

Louisiana Community and Technical
College System (LCTCS)
External Reviewer Guide



Louisiana's
Community & Technical Colleges
Changing Lives, Creating Futures



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GUIDE LEGEND

Symbol	Description
	Highlights an important part in a figure, referenced in the text.
	Indicates an alert for the user to be aware of.
	An important reference or reminder for the user.
	Arrow points to a key part in a figure.

1 EXTERNAL REVIEWER

The External Reviewer is invited by the LCTCS Program Manager (PM). Once the Program Manager has sent out an invitation, the potential External Reviewer will receive an invitation from LCTCS to register via email (Fig. 1). The eGrants Reviewer Portal may also be accessed by entering the following URL in to a supported browser:

https://lctcs-egms.force.com/GO_ReviewerLogin2?username=null .



The LCTCS Portal is supported by the following browser versions:

- Microsoft® Internet Explorer® Version 11
- Mozilla® Firefox® version 35 & above (Most recent and stable version recommended)
- Google Chrome™ version 30 & above (Most recent and stable version recommended)

1.1 Registration Process

Click on the “[here](#)” hyperlink in order to begin the registration process (Fig. 1).

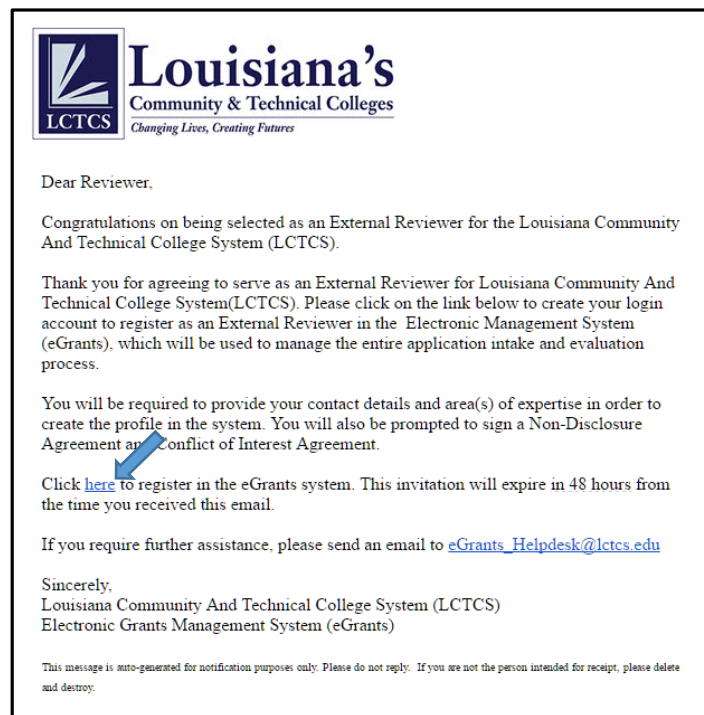


Figure 1: Invitation Email

1. Next, review the **External Reviewer Non-Disclosure Agreement**. Click **Agree** to proceed (Fig. 2). If the user chooses to **Disagree**, the user will not be able to continue with the registration.

1. Accept External Reviewer Non-Disclosure Agreement > 2. Accept External Reviewer Conflict Of Interest Agreement > 3. Update External Reviewer Profile > 4. Profile Confirmation

The following non-disclosure terms apply to your organizations submission of information and documents to eGrants . By using eGrants , you understand and consent to the following:

The funding application submitted herein, includes information that shall not be disclosed outside the Louisiana Community & Technical College System and shall not be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate this application, retain a record of submission and to receive, store and transfer documents needed to process applications, conduct pre and post-award transactions and to manage grant awards issued to the registrant organization. Organizational information shall be requested only for the purpose established by the eGrants for creating and maintaining an account and submitting, reviewing and processing applications and grant awards. No personally-identifiable client-level data shall be required by LCTCS for submission via eGrants at any time.

Any communication or data transiting or stored on this information system may be disclosed or used for any lawful purpose. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on eGrants . At any time, for any lawful purpose, the LCTCS may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.

Applications submitted via eGrants shall remain confidential until the time that grant terms are accepted by the applicant organization and a grant award is issued by LCTCS. At that time, the documents become public information and subject to review, audit and public disclosure. If a grant is awarded as a result of or in connection with the submission, the application and its contents shall be incorporated by reference into the grantees agreement and requirements, including pre-award conditions. The applicant agrees not to disclose any LCTCS notice of intent to fund until LCTCS issues an award or public notification of the award.

