



ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

Purpose

This job aid provides details on the content of and navigation within the ezFedGrants External Portal as cooperator or member of a recipient organization.

The sections of this job aid are as follows:

- Logging in to the ezFedGrants External Portal – p. 3
- Navigating the ezFedGrants External Portal – p. 4
- Searching in the ezFedGrants External Portal – p. 12
- Checking Application Status in the ezFedGrants External Portal – p. 15
- Reviewers in the ezFedGrants External Portal – p. 20

Trigger

Review this information once you, a cooperator or member of a recipient organization, have or will have access to the ezFedGrants External Portal.

Prerequisites

- You must have Level 2 eAuthorization.
- You have requested and been granted access to the ezFedGrants External Portal (as outlined in the ezFedGrants External Portal Access Requests Job Aid).

Menu Path

Use the following menu path to begin this procedure:

- **eAuthentication > ezFedGrants External Portal Home Screen**



ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

Helpful Hints

- This job aid applies to both general ezFedGrants External Portal users (who are cooperators or members of recipient organizations who complete and of various functions within the grants application, awarding, and reporting processes, with roles such as Grants Administrative Official, Application Processor, or Signatory Official) and Reviewers (who participate in panel reviews of grants-related documents).
- You may have the Reviewer role in addition to another role in the ezFedGrants External Portal.
- The display on the **Home** screen varies depending on user role. If you have both a Reviewer role and another role, you will be able to switch between the two views using the procedure outlined in the Reviewer section of this job aid.
- The ezFedGrants External Portal opens new windows in tabs, similar to many web browsers. However, no more than seven tabs may be open at once.
- On certain screens you may need to scroll to view additional data fields.
- Certain screenshots may display only a portion of the screen. Note that when working within a system, only the center body of the screen will change. The navigation options along the left side of the screen and the header bar across the top of the screen will remain the same.

Note: Data used in this procedure is a representative sample for the purpose of training. Actual data in the system may vary based on agency and scenario.



ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

Procedure

Logging into the ezFedGrants External Portal:

Once provisioned in the ezFedGrants External Portal and provided the link, enter the link in your Internet browser and log in through the **eAuthentication** screen using your eAuthentication user ID and password.

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication Home > eAuthentication Login

eAuthentication Login

LincPass (PIV) ?

CLICK HERE TO
LOG IN
WITH YOUR
LincPass (PIV)

User ID & Password ?

User ID:

Password:

I forgot my User ID | Password

REGISTER **LOGIN**

[Change my Password](#)

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login



ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

Navigating in the ezFedGrants External Portal:

This section details the various sections, tiles, and links visible when navigating in the ezFedGrants External Portal. Note that if you are viewing the ezFedGrants External Portal as a Reviewer, your options will differ from the other ezFedGrants External Portal user role options.

I. Action Tiles

The action tiles are a series of tiles displayed from left to right across the top of the body of the **ezFedGrants External Portal Home** screen.

- The **Notifications** tile provides read-only status updates on relevant reviews. When clicked, the **Notifications for Past 90 Days** popup window will appear, which displays replicas of any email messages sent to you through the ezFedGrants system in the past 90 days. The emails are system generated and relate to status updates for ezFedGrants processes, such as applications.

Title	Last Updated
Test	8/3/16 2:11 PM
Test Both	7/25/16 1:12 PM
Test External	7/25/16 1:12 PM



ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

- To view notifications older than 90 days, click the **View All Notifications** link at the bottom of the **Notifications for Past 90 Days** popup window.
- You cannot take action on the referenced items in your **Notifications** list.
- Filter and sort the columns in the **Notifications for Past 90 Days** popup window by clicking the small arrows in the top right corner of each column header.
- View a notification message by clicking the **View Message** link. Once a message is viewed, the **View** column will display a green checkmark.
- If you are viewing the ezFedGrants External Portal as a Reviewer, only panel review-relevant messages will appear here.

Transaction	Transaction	Status	Sent	View
Application	APP-3927	Considered	9/2/16	View Message ✓
Application	FAS-APP-54	Approved	8/25/16	View Message ✘
Application	FAS-APP-54	Grant Review	8/25/16	View Message ✘
Application	FAS-APP-54	Grant Review	8/25/16	View Message ✘
Application	FAS-APP-86	Considered	8/16/16	View Message ✘
Application	FAS-APP-54	Considered	8/1/16	View Message ✘

[View All Notifications](#)

- The **Actionable Items** tile provides quick links to work items pending approval by the user. When clicked, the **Actionable Items for Past 90 Days** popup window will appear, displaying any items sent to you for action in the past 90 days.

