

Application - Peer Review

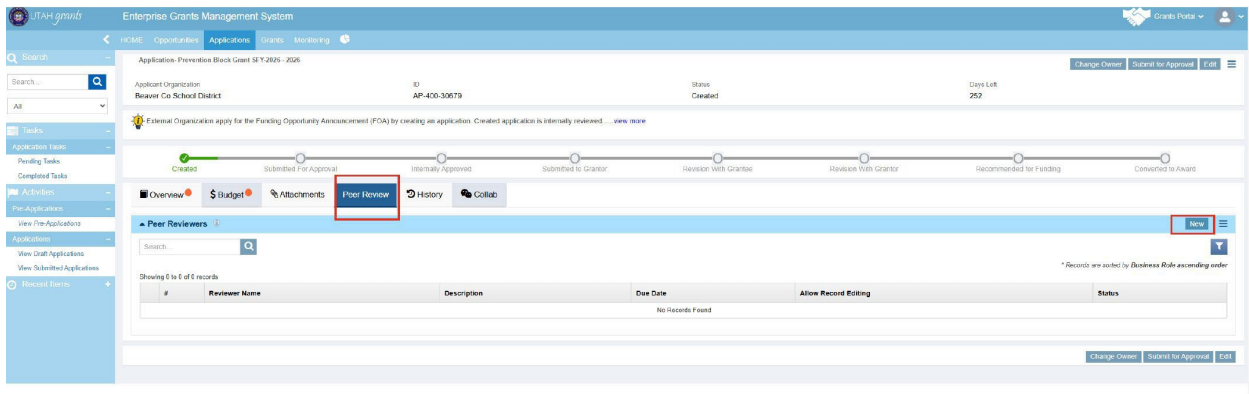
The Utah Grants Application Peer Review functionality enables multiple individuals within a grantee organization to collaborate on a grant application. This feature enhances teamwork and allows various contacts to contribute to the application process.

Peer Reviewer functionality is currently available on Pre-Applications and certain applications in Utah Grants. The Peer Review functionality will be available to all applications in a future update to Utah Grants.

Please note: The Peer Review function is optional. Application submission is not contingent on Peer Reviewer feedback.

Application Owner

1. Within the Pre-Application and Application in Utah Grants, the Peer Review tab will be shown for certain applications. To request feedback from other Utah Grants users within the grantee organization, go to the “Peer Review” tab and click the “New” Button. (Right Side)



The screenshot shows the 'Enterprise Grants Management System' interface. The 'Applications' tab is selected, and the 'Peer Review' sub-tab is active. A 'New' button is located in the top right corner of the Peer Review section. The interface displays a progress bar for the application status, with steps including 'Created', 'Submitted for Approval', 'Internally Approved', 'Submitted to Grantor', 'Reviewed with Grantor', 'Reviewed from Grantor', 'Recommended for Funding', and 'Consented to Award'. The 'Peer Review' section shows a table with columns for 'Reviewer Name', 'Description', 'Due Date', 'Allow Record Editing', and 'Status'. The table currently displays 'No Records Found'.

2. Enter the Peer Review details:
 - **Reviewer Name:** Enter the name of the person who will edit or review the application.
 - **Description:** Add comments about the task assigned to the new reviewer.
 - **Due Date:** Specify the expected completion date for the review.
 - **Allow Record Editing:** Indicate whether the peer reviewer can edit or view the Pre-Application.
 - i. By selecting No, the Peer Reviewer will only be able to view the application and send comments back to the application owner.
 - ii. By selecting Yes, the Peer Reviewer will be able to make edits to all aspects of the application, including budget details and forms.

Created Submitted For Approval Internally Approved Submitted to Grantor Revision With Grantee Revision With Grantor Recommended for Funding Converted to Award

Overview Budget Attachments **Peer Review** History Collab

Peer Reviewers New Save

Search...

* Records are sorted by Business Role ascending order

Showing 0 to 0 of 0 records

#	Reviewer Name	Description	Due Date	Allow Record Editing	Status	Actions
1	Search... Field is required		Field is required	No	Created	

No Records Found

Change Owner Submit for Approval Edit

3. The application owner can create multiple requests for review by clicking the "New" button.

Peer Reviewers New Save

Search...

