



Susan G. Komen for the Cure®

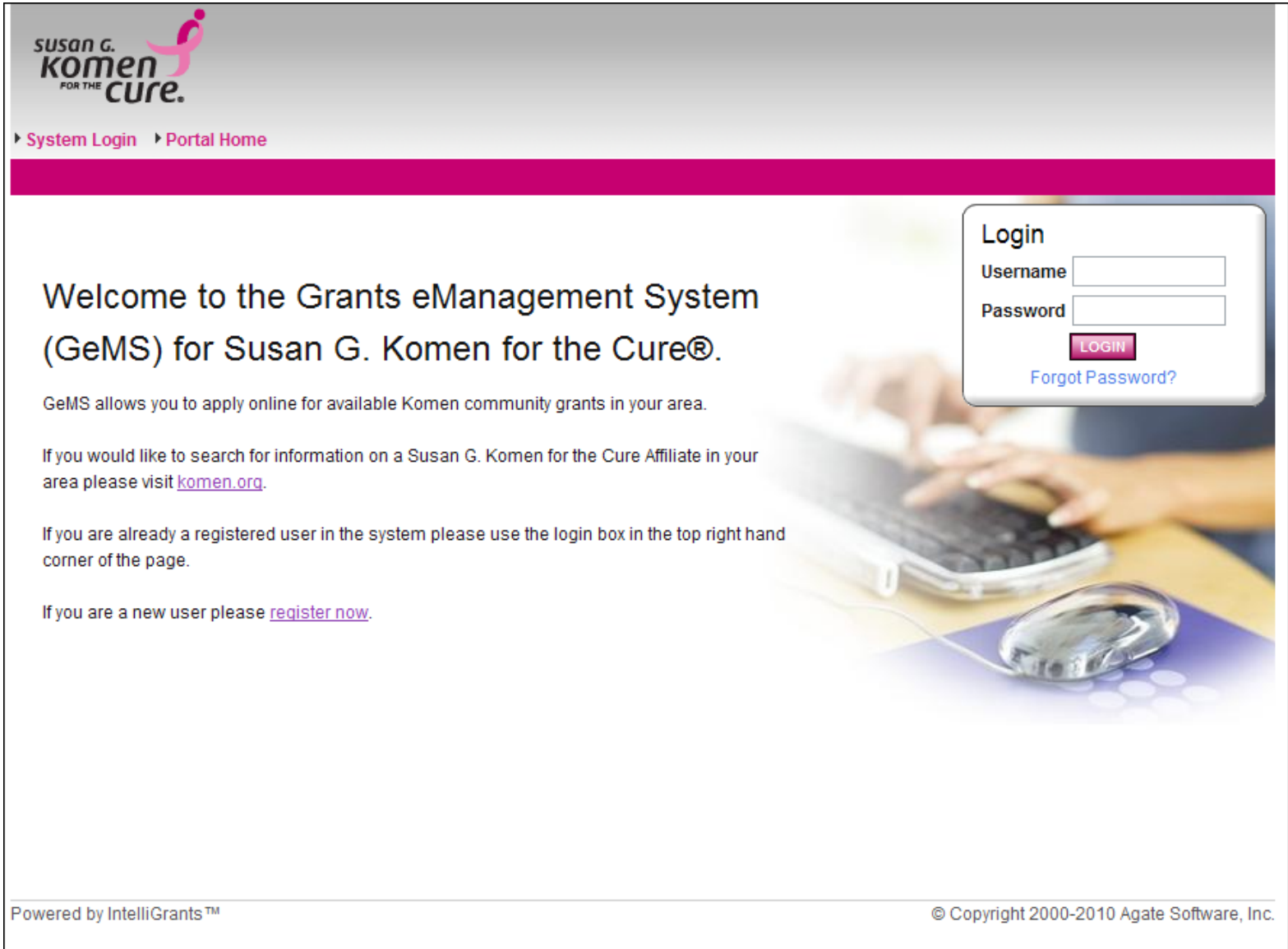
Reviewer User Guide
Version 2.0

Table of Contents

Susan G. Komen for the Cure® GeMS Login and Registration	3
Gaining Access to GeMS	4
User Registration	4
Review	6
Reviewing an Application	6
Printing an Application and Review Questions	11
Supporting Documents	14
Helpful Hints.....	14
Application Review Checklist.....	14

