



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)

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Al · ·	External Organization apply for the I	Funcing Opportunity Announcement (FOA) by	creating an application. Created applicat	ion is internally reviewedview	more			
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- 2. Enter the Peer Review detail:
 - 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 detail and forms.

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

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

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- 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.

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

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Œ	1	Todd Burke		Pre-Application Review		05/01/2025	Yes		Sent For Review	
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									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

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

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		AP-400-30679	Peer review Request Application	n Prevention Block Grant SFY-2026 - 2026	Randy Hunter	04/25/2025 09:12 AM	•	
Application Tasks	-			Total Re	ecords: 1			
Pending Taoks								-

- 8. 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.

Application- F	revention Block Grant SFY-	2026 - 2026							Edit
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				Total R	ecords:1				

- 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".

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AP-400-31638 AP-400-31636									Edi

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

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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.

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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- Preve	ntion Block Grant SFY	-2026 - 2026					Su	bmit for Approval Withdraw Application
pplicant Organizatio	n	ID			Status		Days Left	
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								Submit for Approval Withdraw Application