The screenshot shows the ezFedGrants External Portal dashboard. The top navigation bar includes the USDA logo, the text "ezFedGrants", and a user profile icon labeled "OSEC OSEC-ST-GL-MD-Maint". A left sidebar contains a menu with items: Home, Opportunities, My Applications, My Agreements, My Amendments, My Claims, My Reports, and Contact USDA. The main content area features five summary tiles: "299 Notifications", "45 Actionable Items" (highlighted with a red border), "46 Applications under Review", "0 Amendments under Review", and "0 Claims under Review". Below these tiles is a "News and Notes" section with a table listing items and their last updated dates.

Title	Last Updated
Test	8/3/16 2:11 PM
Test Both	7/25/16 1:12 PM
Test External	7/25/16 1:12 PM



ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

- View the **Actionable Items for Past 90 Days** popup window often to ensure work items (such as grants applications) are not missed or delayed.
- The work items sent to you will depend on your user role, the type of item (application, report, claim, etc.), and the stage of the workflow the item has reached.
- Click the **View all Actionable Items** link at the bottom of the **Actionable Items for Past 90 Days** popup window to view actionable items older than 90 days.
- For Reviewers, the actionable items will only include panel review items.

Actionable Items for Past 90 Days X

Transaction	Transaction ID	FAIN	Status	Due Date	Last Updated
Performance Report	TA-CA-16-089-PE-Annual-16	TA-CA-16-089	Draft Pending Signature	5/1/16	8/24/16
Performance Report	AP16PPQFLDOPC001-PE-Q3-16	AP16PPQFLDOPC001	Draft Pending Signature	9/22/16	8/24/16
Financial Report	NI16AHDRXXXXG024-FI-Annual-16	NI16AHDRXXXXG024	Draft Pending Signature	11/21/16	8/24/16

[View All Actionable Items](#)

- The **Actionable Items for Past 90 Days** popup window does not provide filter and sort functions for the table. However, the table provided on the **Actionable Items** screen (accessible through the **View All Actionable Items** link) does include filter and sort functions. Click the small arrows in the top right corner of applicable columns to access the filter and sort functions.

Actionable Items Close

Category

Transaction	Transaction ID	FAIN	Status	Due Date	Last Updated
Performance Report	TA-CA-16-089-PE-Annual-16	TA-CA-16-089	Draft Pending Signature	5/1/16	8/24/16
Performance Report	AP16PPQFLDOPC001-PE-Q3-16	AP16PPQFLDOPC001	Draft Pending Signature	9/22/16	8/24/16
Financial Report	NI16AHDRXXXXG024-FI-Annual-16	NI16AHDRXXXXG024	Draft Pending Signature	11/21/16	8/24/16
Claim	CLM-617	TA-CR-16-111	Draft Pending Signature		5/23/16
Application	APP-874		Draft		4/27/16
Application	APP-772		Draft		4/19/16



ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

- The **Applications under Review**, **Amendments under Review**, and **Claims under Review** tiles contain status updates on your applications, amendments, and claims, respectively.
- These tiles provides read-only versions of applications, amendments and claims.
- The popup windows associated with each tile list all applications, amendments, or claims that you are associated with, and the status of each.
- Note that, at this time, amendments are not submitted through the ezFedGrants External Portal. Until this functionality is incorporated into the system, the **Amendments under Review** tile will remain at zero. Any amendment work items pending your will be available through the **Actionable Items** tile.

The screenshot shows the Home page of the ezFedGrants External Portal. The navigation menu on the left includes Home, Opportunities, My Applications, My Agreements, My Amendments, My Claims, My Reports, and Contact USDA. The main content area features five summary tiles: Notifications (299), Actionable Items (45), Applications under Review (46), Amendments under Review (0), and Claims under Review (0). A 'News and Notes' section is visible below the tiles, with a table listing test entries.

Title	Last Updated
Test	8/3/16 2:11 PM
Test Both	7/25/16 1:12 PM

- The below screenshot displays the **ezFedGrants External Portal Home** screen for a Reviewer. The **Notifications** and **Actionable Items** tiles are covered above.
- The **Pending Consensus Review** tile displays applications currently in the Consensus Review stage of the Application Review Process (ARP). For more information on ARP-relevant applications and the review process itself, please refer to the ezFedGrants agency-specific reference guides and the ARP job aids.

The screenshot shows the Home page of the ezFedGrants External Portal. The navigation menu on the left includes Home and Panels. The main content area features three summary tiles: Notifications (0), Actionable Items (0), and Pending Consensus Review (0). A 'News and Notes' section is visible below the tiles, with a table listing test entries.