Susan G. Komen for the Cure® GeMS Login and Registration

To access Susan G. Komen GeMS, type “<https://affiliategrants.komen.org>” into the address bar of your web browser and hit “Enter”. The page you see should look like the image shown below.



Gaining Access to GeMS

To create a new user account:

From the Susan G. Komen GeMS system homepage click the “register now” link located towards the bottom of the homepage.

Registration

Please complete all required fields below. Once you have completed the fields please select the save button to complete your registration. If there is a pink Go button next to a drop down list you must click the Go button before moving to the next question. Once you have registered you will receive a message at the top of the registration page letting you know that your registration is complete and you will receive an email informing you that your registration is complete. You will not be able to log into the system until you are approved. Once you are approved you will receive an email informing you that you have access to the system.

Contact Information

	Prefix	First	Middle	Last	Suffix
Name	<input type="text" value="v"/>	<input type="text" value="*"/>	<input type="text"/>	<input type="text" value="*"/>	<input type="text" value="v"/>
Title	<input type="text" value="*"/>				
Email	<input type="text" value="*"/>				
Phone	<input type="text" value=""/>				
What is your position at your Affiliate?	<input type="text" value="v"/>				<input type="button" value="GO"/>
Affiliate State	Alabama	<input type="text" value="v"/>	<input type="button" value="GO"/>		
Affiliate	<input type="text" value="v"/>	<input type="button" value="GO"/>			
Organization	<input type="text" value="v"/>	<input type="button" value="GO"/>	<input type="text" value=""/>		
Username	<input type="text" value="*"/>				
Password	<input type="text" value="*"/>				Confirm Password <input type="text" value="*"/>

1) Complete the user form in its entirety. Once any user has created a user account and gained access to the system, they will never have to request access again. There is no need for multiple accounts within GeMS.

- a) Fill in all information as required. All items marked with an ‘*’ are required to create your account.
- b) If a question has a pink “GO” button next to it, complete the question and then select the “GO” button and wait 5 seconds before advancing to the next question.
- c) Always select “reviewer” in the “What is your position at your Affiliate” question. Once you select “Reviewer” and click the pink “GO” button, after a few seconds more questions should appear at the bottom of the page.
- d) For “Organization”, select the Affiliate for which you are reviewing grants.
- e) The “Username” field must consist of all letters and numbers, minimum length 5 characters, maximum length 20 characters
- f) The “Password” field must consist of all letters and numbers, minimum length 7 characters, maximum length 20 characters
- g) The fields “Password” and “Confirm Password” must be the same.

2) Click “Save” in the upper right hand corner to save the data.

Having saved your contact information, your account must then be approved before you can access the system. If you attempt to access the system prior to getting approved/validated you will receive the following message:



Page Error(s)

Your account has not yet been validated.

You will receive notification that your registration has been submitted for approval and when access has been granted, you will receive an email message confirming that your account has been validated.

Reviewing the Application

Once you have been assigned an application to review you will receive an email and system notification that applications are ready and available for review.

- a. Open the My Task List and all applications available for review will be present. Select the name of the application you want to review.

You have 1 new messages.
Select the **Open My Inbox** button below to open your system message inbox.

OPEN MY INBOX

My Tasks

Sort my tasks by: -- Select -- **GO**

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	CG Application	Southeast CO Hospital	CGA-2011-CO101-SECO Hospital-00001	Application Review Required	9/5/2011	

CLOSE MY TASKS

- b. Once you click on the application name it will bring you to the Application Menu. You will then click on "View, Edit and Complete Forms".

