Assigning a Peer Reviewer within the Education Grants Management System (EGMS)
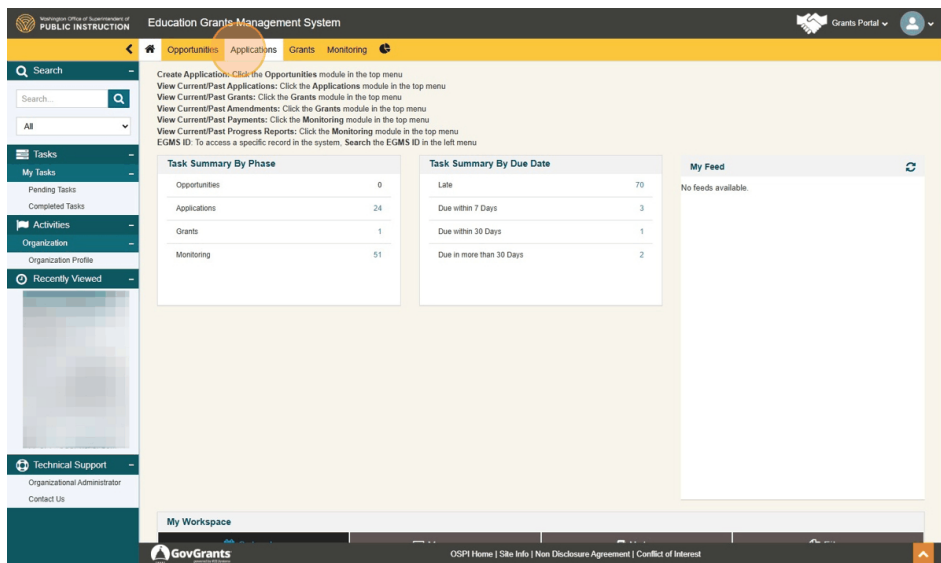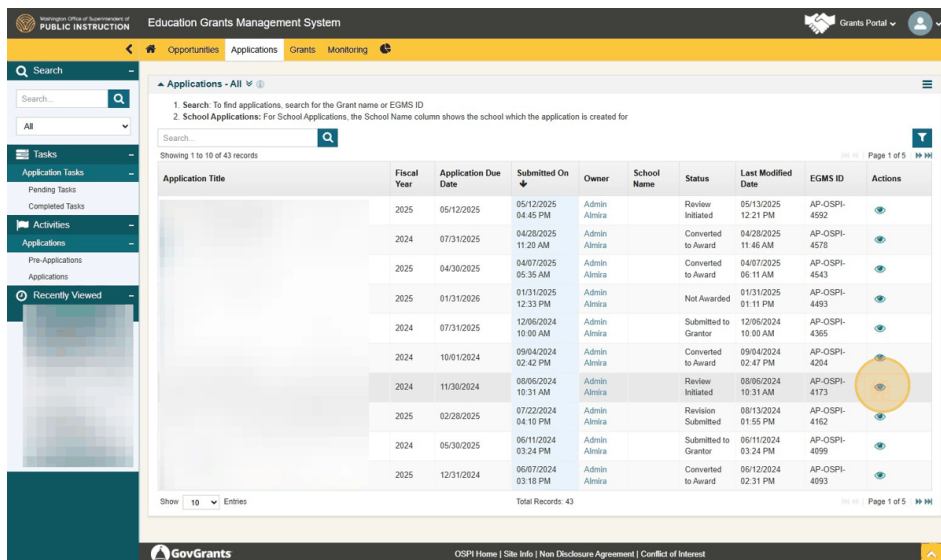
1. Login and begin on the Home tab. Click the "Applications" tab.

2. Find the application you would like to open and click the green eye icon to open the record.

3. Click the "Staff Assignments" tab.

4. Click the "New" button.

5. Search for the name of the person you would like to add as a Peer Reviewer.

6. Once you have found the person, click "Select."

7. Click the "Due Date" field to edit it.

8. Select the due date.

9. Select the answer from the "Allow Record Editing" dropdown.

10. Click the "Save" button.

11. Once a Peer Reviewer is assigned, the system automatically sends it to them for review. If you need to send the application to review to another person, click the square icon with the arrow.

