

AOE GMS – Review Checklists

When your grant application or data collection is returned for changes, the person who submitted it (the authorized representative, typically the superintendent), and anyone whose email address was listed to receive notifications, will get an email directing them to review the comments and make updates. This document summarizes how to reopen the application, see the comments, make revisions, and resubmit.

How to Open the Review Checklist

When you see the application’s status is **Returned for Changes** on your Access/Select page:



you know that there are reviews waiting with comments about why the application was returned.

At this point, if you see an **Amend** button, do not click it. **Amend** is used only to make an amendment to an approved application, not to revise one already in progress. You could click **Open** to reopen the application and start making changes, but this won’t show you the comments from the reviewer. Instead, you should click **Review Summary**. Here you will see a summary of all the reviews done thus far on the application. Some grant programs will use a single review step, some will use multiple steps in series, and in the case of the CFP grant, you’ll see separate parallel reviews for the different titles, as demonstrated in the following example:

Round 1					
Select	Step	Group	Staff	Status	Status Date
	1	Data Entry	[Redacted]	Skipped	
	2	District Superintendent	[Redacted]	Submitted	6/29/2018
<input type="radio"/>	3	Initial CFP Reviewer	Karen Abbott	Accepted	6/29/2018
<input type="radio"/>	4	Title II-A	MC Moran	Returned	7/20/2018
<input type="radio"/>	4	Title IV-A	Chad Daniels	Returned	7/20/2018
<input type="radio"/>	4	Title I – School Improvement	Jesse Roy	Returned	7/20/2018
<input type="radio"/>	4	Title I-A and Schoolwide	Jesse Roy	Returned	7/19/2018
<input type="radio"/>	5	Program Review 1	Karen Abbott	Returned	7/20/2018

REVIEW CHECKLIST

Contact Information:

If you have questions about this document or would like additional information please contact:
Jessica Chauvin at Jessica.chauvin@vermont.gov

(I've blanked out the names of the submitters in this example.) Here you can see that an initial completeness check review was done by Karen Abbott (stop 3) and passed, then parallel reviews were done by MC, Chad, and Jesse (stop 4), all of which were marked as returned, and finally, Karen in stop 5 returned the application to the submitter. CFP has the most complex review process; in other grants, you may see only a single review marked as **Returned**.

To view any return, simply check the radio button (the round circle) on its row, then click **Review Checklist**. In most cases, you should choose the last row, as it will be the one that led to returning the application to you. That's true even in CFP here, since Karen's return on stop 5 collects and combines the feedback left by MC, Chad, and Jesse into a single response checklist, so you don't need to read each individual review.

Pop-Up Blockers

Once you click **Review Checklist**, the application itself will open, just as if you'd clicked **Open** on the Access/Select screen. What happens next depends on whether or not this is your first time opening a review checklist. The GMS will attempt to open, *in a second window or tab*, the review checklist itself, allowing you to view the application and the comments side-by-side, to make it easier to go through them together and make updates as you go.

However, if you've never done this before, almost certainly, your web browser will prevent the GMS from opening the review checklist, and typically, it does so using a very small icon or warning message that's easily overlooked. The end result is you will wonder where the comments are. Exactly how and where the browser notifies you of the blocked pop-up varies from browser to browser, but it is nearly always in the upper right corner, perhaps at the right end of the address bar, and clicking on the icon or error message will almost always allow you to do two important things: first, tell the browser to always allow pop-ups from this site, and second, to open the pop-up it blocked. If you're not sure how to find these options, the following link is a self-help guide posted by the Best Buy technical support team that offers specific directions for most browsers:

[Best Buy Geek Squad Tech Tips: How To Disable A Pop-Up Blocker](#)

Once you've disabled the pop-up blocker for this site, you should never have this problem again. (At least until you get a new computer or start using a different browser.)

Revisions and Resubmission

The specific contents of the review checklist varies from one grant program to another. Many will contain a tab strip with multiple pages, which can contain comments from reviewers and reference information. For instance, here's the tab strip for the CFP review checklist:

CFP RESOURCES

GENERAL
FEEDBACK

INVESTMENT
REVIEW

BUDGET REVIEW

Be sure to go through each of the pages to see all the comments and feedback provided by the program reviewers. If you have questions about the reviews, contact the program staff directly.

Once you've made the required updates, you can close the review checklist's window or tab, then using the **Submit** tab, re-run the **Consistency Check**. Once any consistency check errors have been corrected and the consistency check has successfully passed, your authorized representative will be able to use the **Submit to AOE** button on the same tab to submit the corrected application to AOE.