CG Application Menu

Document Information: [CGA-2011-CO101-SECO Hospital-00001](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CG Application	Southeast CO Hospital	Reviewer	Application Review Required	06/01/2011 - 07/18/2013 N/A

View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS ←

Change the Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

- c. To view the application, you can click on each form of the application and review the various sections.

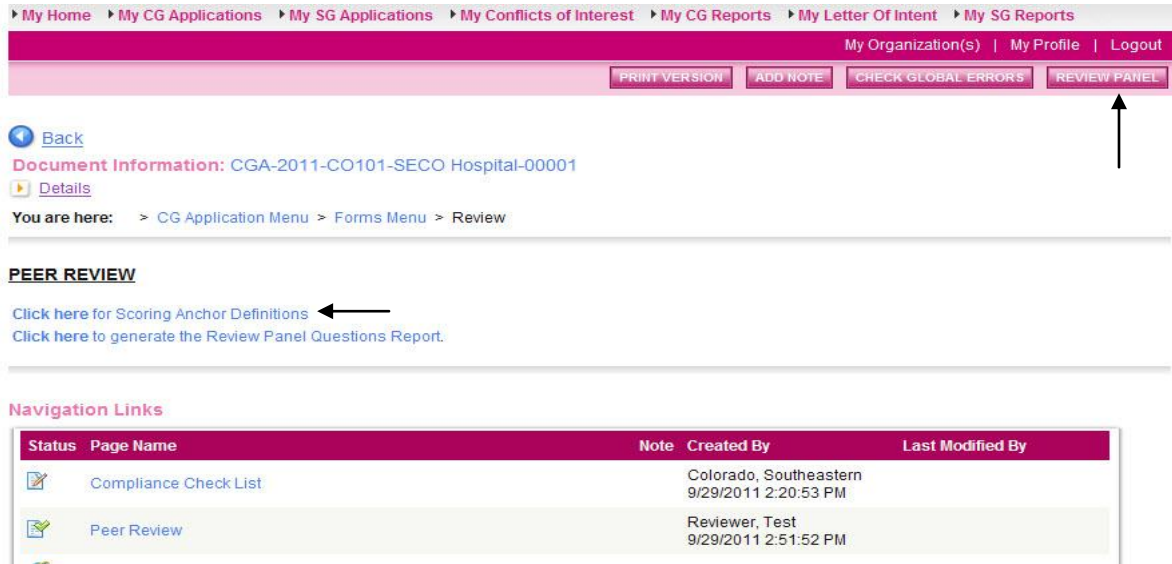
Forms

Status	Page Name	Note	Created By	Last Modified By
	CG Application RFA			
Application				
	Project Profile			
	Organization Summary			
	Project Abstract			
	Project Narrative			
	Project Target Demographics			
	Key Personnel			
	Project Work Plan - Goals			
	Project Work Plan - Objectives			
	Project Work Plan Summary			
	Salaries			
	Consultants			
	Supplies			
	Travel			
	Patient Care			
	Sub-Contracts			
	Other			
	Indirect			
	Project Budget Summary			

