GFOA Awards Management System (AMS)
SRC Reviewers
Frequent Asked Questions

GFOA Member ID and Login Credentials

Q: How can I become a volunteer reviewer?
A: You can access the SRC Application form at https://lf.gfoa.org/Forms/SRCApplication

Q: What information do I need to apply?
A: You will need your personal GFOA Member ID (or iMIS ID.)

Q: I don't know what my GFOA member ID is or if I have one. How can I find it?
A: Contact our member services team at membership@gfoa.org to obtain your ID.

Q: Do I need a GFOA Member ID (iMIS ID) to complete reviews in the AMS?
A: Yes, all reviewers need an ID to submit reviews.

Completing Reviews

Q: Will I get an email indicating that I have been assigned a review or will I have to keep checking this inbox?
A: You will receive an email for each task assigned to you.

Q: Will the report documents be emailed to me as in the past?
A: The documents will be available in the Award System repository and accessible directly from the review task.

Q: Is there an option to upload my comments?
A: You will enter your comments directly into the review form in the system. However, the fields allow for copy/paste of text if you prefer to compose your comments outside of the system.

Q: Is the comment field have a limit on the number of words or characters allowed.
A: There is no cap on the form field characters. If you fill the visible space, a scrollbar will appear to allow for additional text.

Q: Will I get a reminder email if the due date is nearing?
A: Yes. You will receive an email when the due date is in one week.

Q: Will all of the reports I review remain in my "Completed Tasks" folder?
A: All reports you review will remain in the completed tasks for 3 months, however, the documents will stay in your repository folder for future review.

Q: Are checklists available on this site, or do I still need to access them on gfoa.org?

A: We will configure the system to make the checklists available as resource documents in the repository. The checklists will continue to be available on the GFOA website.

Q: How many reports will be assigned to each individual for review?
A: Each reviewer will be assigned one review at a time. If you return your review, you will be able to receive another.

Q: Will the government upload their comprehensive annual financial reports to this platform?
A: Reports will be uploaded directly to the platform and will be accessible from the review form.

Q: Will I be able to see my comments that I submitted so I can compare them to the final comments when they come out?
A: Yes, your comments will be saved in your folder in the repository so you can refer to them later.

Q: Can I start a review but save my work and finish it at a later time?
A: Yes, by clicking the "save draft" button in the upper right hand corner, you can return to your review later without losing your previous work.

Q: How do I know if my review was successfully submitted?
A: You will see it in your Completed Tasks folder.

Extensions

Q: What if I find I can't complete my review by the deadline? Can I get an extension?
A: You can request a one-week extension by clicking the radio button on the Vote Page. You will receive an email approving your extension and providing the new due date.

Q: What do I do if I need a longer extension?
A: To ensure we provide timely results to COA applicants, we cannot approve extensions longer than one week. If you aren't able to complete the review within the one-week extension period, the review will be re-assigned to another reviewer.

Update Preferences

Q: If I am going to be on vacation or unavailable to complete reviews, how do I let you know?
A: Go to the Start Process menu and click the Volunteer Reviewer Update button. Make any changes to your availability and submit. You will not receive any reviews for the month you remove.

Q: I changed jobs. How do I update my contact information?
A: Go to the Start Process menu and click the Volunteer Reviewer Update button. Make any changes to your profile information and submit.