Louisiana Community & Technical College System shall have the right to duplicate, use or disclose the data to the extent provided in the resulting grant. No confidential or proprietary data will be shared without an applicant's permission and will be governed by terms negotiated in the final grant award agreement. This restriction does not limit the LCTCS's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets and the data to be restricted, is identified with the following legend: "Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."

Figure 2: Non-Disclosure Agreement

2. After clicking **Agree**, the user will be presented with the **External Reviewer Conflict of Interest Agreement** (Fig. 3). Once again, if the user chooses to **Disagree**, the user will not be able to continue with the registration. Read the statement and click **Agree** to proceed.

1. Accept External Reviewer Non-Disclosure Agreement > 2. Accept External Reviewer Conflict Of Interest Agreement > 3. Update External Reviewer Profile > 4. Profile Confirmation

The Louisiana Community & Technical College System (LCTCS) requires that reviewers, as agents of LCTCS, maintain the highest standards of confidentiality and security of documents and information, related to the review of applications submitted to LCTCS in response to the Request for Applications (RFA) referenced herein. This includes the individual reviewers handling, storage and transmission of any and all documents and information pertaining to the review of applications, the identification of applicant organizations and the results of the review (i.e. score, rank and application strengths and deficiencies). Additionally, this includes information pertaining to review panelists names and affiliations, reviewer assignments and technical review comments.


Panel discussions are to be held confidential, and written technical reviews and scores shall be embargoed until an assigned and authorized chairperson or government liaisons directs the sharing, release and submission of the information required for the review. Reviewers are entrusted by LCTCS to protect this confidential information from accidental or intentional release of information. Physical and electronic security measures must be in place to guard and prevent access to confidential materials by unauthorized individuals.

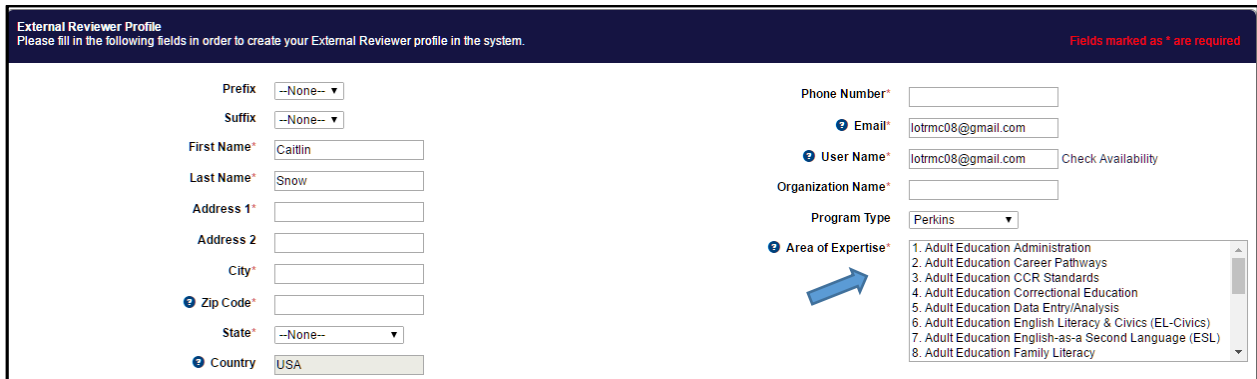
Pledge of Confidentiality

I, the undersigned, accept the confidentiality terms and standards outlined above. I agree not to use, disclose or disseminate grant application review information outside the customary disclosures related to a review panel process. I shall maintain the confidentiality and uphold the security standards of any information regarding this review process. I understand that to intentionally or unintentionally disclose such information or otherwise breach confidentiality, will result in actions including dismissal from this assignment and rescission of any agreements for payment by LCTCS.

Figure 3: Conflict of Interest Agreement

- In the next screen, the user will be asked to create an **External Reviewer Profile** (Fig. 4). Complete the fields with all the required information. Fields marked with an (*) indicate required fields to be completed.

 If you have any questions regarding any of the fields, hover your mouse over the blue question bubble to view a brief description (Fig. 4).