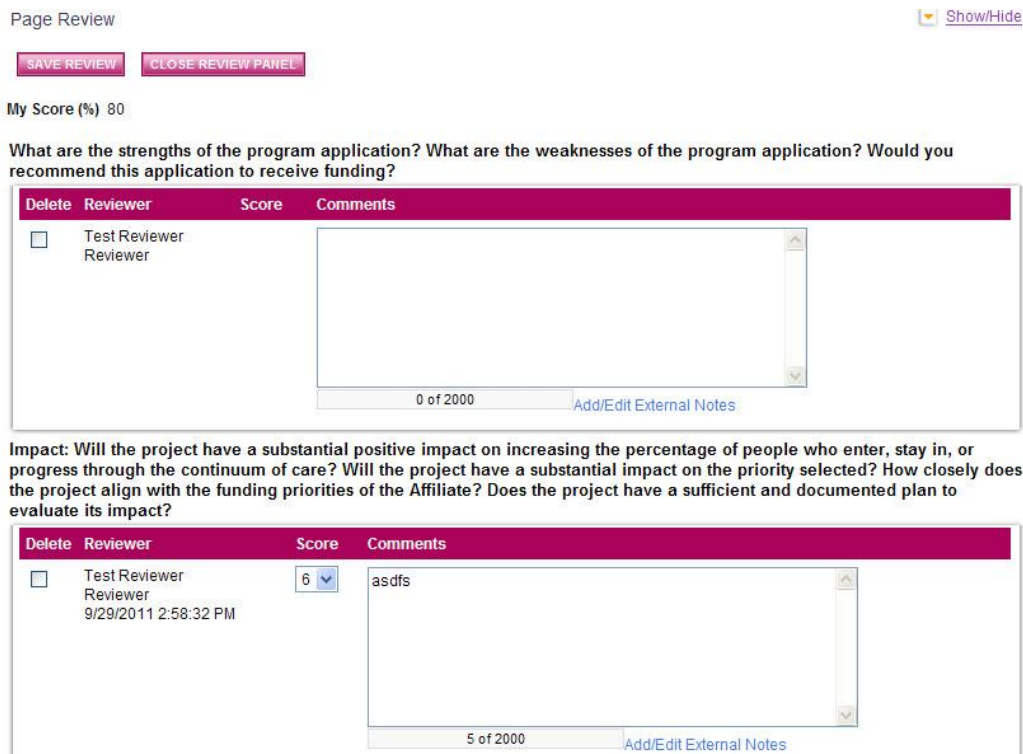
- d. Once you have viewed the application forms, you will then click the "Peer Review" page under the "Review" section of the application. Also on this page you will find a document defining the scoring anchors.

Review			
	Compliance Check List	Southeastern Colorado	7/22/2011 11:43:13 AM
	Peer Review		
	Review Results	Southeastern Colorado	Southeastern Colorado 7/22/2011 11:57:14 AM 7/22/2011 11:57:16 AM

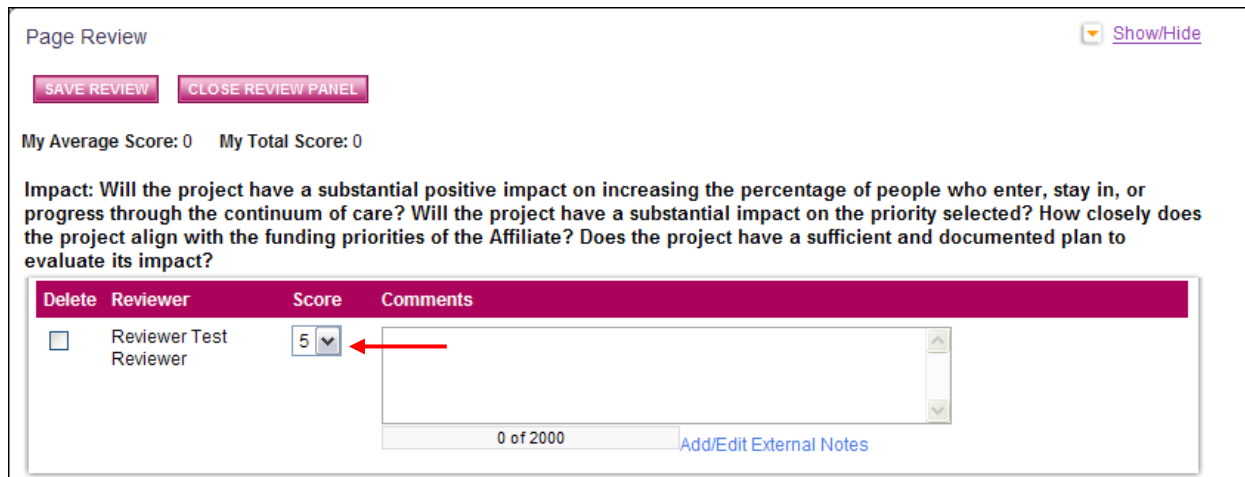
- e. After clicking on the form you will see a button at the top of the page called "Review Panel". You will click on this link to populate the review that will be conducted on this specific application.



