

Unite Education Program v6.0

Job Aid: 5344

Assign an Application for Additional Review

In Unite, you can assign an application for an additional review when the application is in **Review in Progress** or **Pending Decision** status. You can assign an application for additional review as many times as needed, even if current reviewers have not submitted their recommendations.

Step 1: Select the application

1. Open a browser and log on to Unite.
2. On the main menu, click REVIEWS.
3. Verify you are on the *My Pending Actions* tab.
4. Organize the grid so that you can find the application you want to assign for additional review.

Note

You may need to sort, filter, or increase the items per page to see all the records in the grid.

5. Select the check box next to the application you want to assign for additional review.

Note

Select the checkbox at the top of the list to select all the applications on the page.

Step 2: Assign the application

1. On the *My Pending Actions* grid, click **Actions** .
2. On the pop-up menu, click  **Assign** .
3. If you want to assign an application for additional review to a review group, select the review group from the **Select a Reviewer Group** drop-down menu. If you want to assign an application for additional review to one or more reviewers, type or click the reviewer's name in the **Select Reviewers** box.

Note

If you want multiple reviewers to review the application in sequential order, be sure to select reviewer names in the order you want them to review.

4. After you select all the reviewers, press ESC on your keyboard.
5. If you selected multiple reviewers, select either **Concurrent** or **Sequential** depending on how you want the ad-hoc review group to work. Otherwise, skip this step.

Note

If you select **Concurrent**, reviewers can review and submit their recommendations at the same time. If you select **Sequential**, reviewers must review and submit recommendations in the order they appear in the **Select Reviewers** field.

6. In the **Due Date** field, enter or select a date from the calendar.

Note

If you do not specify a due date, Unite automatically sets the due date to five days from the current date.

7. Click **Submit** .
8. When prompted to confirm the review assignment, click **Yes** .