Title	Last Updated
Test	8/3/16 2:11 PM

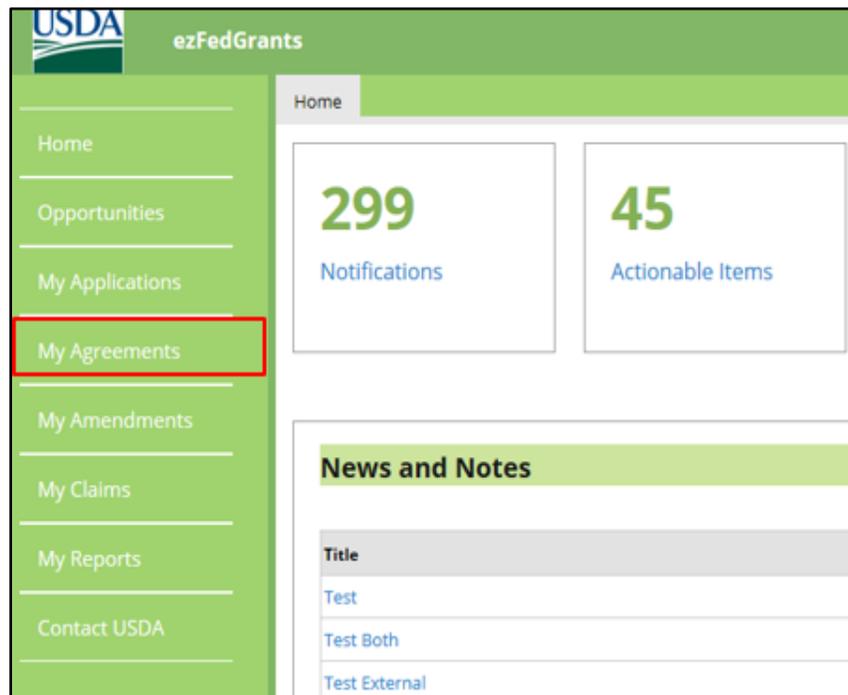


ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

II. Navigation Bar

The navigation bar appears along the left side of the screen, regardless of where you are in the ezFedGrants External Portal. It contains a series of links for accessing areas of the external portal.

- Clicking the **My Agreements** link in the navigation bar (along the left side of the screen) allows you to access your current agreements. Depending on your user role, the visible agreements may be for your entire recipient organization. Clicking this link will display the **Search Agreements** screen, where you may use the available search criteria fields to search for any or all relevant agreements. Once you have located an agreement you wish to view from the search results, click the link in the **FAIN** column to access the agreement.





ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

- Depending on your user role (Grant Processor or GAO), the **My Applications** and **My Claims** links in the navigation bar will display dropdown menu options when clicked. These options are: **Create Application**, **Search Applications**, **Create Claim**, and **Search Claims**.
- If your user role does not provide the ability to create applications or claims, clicking the **My Applications** or **My Claims** links will display the **Search** screen for that item.
- Only USDA staff may create opportunities, agreements, or amendments. Therefore, all cooperators or members of recipient organizations, regardless of user role, will be directed to the relevant **Search** screen when clicking the **Opportunities**, **My Amendments**, and **My Agreements** links.



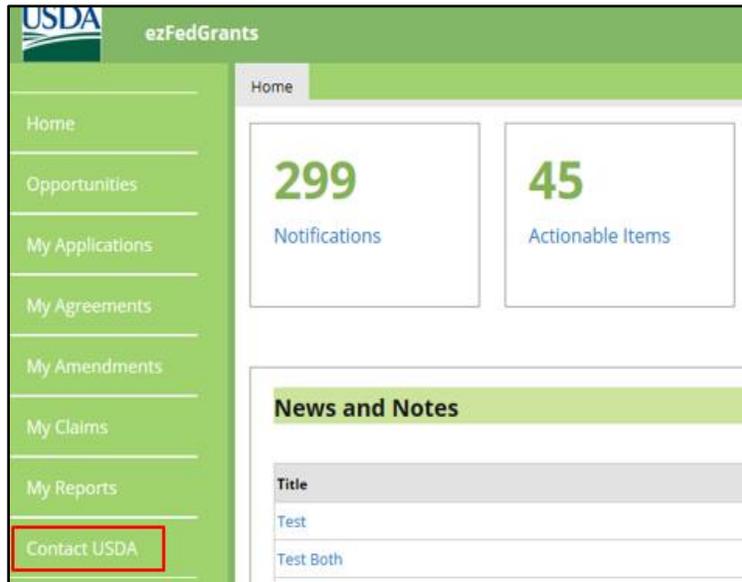
- The **My Reports** link in the navigation bar allows you to search for and view relevant reports and report statuses.



