

## How to View the Review Checklist for a Grant Application

When your grant application is returned in the Enterprise Grants Management System (EGMS), you will need to make revisions and resubmit it before it can be approved. For a detailed list of required revisions, please refer to the Elementary and Secondary Education Act (ESEA) Titles I-IV Consolidated Application (ConApp) Review Checklist in EGMS. Follow the directions below to access the Review Checklist.

**To access the Review Checklist and revise your application for approval complete these steps:**

1. On the EGMS dashboard, **find the ESEA Consolidated Application** grant tile.
2. Click **View Review Summary** on the tile.
3. Select the **radio button for the Peer Reviewer** level.
4. Click the blue **Review Checklist** button (the checklist will appear in a new browser window or tab).
5. Review the checklist for **all checked “No” radio buttons** and read the indicators and comments.
6. Revise the responses as directed in the comments.
7. Perform the consistency check in the **Submit tab**.
8. Submit the application.

The Review Checklist will appear on a new tab in your browser window, so please ensure your pop-up blocker is disabled for [osse.mtwgms.org](https://osse.mtwgms.org). Detailed directions for disabling pop-up blockers for three browsers are below.

### Disable Pop-Up Blocker Instructions

#### Google Chrome

1. At the top right corner of the browser, click **More** (three grey dots icon)
2. Select **Settings**
3. Scroll down, and click **“Advanced Settings”**
4. Under **Privacy and Security**, click **Site Settings**
5. Click **Pop-ups and Redirects**
6. At the top, next to **Allowed**, click the setting indicator to “on” (it will turn blue)

#### Microsoft Edge

1. At the top right corner of the browser, click on **Tools** (gear icon)
2. Select **Internet Options**
3. Click on the **Privacy** tab
4. Uncheck the box indicating **Turn on Pop-up Blocker**

#### Mozilla Firefox

1. At the top right corner of the browser, click **Open Menu** (three black bars)
2. Select **Options** (gear icon)
3. Select **Privacy and Security** in the menu on the left
4. Scroll to the **Permissions** section
5. Check the box indicating **Pop-Up Blocker**, or click **Exceptions** to add [osse.mtwgms.org](https://osse.mtwgms.org) to allowed sites