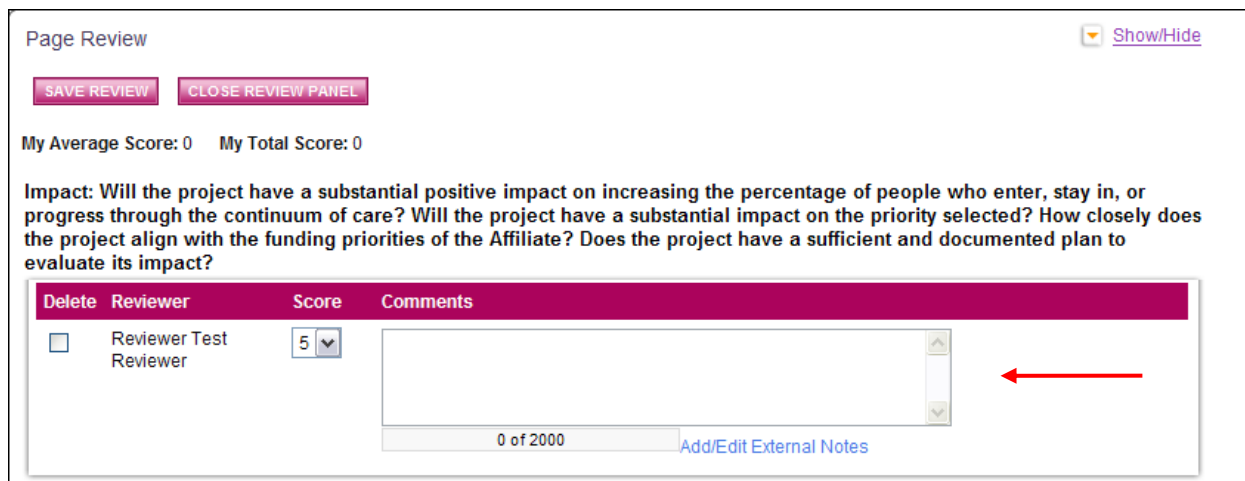
- f. The page review will then open on the screen.



- g. You can now read through each question and give a score for each question using the "Score" dropdown 1 being worst and 7 being best. The first question will be a general question related to strengths and weaknesses of the application.



- h. As a Reviewer you can also leave comments for each section. Including the last question which asks you to "Please place the word "complete" in the comment box when your review of this application is completed and the score can be calculated into the applications overall score." The answer to this question will indicate that you are completely done scoring this application and that you will no longer change scores or comments. You are not longer required to "Click to manage review process".



- i. Once you are done with your review panel you will need to click the "Save" button at the top of the page and close the review panel.

Page Review

SAVE REVIEW

CLOSE REVIEW PANEL

Printing Application and Review Sheet

If you prefer a hard copy of the application and review panel questions, both can be printed. Please remember, if you review offline, you must still input your scores and comments through GeMS as described above.


- a. Access the application menu for the application you would like to print. Reminder: You can do this through the My Tasks tab on the User Homepage or by clicking on the My CG Applications tab and doing a search.


CG Application Menu


Document Information: [CGA-2011-KOMEN_TX100-KOMEN_TX100 Test Org 1-00036](#)


[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CG Application	KOMEN_TX100 Test Org 1	Project Director	Application In Progress	02/01/2011 - N/A N/A


 **View, Edit and Complete Forms**
 Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

 **Change the Status**
 Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

 **Access Management Tools**
 Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.
[VIEW MANAGEMENT TOOLS](#)


 **Examine Related Items**
 Select the **View Related Items** button below to view see related items such as claims, messages, etc.
[VIEW RELATED ITEMS](#)


- b. Select Access Management Tools.