* Records are sorted by Business Role ascending order

Showing 0 to 0 of 0 records

#	Reviewer Name	Description	Due Date	Allow Record Editing	Status	Actions
1	Search... Field is required		Field is required	No	Created	
2	Search... Field is required		Field is required	No	Created	
3	Search... Field is required		Field is required	No	Created	
4	Search... Field is required		10/07/8814 Field is required	No	Created	

No Records Found

Change Owner Submit for Approval Edit

4. After entering the necessary information, click the "Save" button.

Created Submitted For Approval Internally Approved Submitted to Grantor Revision With Grantee Revision With Grantor Recommended for Funding Converted to Award

Overview Budget Attachments **Peer Review** History Collab

Peer Reviewers New Save

Search...

* Records are sorted by Business Role ascending order

Showing 0 to 0 of 0 records

#	Reviewer Name	Description	Due Date	Allow Record Editing	Status	Actions
1	Todd Burke	Pre-Application Review	05/01/2025	Yes	Created	

No Records Found

Change Owner Submit for Approval Edit

5. In the "Actions" section, click the "Send for Review" button to send the request to the peer reviewer.
 - The Peer Reviewer will receive a notification in their pending tasks within Utah Grants.

Application- Prevention Block Grant SFY-2026 - 2026

Applicant Organization: Beaver Co School District, ID: AP-400-30679, Status: Submitted for Peer Review, Days Left: 250

External Organization apply for the Funding Opportunity Announcement (FOA) by creating an application. Created application is internally reviewed.....[view more](#)

Created Submitted For Approval Internally Approved Submitted to Grantor Revision With Grantee Revision With Grantor Recommended for Funding Converted to Award

Overview Budget Attachments **Peer Review** History Collab

Peer Reviewers

Search...

Showing 1 to 1 of 1 records

#	Reviewer Name	Description	Due Date	Allow Record Editing	Status	Actions
1	Todd Burke	Pre-Application Review	05/01/2025	Yes	Created	Send for Review

Total Records:1

Change Owner Submit for Approval Edit

6. Once submitted to the Peer Reviewer. The status of the review will update to "Sent for Review."

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Applicant Organization: Beaver Co School District, ID: AP-400-30679, Status: Submitted for Peer Review, Days Left: 250

External Organization apply for the Funding Opportunity Announcement (FOA) by creating an application. Created application is internally reviewed.....[view more](#)

Created Submitted to Peer Review Peer Review completed Submitted For Approval Internally Approved Submitted to Grantor Revision With Grantee Revision With Grantor Recommended for Funding Converted to Award

Overview Budget Attachments **Peer Review** History Collab

Peer Reviewers

Search...

Showing 1 to 1 of 1 records

#	Reviewer Name	Description	Due Date	Allow Record Editing	Status
1	Todd Burke	Pre-Application Review	05/01/2025	Yes	Sent For Review

Total Records:1

Complete Review Withdraw Application

Please note: If the reviewer does not complete their review, you can still proceed by clicking the "Complete Review" button.

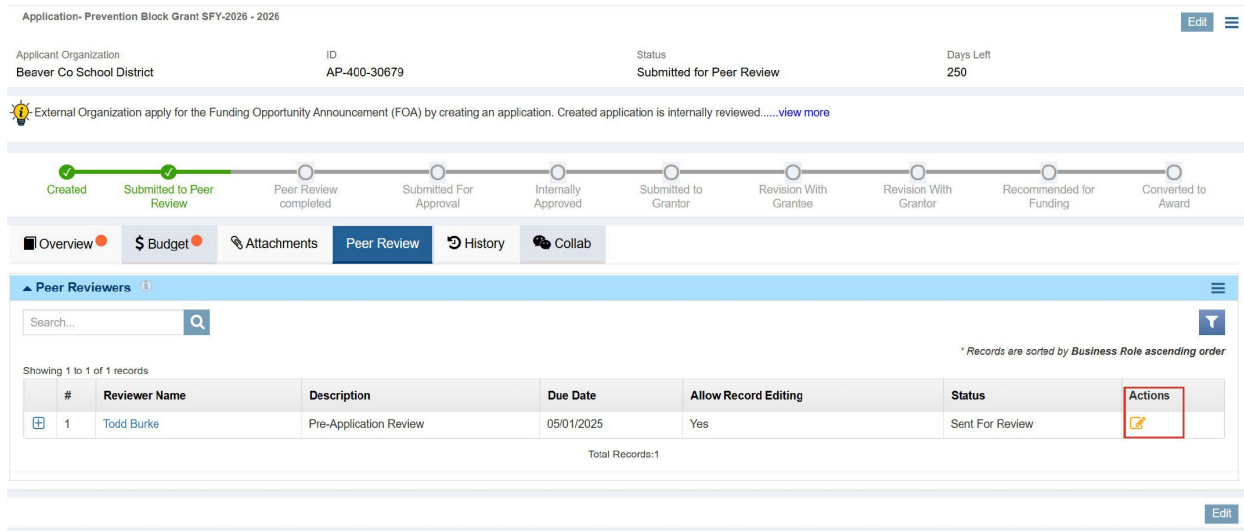
Peer Reviewer

Notification: The Peer Reviewer will receive a notification in their "Pending Tasks" in Utah Grants

- Navigation: **Application** tab > **Pending Tasks** (left side menu), locate the Peer Review task and click the green arrow action button.



