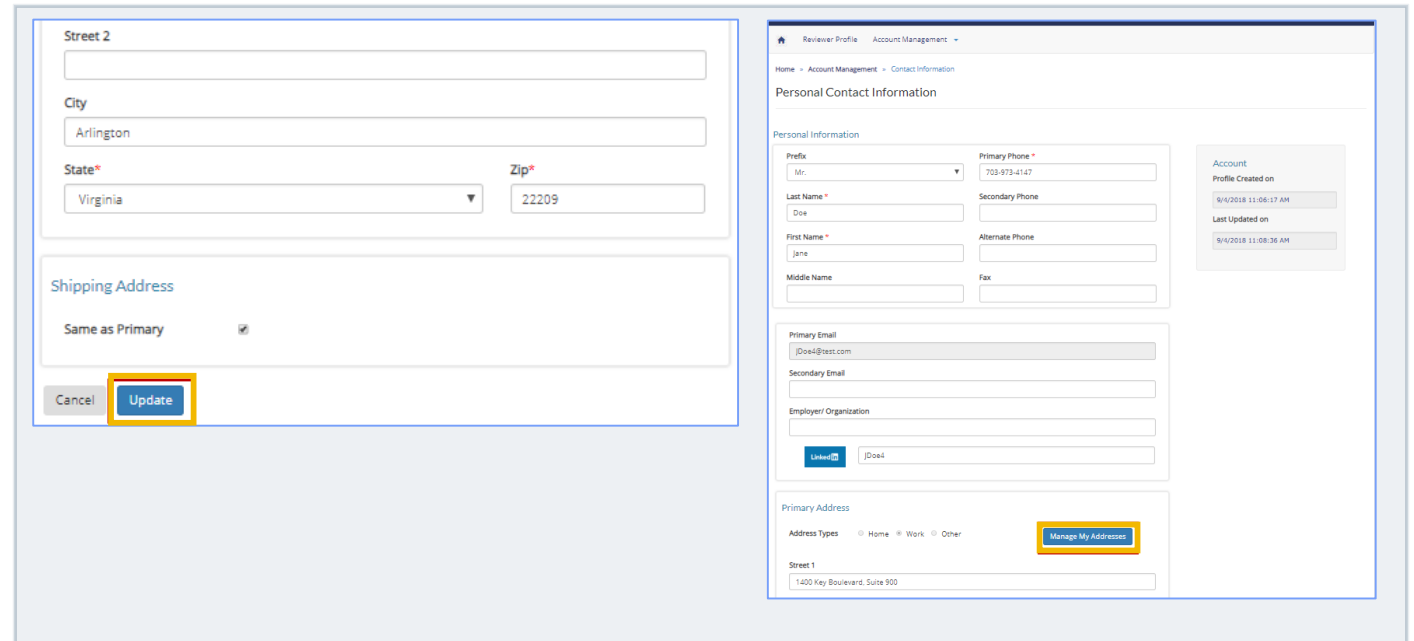
## Manage your account



You may update your contact information at anytime.

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

## Contact Information



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 'Address Management' page. At the top, there is a navigation bar with 'Reviewer Profile' and 'Account Management'. Below that, the breadcrumb trail is 'Home > Account Management > Manage Addresses'. The main heading is 'Address Management'. A yellow box highlights the 'Add new address' button. Below the button is a table with two rows of address information. The first row has 'Address' (1400 Key Boulevard, Suite 900, Arlington, VA 22209), 'Address Type' (Work), and 'Is Primary' (checked). The second row has 'Address' (1400 Key Boulevard, Suite 900, Arlington, VA 22209), 'Address Type' (Shipping), and 'Is Primary' (unchecked). Yellow boxes highlight the 'Edit' buttons for each row.

Address	Address Type	Is Primary
1400 Key Boulevard, Suite 900 Arlington, VA 22209	Work	<input checked="" type="checkbox"/>
1400 Key Boulevard, Suite 900 Arlington, VA 22209	Shipping	<input type="checkbox"/>

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 to 'Make this address primary'. The form fields are: Address Type\* (dropdown menu), Address Name\* (text input), Address Street 1\* (text input), Address Street 2 (text input), City\* (text input), State\* (dropdown menu), and Zip code\* (text input). At the bottom, there are 'Save' and 'Cancel' buttons.

