

U.S. Department of Education: G5 Field Reader PowerPoint

September 2012

Section A: 3-Step Registration Process

Section B: Completing a Technical Review Form

Section C: Submitting a Technical Review Form

Section D: Modifying a Submitted Technical
Review Form

Section E: Modifying Your Profile

Section F: Helpful Hints

3-Step Registration Process

- 1. Registering With G5**
- 2. Activating Your Account**
- 3. Modifying Your Profile**

Step 1: Registering with G5

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Login to G5

Email ID

Password
(Case Sensitive)

In order to log into G5, you must accept the Department of Education's [terms](#).

Yes, I Accept the Terms

[Login to G5](#)

Not registered [Sign up >](#)
Forgot [Email ID](#) or [Password?](#) >

Help Desk

Help is available through e-mail or by calling the GAPS Hotline.

- Hours of Operation: 8:00 AM to 6:00 PM, Monday - Friday, EST
- Toll-Free: 1-888-336-8930
- TTY: 1-866-697-2696
- Local: 202-401-6238
- Email: edcaps.user@ed.gov

We appreciate your patience.

Heavy traffic on the U.S. Department of Education's G5 Website may cause problems for some users, including difficulty logging in, session timeouts and generally slow processing of grant management and payment activities. We apologize for any problems you may experience, and thank you for your patience as we work to increase server capacity and make other adjustments.

Your G5 session may be more reliable if you use the system outside of the peak weekday hours, 11:00 AM to 4:00 PM ET. [more >](#)

News and Events

12/23/2009 Delayed Payments - Please read if you submitted a request for a payment after 3 PM on Friday December 18th through Tuesday, December [more >](#)

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07/01/2008 Banking - Banking information for new TEACH recipients... [more >](#)

03/24/2008 Unlock Email ID/Password - If you failed to log into G5 successfully after your third attempt... [more >](#)

03/24/2008 User ID - After registering as a new or existing user in G5, what is my user ID? [more >](#)

To register go to www.g5.gov and click the [Sign up >](#) link.

The image displays the G5 Welcome Page and has an arrow pointing at the Sign Up link which moves the user to the next screen for registration.

Step 1: Registering with G5

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ED Employee / ED Contractor *	<input type="text" value="No"/>
First Name *	<input type="text" value="John"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text" value="Smith"/>
<hr/>	
Telephone No. *	<input type="text" value="1231231234"/>
Fax No.	<input type="text"/>
Email Address *	<input type="text" value="johnsmith@reviewer.com"/>
Confirm Email Address *	<input type="text" value="johnsmith@reviewer.com"/>
<hr/>	
Address 1 *	<input type="text" value="4000 Massachusetts Ave"/>
Address 2	<input type="text"/>
City *	<input type="text" value="Washington"/>
State * +	<input type="text" value="DISTRICT OF COLUMBIA"/>
Province	<input type="text"/>
Zip / Postal Code * +	<input type="text" value="20002"/>
Country *	<input type="text" value="USA"/>

Clear

Continue >



The Sign up > link brings you to the User Registration screen. This screen requires you to enter the fields marked by a red asterisk. The telephone and fax number must be ten numbers only. **You must register with a valid email address in order to receive the activation link for your account.** When you have finished completing the form click the Continue button.

Step 1: Registering with G5

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✓ By applying for this user ID, I acknowledge that I understand the following: The data processed in G5 is sensitive financial data and Privacy Act data that requires protection from disclosure to unauthorized individuals. Please do not share your passwords or login account information with anyone. Sharing of user account information will result in a loss of system access.

Here are the rules to follow when setting up or resetting your password:

- Passwords must be at least 8 characters long.
- Passwords must contain at least one character from 3 of the following 4 character types: (1) Upper Case Letters, (2) Lower Case Letters, (3) Numbers and (4) Special Characters (*, &, %, etc). For example, "Education1", "Kentucky\$".
- Passwords must not include your first or last name.
- When resetting your password, the new password must not match any of your last 5 passwords.
- Your password will expire and you will be prompted to change it every 90 days.

Agree Disagree

< Previous

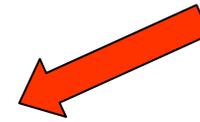
Submit

If you agree to the terms listed in orange, select the Agree radio button and click the Submit button.

Step 1: Registering with G5

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User Registration



✓ An account activation notification will be sent to your email address.

Your Account request has been submitted.

First Name John
Last Name Smith
Email Address johnsmith@reviewer.com

You will then see a Confirmation screen like the one above.
Please note that a link will be emailed to you at the email address you provided.

Step 2: Activating Your Account

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Shortly after you register you will receive an email message similar to the one below. Click the button/link and it will take you to G5 to activate your account.

John,

**Your Account Request has been received. Your user G5 user id is johnsmith@reviewer.com.
Click on the link below to activate your account.**

Activate My Account



**Should you have any questions, please contact the Helpdesk at 1-888-336-8930 (TTY: 1-866-697-2696, local 202-401-8363) or email edcaps.user@ed.gov.
Hours of operation: 8am-6pm Washington DC time Monday-Friday.**

Step 2: Activating Your Account

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G⁵ Empowering the grant community.

Main

Account Activation

User Name johnsmith@reviewer.com
First Name John
Last Name Smith

✓ I acknowledge that I am about to activate my access to the U.S. Department of Education G5 system, that I have read and understand my responsibilities relating to proper security and fiduciary management of my G5 account, that I understand my acceptance of these responsibilities will be noted and retained in the G5 database for audit trail purposes, and that I accept full responsibility for proper management of my password.

Agree Disagree

Submit

The link in your email will bring you to the Account Activation screen. Please read the user agreement, click the Agree radio button to acknowledge your compliance, and click the Submit button.

Step 2: Activating Your Account

To print, please select Print option from Browser

MEMORANDUM

TO: EDUCATION DEPARTMENT CENTRAL AUTOMATED PROCESSING SYSTEM (EDCAPS) USER

FROM: ROGER GOODSON, EDCAPS COMPUTER SECURITY OFFICER

SUBJECT: G5 USER ID AND PASSWORD

You should select a password with a minimum character length of 8 and it should contain a mixture of upper and lowercase alpha characters, at least one numeral and at least one special character. You are also required to change this password periodically, not to exceed 90 days. When you no longer require access to G5 computer resources, please inform the respective G5 security administrators as soon as possible. All G5 users are required to read, understand, and implement the following:

- a. Use ED computing resources only for official Government business;
- b. Know whom my site computer security personnel and how they can be contacted;
- c. Know the sensitivity of the information processed on G5 computing resources (e.g., financial sensitive, Privacy Act sensitive);
- d. Use software only in compliance with licensing agreements and which has been authorized for use by management;
- e. Protect sensitive information from access by, or disclosure to, unauthorized personnel;
- f. Report immediately all security incidents and potential threats and vulnerabilities involving computing resources to designated computer security personnel;
- g. Create and use strong passwords and do not disclose your password to anyone. Do not reuse passwords. Each password should be unique. Users are requested to log-off applications when they are done using them and to not leave their PCs unattended. In addition, users are requested to use the Windows screensaver feature with password feature enabled to protect unattended terminals;
- h. Report any compromise or suspected compromise of a password to designated computer security personnel;
- i. Access only systems, networks, data, and software for which you have been authorized. When access is no longer required, contact the appropriate G5 security personnel as soon as possible;
- j. Ensure that system media and system output are marked according to their sensitivity and are properly controlled and stored;
- k. Inform G5 security management when access to an G5 computing resource is no longer required such as when completing a project, transfer to another position, or terminate employment;
- l. Take necessary steps to avoid the introduction of malicious code into any computing resource;
- m. Exercise due diligence to prevent physical damage to and theft of any Departmental computing resource;
- n. All users of Federal Information systems are reminded that they are responsible for upholding the computer security requirements of the Information Security Management Act of 2002 (FISMA). <http://www.whitehouse.gov/omb/memoranda/fy04/m04-25.pdf>

If you have any security-related questions, please call me on (202) 401-0108.

Continue >



Read the G5 User ID and Password Memorandum and click the Continue button.

Step 2: Activating Your Account

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Account Activation

Please fill out the form below to activate your account. An * indicates a required field.

✓ Here are the rules to follow when setting up or resetting your password:

- Passwords must be at least 8 characters long.
- Passwords must contain at least one character from 3 of the following 4 character types: (1) Upper Case Letters, (2) Lower Case Letters, (3) Numbers and (4) Special Characters (*, &;, %, etc). For example, "Education1", "Kentucky\$".
- Passwords must not include your first or last name.
- When resetting your password, the new password must not match any of your last 5 passwords.
- Your password will expire and you will be prompted to change it every 90 days.

User ID/Email johnsmith@reviewer.com

First Name John

Last Name Smith

Password *

Verify Password *

Security Question *

Security Answer *

< Previous

Clear

Continue >

Next you will see the screen above. Enter the required fields and click the Continue button to finalize your activation.