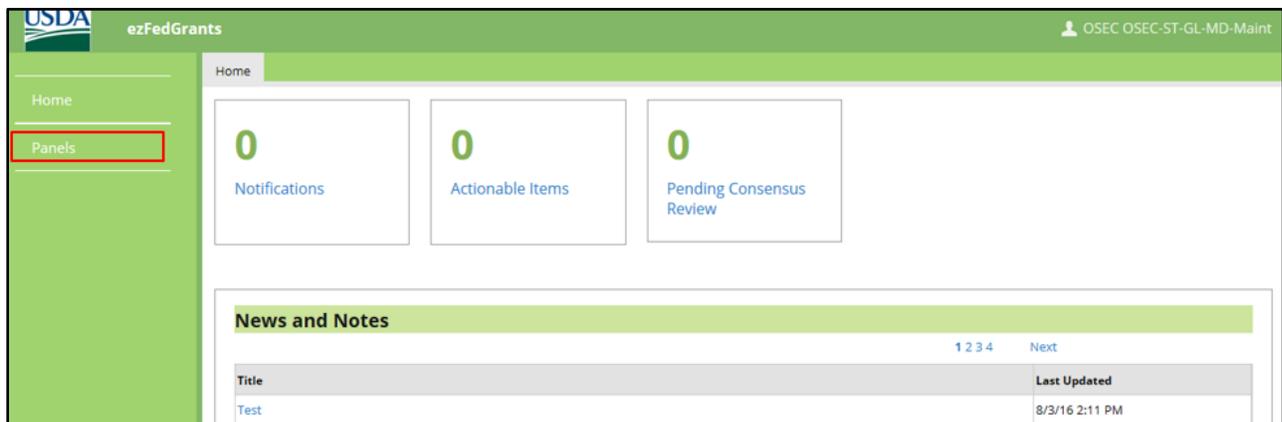


ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

- The **Contact USDA** link in the navigation bar allows you to contact the ezFedGrants Helpdesk.



- When viewing the ezFedGrants External Portal as a Reviewer, your navigation bar will contain only the **Panels** link. This link will allow you to take action on panel-related items, depending on your panel role for the various panel to which you are assigned. For example, Panel Managers can edit roles for panels through this link.





ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

III. News and Notes

The **News and Notes** section of the **ezFedGrants External Portal Home** screen allows the user to view news and update about the ezFedGrants system. The information within the **News and Notes** section is maintained by an agency-specified user. Upon clicking a link within the **Title** column of the **News and Notes** section, a popup window will appear displaying the full text of the news item.

The screenshot shows the ezFedGrants External Portal Home screen. At the top, there is a green header with the USDA logo on the left, the text "ezFedGrants" in the center, and a user profile icon on the right labeled "OSEC OSEC-ST-GL-MD-Maint". Below the header is a navigation menu on the left with options: Home, Opportunities, My Applications, My Agreements, My Amendments, My Claims, My Reports, and Contact USDA. The main content area features five summary cards: Notifications (299), Actionable Items (45), Applications under Review (46), Amendments under Review (0), and Claims under Review (0). Below these cards is the "News and Notes" section, which is highlighted with a red border. It contains a table with the following data:

News and Notes	
Title	Last Updated
Test	8/3/16 2:11 PM
Test Both	7/25/16 1:12 PM
Test External	7/25/16 1:12 PM
News and Notes Post - N03 ht	7/14/16 5:36 PM
News and Notes Post - N02	7/14/16 5:13 PM



ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

Searching in the ezFedGrants External Portal:

1. Access the **Search** screen for a type of item by clicking the link in the navigation bar. If your user role allows you to create applications or claims, you will have an additional step of clicking the link in the navigation bar and then clicking the **Search** option from the dropdown menu.

Title	Last Updated
Test	8/3/16 2:11 PM
Test Both	7/25/16 1:12 PM
Test External	7/25/16 1:12 PM

2. When the **Search** screen appears, enter your search information into the available **Search Criteria** fields.

Note: The **Search** screen will retain search information during a single session, and will display those search results any time you view the **Search** screen during that session. If there are no retained searches for this session, you must enter criteria in order to view any results.

Search Applications Close

Search Criteria

Application ID Grants.gov Tracking ID

Desc. Title Of Applicant's Project Project Title

Last Updated - Funding Opportunity Number

Created by Status



ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

3. After entering your search criteria, click the **Search** button to view your search results.

Note: The total number of results found is displayed above the **Search Result** table.

Search
Clear

Search Result

Export 280 Results Found

Application ID	Grants.gov Tracking ID	Funding Opportunity Title	Funding Opportunity Number	Status	Last Updated	Created by
FAS-APP-83	GRANT00641240	Hook Test - 064	FAS-OCBD-ORDAD-16-10.960-172	Submitted	8/10/16	Agent\USDA-FW-Grantor
APP-3707	GRANT00641705	Retest 2248	FAS-OCBD-ORDAD-16-10.960-158	Considered	7/5/16	ARP AG MO
APP-3690	GRANT00641199	Test Descriptive	FAS-OCBD-ORDAD-16-10.960-165	Submitted	6/24/16	ARP AG MO
APP-3686	GRANT00641182	Test Descriptive	FAS-OCBD-ORDAD-16-10.960-165	Submitted	6/24/16	ARP AG MO

