

Standard Application Process (SAP) Reviewer Checklist



Reviewing Applications

- To gain access to the SAP Reviewer Dashboard, establish your MyData account and request permission to view applications from your representative on the technical working group. *Note: The permissions process may take a month or more from the date of request.*
- Look for e-mail messages about incoming SAP applications.
- On the Reviewer home page, select "My Reviews" to view your assigned applications. Then, select an application from the list.
- Determine if this is a single- or multiple-agency application:
 - If single-agency: Follow your agency's specific process.
 - If multiple-agency: Coordinate the review with other agencies and your agency lead.
 - ◆ *Important Note: If you determine a multiple-agency application is "Not Approved," this will end the review process for all involved agencies.*
- On the dashboard, check the 'days remaining' for each application to review. The deadline for completing the review varies depending on the application type.
 - 12 weeks for single-agency applications
 - 24 weeks for multiple-agency applications
 - Unlimited for applications that require review by an agency outside of the OMB-recognized statistical agencies and units.
- Evaluate the application (including revised applications) based on the criteria in the SAP Reviewer Guide. The guide (linked below) also includes guidance on applying the review criteria.
- Provide comments according to your agency's defined review process. *Note: Comments are not required if criteria are satisfied.*
- Once approved by an authorized agency official, submit a final determination. Be advised that *once a determination has been submitted, it cannot be undone, and the applicant will receive notice of the determination.*

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Reminders

- ▶ While applications requiring review by non-SAP agencies may not have a specific deadline displayed, reviewers should strive to complete all reviews in a timely manner whenever possible.
- ▶ When an application is in a 'Changes Needed' state, the 'days remaining' counter pauses. The counter resumes and the review deadline adjusts once the applicant resubmits the application.
- ▶ Inform applicants as early in the process as possible if changes are needed to allow adequate time for review of the revised application and the final determination decision.
- ▶ Once a final determination of "Approved" or "Not Approved" is made, your role as a reviewer is complete.



The Three Options for Application Determination

Not Approved

Application does not satisfy criteria.

Enter comments for each criterion not satisfied (required).

Changes Needed

Minor revisions could result in the application meeting all criteria.

Provide specific and actionable suggestions to guide the applicant in addressing each unmet criterion (required).

Consider adding additional comments in the "Summary Comments" section.

Approved

Application meets all review criteria.

Consider adding additional feedback in the "Optional Feedback" section.



Additional Reviewer Resources

- [SAP Reviewer Guide](#)
(Available on the Reviewer Portal home page)
- [SAP Reviewer Video](#)



What to Expect as an SAP Reviewer



Visit <https://nces.nsf.gov/about/standard-application-process> to learn more about the SAP and support our efforts for the future of evidence building.