Step 2: Activating Your Account

Account Activation

User Name johnsmith@reviewer.com
First Name John
Last Name Smith
Password *****
Security Question What was your favorite place to visit as a child?
Answer Beach

Previous

Cancel

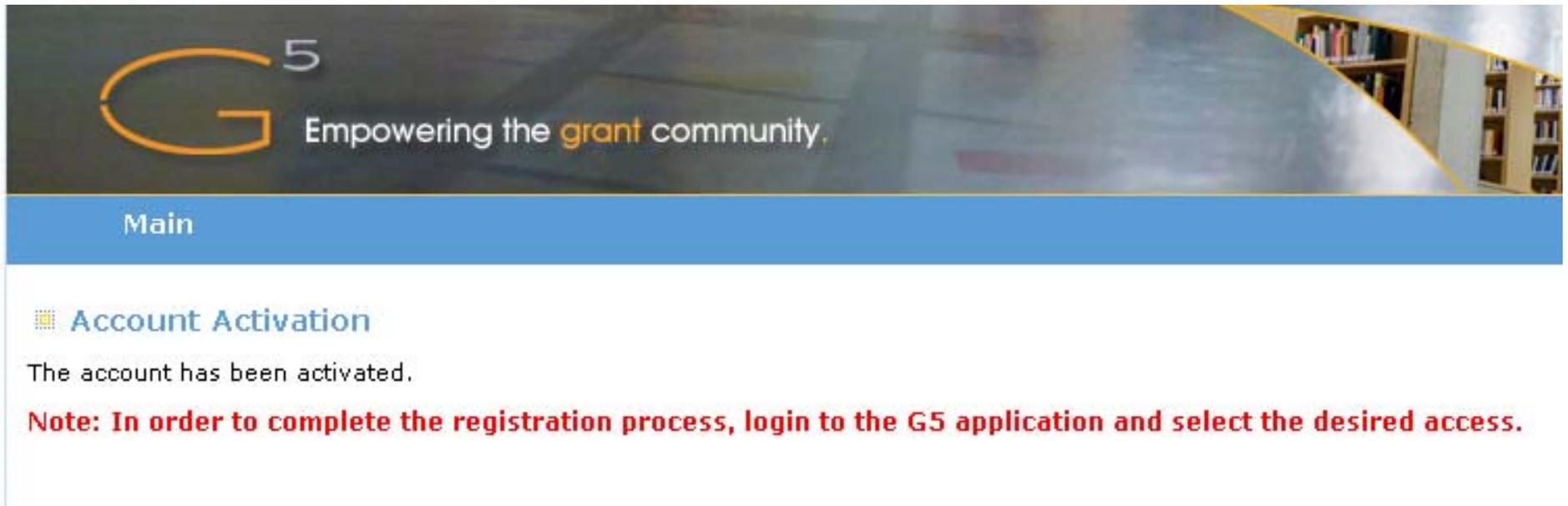
Activate



Click the Activate button to confirm the information you have entered and activate your account.

Step 2: Activating Your Account

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This confirms your account activation. For the next step you will need to go to www.g5.gov and log in to select the reviewer access. The system will also send you an email confirming that your account has been activated. The email will include a link to the G5 web page where you can log in using the password you just created.

Step 3: Editing Your Profile

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Login to G5

Email ID

Password
(Case Sensitive)

In order to log into G5, you must accept the Department of Education's [terms](#).

Yes, I Accept the Terms

Not registered [Sign up >](#)
Forgot [Email ID](#) or [Password?](#) >

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03/24/2008 Unlock Email ID/Password - If you failed to log into G5 successfully after your third attempt... [more >](#)

03/24/2008 User ID - After registering as a new or existing user in G5, what is my user ID? [more >](#)

After entering your Email ID and Password, you must check the box indicating that you accept the Department of Education's terms for using the G5 site. Then click the Login to G5 button. Please note you will have to check the "Yes, I Accept the Terms" checkbox each time you log into G5.

Step 3: Editing Your Profile

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Edit Profile

View and Edit Your Profile

View your G5 profile. You may make changes directly to the form below. An * indicates a required field. An + indicates an optional field for International users.

Note: In order to complete the registration process select the available type.

Role(s)	
First Name *	<input type="text" value="John"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text" value="Smith"/>
<hr/>	
Telephone No *	<input type="text" value="1231231234"/>
Fax No	<input type="text"/>
Email Address	<input type="text" value="johnsmith@reviewer.com"/>
<hr/>	
Address Line 1 *	<input type="text" value="4000 Massachusetts Ave"/>
Address Line 2	<input type="text"/>
City *	<input type="text" value="Washington"/>
State * +	<input type="text" value="DISTRICT OF COLUMBIA"/>
Province/Region	<input type="text"/>
Zip/Postal Code * +	<input type="text" value="20002"/>
Country *	<input type="text" value="USA"/>
<hr/>	
Security Question *	<input type="text" value="What was your favorite place to visit as a child?"/>
Security Answer *	<input type="text" value="Beach"/>
Available Types	<input type="text" value="Payee /Servicer"/> <input type="text" value="Reviewer"/>
<hr/>	
<input type="button" value="Change Password"/>	<input type="button" value="Change Email Address"/>
<input type="button" value="Continue >"/>	

Once you log in, you will be directed to My Profile where you will need to select an available type of access. In this case you will select Reviewer and click the Continue button.

Step 3: Editing Your Profile

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Instruction: Please note in order to update your profile, a minimum of two years of experience is required in the Work Experience section.

Profile Reviewer Profile Information

Documents

Education

Specialization

Work Experience

Reader Experience

Preferences

Miscellaneous

Gender	<input type="text"/>	Race/Ethnicity	<input type="text"/>	Citizenship	<input type="text"/>
Email Notification	<input type="text"/>	Disability / Special Needs	<input type="text"/>	Secondary Email	<input type="text"/>

Work Address

Federal Employee	<input type="text"/>					
Organization	<input type="text"/>					
Street	<input type="text"/>				City	<input type="text"/>
State	<input type="text"/>				Zip/Postal Code	<input type="text"/>
Country	<input type="text"/>					

Alternative Address

Street	<input type="text"/>	City	<input type="text"/>		
State	<input type="text"/>	Zip/Postal Code	<input type="text"/>		
Country	<input type="text"/>	Affiliation	<input type="text"/>	<input type="button" value="Add Alternative Address"/>	

Here you can enter demographic information as you see fit.

Step 3: Editing Your Profile

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Instruction: Please note in order to update your profile, a minimum of two years of experience is required in the Work Experience section.

Profile

Documents

Education

Specialization

Work Experience

Reader Experience

Preferences

Miscellaneous

Reviewer Documents

Upload Files
(Only PDF files are allowed)

Type Title

You can upload your resume under the Documents tab on the right side of the screen. Resume uploads must be in .PDF format.

Step 3: Editing Your Profile

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Instruction: Please note in order to update your profile, a minimum of two years of experience is required in the Work Experience section.

Profile

Documents

Education

Specialization

Work Experience

Reader Experience

Preferences

Miscellaneous

Reviewer Work Experience

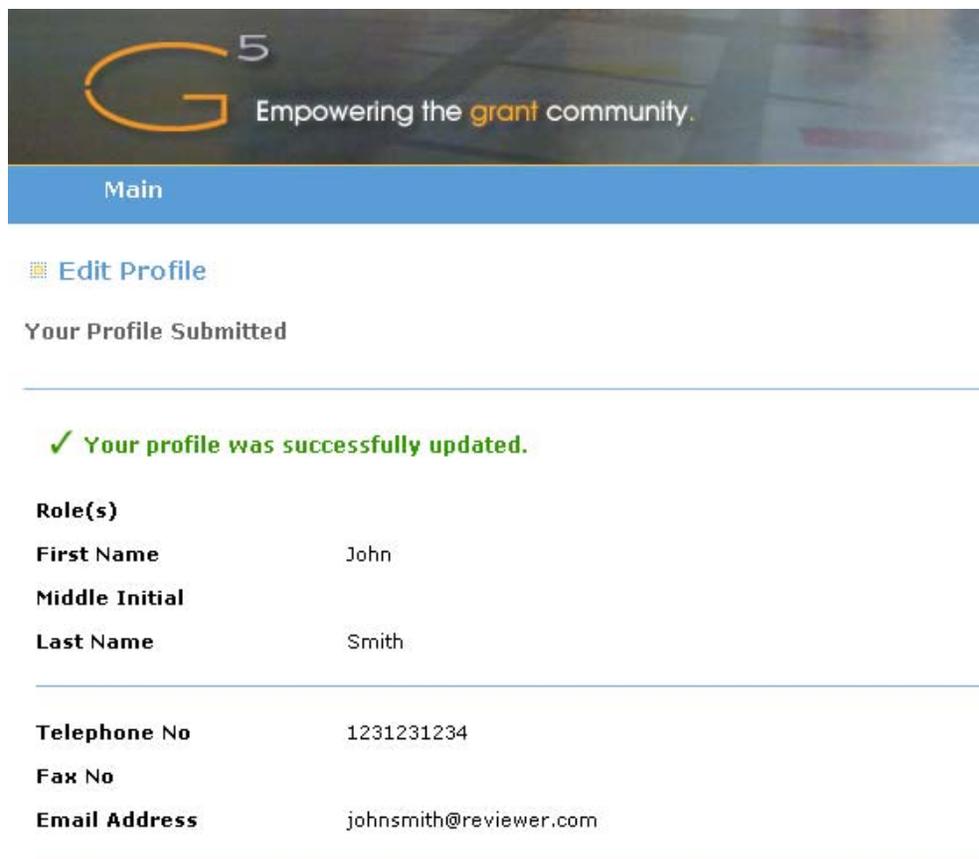
Work Experience
Instruction: When adding data in this section you are required to enter Title, Description and number of years.

Position	Title	Description (Limit 2000 characters)	Years	Action
Administration (Higher Education)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

You can update the information as needed, but it is not required. After you click the Submit button, you will have an opportunity to review and verify all your information. Click the Submit button to request reviewer access.

Step 3: Editing Your Profile

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The screenshot shows a web application interface. At the top, there is a logo with a stylized 'G' and the number '5', followed by the text 'Empowering the grant community.'. Below the logo is a blue navigation bar with the word 'Main'. Underneath the navigation bar is a link labeled 'Edit Profile'. Below the link is a confirmation message: 'Your Profile Submitted'. A green checkmark icon is followed by the text 'Your profile was successfully updated.'. Below this message is a table displaying the user's profile information.

Role(s)	
First Name	John
Middle Initial	
Last Name	Smith
<hr/>	
Telephone No	1231231234
Fax No	
Email Address	johnsmith@reviewer.com

If you see a confirmation message like the one above, your request was successful. You will need to log out and allow some time for your request to be processed.

Section B:

Completing a

Technical Review Form (TRF)

Completing a TRF

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G⁵ Empowering the grant community.

DEPARTMENT OF EDUCATION
UNITED STATES OF AMERICA

Main Grant Setup Grant Maintenance Payments G5 Admin Reports

Review Process
▶ Application Review

- Hours Of Operation:
- Toll-Free:
- TTY:
- Local:
- Email:
edcaps.user1212@NODOMAIN

My Competitions

Total Records: 1 Page 1 of 1 Jump to Page 1 Go

Fiscal Year	CFDA/Subprogram	Schedule No	Tier No.	Competition Manager
2011	84.165A	2	1	Elizabeth Rugala

Total Records: 1 Page 1 of 1 Jump to Page 1 Go

Follow the menu flow:

Hover over Grant Setup → click on Application Review in order to begin reviewing your applications.