**Add new** addresses to your contact information.

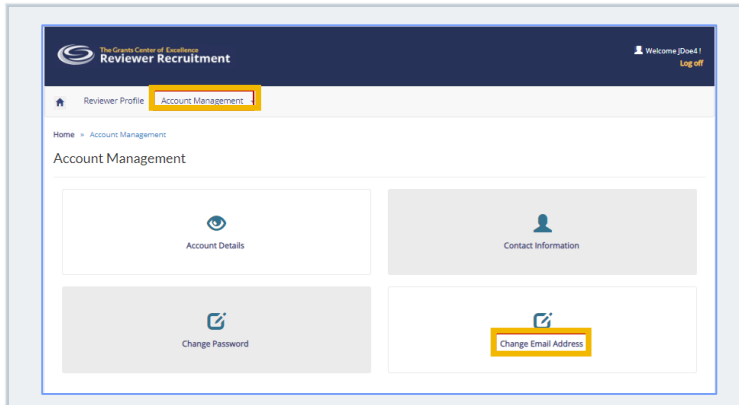
## Update current

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

**Update** your primary address by selecting an existing address.

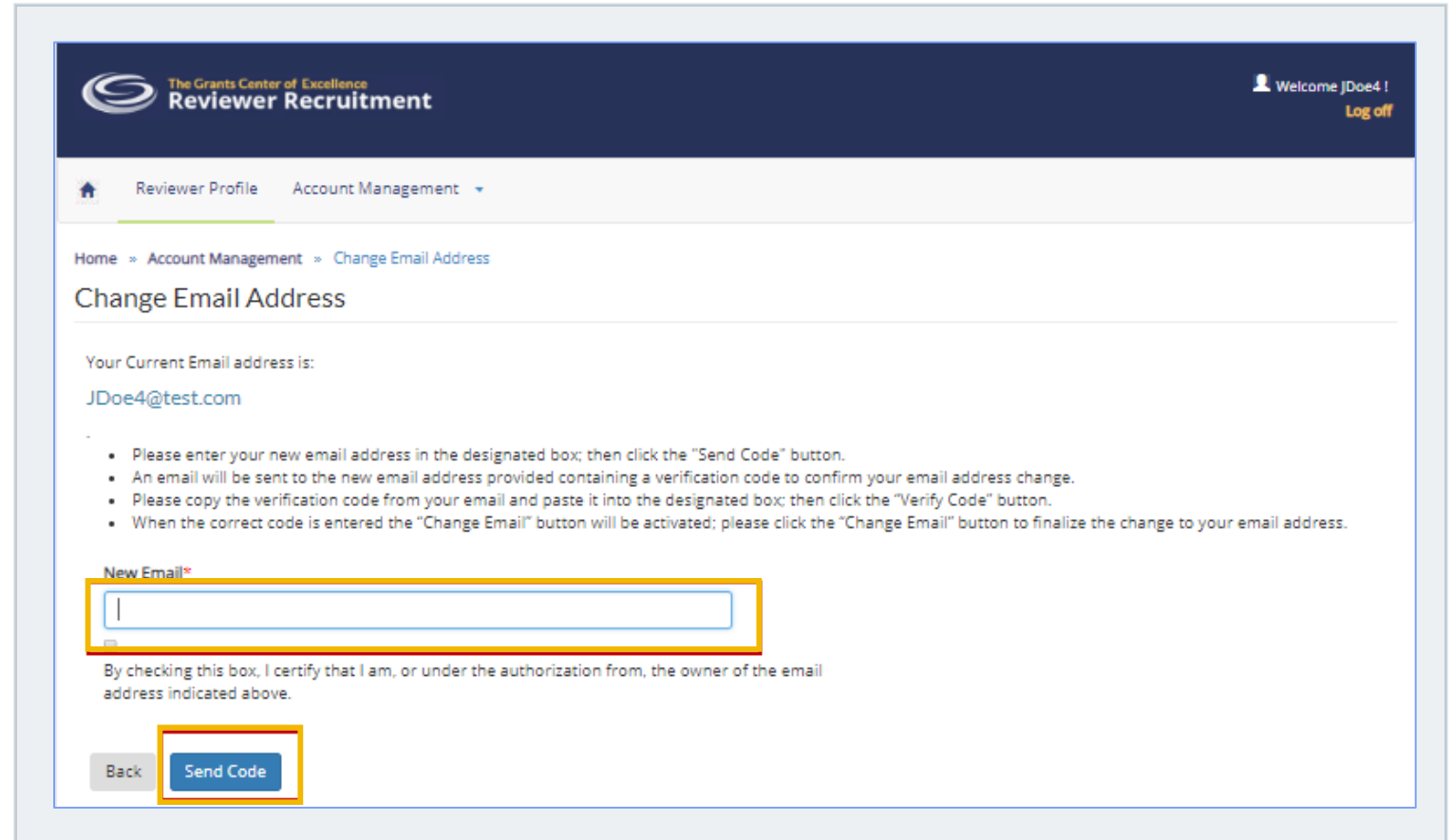
# Account Management

## 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.



# 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

The Grants Center of Excellence  
Reviewer Recruitment

Welcome JDoe4 | Log off

Reviewer Profile Account Management

Home > Account Management > Change Email Address

### Change Email Address

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\*  
XHCPCAVZVPK2BXH

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: **XHCPCAVZVPK2BXH**

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 GrantSolutions.gov Reviewer Recruitment account management 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).
- Account Management Section:
  - Account Details
  - Contact Information
  - Change Password** (highlighted)
  - Change Email Address
- Footer: Monday-Friday 8 AM - 6 PM ET, 1.866.424.2637, HRSA Only: RRMtechAssistance@hrsa.gov, All Other Agencies: RRMSupport@grantreview.org, GrantSolutions.gov.

**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.
- Section: Change Password.
- Text: Please create your password using the guidelines listed below.
- 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.