 **Access Management Tools**
 Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.
[VIEW MANAGEMENT TOOLS](#)


c. Select Create Full Print Version.


Management Tools


 **CREATE FULL PRINT VERSION** ←
 Select the link above to create a printable version of the document.


 **CREATE FULL BLANK PRINT VERSION**
 Select the link above to create a blank printable version of the document.

 **ADD/EDIT PEOPLE**
 Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

 **MY ACTIVITIES SEARCH/REPORTS**
 Select the link above to perform a search and output the results from the My Activities.

 **STATUS HISTORY**
 Select the link above to view the status history of this document.






 **CHECK FOR ERRORS**
 Select the link above to check the entire document for errors.

 **VIEW MODIFICATION HISTORY**
 Select the link above to view various modifications that people have made to specific pages in the document.

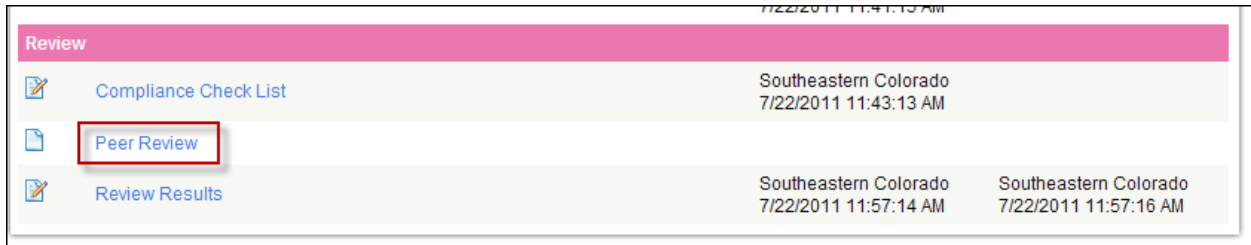
d. The PDF version of the entire application will open in a new screen.

e. Enter the application form menu.




Forms

Status	Page Name	Note	Created By	Last Modified By
	CG Application RFA			
Application				
	Project Profile			
	Organization Summary			
	Project Abstract			
	Project Narrative			
	Project Target Demographics			
	Key Personnel			
	Project Work Plan - Goals			
	Project Work Plan - Objectives			
	Project Work Plan Summary			
	Salaries			
	Consultants			
	Supplies			
	Travel			
	Patient Care			
	Sub-Contracts			
	Other			
	Indirect			
	Project Budget Summary			

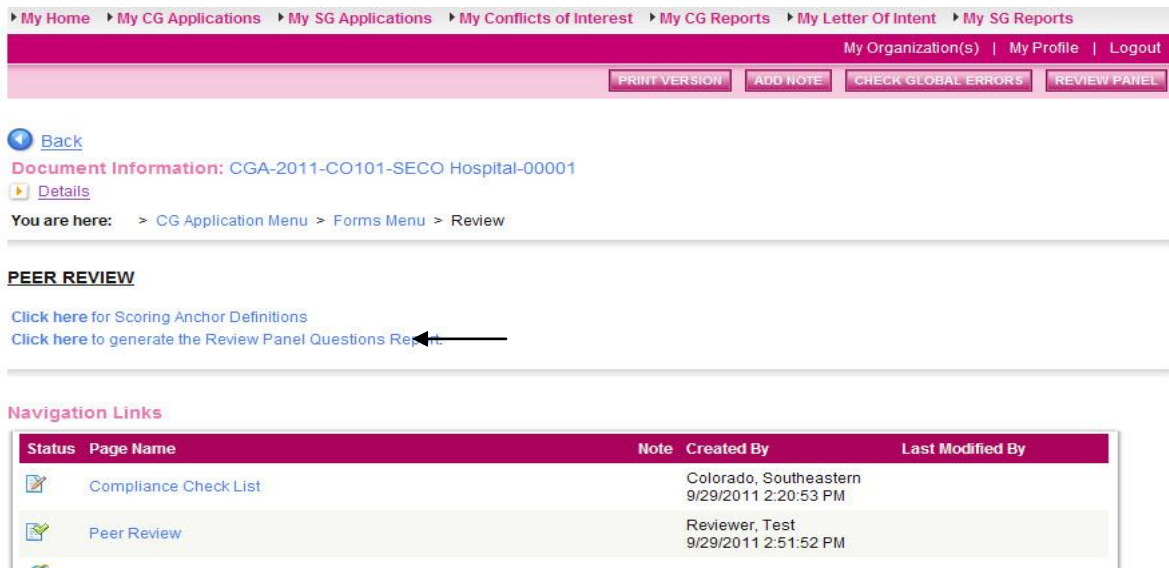
f. Select the "Peer Review" form.