Completing a TRF

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Main Grant Setup Grant Maintenance Payments G5 Admin Reports

You are here: Grant Setup > Review Process > Application Review

Conduct Application Review

Panels List

Your session will timeout in 18:30 minutes

Browse through the list of Open Panels and select one to continue.

Form Type Technical Review Form

Panels

Total Records: 1 Page 1 of 1 Jump to Page 1 Go

Select	Competition Info	Panel Name	Panel Start Date	Panel End Date	Evaluation End Date	Panel Monitor Name	Panel Monitor Phone No.	Panel Monitor Fax No.	Panel Monitor Email
<input type="radio"/>	2011-84.165A-2 Tier 1	New Panel - 1	07/07/2011	07/15/2011	Evaluation End Date	Karen L Freudenberg	2022457186	Panel Monitor Fax No.	karen.freudenberg1212@NODOMAIN

Total Records: 1 Page 1 of 1 Jump to Page 1 Go

Continue >

This is the Panels List tab. Here you will see information regarding any current competition(s) to which you are assigned, and the contact information for your panel monitor. The Form Type dropdown defaults to Technical Review Form (TRF). If you are attempting to access another form (i.e. an exit assessment), use the dropdown. Click the Select radio button beside the competition and then click the Continue button to see the applications to which you are assigned.

Completing a TRF

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Conduct Application Review

Conflict of Interest

Competition Details

Fiscal Year 2011 CFDA/Subprogram 84.165A Schedule No 2 Tier 1 Panel Name Panel One

Applicant Review List

Total Records: 5



Page 1 of 1



Jump to Page

1

Go

COI Indicator	PR/Award No.	Applicant Name	Applicant State
<input type="radio"/> Yes <input checked="" type="radio"/> No	P153A110006	University of Rhode Island -- Dean Business Administration	RHODE ISLAND
<input type="radio"/> Yes <input checked="" type="radio"/> No	P153A110008	University Auxiliary and Research Services Corporation -- Office of Sponsored Projects	CALIFORNIA

The first time you enter a Panel, you will see a Conflict of Interest tab with a list of applications which have been assigned to you. You will need to mark 'Yes' I have a conflict or 'No' I do not have a conflict for each application.

Completing a TRF

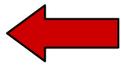
24

<input checked="" type="radio"/> Yes	<input type="radio"/> No	U165A110003	California State University	MARYLAND
<input type="radio"/> Yes	<input checked="" type="radio"/> No	U165A110004	The University of Montana	MONTANA
<input type="radio"/> Yes	<input checked="" type="radio"/> No	U165A110005	UNIVERSITY OF KANSAS MEDICAL CENTER	KANSAS

Total Records: 5 Page 1 of 1 Jump to Page Go

Please download the COI Forms and Fax them to 111-111-1111

[Conflict of Interest Form \(Compensation\)](#)

[Conflict of Interest Form \(No Compensation\)](#) 

< Previous Cancel Continue >

There are two links for conflict of interest forms at the bottom of the screen. Please take direction from your panel monitor whether you need to print, sign, and fax the form and to whom the form should be faxed.

Please note, if you inadvertently mark 'Yes' I have a conflict, you will need to contact your competition manager/panel monitor to determine if you have a conflict or if the COI indicator needs to be reset.

Completing a TRF

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Conduct Application Review

Application Review List | Main Questions | Priority Questions | Summary | Confirmation

Your session will timeout in 18:59 minutes

Competition Details
Fiscal Year 2011 CFDA/Subprogram 153A Schedule No 1 Tier 1 Panel Name Panel One

Applicant Review List
Browse through the list of Applications and select one to continue.

Total Records: 5 Page 1 of 1 Jump to Page 1 Go

Select *	PR/Award No.	Applicant Name	Applicant State	Status	Submit
<input type="radio"/>	P153A110006	University of Rhode Island -- Dean Business Administration	RHODE ISLAND	Draft	<input type="checkbox"/>
<input type="radio"/>	P153A110008	University Auxiliary and Research Services Corporation -- Office of Sponsored Projects	CALIFORNIA	Submitted	
<input type="radio"/>	P153A110010	Canisius College	NEW YORK	Draft	<input type="checkbox"/>
<input type="radio"/>	P153A110012	Community College of Philadelphia -- Academic Affairs Division of Business and Techn	PENNSYLVANIA	Submitted	
<input type="radio"/>	P153A110014	Niagara University	NEW YORK	Draft	<input type="checkbox"/>

Total Records: 5 Page 1 of 1 Jump to Page 1 Go

< Previous Cancel Continue > Update COI Submit Selected



This is the Applications Review List tab. Select an application and click the Continue button in order to begin your review. Please note that there is a Update COI button in the event that the conflict of interest status changes with any of the applications.

Completing a TRF

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You are here: [Grant Setup](#) > [Review Process](#) > [Application Review](#)

Conduct Application Review

[Application Review List](#)

Main Questions

[Priority Questions](#)

[Summary](#)

[Confirmation](#)

Please complete the questions below. An * indicates a required question.

✓ **Your Panel Monitor has made comments regarding your Technical Review Form. To access these comments, click the 'View Comments' button at the bottom of the page.**

Application Information

PR/Award No Q184Y110001 Applicant Name University of Maryland at College Park State MARYLAND

Question Summary

+ Selection Criteria

ABC **Spell Check**

Your session will timeout in 19:44 minutes

Select a question from the tree on the left to begin scoring

Please note if your panel monitor has made comments in regards to your technical review form, a message will appear on the top of screen indicating so. To view the comments you can click on the View Comments button at the bottom of the screen.

Completing a TRF

You are here: [Grant Setup](#) > [Review Process](#) > [Application Review](#)

Conduct Application Review

Technical Review Form Comments

Applicant University of Maryland at College Park

Fiscal Year 2011

CFDA/Subprogram 84.184Y **Schedule No** 3 **Tier No.** 1

Comment	Comment Date
Your comments are not comprehensive. Please add more information to the first question.	07/14/2011 09:58:37

Cancel Comments

The comments will appear on the following screen. Select Cancel Comments at the bottom of the screen to move forward.

Completing a TRF

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You are here: Grant Setup > Review Process > Application Review

Conduct Application Review

Application Review List | Main Questions | Priority Questions | Summary | Confirmation

Please complete the questions below. An * indicates a required question.

Application Information

PR/Award No PO22A120001 Applicant Name The University of North Carolina at Chape Hill – Center for Global Initiatives,Office of the Provost State NORTH CAROLINA

Question Summary

- General Comments
 - General Comments
- Qualifications of the Applicant
 - Applicant
 - Applicant 1*
 - Applicant 2*
 - Applicant 3*
 - Applicant 4*
- Quality of Proposed Project
 - Proposed Project
 - Proposed Project 1*
 - Proposed Project 2*
 - Proposed Project 3*

Select a question from the tree on the left to begin scoring

Spell Check

Your session will timeout in 19:26 minutes

< Previous

Cancel

Save

Continue >

View Comments

View e-Application

Please note that all questions in your TRF will appear to the left on your screen in a question tree. A count down timer appears on each screen indicating how much time you have before your session will timeout. The timer will reset to 20 minutes each time you click the " save " button.

Completing a TRF

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The screenshot displays the 'Main Questions' tab of the TRF application review system. At the top, navigation tabs include 'Application Review List', 'Main Questions', 'Priority Questions', 'Summary', and 'Confirmation'. Below the tabs, a message states: 'Please complete the questions below. An * indicates a required question.'

Application Information

PR/Award No	P022A120001	Applicant Name	The University of North Carolina at Chape Hill -- Center for Global Initiatives, Office of the Provost	State	NORTH CAROLINA
-------------	-------------	----------------	--	-------	----------------

Question Summary

- General Comments
 - General Comments
 - General Comments
- Qualifications of the Applicant
 - Qualifications of the Applicant
 - Applicant
 - Applicant 1*
 - Applicant 2*
 - Applicant 3*
 - Applicant 4*
 - Quality of Proposed Project
 - Quality of Proposed Project
 - Proposed Project
 - Proposed Project 1*
 - Proposed Project 2*
 - Proposed Project 3*

Applicant 4 Spell Check

Your session will timeout in 19:36 minutes

Question Group: Qualifications of the Applicant **Question Topic:** Qualifications of the Applicant

The applicant's ability to conduct research in a foreign cultural context, as evidenced by the applicant's references or previous overseas experiences, or both.

Answer(Required)*

Strong evidence

Question Score: 5 (Minimum Score: 0, Maximum Score: 5)

Buttons: < Previous, Cancel, Save, Continue >, View Comments, View e-Application

Red arrows point to 'Applicant 4*' in the tree and the score field '5'.

The form for the highlighted question in the question tree appears on the right side of the screen. Enter your answers, comments and scores for the selected question. A green check will appear to the left of a question when it is answered and saved. Note: Required questions are indicated by an * and the min/max score is indicated to the right of the question score field.

Completing a TRF

30

Conduct Application Review

Application Review List | Main Questions | Priority Questions | Summary | Confirmation

Please complete the questions below. An * indicates a required question.

Application Information			
PR/Award No	PO22A120001	Applicant Name	The University of North Carolina at Chape Hill – Center for Global Initiatives,Office of the Provost
		State	NORTH CAROLINA

Question Summary	Proposed Project	Spell Check
<ul style="list-style-type: none">General CommentsGeneral CommentsGeneral CommentsQualifications of the ApplicantQualifications of the ApplicantApplicantApplicant 1*Applicant 2*Applicant 3*Applicant 4*Quality of Proposed ProjectQuality of Proposed ProjectProposed ProjectProposed Project 1*Proposed Project 2*Proposed Project 3*	<p>Question Group: Quality of Proposed Project Question Topic: Quality of Proposed Project</p> <p>Quality of Proposed Project</p> <p><input checked="" type="checkbox"/> Answer Complete?</p> <p>Cancel Changes</p>	Your session will timeout in 19:50 minutes

< Previous Cancel Save Continue > View Comments View e-Application

Please note, all **required** sub questions must be answered before you can mark the main question complete. You must click “Answer Complete” at the main question level to ensure successful submission of the TRF.