External Reviewer Profile
Please fill in the following fields in order to create your External Reviewer profile in the system. Fields marked as * are required

Prefix: --None--
 Suffix: --None--
 First Name*: Caitlin
 Last Name*: Snow
 Address 1*:
 Address 2:
 City*:
 Zip Code*:
 State*: --None--
 Country: USA

Phone Number*:
 Email*: lotrmc08@gmail.com
 User Name*: lotrmc08@gmail.com [Check Availability](#)
 Organization Name*:
 Program Type: Perkins
 Area of Expertise*:
 1. Adult Education Administration
 2. Adult Education Career Pathways
 3. Adult Education CCR Standards
 4. Adult Education Correctional Education
 5. Adult Education Data Entry/Analysis
 6. Adult Education English Literacy & Civics (EL-Civics)
 7. Adult Education English-as-a Second Language (ESL)
 8. Adult Education Family Literacy

Figure 4: Reviewer Profile

 The email **must** be a valid email account in order to complete the process and for future correspondence!

 The **user name** must be in the format of an email address, i.e. [name@mail.com](#), but it **does not** have to be a real email address. Click the “Check Availability” link to see if the entered Username is available. The user may also use their current email address.

- Complete all the fields to create the External Reviewer Profile. In the **Area of Expertise** box, select all areas of expertise that apply. In order to make more than one selection, hold down the **Control** (Ctrl) or **Shift** key while making the selections. The Area of Expertise represents areas in which the reviewer is proficient. The information will help the PM to assign application reviews based on the expertise listed in the profile.

5. Complete the **CAPTCHA** (Completely Automated Public Turing test to tell Computers and Humans Apart) field (Fig. 5). The CAPTCHA test is a safety feature which allows the system to determine whether the user is a human or computer generated bot. This feature prevents spam and wrongful access to the system. If there is difficulty reading the test in the CAPTCHA box, click the refresh button to get a new challenge or the audio button to hear the text.

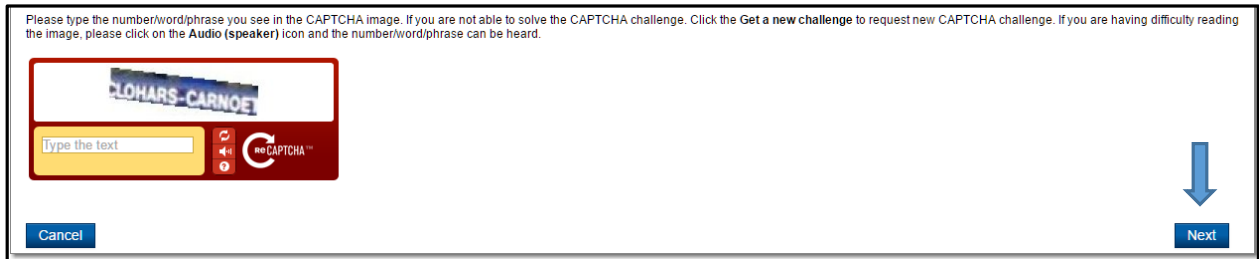


Figure 5: CAPTCHA Challenge

6. Once all the required information has been entered, click **Next** to continue. The registration process is now complete (Fig. 6). The user will receive instructions to set login credentials via email.

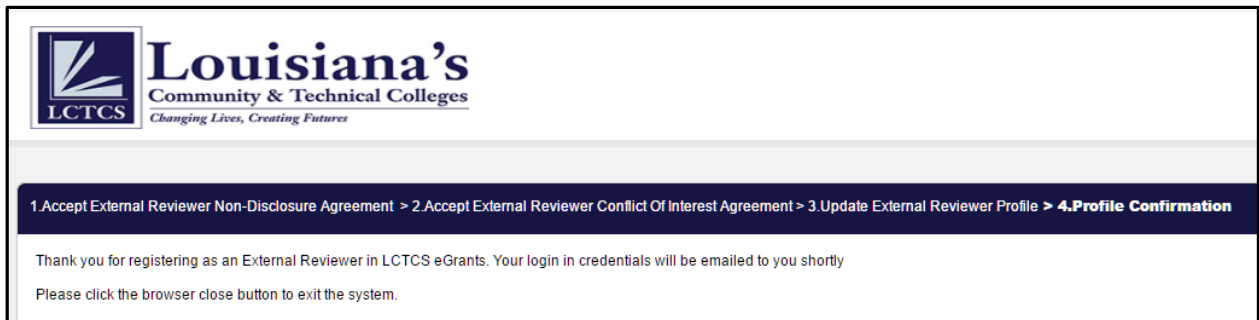


Figure 6: Registration Confirmation

1.2 Setting Up Log in Credentials

After successfully completing the registration process, the user will receive a confirmation email (Fig. 7). The email will inform the user on successfully registering for an account. Click on the “[here](#)” link to activate the account. The email will also include a hyperlink to access the Reviewer login page. **Bookmark the login page for future use.**