12. To find the application sent for Peer Review, start on the Home page.

13. Click the hyperlinked number next to the Applications line.
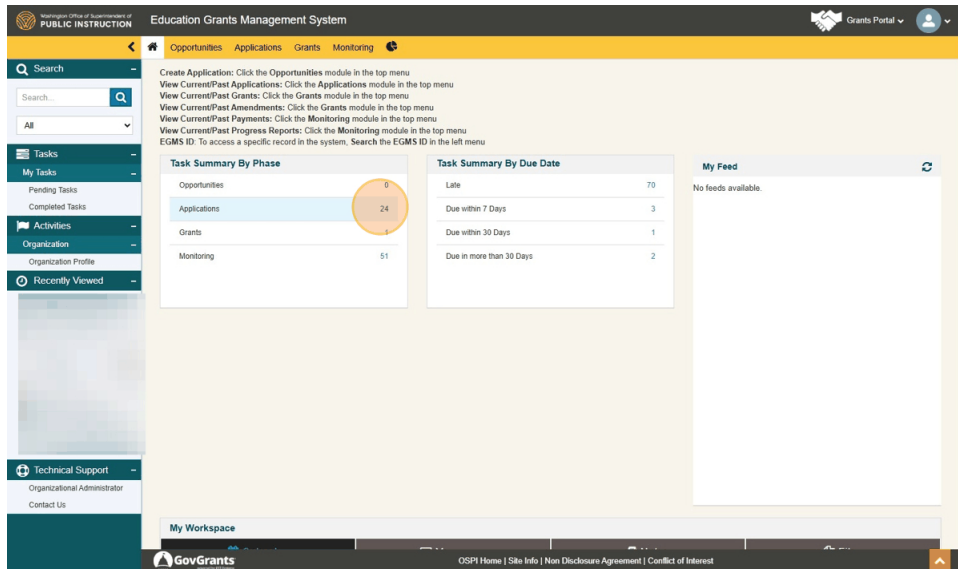
14. Click the "Search" field and enter in your search term if you would like, otherwise you can search through the table manually.
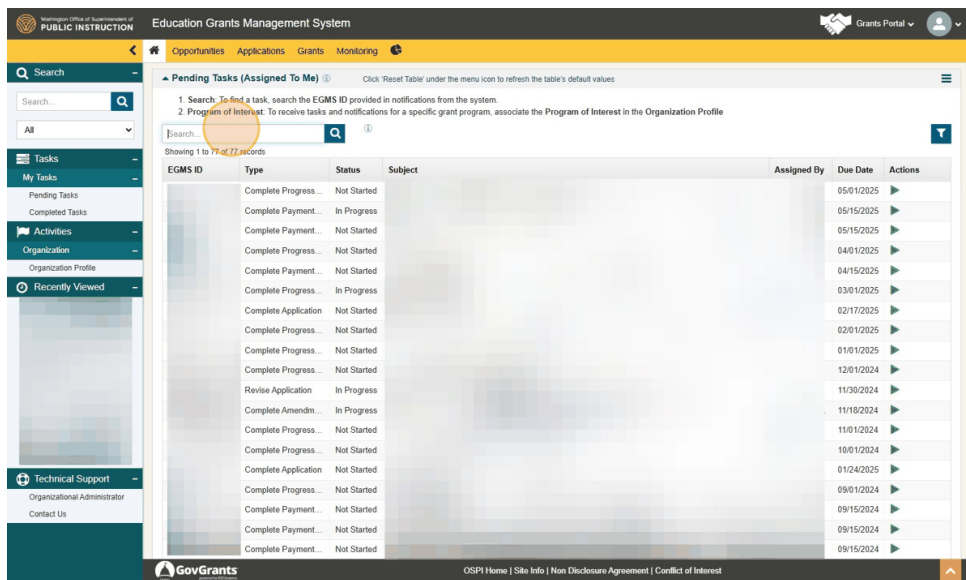
15. Click the green triangle icon to begin reviewing the application.

