# Reviewer Instructions

Thank you for serving on the Grants Committee. Please let Foundation staff know if you have any problems using the reviewer portal. You can email Shelly Connolly at sconnolly@cfgcr.org or call at 518-446-9638.

If needed, Foundation staff will be available to meet with you at your convenience to meet you how to navigate the portal. **NOTE: These instructions are general and meant to apply to a variety of grants.**

The following is a step-by-step guide for reviewing applications and submitting your feedback. Once you have submitted your feedback, Foundation staff will print/prepare feedback in preparation for the Committee meeting.

You will receive an email notification each time an application has been uploaded for your review. Click the URL in the email to launch the reviewer portal. If you are a new reviewer, setup a password and answer the security questions.

All applications for a particular opportunity will be uploaded in batch. For example: you will receive a notification that the grant applications are ready for review. You will log into the reviewer portal and see all of those applications on your dashboard. Each application will appear as its own box. It will be labeled with the name of the grant and the organization name. Some reviewers will want to save the documents to their computer and open to review. Others will prefer to use the navigation panel and review each document individually without saving the documents. The instructions below explore both options.

Click the open folder icon to open and begin reviewing each application.
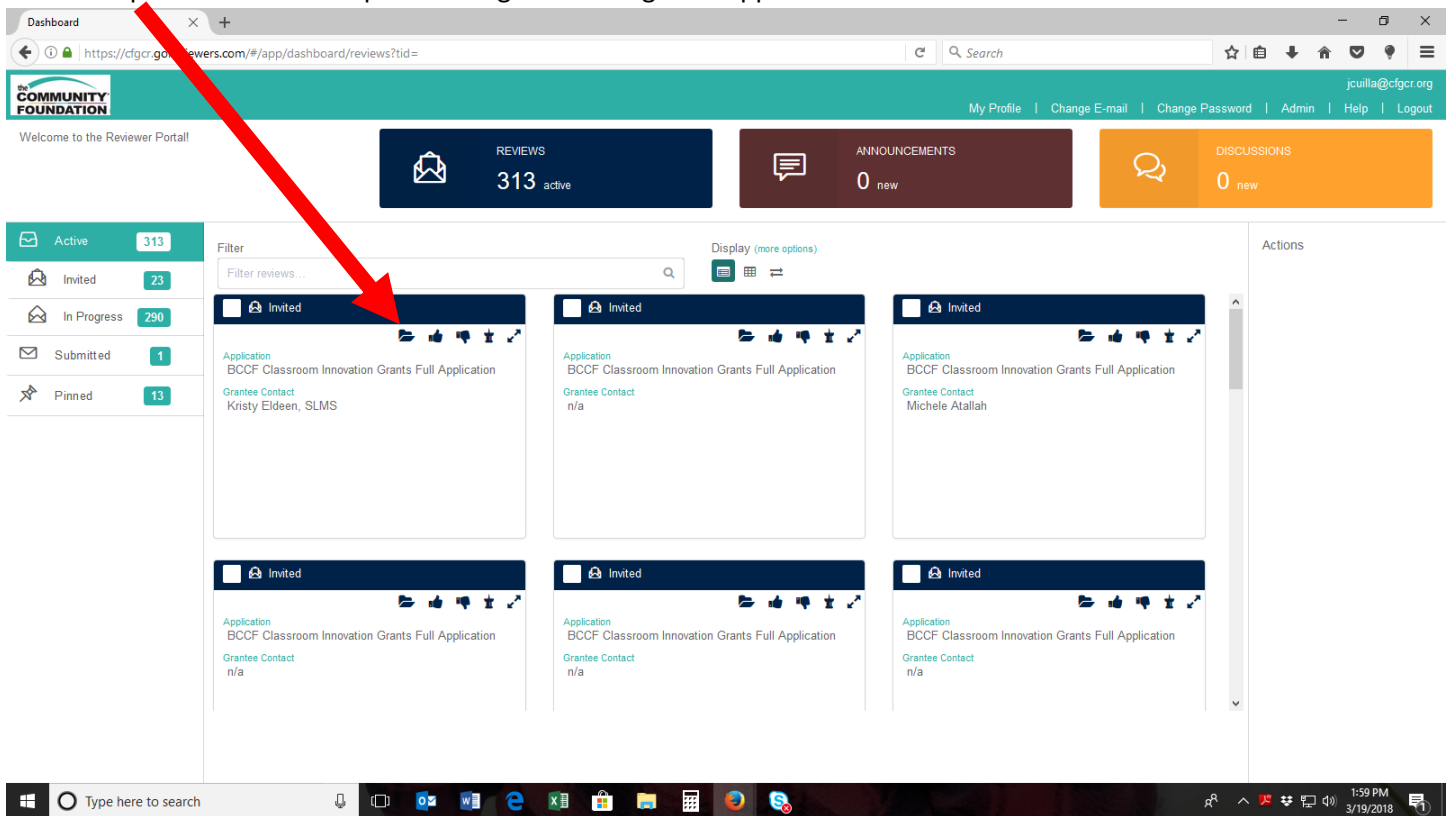
If prompted, click on "agree" to review under the "Actions" menu. If you are unable to type your notes then you may not have agreed to review yet – click the "thumbs up" to begin making notes.

