

What is ARM?

The web-based Application Review Module (ARM) of the GrantSolutions.gov system provides a cost effective and efficient system to review grant applications. ARM simplifies the organization, evaluation and management of grant applications and assists program managers in providing fair and comprehensive reviews through a standardized review process. ARM has been in use in the production environment for 10 years by multiple federal agencies and offers an easy to use and flexible web interface for managing reviews, applications and the review set-up process.

ARM is made up of three components:

1. ARM Administrator
2. ARM Review
3. ARM Monitor

ARM offers many benefits:

- Streamlines review process through standardization and consistency
- Reduces paperwork
- Supports multiple review models and review types
- Provides up-to-date reporting, electronic monitoring and approval capacity
- Reduces process times, helping federal agencies meet deadlines
- Assists in the funds appropriations process with data transfer capability for government post-review management systems
- Integrates with Agency specific grant systems of record

Business Process Areas supported by ARM (grant review life cycle support)

1. Review session management
2. Application evaluation
3. Review monitoring and approval
4. Post review support – data transfer

Key Roles and Responsibilities of ARM

Reviewer

- Reviews application, compares and scores it against standards published in the Funding Opportunity Announcement (FOA)

- Explains scores and comments to the panel to build understanding

Chairperson

- Reviews panelist comments and scores and requests revisions and edits
- Consolidates comments into summary within ARM
- Leads panelist in discussions and develops review schedule

Priority Area Manager (PAM)

- Subject matter expert, typically from the cognizant program office, assigned as the federal program lead
- Reviews final application score and comments
- Provides approval for final scores and comments for each application

ARM Modules:

ARM: Administrator Module

- ARM Manager Interface
- ARM Administrator Interface
- Ability to import reviewer and application data
- Capability to transfer review results data to government systems
- Multiple customization options for creating review sessions and loading review sessions specific criteria
- Panel creation and role assignment capability
- Unique username and password creation
- System can generate ranking reports as soon as applications are approved

ARM: Review Module

- ARM Reviewer Interface
- ARM Chairperson Interface
- Web-based secure system offers unlimited access to reviews and chairpersons
- Facilitates electronic input of scores and comments (strengths and weaknesses) into the system by the reviewers
- Summarizes all panel members' final scores and comments for the chairperson in PDF format

ARM: Monitor Module

- ARM PAM Interface
- Web-based monitoring tool provides real-time data on the progress of a review session

- Able to review data for ongoing review session by application, panel, reviewer or application status
- Secure accounts for federal staff
- Multiple ways to sort and customize views for quick access to data

ARM Peer Review Models

ARM: Onsite Review

- The onsite grant review gathers subject matter experts (SMEs) in one physical location to evaluate, comment and discuss the merits of responses to Requests for Applications (RFAs), also known as grant applications.

ARM: Hybrid Review

- The hybrid grant review consists of two stages: stage one of the hybrid review includes subject matter experts (SMEs) independently reading and preliminarily scoring federal grant applications and stage two invites the SMEs to convene in one physical location as members of a review panel to provide final scoring and evaluation of grant applications.

ARM: Remote Review

- The remote grant review allows all review participants to complete the review and evaluation of grant applications from multiple, separate locations without convening in one physical location.
- Remote review format is increasing in popularity and increasingly used as the preferred format for many federal agencies

Current ARM Users Include:

- ACYF (Administration on Children, Youth and Families)
- ANA (Administration for Native Americans)
- CMS (Centers for Medicare & Medicaid Services)
- CMMI (Center for Medicare and Medicaid Innovation)
- FMCSA (Federal Motor Carrier Safety Administration)
- FRA (Federal Railroad Administration)
- HRSA (Health Resources and Services Administration)
- IHS (Indian Health Service)
- OCS (Office of Community Services)
- OCSE (Office of Child Support Enforcement)
- OHS (Office of Head Start)

- OPHS (Office of Public Health and Science)
- OPRE (Office of Planning, Research & Evaluation)
- ORR (Office of Refugee Resettlement)