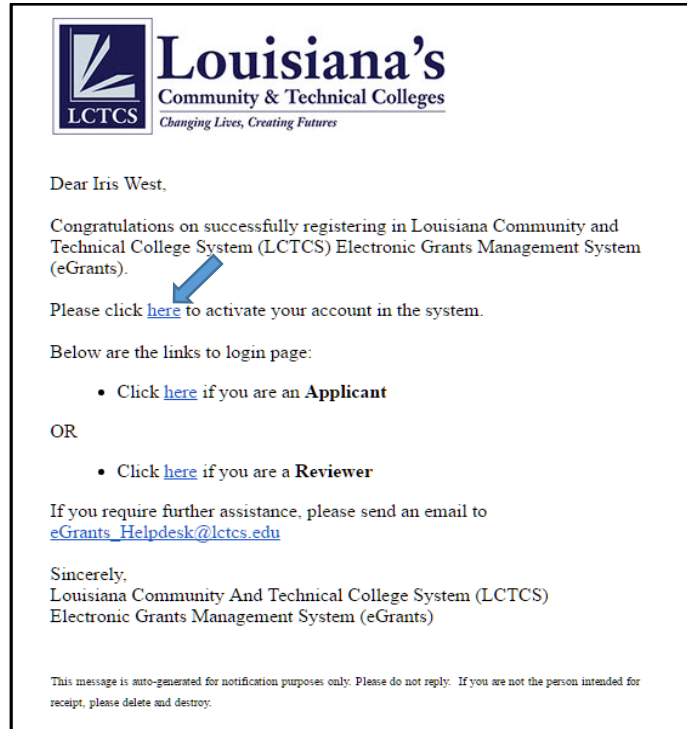


Figure 7: Activation Email

Clicking on the “[here](#)” link will take the user to the eGrants Portal to set the log in credentials.

1. The user will be asked to create a new password (Fig. 8). The password must contain at least:
 - a. 8 characters
 - b. 1 letter
 - c. 1 number

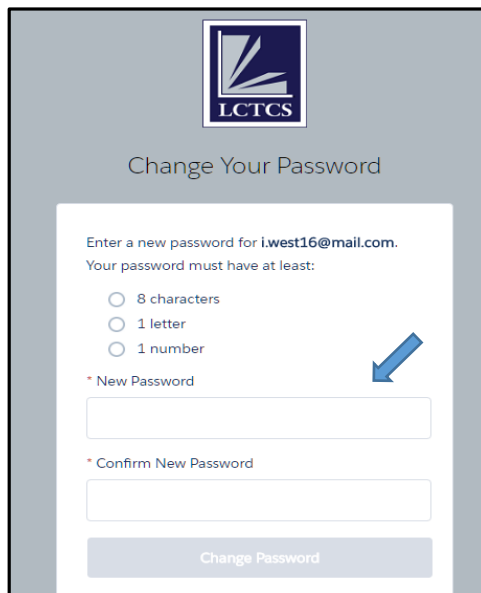


Figure 8: Set Password

2. Once the chosen password has met the minimum requirements, the user will see a confirmation notice in each field, as shown in Figure 9. Click **Change Password** to continue.