Completing a TRF

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The screenshot displays the 'Main Questions' tab of the TRF application review system. At the top, navigation tabs include 'Application Review List', 'Main Questions', 'Priority Questions', 'Summary', and 'Confirmation'. Below the tabs, a message states: 'Please complete the questions below. An * indicates a required question.'

The 'Application Information' section shows the following details:

PR/Award No	PO22A120001	Applicant Name	The University of North Carolina at Chape Hill – Center for Global Initiatives, Office of the Provost	State	NORTH CAROLINA
-------------	-------------	----------------	---	-------	----------------

The 'Question Summary' section on the left lists various categories and applicants. Under 'Qualifications of the Applicant', 'Applicant 4*' is selected. The main area shows the question for 'Applicant 4' with the following details:

- Question Group:** Qualifications of the Applicant
- Question Topic:** Qualifications of the Applicant
- Text:** The applicant's ability to conduct research in a foreign cultural context, as evidenced by the applicant's references or previous overseas experiences, or both.
- Answer(Required)*:** Strong evidence
- Question Score:** 5 (Minimum Score: 0, Maximum Score: 5)

A red arrow points to the 'Spell Check' button located in the top right corner of the question area. A yellow warning bar at the top right of the question area indicates: 'Your session will timeout in 19:36 minutes'. At the bottom of the interface, there are buttons for '< Previous', 'Cancel', 'Save', 'Continue >', 'View Comments', and 'View e-Application'.

The Spell Check tool is located on the far right of the screen and can be used after you have entered your answer/comments for each question. Click the Save button if you want to save your work without submitting. We recommend that you save often, or after responding to each question.

Completing a TRF

32

The screenshot displays the 'Main Questions' tab of the TRF application review system. At the top, navigation tabs include 'Application Review List', 'Main Questions', 'Priority Questions', 'Summary', and 'Confirmation'. Below the tabs, a message states: 'Please complete the questions below. An * indicates a required question.' The 'Application Information' section shows 'PR/Award No' PO22A120001, 'Applicant Name' The University of North Carolina at Chape Hill – Center for Global Initiatives, Office of the Provost, and 'State' NORTH CAROLINA. The 'Question Summary' sidebar on the left lists various categories, with 'Applicant 4*' selected. The main content area shows 'Question Group: Qualifications of the Applicant' and 'Question Topic: Qualifications of the Applicant'. The question text is: 'The applicant's ability to conduct research in a foreign cultural context, as evidenced by the applicant's references or previous overseas experiences, or both.' The answer field contains 'Strong evidence'. Below the answer field, the 'Question Score' is 5, with a note '(Minimum Score: 0, Maximum Score: 5)'. A 'Cancel Changes' button is visible. At the bottom, a red arrow points to the 'Save' button, which is highlighted with a red box. Other buttons include '< Previous', 'Continue >', 'View Comments', and 'View e-Application'. A yellow warning box at the top right indicates 'Your session will timeout in 19:36 minutes'.

Click the “Save” button when you are satisfied with your entry. Click Save → Continue to move to the next page.

Completing a TRF

33

Application Review List | Main Questions | **Priority Questions** | Summary | Confirmation

Please complete the questions below. An * indicates a required question.

Application Information			
PR/Award No	P022A120001	Applicant Name	The University of North Carolina at Chape Hill – Center for Global Initiatives,Office of the Provost
		State	NORTH CAROLINA

Question Summary	Preference Priority	Spell Check
<ul style="list-style-type: none">Competitive Preference Priority<ul style="list-style-type: none">DisciplinePreference Priority*Language<ul style="list-style-type: none">Preference Priority*	<p>Question Group: Competitive Preference Priority Question Topic: Discipline</p> <p>Research projects that are proposed by applicants using advanced language proficiency in one of the 78 languages selected from the U.S. Department of Education's list of LCTLs, which are also listed in competitive preference priority 1, in their research and focus on one of the following fields or topics: Environmental Science, Economics, Public Health, Education, or Political Science.</p> <p>Answer(Required)*</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p>Question Score: _____ (Minimum Score: 0, Maximum Score: 5)</p> <p><input type="checkbox"/> Answer Complete?</p> <p>Cancel Changes</p>	Your session will timeout in 19:31 minutes

< Previous Cancel Save **Continue >**

For those TRFs that include a priority question or questions, the question(s) will appear on the next screen. Once finished with the priority question(s), click “continue” to proceed to the summary page.

Section C:
Submitting a
Technical Review Form (TRF)

Submitting a TRF

35

Conduct Application Review

Application Review List Main Questions Priority Questions **Summary** Confirmation

Cover Page Print Me

Application Information

PR/Award No P022A120001 Applicant Name The University of North Carolina at Chape Hill – Center for Global Initiatives, Office of the Provost

Panel Information for Testing Panel - 2

Fiscal Year 2012 CFDA/Subprogram 84.022A Schedule No 1 Tier 1
Panel Monitor Panel Monitor
 2025551212
Competition Manager Competition Manager
 2025551212

Review Summary for Questions

Question	Points Possible	Points Scored
General Comments		
General Comments	0	
Qualifications of the Applicant		
Applicant	40	27
Quality of Proposed Project		
Proposed Project	60	52
Total	100	79

This screen and the next screen appear as one when you have successfully completed the required questions.

Submitting a TRF

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Priority Questions

Competitive Preference Priority

Discipline

2. Research projects that are proposed by applicants using advanced language proficiency in one of the 78 languages selected from the U.S. Department of Education's list of LCTLs, which are also listed in competitive preference priority 1, in their research and focus on one of the following fields or topics: Environmental Science, Economics, Public Health, Education, or Political Science.

ANSWER: Integral

SCORE: 4

Language

1. A research project that focuses on any of the seventy-eight (78) languages selected from the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs):

Akan (Twi-Fante), Albanian, Amharic, Arabic (all dialects), Armenian, Azeri (Azerbaijani), Balochi, Bamanakan (Bamana, Bambara, Mandikan, Mandingo, Maninka, Dyula), Belarusian, Bengali (Bangla), Berber (all languages), Bosnian, Bulgarian, Burmese, Cebuano (Visayan), Chechen, Chinese (Cantonese), Chinese (Gan), Chinese (Mandarin), Chinese (Min), Chinese (Wu), Croatian, Dari, Dinka, Georgian, Gujarati, Hausa, Hebrew (Modern), Hindi, Igbo, Indonesian, Japanese, Javanese, Kannada, Kashmiri, Kazakh, Khmer (Cambodian), Kirghiz, Korean, Kurdish (Kurmanji), Kurdish (Sorani), Lao, Malay (Bahasa Melayu or Malaysian), Malayalam, Marathi, Mongolian, Nepali, Oromo, Panjabi, Pashto, Persian (Farsi), Polish, Portuguese (all varieties), Quechua, Romanian, Russian, Serbian, Sinhala (Sinhalese), Somali, Swahili, Tagalog, Tajik, Tamil, Telugu, Thai, Tibetan, Tigrigna, Turkish, Turkmen, Ukrainian, Urdu, Uyghur/Uigur, Uzbek, Vietnamese, Wolof, Xhosa, Yoruba, and Zulu.

ANSWER: Important

SCORE: 3

< Previous

Cancel

Submit

Once you have reviewed the summary and are satisfied with your entries, click "Submit" at the bottom of the screen to submit the TRF.

Submitting a TRF

37

You are here: Grant Setup > Review Process > Application Review

Conduct Application Review

Application Review List | Main Questions | Priority Questions | Summary | Confirmation

✓ The Technical Review Form has been successfully Submitted.

Cover Page  Print Me

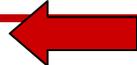
Application Information

PR/Award No	P022A120001	Applicant Name	The University of North Carolina at Chape Hill – Center for Global Initiatives, Office of the Provost		
-------------	-------------	----------------	---	--	--

Panel Information for Testing Panel - 2

Fiscal Year	2012	CFDA/Subprogram	84.022A	Schedule No	1	Tier	1
Panel Monitor	Panel Monitor  2025551212						
Competition Manager	Competition Manager  2025551212						

✓ You are required to complete the Signature page for your Technical Review Form. To access the Signature page click the following link

[Signature Page](#) 

“The Technical Review Form has been successfully Submitted” appears at the top of the page in green font after you click “Submit.” Please note that if your TRF requires completion of a Signature Page, this screen will prompt you to click on the appropriate link to do so.

Submitting a TRF

38

Priority Questions

Competitive Preference Priority

Discipline

2. Research projects that are proposed by applicants using advanced language proficiency in one of the 78 languages selected from the U.S. Department of Education's list of LCTLs, which are also listed in competitive preference priority 1, in their research and focus on one of the following fields or topics: Environmental Science, Economics, Public Health, Education, or Political Science.

ANSWER: Integral

SCORE: 4

Language

1. A research project that focuses on any of the seventy-eight (78) languages selected from the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs):

Akan (Twi-Fante), Albanian, Amharic, Arabic (all dialects), Armenian, Azeri (Azerbaijani), Balochi, Bamanakan (Bamana, Bambara, Mandikan, Mandingo, Maninka, Dyula), Belarusian, Bengali (Bangla), Berber (all languages), Bosnian, Bulgarian, Burmese, Cebuano (Visayan), Chechen, Chinese (Cantonese), Chinese (Gan), Chinese (Mandarin), Chinese (Min), Chinese (Wu), Croatian, Dari, Dinka, Georgian, Gujarati, Hausa, Hebrew (Modern), Hindi, Igbo, Indonesian, Japanese, Javanese, Kannada, Kashmiri, Kazakh, Khmer (Cambodian), Kirghiz, Korean, Kurdish (Kurmanji), Kurdish (Sorani), Lao, Malay (Bahasa Melayu or Malaysian), Malayalam, Marathi, Mongolian, Nepali, Oromo, Panjabi, Pashto, Persian (Farsi), Polish, Portuguese (all varieties), Quechua, Romanian, Russian, Serbian, Sinhala (Sinhalese), Somali, Swahili, Tagalog, Tajik, Tamil, Telugu, Thai, Tibetan, Tigrigna, Turkish, Turkmen, Ukrainian, Urdu, Uyghur/Uigur, Uzbek, Vietnamese, Wolof, Xhosa, Yoruba, and Zulu.