- To see the Peer Review, click the **"Enter Review"** Button in the Actions section. Review the application as requested.
 - If the application creator has selected Yes to Allow Record Editing, the Peer Reviewer can edit the application as needed.
 - If the application creator has selected No to Allow Record Editing, the Peer Reviewer can only make comments in the application review record.



9. Provide **Review** feedback. In the Application Review box pop-up:

- Select a rating from the "Rating" dropdown box.
- Choose "Pass" or "Fail" the review.
- Enter the suggested comments in the "Peer Reviewer Comments" box.
- Click "Save".

The screenshot shows the 'Enterprise Grants Management System' interface. A pop-up window titled 'Application Review' is open, displaying a 'Details' section. In this section, the 'Rating' dropdown is set to 'Passed', and there is a text area for 'Peer Reviewer Comments'. The background interface shows the application details for 'Prevention Block Grant SFY-2026 - 2026' with a status of 'Submitted to Peer Review'. The application is for 'Beaver Co School District' and has a due date of 05/01/2025. The status is 'Submitted for Peer Review'.

10. After saving, the status will change to "Submitted," indicating the review has been sent back to the Application Owner.

The screenshot shows the application details for 'Prevention Block Grant SFY-2026 - 2026' after the review. The status has changed to 'Submitted'. The application is for 'Beaver Co School District' and has a due date of 05/01/2025. The status is 'Submitted for Peer Review'. The 'Peer Reviewers' table shows a single record for 'Todd Burke' with a status of 'Submitted'.

#	Reviewer Name	Description	Due Date	Allow Record Editing	Status
1	Todd Burke	Pre-Application Review	05/01/2025	Yes	Submitted

Application Owner

11. The Application Owner reviews the Peer Reviewer Comments

- **Access Application:** Go back into the application to review the Peer Reviewer's comments.
- **View Comments:** Expand the Plus (+) button (left side) to see the comments.
- **Resend for Review:** If another review is needed, click the "Resend for Review" button in the actions section (right side).
- **Complete Review:** If the comments are accurate, click the "Complete Review" button to finalize the Peer Review process.

Application- Prevention Block Grant SFY-2026 - 2026

Applicant Organization: Beaver Co School District ID: AP-400-30679 Status: Submitted for Peer Review Days Left: 250

External Organization apply for the Funding Opportunity Announcement (FOA) by creating an application. Created application is internally reviewed.....[view more](#)

Created Submitted to Peer Review Peer Review completed Submitted For Approval Internally Approved Submitted to Grantor Revision With Grantor Revision With Grantor Recommended for Funding Converted to Award

Overview Budget Attachments **Peer Review** History Collab

Peer Reviewers

Search...

Showing 1 to 1 of 1 records

#	Reviewer Name	Description	Due Date	Allow Record Editing	Status	Actions
1	Todd Burke	Pre-Application Review	05/01/2025	Yes	Submitted	

Reviews

Showing 1 to 1 of 1 records

Rating	Comment	Reviewed By	Review date ↑
Passed	Peer Reviewer Comments	Todd Burke	04/25/2025 9:31 AM

Total Records:1

12. Upon completion of Peer Review Feedback, the application owner completes any remaining application elements and submits the application to the Internal Approver for approval.

Application- Prevention Block Grant SFY-2026 - 2026

Applicant Organization: Beaver Co School District ID: AP-400-30679 Status: Peer Review completed Days Left: 250

External Organization apply for the Funding Opportunity Announcement (FOA) by creating an application. Created application is internally reviewed.....[view more](#)

Created Submitted to Peer Review **Peer Review completed** Submitted For Approval Internally Approved Submitted to Grantor Revision With Grantor Revision With Grantor Recommended for Funding Converted to Award

Overview Budget Attachments **Peer Review** History Collab

Peer Reviewers

Search...

Showing 1 to 1 of 1 records

#	Reviewer Name	Description	Due Date	Allow Record Editing	Status
1	Todd Burke	Pre-Application Review	05/01/2025	Yes	Submitted

Total Records:1

Submit for Approval Withdraw Application