There are two ways to view the application information that you will use to evaluate the application. The first way is to export the application to a .pdf document. This is preferable if you plan to print the application and review a paper copy.

If you plan to review all of the application materials on your computer or device you can click to review each document. The application form is titled Application.html.



After you review the application and corresponding documents, you may click to leave feedback or comments for the application. **This is not required but may be helpful to have something written down when the Committee meets.**

Once you reviewed the application and provided comments you will click "submit." You will be prompted to confirm that you are ready to submit your review. **If you have not made any comments you will not need to submit anything.**
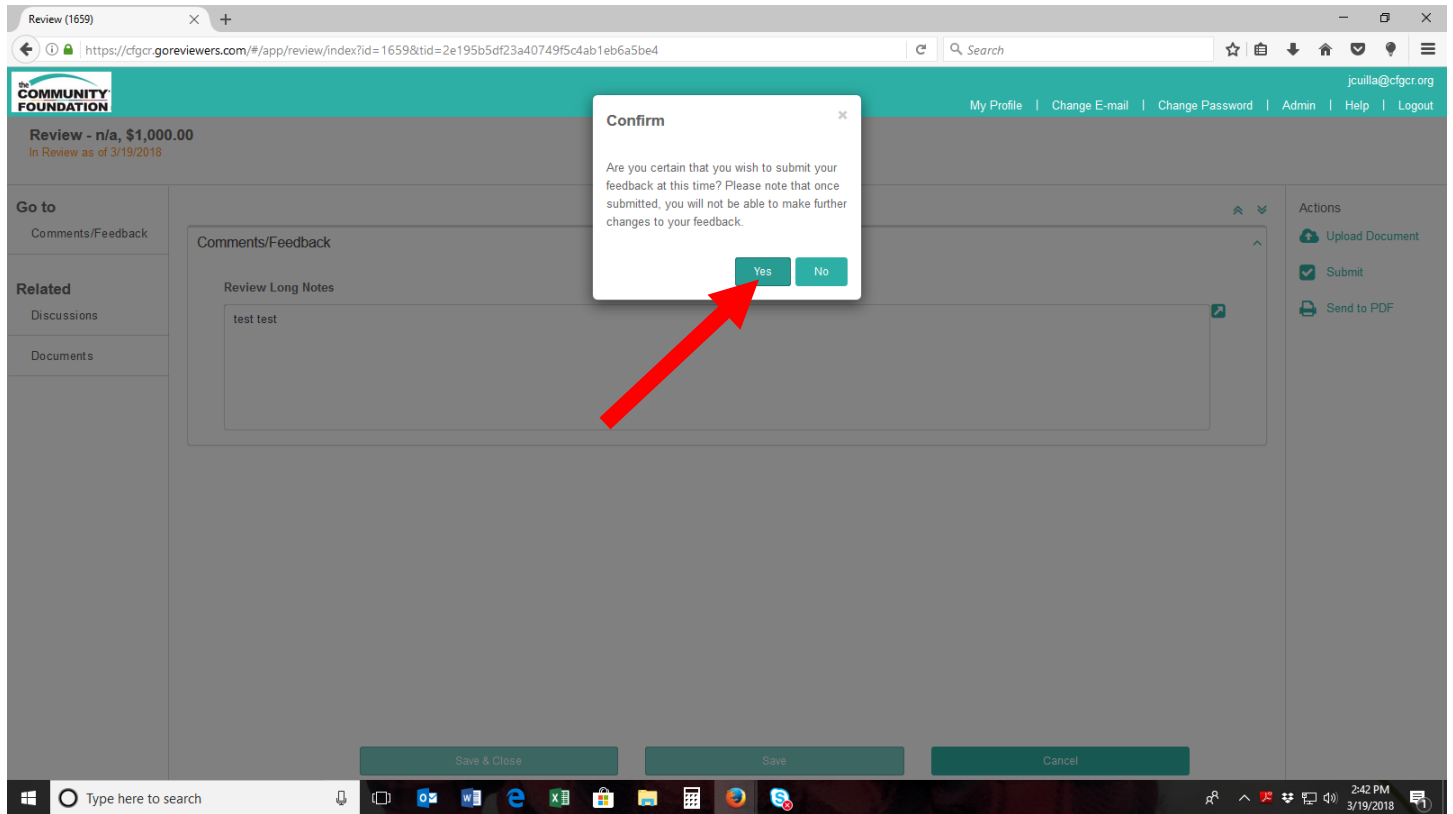