A screenshot of a web application interface showing a 'Review' menu. The menu is a table with three rows. The first row is 'Compliance Check List' with a document icon and a timestamp 'Southeastern Colorado 7/22/2011 11:43:13 AM'. The second row is 'Peer Review' with a document icon and a red rectangular box around the text. The third row is 'Review Results' with a document icon and two timestamps: 'Southeastern Colorado 7/22/2011 11:57:14 AM' and 'Southeastern Colorado 7/22/2011 11:57:16 AM'. The top of the menu has a pink header with the word 'Review' and a timestamp '7/22/2011 11:43:13 AM'.

Review		
 Compliance Check List	Southeastern Colorado 7/22/2011 11:43:13 AM	
 Peer Review		
 Review Results	Southeastern Colorado 7/22/2011 11:57:14 AM	Southeastern Colorado 7/22/2011 11:57:16 AM

g. Select the link at the top of the page "Click here to generate the Review Panel Questions Report".





A screenshot of a web application interface. At the top, there is a navigation bar with links: 'My Home', 'My CG Applications', 'My SG Applications', 'My Conflicts of Interest', 'My CG Reports', 'My Letter Of Intent', and 'My SG Reports'. Below this is a pink header with 'My Organization(s)', 'My Profile', and 'Logout'. There are four buttons: 'PRINT VERSION', 'ADD NOTE', 'CHECK GLOBAL ERRORS', and 'REVIEW PANEL'. Below the buttons is a 'Back' link. The main content area shows 'Document Information: CGA-2011-CO101-SECO Hospital-00001' and a 'Details' link. Below this is a breadcrumb trail: 'You are here: > CG Application Menu > Forms Menu > Review'. The 'PEER REVIEW' section is highlighted. It contains two links: 'Click here for Scoring Anchor Definitions' and 'Click here to generate the Review Panel Questions Report'. An arrow points to the second link. Below this is a 'Navigation Links' section with a table.

PEER REVIEW

[Click here for Scoring Anchor Definitions](#)
[Click here to generate the Review Panel Questions Report](#)

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	Compliance Check List		Colorado, Southeastern 9/29/2011 2:20:53 PM	
	Peer Review		Reviewer, Test 9/29/2011 2:51:52 PM	

h. The PDF version of the review questions will open in a new screen.

Helpful Hints

- Always hit "save" to save your data. If you do not hit "save" and you navigate away from the screen, your data will be lost.
- If you scroll over the first aid kits, help content will be available for that specific question.
- The system will log out after 45 minutes with no activity. If the system logs out automatically, the last data entered will not be saved if the save button was not selected prior to the log out.
- If you copy and paste text from Word, you must hit the backspace button within the text field for the character count to be shown.
- Print versions of the blank application and completed application are available within the Access Management Tools section of the application menu.
- Always use the "Back" button within the system when trying to return to a previous page.

Application Review Checklist

In order to complete the review process, please verify that the steps below have been completed.

- 1) Register as a reviewer within GeMS.
- 2) Receive approval by the Affiliate Grant Administrator to use the system.
- 3) Complete the Review Panel for each application assigned.