4. You may filter and sort the **Search Result** table by clicking the header of any applicable columns.

Search Result

Export 46 Results Found

Application ID	Grants.gov Tracking ID	Funding Opportunity Title	Funding Opportunity Number	Status	Last Updated	Created by
APP-3849		products an	USDA-FAS-10960-0700-10.-16-009	Submitted	8/12/16	ARP Program Mana
APP-3848		products an	USDA-FAS-10960-0700-10.-16-009	Submitted	8/12/16	ARP Program Mana
APP-3847		products an	USDA-FAS-10960-0700-10.-16-009	Submitted	8/12/16	ARP Program Mana
APP-3846		products an	USDA-FAS-10960-0700-10.-16-009	Submitted	8/12/16	ARP Program Mana
APP-3845		energy and	USDA-FAS-10960-0700-10.-17-002	Submitted	8/11/16	ARP Program Mana
APP-3844		energy and	USDA-FAS-10960-0700-10.-17-002	Submitted	8/11/16	ARP Program Mana
APP-3843		energy and	USDA-FAS-10960-0700-10.-17-002	Approved	8/11/16	ARP Program Mana
APP-3842		govern-Dole	USDA-FAS-10777-0700-10.-16-010	Approved	8/11/16	ARP Program Mana
APP-3841	GRANT00653244	Norman E. Borl	USDA-FAS-10777-0700-10.-16-009	Approved	8/11/16	ARP Program Mana



ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

- When you have located the object for which you were searching, click the link in the far left column to open the associated screen for that item.

Search Result						
Export 280 Results Found						
Application ID	Grants.gov Tracking ID	Funding Opportunity Title	Funding Opportunity Number	Status	Last Updated	Created by
FAS-APP-83	GRANT00641240	Hook Test - 064	FAS-OCBD-DRDAD-16-10.960-172	Submitted	8/10/16	Agent[USDA-FW-Grants
APP-3707	GRANT00641705	Retest 2248	FAS-OCBD-DRDAD-16-10.960-158	Considered	7/5/16	ARP AG MO
APP-3690	GRANT00641199	Test Descriptive	FAS-OCBD-DRDAD-16-10.960-165	Submitted	6/24/16	ARP AG MO
APP-3686	GRANT00641182	Test Descriptive	FAS-OCBD-DRDAD-16-10.960-165	Submitted	6/24/16	ARP AG MO
APP-3685	GRANT00641131	Test Descriptive	FAS-OCBD-DRDAD-16-10.960-165	Submitted	6/24/16	ARP AG MO
APP-3684	GRANT00641134	Test Descriptive	FAS-OCBD-DRDAD-16-10.960-165	Submitted	6/24/16	ARP AG MO
APP-3683	GRANT00641181	App Sys test	FAS-OCBD-DRDAD-16-10.960-193	Submitted	6/24/16	ARP AG MO
APP-3678	GRANT00641135	App Sys test	FAS-OCBD-DRDAD-16-	Submitted	6/24/16	ARP AG MO



ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

Checking Application Status in the ezFedGrants External Portal:

1. Navigate to the **ezFedGrants External Portal Home** screen.

Title	Last Updated
Test	8/3/16 2:11 PM
Test Both	7/25/16 1:12 PM
Test External	7/25/16 1:12 PM

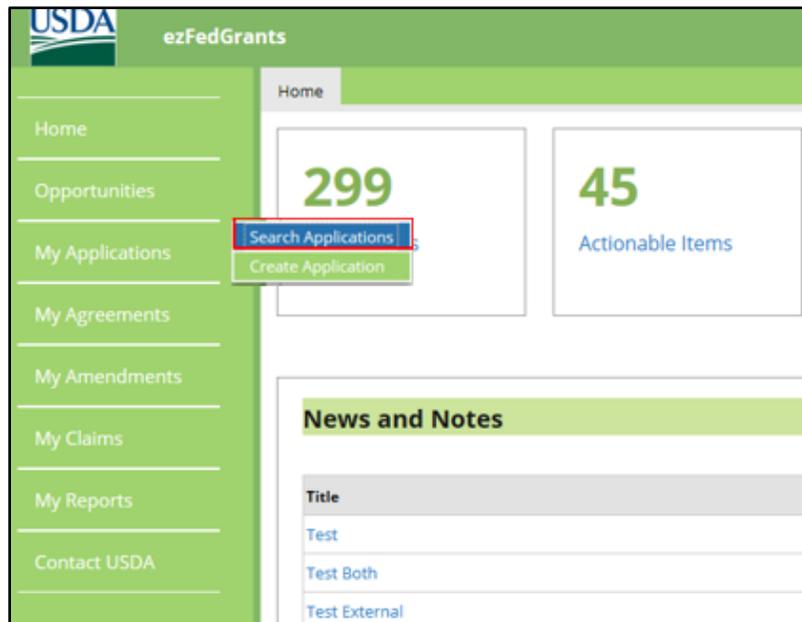
2. Click on the **My Applications** link in the navigation bar to view read-only versions of applications.