You will be notified that you have successfully submitted your review and that application will no longer appear in your dashboard as an "in-progress" list. You may still view the application and your review by clicking on the "submitted" button.
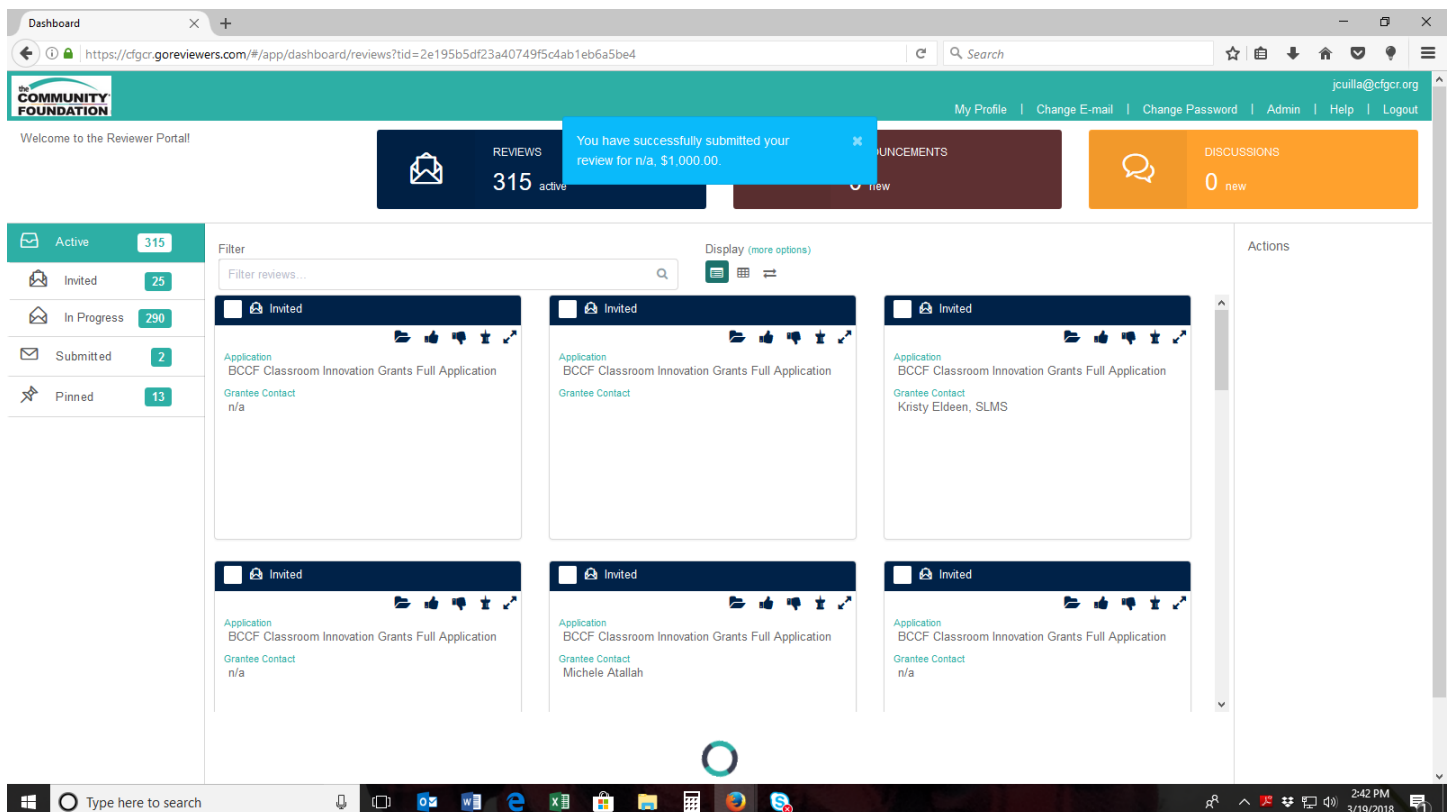
Please note that all grant information on this portal is considered confidential. Please do not share this information outside the Foundation. If you download materials from this portal to your personal computer, please make sure to delete such files after grant decisions have been made. If you print materials please shred them or bring them to the Committee meeting to be shredded by Foundation staff.

**Anyone having a conflict of interest or appearance of conflict of interest will not be able to review the application, nor participate in discussion of that applicant. By agreeing to review an application and submitting feedback you are confirming that you do not have a conflict of interest.**

We constantly strive to improve the quality of the review process. As you review the applications, we welcome your comments and suggestions for future enhancements to the program.

Thank you.