16. Click the "Forms and Files" tab.

17. Click the blue pencil next to the form you would like to edit and continue with the application submission process.

Opportunities Applications Grants Monitoring

📕 Overview $ Budget   ★ Staff Assignments   🔗 Forms and Files   🕘 History   💬 Collab

▲ Application Instructions

▲ Forms ⓘ   ≡

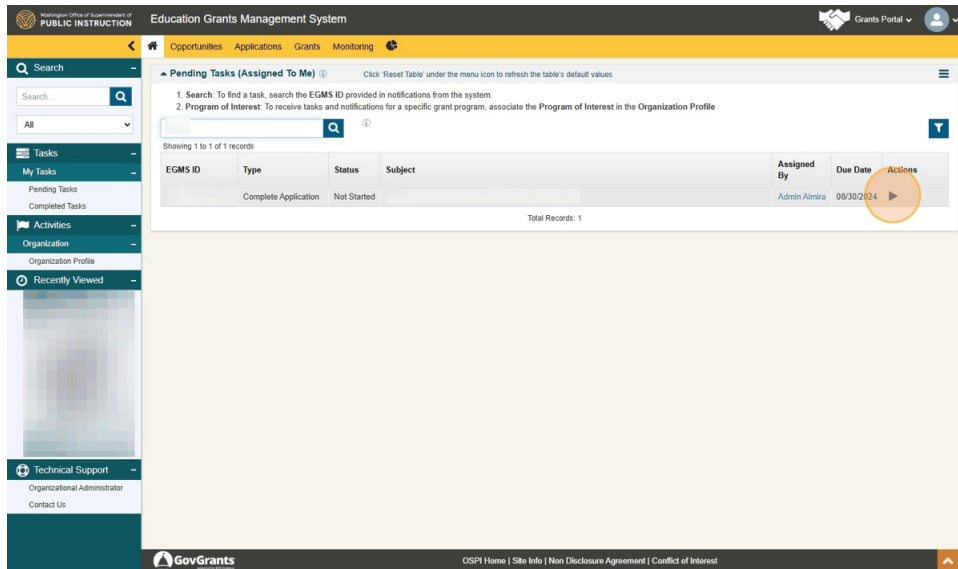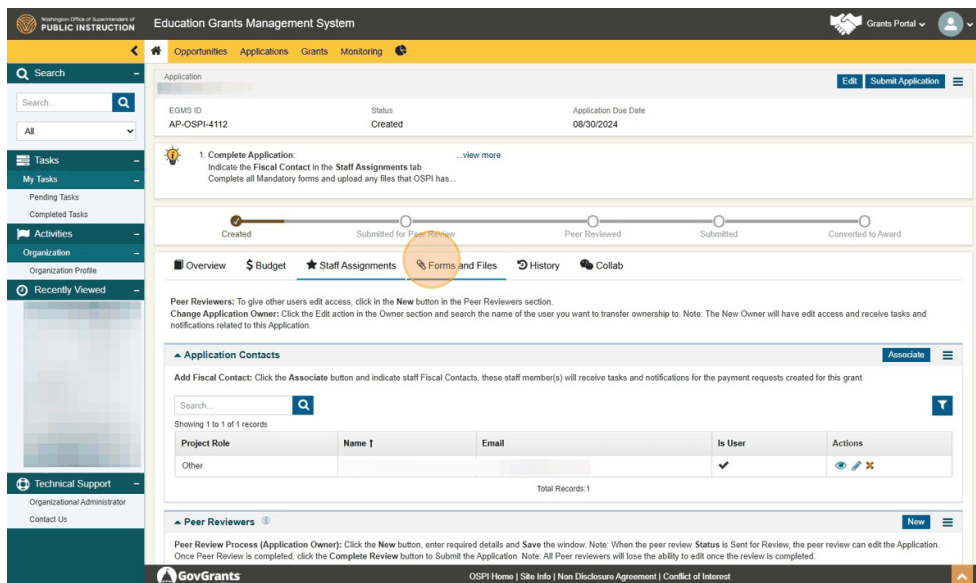| Sequence Number ↑	Form Name	Is Form Completed?	Mandatory?	Last Modified By	Last Modified Date	Version	Actions
1		No	Yes		06/17/2024 1:20 PM	FY24	👁 ✏
2		No	Yes		06/17/2024 1:20 PM	FY25	👁 ✏
3		No	Yes		06/17/2024 1:20 PM	FY25	👁 ✏
4		No	Yes		06/17/2024 1:20 PM	FY25	👁 ✏

Showing 1 to 4 of 4 records

Total Records:4

▲ Supporting Documents Checklist ⓘ   ≡

* Records are sorted by *Last Modified Date ascending order*

Showing 0 to 0 of 0 records

Description	Required	Template Link	Subrecipient Document Link
		No Records Found	

▲ Application Files ⓘ   Add Files   ≡