ANSWER: Important

SCORE: 3

Go To Home

Done

Click "Done" at the bottom of the Summary Screen to exit the TRF.

Submitting a TRF

39

Applicant Review List

Browse through the list of Applications and select one to continue.

Total Records: 10 Page 1 of 1 Jump to Page 1 Go

Select *	PR/Award No.	Applicant Name	Applicant State	Status	Submit
<input type="radio"/>	P022A120001	The University of North Carolina at Chape Hill -- Center for Global Initiatives, Office of the Provost	NORTH CAROLINA	Submitted	
<input checked="" type="radio"/>	P022A120002	University of Hawaii -- Graduate Division,	HAWAII	Draft	<input type="checkbox"/>
<input type="radio"/>	P022A120003	Regents of the University of Michigan -- International Institute (BENI), US/ED Fulbright Office (BENI)	MICHIGAN	Blank	
<input type="radio"/>	P022A120004	The University of Texas at Austin -- Office of Graduate Studies, Office of the Vice Provost & Dean of Graduate Studies	TEXAS	Blank	
<input type="radio"/>	P022A120005	Regents of the University of California, Santa Barbara -- Graduate Division, Academic Affairs	CALIFORNIA	Blank	
<input type="radio"/>	P022A120006	University of New Mexico -- Office of Graduate Studies,	NEW MEXICO	Blank	
<input type="radio"/>	P022A120007	The University of Kansas Center for Research, Inc. -- International Programs, Office of the Provost	KANSAS	Blank	
<input type="radio"/>	P022A120008	Rutgers, the State University of New Jersey -- Graduate School-New Brunswick Dean's Office,	NEW JERSEY	Blank	
<input type="radio"/>	P022A120009	University of South Florida -- Graduate School, Graduate School	FLORIDA	Blank	
<input type="radio"/>	P022A120010	President and Fellows of Harvard University -- ,	MASSACHUSETTS	Blank	

Total Records: 10 Page 1 of 1 Jump to Page 1 Go

< Previous Cancel Continue > Update COI Submit Selected

The status of the TRFs for each application can be found on the Application Review List screen. You can submit multiple TRFs in this screen. TRFs should only be submitted after panel discussions have taken place and only after all changes have been made and comments and scores are finalized.

Once you are ready to submit a TRF, mark the checkbox under the Submit column for the applications you wish to submit and click the Submit Selected button. Please note you will only be able to submit TRFs in draft status.

Submitting a TRF

40

Conduct Application Review

Application Review List Main Questions Priority Questions Summary Confirmation

X Complete all Questions/Priority Questions that require to be answered to Submit.

Cover Page  Print Me

Application Information

PR/Award No P022A120002 Applicant Name University of Hawaii – Graduate Division,

Panel Information for Testing Panel - 2

Fiscal Year 2012 CFDA/Subprogram 84.022A Schedule No 1 Tier 1

Panel Monitor Panel Monitor
 2025551212

Competition Manager Competition Manager
 2025551212

You will not be able to submit the application if you don't complete the required questions. If this occurs click "Previous" to get back to the Application Review List. Select the incomplete application and select "Continue".

Submitting a TRF

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Application Review List | Main Questions | Priority Questions | Summary | **Confirmation**

✓ The Technical Review Form has been successfully Submitted.

Cover Page  Print Me

Application Information	
PR/Award No	P022A120001
Applicant Name	The University of North Carolina at Chape Hill – Center for Global Initiatives, Office of the Provost

Panel Information for Testing Panel - 2	
Fiscal Year	2012
CFDA/Subprogram	84.022A
Schedule No	1
Tier	1
Panel Monitor	Panel Monitor  2025551212
Competition Manager	Competition Manager  2025551212

You will then see a confirmation screen like the one above. Please note that if you accidentally submitted your TRF, there is no way to un-submit a submitted TRF. Section D demonstrates how to modify a submitted technical review form.

Section D:

**Modifying a Submitted
Technical Review Form (TRF)**

Modifying a Submitted TRF

43

Welcome to G5 - Department of Education - Mozilla Firefox

Welcome to G5 - Department of Edu...

G⁵ Empowering the **grant** community.

DEPARTMENT OF EDUCATION
STATE OF NEW JERSEY

Main Grant Setup Grant Maintenance Payments Reports G5 Admin Logout

You are here: Grant Setup > Review Process > Application Review

Conduct Application Review

Application Review List Main Questions Priority Questions Summary Confirmation

Your session will timeout in 19:48 minutes

Competition Details

Fiscal Year 2011 CFDA/Subprogram 422A Schedule No 11 Tier 1 Panel Name Panel - 2

Applicant Review List

Browse through the list of Applications and select one to continue.

Total Records: 3 Page 1 of 1 Jump to Page 1 Go

Select *	PR/Award No.	Applicant Name	Applicant State	Status	Submit
<input checked="" type="radio"/>	P422A110031	Jones International University	NEW JERSEY	Submitted	
<input type="radio"/>	P422A110032	Two Training Baker College	PENNSYLVANIA	Draft	<input type="checkbox"/>
<input type="radio"/>	P422A110033	One Training Bacon College	GEORGIA		

Total Records: 3 Page 1 of 1 Jump to Page 1 Go

< Previous Cancel Continue > Update COI Submit Selected

Back to Top

To modify a submitted TRF, select the radio button beside the application and select the Continue button.

Modifying a Submitted TRF

44

Welcome to G5 - Department of Education - Mozilla Firefox

Welcome to G5 - Department of Edu...

PR/Award No P422A110031 Applicant Name Jones International University State NEW JERSEY

Question Summary

- Budget
 - Proposed Costs
 - Costs*
 - Selection Criteria
 - Need for Project
 - Need for Project*
 - Quality of Project Design
 - Defined Objectives*

Need for Project

Spell Check

Your session will timeout in 12:17 minutes

Question Group: Selection Criteria **Question Topic:** Need for Project

What are the strengths and weaknesses of the project?

Strengths(Required)*

This is a strong proposal with well-seasoned personnel and ample resources to be successful. The outcome will benefit schools and build a strong future for the students.

Weaknesses(Required)*

The time line might be a little aggressive.

Question Score: 36 (Minimum Score: 0, Maximum Score: 40)

Answer Complete?

Cancel Changes

< Previous Cancel Continue > View Comments View e-Application

Modify the score and comments for the question(s) which you wish to change and then select the Continue button. Please note you will not be able to save your TRF in draft after you submit the first time. You will have to submit again to save your changes.

Modifying a Submitted TRF

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The screenshot shows a web browser window titled "Welcome to G5 - Department of Education - Mozilla Firefox". The page content is organized into several sections:

- Section 1:** "1. Are the proposed costs reasonable and necessary compared to the objectives?"
ANSWER: Yes
SCORE: 25
- Section 2:** "Selection Criteria"
 - Need for Project**
2. What are the strengths and weaknesses of the project?
STRENGTHS: This is a strong proposal with well-seasoned personnel and ample resources to be successful. The outcome will benefit schools and build a strong future for the students.
WEAKNESSES: The time line might be a little aggressive.
SCORE: 36
 - Quality of Project Design**
3. To what extent are the objectives for each activity realistic and defined in terms of measurable results?
ANSWER: Excellent
SCORE: 29
- Section 3:** "Priority Questions"
 - General Comments**
Overall Comments
1. What other comments do you have about the project?
ANSWER: This proposal is reasonable.
SCORE: 3

At the bottom of the form, there are three buttons: "< Previous", "Cancel", and "Submit". A red arrow points to the "Submit" button.

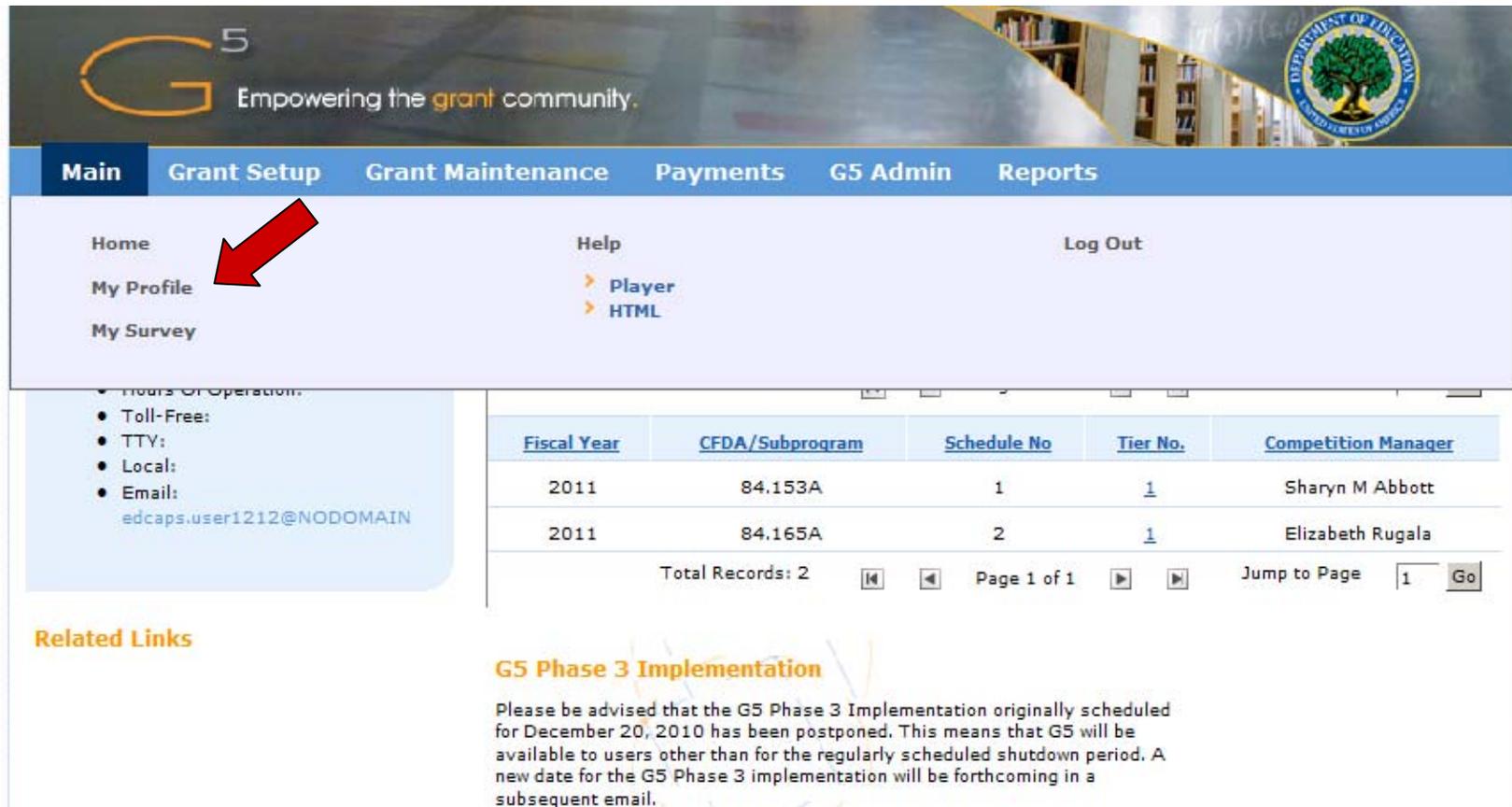
You can review or verify your data on the Summary screen. Click the Submit button to save your modifications.