Note: Depending on your user role, you may need to take an additional step of clicking the **Search Applications** option from the **My Applications** dropdown menu.



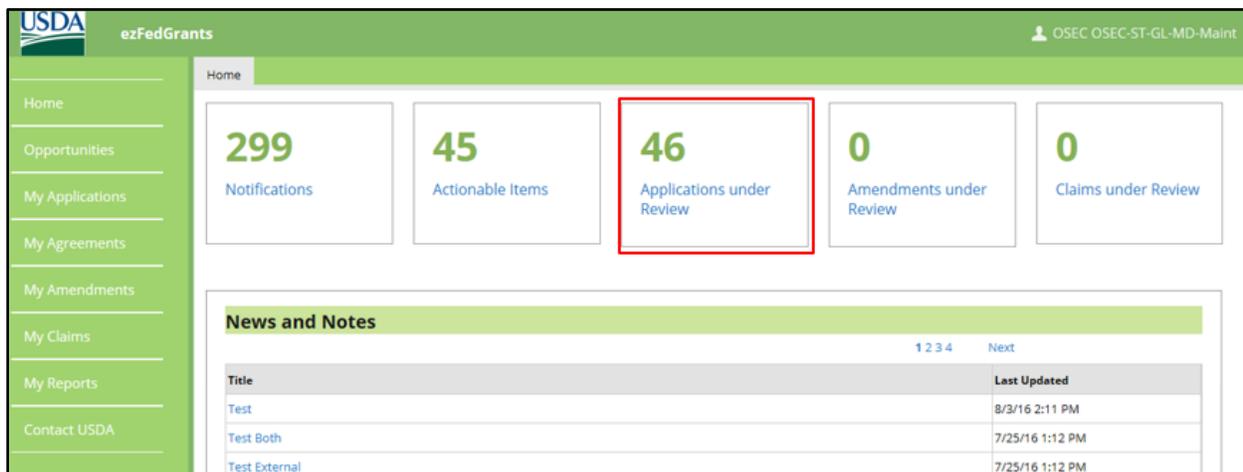
ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

- Depending on your user role, you may need to take an additional step of clicking the **Search Applications** link in the **My Applications** dropdown menu.



- Alternately, click the **Applications under Review** tile to view read-only versions of applications. If you need to edit an application, you must use the **Actionable Items** tile.

Note: Depending on your user role, you may be able to view applications for your entire recipient organization.





ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

5. Once on the **Search Applications** screen, enter relevant search criteria in the available search criteria fields. You do not need to enter information in every field to execute a search. Some examples of field options are:
- The **Grants.gov Tracking ID** field can be used to search for applications from Grants.gov.
 - The **Funding Opportunity Number** field can be used to search for applications using the associated opportunity number.
 - Search for applications with a specific status by selecting the relevant status option from the **Status** dropdown menu.

The screenshot shows the 'Search Applications' interface. A red box highlights the 'Search Criteria' section, which includes the following fields:

Field Name	Field Type
Application ID	Text Input
Desc. Title Of Applicant's Project	Text Input
Last Updated	Date Range (Start - End)
Created by	Text Input
Grants.gov Tracking ID	Text Input
Project Title	Text Input
Funding Opportunity Number	Text Input
Status	Dropdown Menu

Buttons: Search, Clear, Close

6. Once you have entered your search criteria, click the **Search** button to display your search results.

The screenshot shows the 'Search Applications' interface with the 'Search' button highlighted by a red box. The 'Search Criteria' section is populated with the following values:

Field Name	Value
Application ID	
Desc. Title Of Applicant's Project	
Last Updated	8/1/2016 -
Created by	
Grants.gov Tracking ID	
Project Title	
Funding Opportunity Number	
Status	

Buttons: Search, Clear, Close



ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

- Click the header of any applicable columns to sort and filter your search results.

Note: In general, the applications you are able to view may be limited by your user role and the method of application submission.

Search Result
Export 46 Results Found

Application ID	Grants.gov Tracking ID	Funding Opportunity Title	Funding Opportunity Number	Status	Last Updated	Created by
APP-3849		products an	USDA-FAS-10960-0700-10-16-009	Submitted	8/12/16	ARP Program Mar
APP-3848		products an	USDA-FAS-10960-0700-10-16-009	Submitted	8/12/16	ARP Program Mar
APP-3847		products an	USDA-FAS-10960-0700-10-16-009	Submitted	8/12/16	ARP Program Mar
APP-3846		products an	USDA-FAS-10960-0700-10-16-009	Submitted	8/12/16	ARP Program Mar
APP-3845		energy and	USDA-FAS-10960-0700-10-17-002	Submitted	8/11/16	ARP Program Mar
APP-3844		energy and	USDA-FAS-10960-0700-10-17-002	Submitted	8/11/16	ARP Program Mar
APP-3843		energy and	USDA-FAS-10960-0700-10-17-002	Approved	8/11/16	ARP Program Mar
APP-3842		govern-Dole	USDA-FAS-10777-0700-10-16-010	Approved	8/11/16	ARP Program Mar
APP-3841	GRANT00653244	Norman E. Borl	USDA-FAS-10777-0700-10-16-009	Approved	8/11/16	ARP Program Mar

Filter dropdown menu (highlighted in red):

- APP-3702
- APP-3794
- APP-3801
- APP-3810
- APP-3811
- APP-3812
- APP-3813

Buttons: Apply, Cancel

- Once you have located the desired application ID in the search filter list, click the checkbox to the left of the relevant **Application ID**.

