

What is RRM?

The Reviewer Recruitment Module (RRM) is a web-based system used to support outreach efforts to obtain subject-matter experts (SME) to serve as peer reviewers. For the external customer, the SME, RRM features a portal page where reviewers can register their areas of expertise, contact information and resumes for review and selection by peer review managers. For the internal customer, the RRM partner, the RRM database can be searched by different criteria to provide a list of qualified SME reviewers that are available for partnering.

RRM provides information for agencies as well as support through training and other web tools including:

- The lifecycle of discretionary federal grants
- An overview of the grant review process
- Review of roles and responsibilities
- Confidentiality and conflicts of interest
- Program review information

RRM Support Tasks

Create and Manage Reviewer Recruitment Websites and Associated Databases

- Agency specific portals: These portals are dedicated to the recruitment of SMEs and tailored to the agency's peer reviewer needs. They allow potential reviewers to specify their areas of expertise and upload their resumes into a searchable database that can later be used to quickly match reviewers with a program's needs.

Saved Searches and Reports

- Saved searches and reporting: For convenience and ease of use, users can save particular search parameters for repeated searches. Users can also generate customized reports by specifying particular search information. The parameters can be easily changed to generate new reports based on additional criteria or search features can be stored to be reused at a later time. There is no need to upload information repeatedly.

RRM Technical Support for Federal Staff

- This service is key for individuals managing or overseeing an agency's reviewer recruitment activities using the RRM System. Any issues with end users or internal staff that cannot be resolved by the federal staff will be elevated to the RRM Help Desk Team.