Section E:

Modifying Your Profile

Modifying Your Profile

47



The screenshot displays the G5 system interface. At the top, there is a logo with a large 'G' and the number '5', followed by the text 'Empowering the grant community.' and the Department of Education logo. Below this is a navigation bar with tabs for 'Main', 'Grant Setup', 'Grant Maintenance', 'Payments', 'G5 Admin', and 'Reports'. Under the 'Main' tab, there are three menu items: 'Home', 'My Profile', and 'My Survey'. A red arrow points to the 'My Profile' option. To the right of these items are 'Help' and 'Log Out' links. Below the navigation bar, there is a section for 'Hours of Operation' with a list of contact information: Toll-Free, TTY, Local, and Email (edcaps.user1212@NODOMAIN). To the right of this is a table with the following data:

Fiscal Year	CFDA/Subprogram	Schedule No	Tier No.	Competition Manager
2011	84.153A	1	<u>1</u>	Sharyn M Abbott
2011	84.165A	2	<u>1</u>	Elizabeth Rugala

Below the table, there is a summary row: 'Total Records: 2' followed by navigation icons, 'Page 1 of 1', and 'Jump to Page 1 Go'. At the bottom, there is a section titled 'Related Links' with a link for 'G5 Phase 3 Implementation'. The text below this link reads: 'Please be advised that the G5 Phase 3 Implementation originally scheduled for December 20, 2010 has been postponed. This means that G5 will be available to users other than for the regularly scheduled shutdown period. A new date for the G5 Phase 3 implementation will be forthcoming in a subsequent email.'

Follow the menu flow: Main → My Profile in order to modify your profile. You are also able to change your password under this menu option.

Modifying Your Profile

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Main Grant Setup Grant Maintenance Payments GS Admin Reports

You are here: My Profile

View and Edit Your Profile

View your GS profile. You may make changes directly to the form below. An * indicates a required field. An + indicates an optional field for International users.

Role(s)	gSRviewer
First Name *	Prodocfour
Middle Initial	
Last Name *	User
Telephone No *	2025551003
Fax No	
Email Address	prodocfour.user@nodomain.com
Address Line 1 *	500 12th Street
Address Line 2	
City *	Washington
State + *	DISTRICT OF COLUMBIA
Province/Region	
Zip/Postal Code + *	20535
Country +	USA
Security Question *	What was your favorite place to visit as a child?
Security Answer *	Beach
Available Types	Payee / Service

Change Password Change Email Address **Continue >**

On this page you are able to modify your name, contact information, and your address. You can also modify your email address by clicking on the Change Email Address button. If you click Continue you can modify additional optional data associated to your account. You must submit these changes in order for them to save.

Section F:

Helpful Hints

- **Resetting Your Password**
- **Logging Out and Saving Work**
- **Timing Out**
- **Cutting and Pasting from MS Word**
- **Trouble Shooting Tips**
- **Additional Help**

EDCAPS HELPDESK/HOTLINE Response:

1-888-336-8930 (TTY: 1-866-697-2696)

Email: edcaps.user@ed.gov

Resetting Your Password

50

Login to G5

Email ID

Password
(Case Sensitive)

In order to log into G5, you must accept the Department of Education's [terms](#).

Yes, I Accept the Terms

[Login to G5](#)

Not registered [Sign up](#) »
Forgot [Email ID](#) or [Password?](#) »



Help Desk

Help is available through e-mail or by calling the GAPS Hotline.

- Hours of Operation: 8:00 AM to 6:00 PM, Monday - Friday, EST
- Toll-Free: 1-888-336-8930
- TTY: 1-866-697-2696
- Local: 202-401-6238
- Email: edcaps.user@ed.gov

We appreciate your patience.

Heavy traffic on the U.S. Department of Education's G5 Website may cause problems for some users, including difficulty logging in, session timeouts and generally slow processing of grant management and payment activities. We apologize for any problems you may experience, and thank you for your patience as we work to increase server capacity and make other adjustments.

Your G5 session may be more reliable if you use the system outside of the peak weekday hours, 11:00 AM to 4:00 PM ET. [more](#) »



News and Events

12/23/2009 Delayed Payments - Please read if you submitted a request for a payment after 3 PM on Friday December 18th through Tuesday, December 22nd. [more](#) »

12/07/2009 NEW URGENT MESSAGE - New guidance for providing federal funds to ACORN... [more](#) »

07/23/2009 TEACH DRAWDOWNS - Where to go in G5 to process a TEACH drawdown... [more](#) »

02/23/2009 Registration - G5 External Registration Process. DO NOT FAX YOUR FORM... [more](#) »

07/01/2008 Banking - Banking information for new TEACH recipients... [more](#) »

03/24/2008 Unlock Email ID/Password - If you failed to log into G5 successfully after your third attempt... [more](#) »

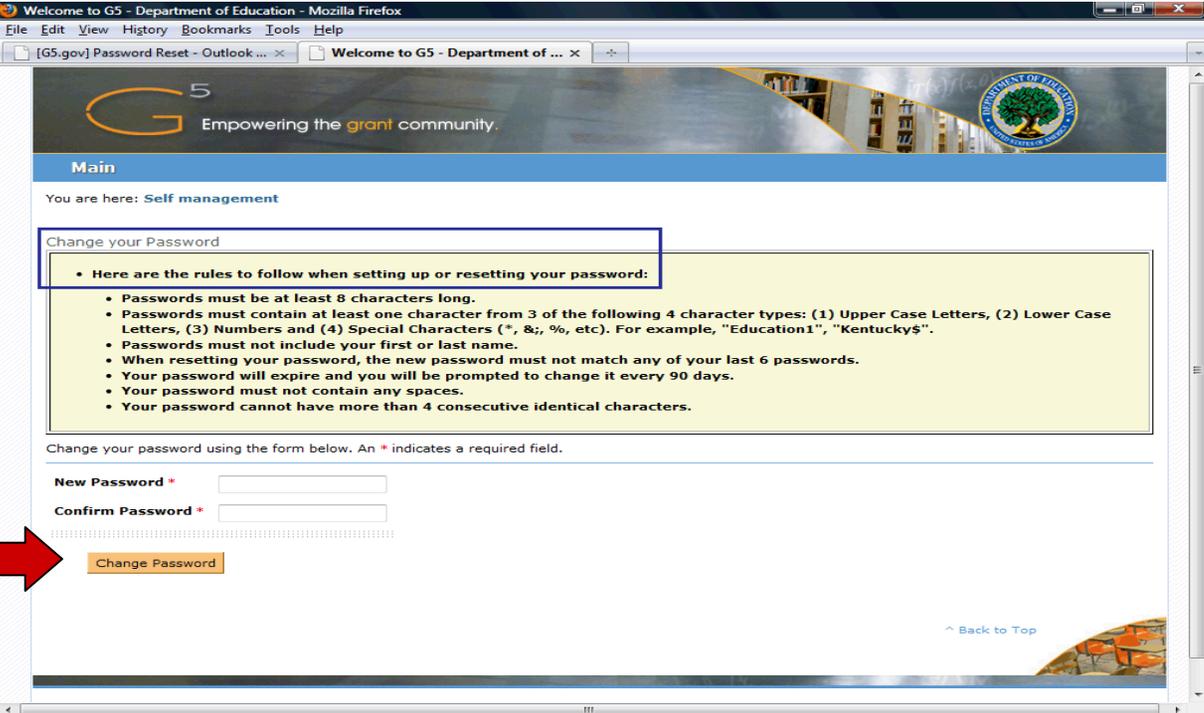
03/24/2008 User ID - After registering as a new or existing user in G5, what is my user ID? [more](#) »

If you have previously used G5, do not register again. If you forgot your password click the Password? link. G5 will prompt you to enter your Email ID and then send you an email with a link to update your password.

Resetting Your Password

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After you click the link to reset your password, G5 will ask you for the answer to your G5 Secret Question and then take you to the screen below to enter a new password. Enter and confirm a new password. Then click the Change Password button.