Search Result
Export 46 Results Found

Application ID	Grants.gov Tracking ID	Funding Opportunity Title	Funding Opportunity Number	Status	Last Updated	Created by
APP-3849		products an	USDA-FAS-10960-0700-10-16-009	Submitted	8/12/16	ARP Program Mar
APP-3848		products an	USDA-FAS-10960-0700-10-16-009	Submitted	8/12/16	ARP Program Mar
APP-3847		products an	USDA-FAS-10960-0700-10-16-009	Submitted	8/12/16	ARP Program Mar
APP-3846		products an	USDA-FAS-10960-0700-10-16-009	Submitted	8/12/16	ARP Program Mar
APP-3845		energy and	USDA-FAS-10960-0700-10-17-002	Submitted	8/11/16	ARP Program Mar
APP-3844		energy and	USDA-FAS-10960-0700-10-17-002	Submitted	8/11/16	ARP Program Mar
APP-3843		energy and	USDA-FAS-10960-0700-10-17-002	Approved	8/11/16	ARP Program Mar
APP-3842		govern-Dole	USDA-FAS-10777-0700-10-16-010	Approved	8/11/16	ARP Program Mar
APP-3841	GRANT00653244	Norman E. Borl	USDA-FAS-10777-0700-10-16-009	Approved	8/11/16	ARP Program Mar

Filter dropdown menu (highlighted in red):

- APP-3702
- APP-3794
- APP-3801
- APP-3810
- APP-3811
- APP-3812
- APP-3813

Buttons: Apply, Cancel



ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

- Click the **Apply** button to apply your filter to the **Search Result** table. The degree of specificity of your filter will determine by how much the **Search Result** table is reduced.

Search Result

[Export](#) 46 Results Found

Application ID	Grants.gov Tracking ID	Funding Opportunity Title	Funding Opportunity Number	Status	Last Updated	Created by
APP-3849		products an	USDA-FAS-10960-0700-10.-16-009	Submitted	8/12/16	ARP Program Mana
APP-3848		products an	USDA-FAS-10960-0700-10.-16-009	Submitted	8/12/16	ARP Program Mana
APP-3847		products an	USDA-FAS-10960-0700-10.-16-009	Submitted	8/12/16	ARP Program Mana
APP-3846		products an	USDA-FAS-10960-0700-10.-16-009	Submitted	8/12/16	ARP Program Mana
APP-3845		energy and	USDA-FAS-10960-0700-10.-17-002	Submitted	8/11/16	ARP Program Mana
APP-3844		energy and	USDA-FAS-10960-0700-10.-17-002	Submitted	8/11/16	ARP Program Mana
APP-3843		energy and	USDA-FAS-10960-0700-10.-17-002	Approved	8/11/16	ARP Program Mana
APP-3842		govern-Dole	USDA-FAS-10777-0700-10.-16-010	Approved	8/11/16	ARP Program Mana
APP-3841	GRANT00653244	Norman E. Borl	USDA-FAS-10777-0700-10.-16-009	Approved	8/11/16	ARP Program Mana

[Clear Filter](#)

APP-3702
 APP-3794
 APP-3801
 APP-3810
 APP-3811
 APP-3812
 APP-3813

- Once you have located the relevant application in the **Search Result** table, check the applications status by viewing the **Status** column information for that application. To view the **Application** screen and review the full application, click the link in the **Application ID** column.

[Export](#) 46 Results Found

Application ID	Grants.gov Tracking ID	Funding Opportunity Title	Funding Opportunity Number	Status	Last Updated	Created by
APP-3810	GRANT00650095	TEST COLON As	USDA-NIFA-10500-SLBCXXX-16-001	Submitted	8/1/16	Janice Long
APP-3801	GRANT00648854	NIFA Demo Opt	USDA-NIFA-10207-AHDRXXX-16-040	Approved	8/4/16	Betty Boop



ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

Reviewers in the ezFedGrants External Portal:

The Reviewer role is intended for users who participate in panel review exercises.

If you have requested access to the ezFedGrants External Portal as a Reviewer *only*, steps 4-6 of this section will not apply to you.

