<<5.5_MRC Workbook_sep 3_end.xls>> I apologize if you are receiving this in duplicate, I may have sent out the wrong ones to some panels yesterday so I want to make sure everyone has the proper workbook.

Liz
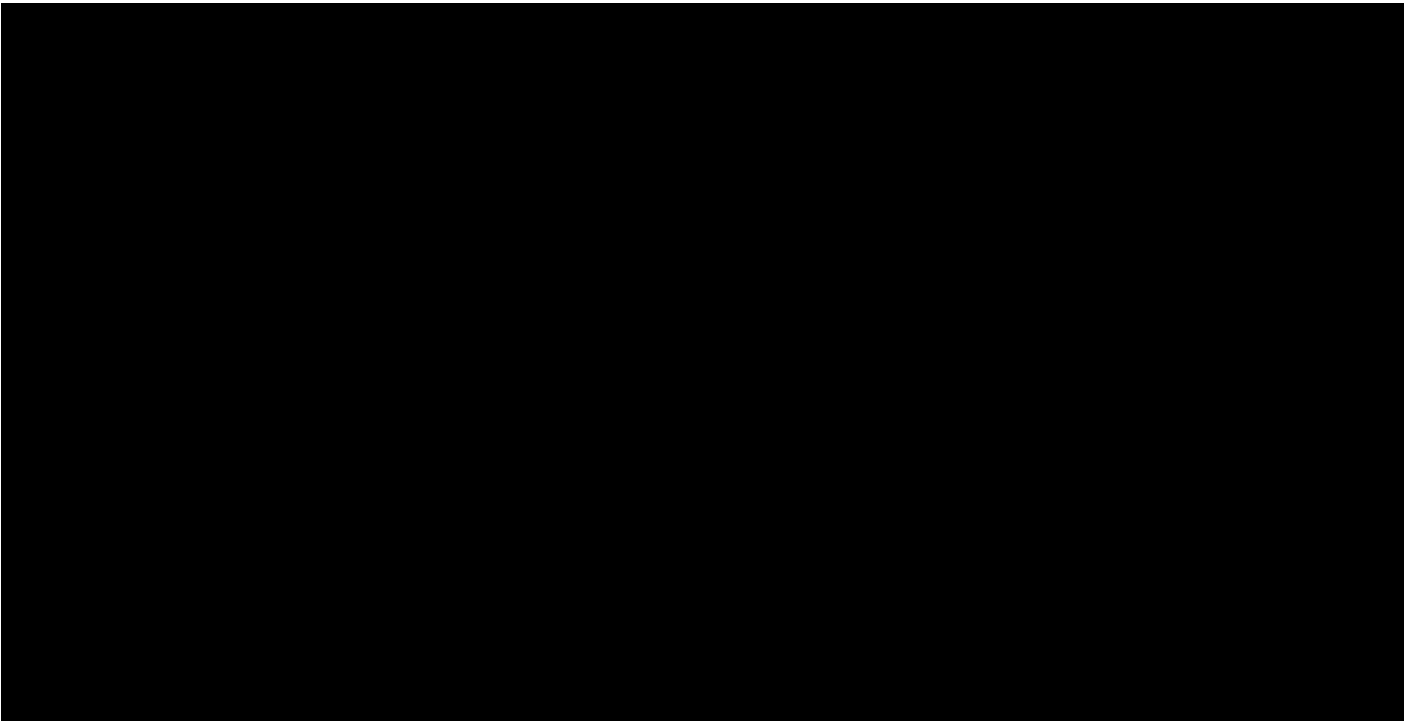
Reviewer Instructions for Individual Rating Sheets

These instructions are provided to you to help you use and navigate through the electronic versions of the technical rating sheets.

The first sheet you'll see in this workbook is titled 'Start'. When you click this tab, you should see your name listed on the screen. If you do not see your name, call the Merit Review Chairperson for further instructions.

To begin logging your comments, select the application to review by clicking the gray box. Using the pull down menu, select which application you would like to review (or edit comments/scores you made previously). The name of the application and the applicant will appear after you've selected from the list. To enter the individual rating sheet, click the button labeled 'Add/Edit Comments'. This will take you to a new worksheet with the name of the selected application.

In the individual rating sheet, you'll see two buttons on the top right. The first 'Return to Start Menu' will take you back to the previous screen. The second 'Enter/Edit Comments' will take you to a different part of the worksheet where you can add your strengths and weaknesses for the application being reviewed. Click this button.

If you have any general comments about the application (i.e., not tied to a specific evaluation criteria), enter them in the 'General Comments' section. Keep these comments brief and specify if these are comments for the merit review Chairperson, Selection Official or ones you would like sent to the applicant. An example of this would be suggestions on writing style that would make the overall application easier to follow.