The screenshot shows a web browser window with the title "Welcome to G5 - Department of Education - Mozilla Firefox". The browser's address bar shows "[G5.gov] Password Reset - Outlook ...". The page header features the G5 logo and the tagline "Empowering the grant community." along with the Department of Education seal. The main content area is titled "Main" and shows the user's current location as "Self management". A section titled "Change your Password" contains a list of password rules:

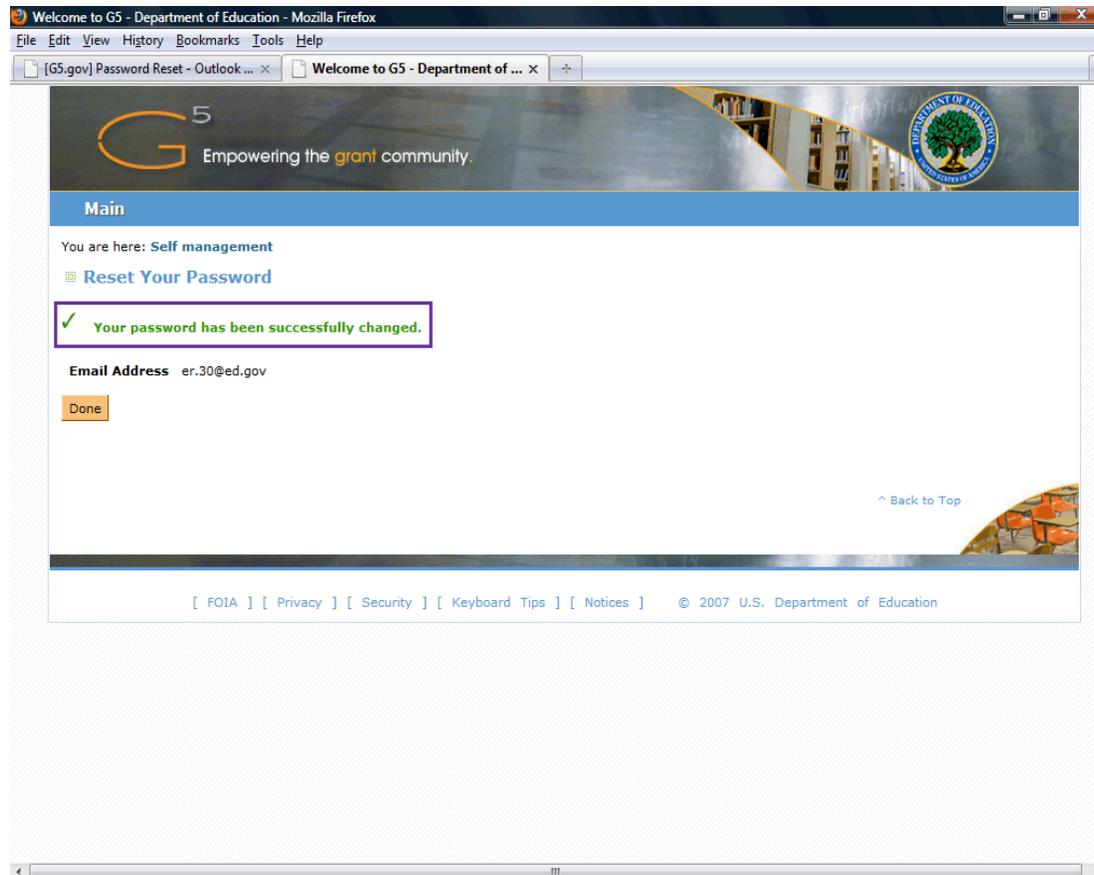
- Here are the rules to follow when setting up or resetting your password:
 - Passwords must be at least 8 characters long.
 - Passwords must contain at least one character from 3 of the following 4 character types: (1) Upper Case Letters, (2) Lower Case Letters, (3) Numbers and (4) Special Characters (*, &, %, etc). For example, "Education1", "Kentucky\$".
 - Passwords must not include your first or last name.
 - When resetting your password, the new password must not match any of your last 6 passwords.
 - Your password will expire and you will be prompted to change it every 90 days.
 - Your password must not contain any spaces.
 - Your password cannot have more than 4 consecutive identical characters.

Below the rules, a note states: "Change your password using the form below. An * indicates a required field." The form includes two input fields: "New Password *" and "Confirm Password *". A red arrow points to the "Change Password" button located below the form. A "Back to Top" link is visible at the bottom right of the page.

Resetting Your Password

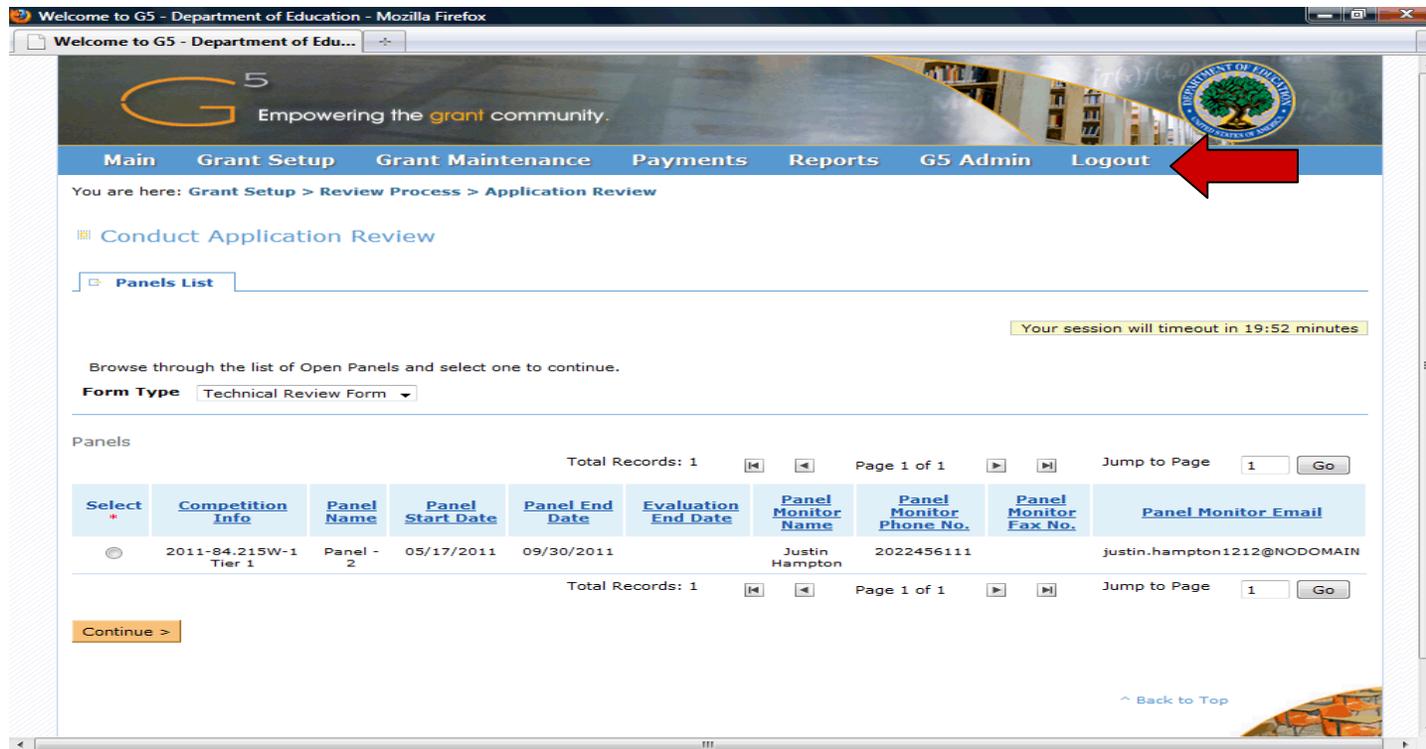
52

- You will see a confirmation message like the one below.



Logging Out

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The screenshot shows the G5 web application interface. At the top, there is a navigation menu with the following items: Main, Grant Setup, Grant Maintenance, Payments, Reports, G5 Admin, and Logout. A red arrow points to the Logout menu item. Below the navigation menu, the breadcrumb trail reads: You are here: Grant Setup > Review Process > Application Review. The main content area is titled "Conduct Application Review" and contains a "Panels List" section. A yellow warning box indicates "Your session will timeout in 19:52 minutes". Below this, there is a "Form Type" dropdown menu set to "Technical Review Form". The "Panels" section displays a table with the following data:

Select	Competition Info	Panel Name	Panel Start Date	Panel End Date	Evaluation End Date	Panel Monitor Name	Panel Monitor Phone No.	Panel Monitor Fax No.	Panel Monitor Email
<input type="radio"/>	2011-84.215W-1 Tier 1	Panel - 2	05/17/2011	09/30/2011		Justin Hampton	2022456111		justin.hampton1212@NODOMAIN

Below the table, there is a "Continue >" button and a "Back to Top" link.

When you are ready to log out of G5, simply click the Log Out menu item. This is the preferred way to log out of G5 versus closing the browser window.

Timing Out and Saving Work

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G5 has a timeout limit of 20 minutes. A countdown displays on the top of the webpage while you are completing your TRFs. Typing does not keep your session active. You must save to start the clock over.

Your data will not be saved unless you use select the Save button before the 20 minutes expires.

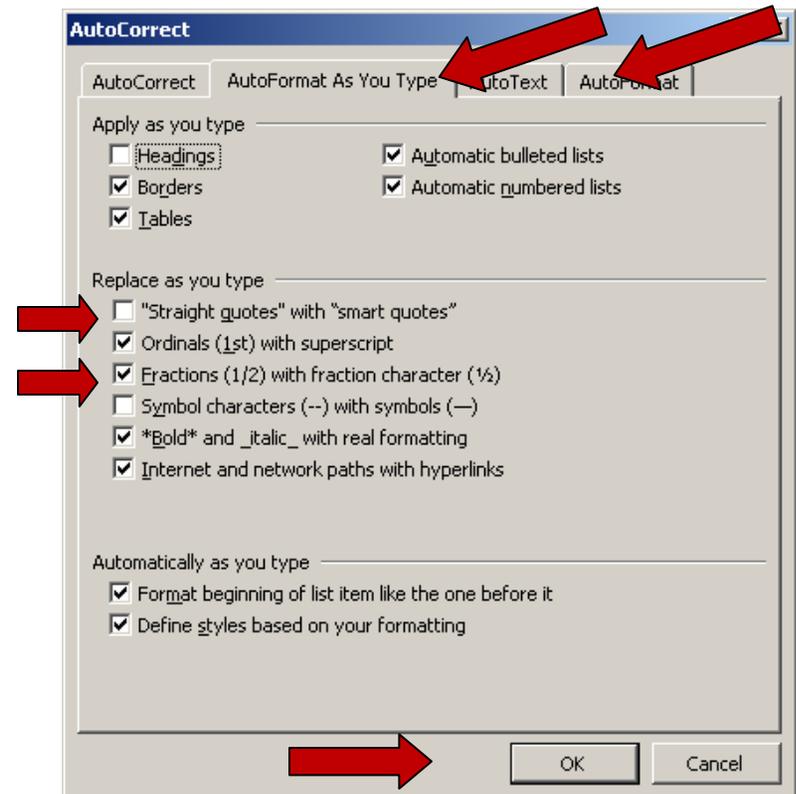
The screenshot displays the 'Conduct Application Review' interface. At the top, there are navigation tabs: 'Application Review List', 'Main Questions', 'Priority Questions', 'Summary', and 'Confirmation'. Below the tabs, a message reads: 'Please complete the questions below. An * indicates a required question.' The 'Application Information' section shows 'PR/Award No' P022A120001, 'Applicant Name' The University of North Carolina at Chape Hill – Center for Global Initiatives, Office of the Provost, and 'State' NORTH CAROLINA. The 'Question Summary' pane on the left lists various categories like 'General Comments', 'Qualifications of the Applicant', and 'Quality of Proposed Project', with 'Proposed Project' selected. The 'Proposed Project' section shows 'Question Group: Quality of Proposed Project' and 'Question Topic: Quality of Proposed Project'. A yellow warning banner at the top right states 'Your session will timeout in 19:50 minutes'. A red arrow points to this banner. At the bottom, a 'Save' button is highlighted with a red box, and another red arrow points to it. Other buttons include '< Previous', 'Cancel', 'Continue >', 'View Comments', and 'View e-Application'.