If you have a role other than Reviewer in the ezFedGrants External Portal, and you would like to be a Reviewer as well, please refer to the ezFedGrants External Portal Access Requests Job Aid to request the additional Reviewer role. If you have already obtained the Reviewer role, in addition to your regular role, please refer to steps 4-6 of this section to access the "Reviewer view" of the ezFedGrants External Portal.

In order to join a panel, all users must complete steps 1-3 of this section.

1. Click the **User Name** button on the **ezFedGrants External Portal Home** screen.

Note: The **User Name** button can be accessed from anywhere in the ezFedGrants External Portal, you do not have to be on the **ezFedGrants External Portal Home** screen to access this button.

Title	Last Updated
Test	8/3/16 2:11 PM
Test Both	7/25/16 1:12 PM
Test External	7/25/16 1:12 PM
News and Notes Post - N03 ht	7/14/16 5:36 PM



ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

- From the **User Name** dropdown menu, click the **Profile** link to navigate to and edit your ezFedGrants External Portal profile.



- Click the **I want to be considered a Reviewer for future Panels** checkbox to indicate interest in becoming a Reviewer on future panels. The first time you click this box, a popup window will appear requesting additional reviewer information. This information is used when you are assigned to panels.

Note: Please refer to the ezFedGrants External Portal User Profile Management Job Aid for more information on the other areas of the **User Profile** screen.



ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

- To access Reviewer functionalities and the Reviewer view of the ezFedGrants External Portal, you will need to switch from your normal role to your Reviewer role. To switch roles, first click the **User Name** button.

The screenshot shows the 'User Profile' page in the ezFedGrants External Portal. The user name 'OSEC OSEC-ST-GL-MD-Maint' is highlighted in a red box in the top right corner. The page displays a navigation menu on the left and a profile details section. The profile details section includes a checkbox for 'I want to be considered as a Reviewer for future Panels' and a 'General Details' section with the following information:

CRM Business Partner ID	1800001888
Title	Mr.
First Name	OSEC
Last Name	OSEC-ST-GL-MD-Maint
Telephone	(111) 234-5678
Email	RurCoaGAO1@gmail.com

- Click the **Switch Roles** option in the **User Name** dropdown menu to view the **Switch Roles** dropdown menu and select the role you would like to switch to.

The screenshot shows the 'User Name' dropdown menu in the ezFedGrants External Portal. The user name 'OSEC OSEC-ST-GL-MD-Maint' is visible in the top right corner. The dropdown menu is open, showing the following options: 'Grant Administrative Official', 'Reviewer', 'Profile', and 'Log off'. The 'Switch Roles' option is highlighted in a red box. The 'Update Profile' button is visible in the bottom right corner.

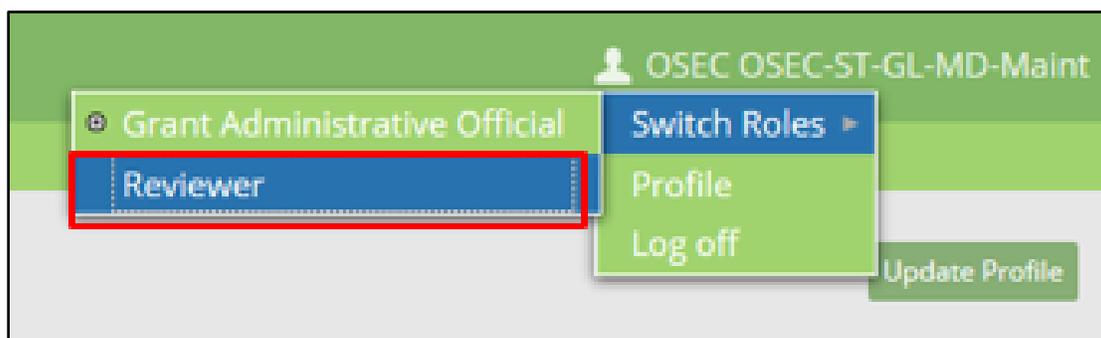


ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

6. Click the **Reviewer** option on the **Switch Roles** dropdown menu to switch to the Reviewer view of the ezFedGrants External Portal and access Reviewer functionalities. As soon as you click the desired role option the system will load the ezFedGrants External Portal view for that role.

Note: Users that are only Reviewers, who do not possess any other ezFedGrants External Portal role (such as GAO, Grant Processor, or Recipient Signatory Official), will only see the **Reviewer** option as they do not have any other role in the system. These users will always view the ezFedGrants External Portal from the Reviewer view.

User with any other role besides Reviewer will only see the **Reviewer** option if steps 1-3 of this section have been completed successfully.





ezFedGrants External Portal Overview & Navigation for External Users *Job Aid*

Comments

Refer to the following additional materials:

- ezFedGrants Application Creation Job Aid
- ezFedGrants External Portal Access Requests Job Aid
- ezFedGrants External Portal User Profile Management Job Aid
- ezFedGrants External Portal User Role Management Job Aid