Enter comments (strengths/weaknesses) for each criterion:
a. Select the relevant criterion using the pull down list under the Criterion menu. In order to view the full evaluation criteria, click on the "?" symbol. This will open a Microsoft Word document that lists the Merit Review Criteria. (You may want to print this for reference during your review.).
b. Once you've selected the criteria, select the appropriate comment type (Strength or Weakness) from the Type drop down box and the level of the strength of weakness (i.e., you're opinion of whether or not this should be considered a Minor or Significant strength or weakness) from the Level drop down box.
c. Enter your comment. Each strength or weakness must relate to the specific criterion. Try to keep each comment to one or two short (but complete) sentences. You can enter as many comments as you would like; however, keeping each individual comment brief will greatly improve the process of reconciling comments from all reviewers.
d. To enter your next comment, move to the next row and fill in all the cells (criterion, type, level, comment).
e. When you have added all your comments, click 'Spell Check' to check for typos.
f. SAVE your work (do this frequently), and click the 'Return' button at the top of the page.

Enter rating (0-10) for each criterion:
a. For each criterion, a summary of the number of significant and minor strengths and weaknesses entered is displayed. This is for your reference to ensure there are adequate comments to support the rating you give each criterion. The rating score for each criterion should be entered into the light blue cells. For each criterion, assign a rating based on the technical rating standards (click the "?" symbol to view the Rating Standards). Use a numeric whole number (no decimals, fractions, or percentages) rating for each criterion. After you enter ratings for each criterion, the weighted score is calculated.
b. When you have completed reviewing the entire application and have filled in rating scores and strengths and weaknesses for each criterion, click the 'Return to Start' button.

From the 'Start' screen, you can now select another application to review. Note that the applications you have already reviewed/viewed will have an 'X' next to the application name on the pull down list. At any time you can go back and edit a review by selecting the application. You can also click on the 'View Rankings' button to see a summary of the applications ranked so far.

Save your work again when you've completed your review of all applications (save frequently!!). (note: to save, simply, click on 'File' from the menu line at the top of the screen. Click on 'Save' or 'Save as' depending on

where you would like to save your work.)

Returning Electronic Files to DOE Designee:

When you have completed sheets for all applications and have saved your comments and ratings, return the file to the DOE designee via email. His or her specific email address should have been provided to you previously. If not, contact the point of contact designated in your Merit Review Member letter.

Additional Helpful Hints:
In the Strengths and Weaknesses sections, your comments should have wrapped automatically if they exceeded the line length. If you notice that a particular line did not wrap, you can set the format to wrap by doing the following:
a. Click on the line you wish to 'wrap' or expand.
b. Click on 'Format' (located in the menu line at the top of the screen).
c. When you click on 'Format, a pull-down (or new) menu should appear with 'Cells' as on option. Click on 'Cells'.
d. When you click on 'Cells', a window (box) should appear on the screen with multiple tabs (file folders) that can be accessed by clicking on them as well. One tab is labeled 'Alignment'. Click on this tab.
e. When you click this tab, the alignment options should appear in the window. To the lower left side of this window, you should see various options including 'Wrap Text'. Click on this option. When you do, the small square to the left of the words 'Wrap Text' should appear white with a black check mark in it.
f. Click 'OK' found at the lower right of the open window. Now when you look at the line you intended to expand, the text should have wrapped and you should be able to view the entire line.

To move between sheets, use the button to return to the start page, or click on the tabs at the bottom of the screen.

To scroll down a sheet or left and right, simply click on the bars located on the far right hand side of the screen and at the bottom of the screen.

To delete a previous comment, simply click on the line containing the comment you wish to delete and push the

Recovery Act - Demonstration of I
Merit Review Individual Ratings

Select the application to review:

Applicant:

Title:

[Add/Edit Comments]   [Create All]

[Compile Comments]

Compile Comments

*Note, if the ID ends with "_P", you have already worked on this application. "F" means you have finished reviewing.

Create All

View Rankings

This sheet shows your relative ranking of applications by score.
To change the score, go to the application's worksheet and change the ratings for each criterion.

Return to Start Menu

Graph Initial Scores   Graph Final Scores

Sort Desc			# of Strengths		# of Weaknesses		Sort asc
Application ID	**Applicant**	**Title**	**Major**	**Minor**	**Major**	**Minor**	**Score**
EMAIL_SAN FRAN	San Francisco Public Utilities Commission	Waste Multi-Feedstock Collection, Biodiesel Production and Fleet Integration	8	5	8	7	660
28860	Denali Bio-Diesel, Inc.	Integrated Biorefinery using Dish Waste Feedstock	3	1	15	3	460
T000008238	Cool Clean Technologies	Ag to Algae Integrated Biorefinery	13	3	8	6	730