Cutting and Pasting from MS Word 2003

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If you cut and paste comments from MS Word 2003 to G5, you must disable **Smart Quotes** before you start typing in MS Word to avoid formatting problems in G5.

1. In MS Word on the **Tools** menu, click **AutoCorrect**.
2. Go to the **AutoFormat As you Type** tab.
3. Uncheck the option “**Straight quotes**” with “**smart quotes**.”
4. Uncheck the option **Symbol characters (- -)** with **symbols (--)**.
5. Go to the **AutoFormat** tab.
6. Uncheck the option **Symbol characters (- -)** with **symbols (--)**.
7. Uncheck the option “**Straight quotes**” with “**smart quotes**.”
8. Click the **OK** button.



Cutting and Pasting from MS Word 2007

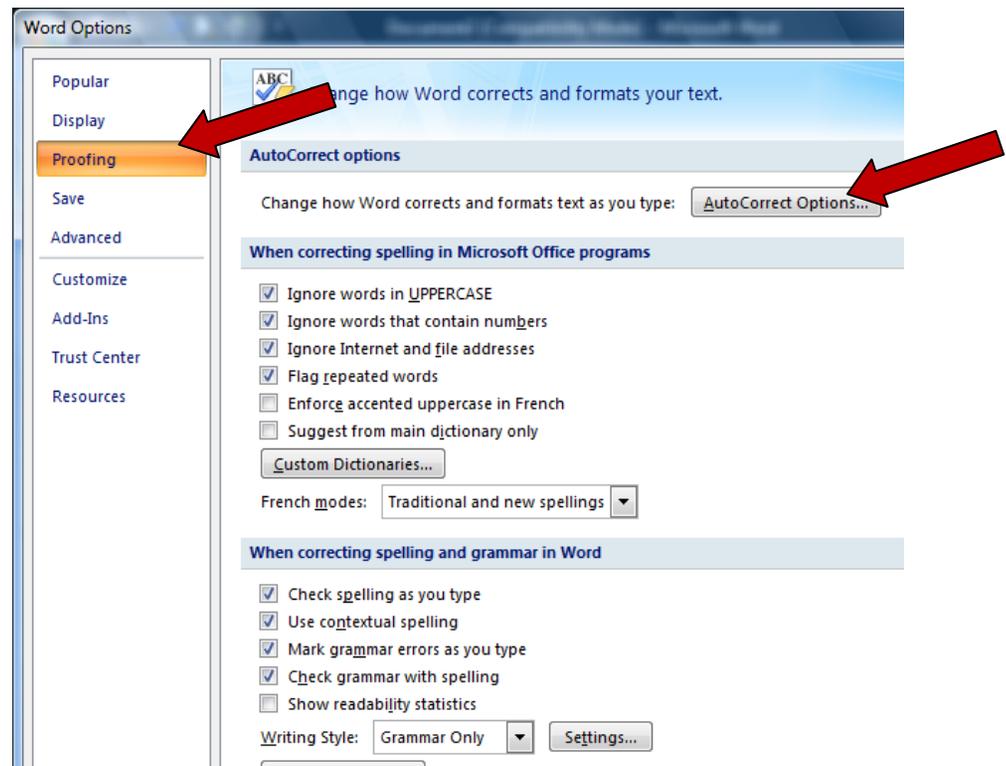
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For those of you using MS Word 2007:

1. On the MS **Bubble** menu, click **Word Options**.

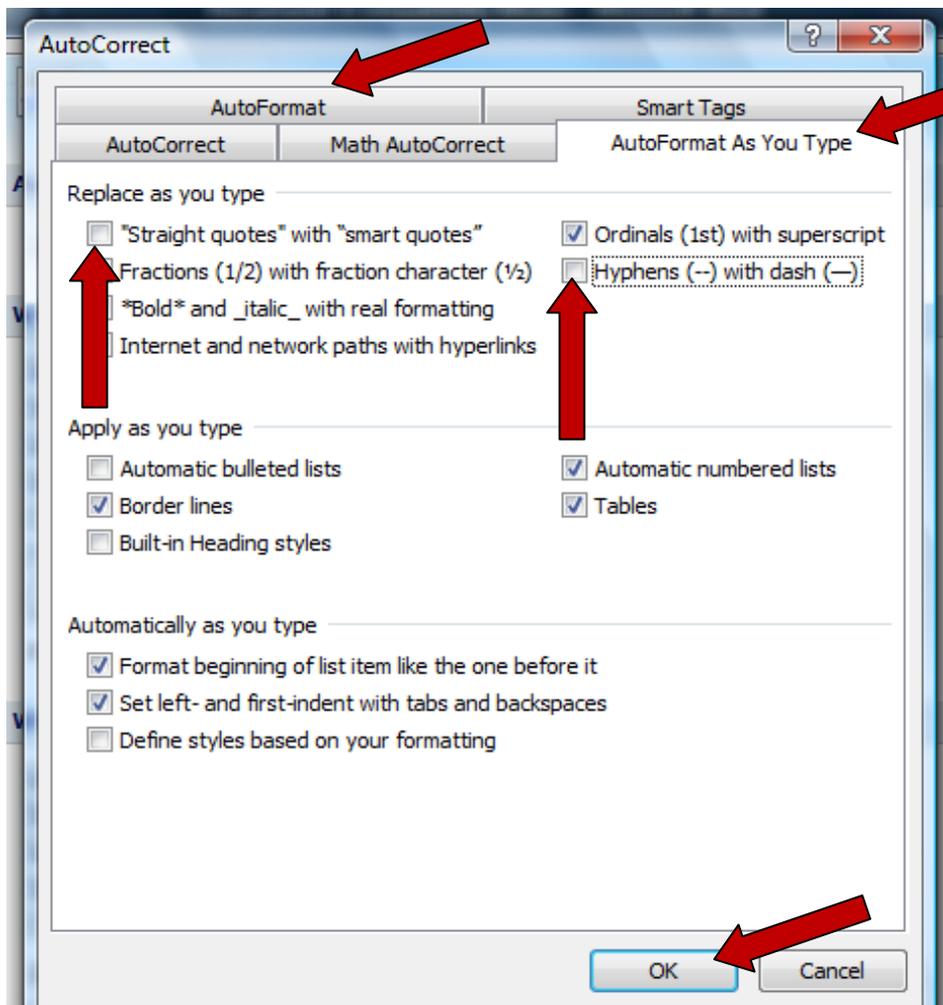
2. Click on the **Proofing** Option.

3. Then click the AutoCorrect Options button.



Cutting and Pasting from MS Word 2007

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4. Go to the **AutoFormat As you Type** tab.
5. Uncheck the option **“Straight quotes” with “smart quotes.”**
6. Uncheck the option **Hyphens (- -) with dash (--).**
7. Go to the **AutoFormat** tab.
8. Uncheck the option **Hyphens (- -) with dash (--).**
9. Uncheck the option **“Straight quotes” with “smart quotes.”**
10. Click the **OK** button.

Troubleshooting Tips

Un-Submitting

- If you accidentally submitted your TRF, there is no way to un-submit a submitted TRF. Section D demonstrates how to modify a submitted technical review form.

Browser/PC Issues

- G5's preferred browser is Internet Explorer (IE). Using IE may resolve some of the problems you may see while using other browsers such as Safari and Chrome.

Additional Help

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News and Events

12/18/2007 G5 Performance Issues - Please be aware that performance issues are affecting users' ability to access the G5 system and/or execute transactions... [more >](#)

12/17/2007 User ID - After registering as a new or existing user in G5, what is my user ID? [more >](#)

12/17/2007 Federal Holiday - Department of Education will be closed on December 24, 2007. [more >](#)

12/17/2007 Automated Emails - Why am I not getting the automated emails from G5? [more >](#)



G5 Web Site Hours of Operation

Below are the days and times that the G5 web site is available. Please note that all times are in Eastern time.

G5 Hours of Operation in Eastern Time						
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Unavailable from 08:00 PM - 11:59 PM	Unavailable from 12 Midnight - 05:59 AM	Available 24 hours	Unavailable from 07:00 PM - 11:59 PM	Unavailable from 12 Midnight - 05:59 AM	Available 24 hours	Available 24 hours

G5 Version: 2.4.149



Frequently Asked Questions (FAQs)

Q. Will written instructions on G5 be available?

A. The Department of Education's On Demand Training can be found once you have logged into G5, by clicking on the Help Menu item. The guide provides detailed instructions on all G5 processes.

[more >](#)

At the bottom of the homepage, there are sections for News and Events, G5 Web Site Hours of Operation and Frequently Asked Questions (FAQs).

Other Training Materials: **You do not need to be a registered user to access training materials.** Go to the Help menu option under Main. Look for the topic 'G5 For Reviewers (Field Readers)'.

EDCAPS Hotline:

Telephone: 1-888-336-8930 (TTY: 1-866-697-2696)

Email: edcaps.user@ed.gov