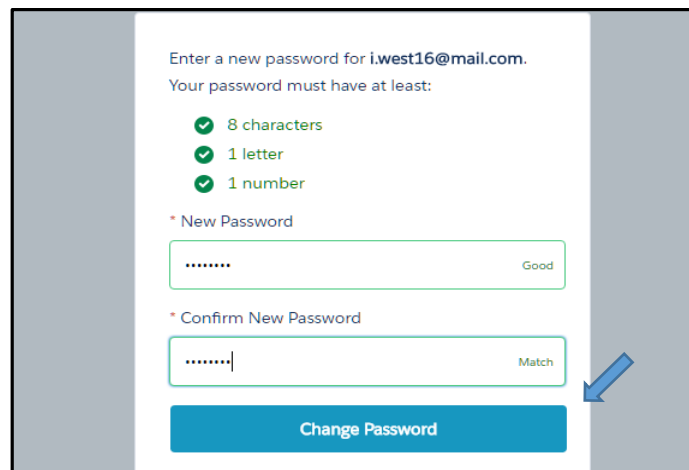


Figure 9: Password Confirmation

- After clicking **Change Password**, the user will be taken to the LCTCS eGrants Portal, where the contact information will be displayed (Fig. 10). In the Attachments tab, the reviewer can attach their resume and other applicable documents so that the LCTCS users can assess the credentials and note any potential conflict(s) of interest. The External Reviewer login credentials process is now complete.

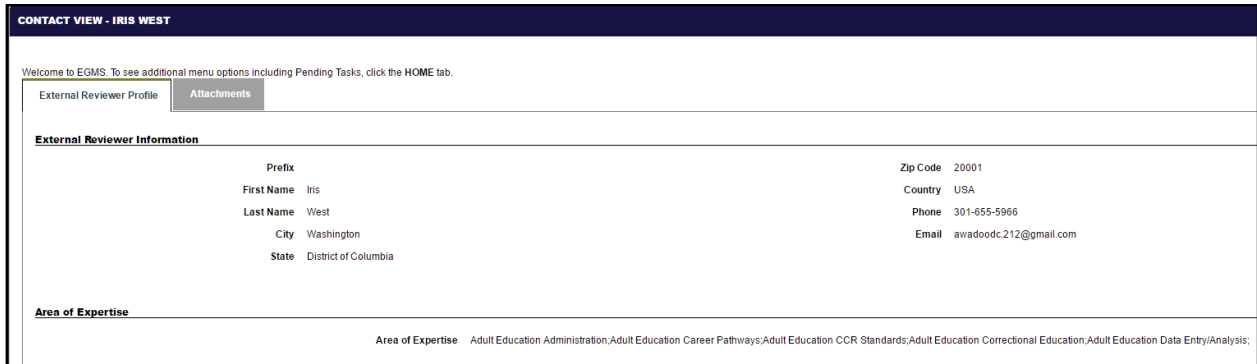


Figure 10: LCTCS Contact View

There are two tabs available to the user (Fig. 11), which are briefly described in Table 1.



Figure 11: LCTCS User Interface

Table 1

TAB	DESCRIPTION
HOME	Main tab; displays all basic information; all pending tasks can accessed here
APPLICATIONS	Displays all applications that have been submitted and assigned to the reviewer

1.3 Conducting and Submitting a Review

Once the Program Manager has assigned applications for review, the external user may receive an invitation to review an application. If assigned, the reviewer will receive an email notification informing them of the pending review (Fig. 12). Click on the “[here](#)” hyperlink to begin. The reviewer may also access the application logging in to the Reviewer LCTCS eGrants portal and accessing the **Pending Task** from the **Applications** tab. The Task Type will be listed as, **Review Application**.

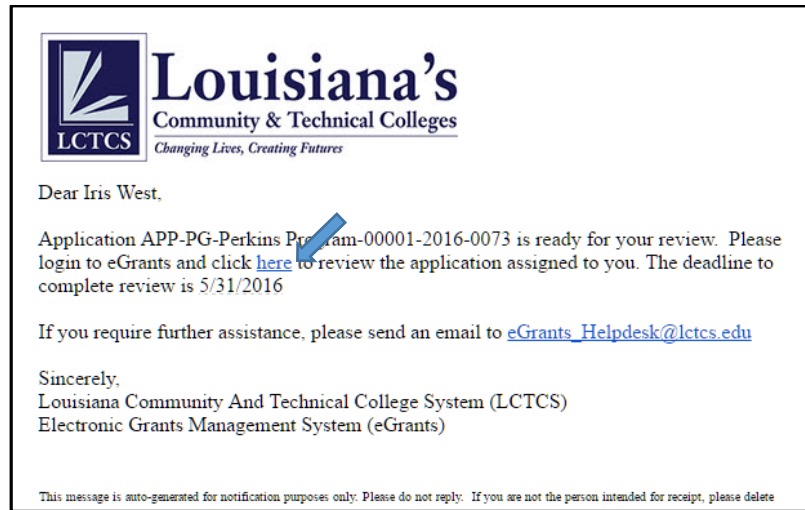


Figure 12: Pending Review Email Notification

The user will be taken to the external reviewer login page in the LCTCS eGrants Portal. Log in with the previously established credentials (Fig. 13). The eGrants Reviewer Portal can also be accessed by entering the following URL in to a supported browser:

https://lctcs-egms.force.com/GO_ReviewerLogin2?username=null

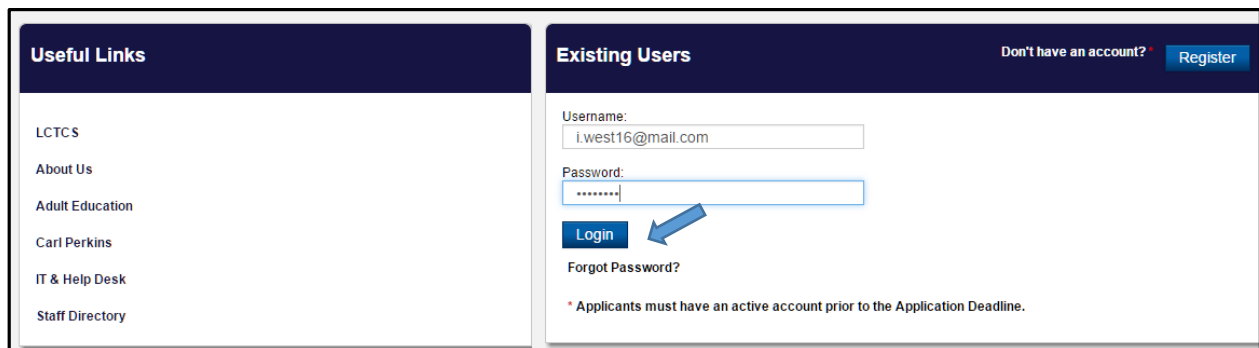


Figure 13: External User Login

Once logged in, the user will be taken to the **Application Review Form** (Fig. 14). The **Application Information** block will display basic information about the application. The reviewer can view details regarding the application and the funding opportunity by clicking on the respective hyperlinks.

The response of either 'Yes' or 'No' is required for each question. If you respond 'No' to any of the questions, then you must also enter 'Evidence' and 'Comments'.

Question #	Question Description	Response	Evidence	Comments
1	Did the Recipient include contact information for the Perkins Narrative, College and Career Transitions Coordinator (CCTC), Programs of Study, Financial Issues, and Data Collection?	--None-		
2	Did the Recipient submit all parts of local application plan as indicated by the submission checklist?	--None-		

Figure 14: Application Review Form

For the **Basic Grant Review**, there is a list of questions which will be used to assess the application. The user must include a 'Yes' or 'No' response for each question. If a 'No' response is selected, an explanation must be provided in the **Evidence** and **Comments** fields. Click **Save** once complete. The review process is similar for CCTC Grants; however, the questions will differ based on the grant type.

Note: The review may be conducted in multiple sessions and/or over a period of time. If multiple sessions are required, it is important to save the assessment entries before logging out to ensure all data has been saved.

In the next screen, the user may review the entries made for the **Basic Review** (Fig. 15). The user may also download the completed review form as a PDF by clicking the **Download as PDF** button. Once complete, click on the **Submit** button to submit the review to LCTCS.

APPLICATION REVIEW FORM Edit Submit Download As PDF

Application Information

Application Id - APP-PG-Perkins Program-00001-2016-0073 Applicant Organization - Baton Rouge Community College
 Application Title - FO - Basic - Kunal Funding Opportunity Number - FO-Perkins-Basic-066
 Submitted By - Submitted On -

The response of either 'Yes' or 'No' is required for each question. If you respond 'No' to any of the questions, then you must also enter 'Evidence' and 'Comments'.

Section Title - Basic Grant Review

Question #	Question Description	Response	Evidence	Comments
1	Did the Recipient include contact information for the Perkins Narrative, College and Career Transitions Coordinator (CCTC), Programs of Study, Financial Issues, and Data Collection?	Yes		

Figure 15: Submit Review Form