

eCivis Grants Network

Reviewer Manual

Contents

Setting up your account.....	2
Navigating your applications.....	3
Scoring an application	5
Frequently Asked Questions.....	9

Setting up your account

The grant program administrator will provide you with a link to the reviewer portal when it is time to begin reviewing applications assigned to you.

Example: https://webportalapp.com/portal/applications_example

1. After clicking on the link, enter your email address and select *Continue*:

Welcome!

To get this process started, new and returning users please enter your email address below.

Email

[Already have a confirmation code?](#)

Welcome!

To get this process started, new and returning users please enter your email address below.

Email

ryanmbaird@gmail.com

You will receive a confirmation email shortly with a confirmation code which will allow you to choose a password, create an account and log in. Please check and confirm or [Resend Email](#).

[Already have a confirmation code?](#)

2. A confirmation email will be sent to your email address. Once received, select the link in the email. You will be directed to a web page where you can enter a password:

Hello! Let's Confirm Your Account...

You've been invited to join a Review Portal. Please use the link below to complete the confirmation process.

[Confirm Your Email To Get Started](#) 

Your account information:

Account ryanmbaird@gmail.com

Confirmation Code 8dcc0081

3. Enter a password and select *Continue*:

Sign Up

Choose a password below. Once your account is created you will be logged into the portal.

Email

kyoung@ecivis.com

Password

- ✔ Must contain at least one lowercase letter
- ✔ Must contain at least one uppercase letter
- ✔ Must contain one number
- ✔ Must be between 8-32 characters
- ✔ Must not be an email address

Confirm Password

- ✔ Passwords must match

Create Account

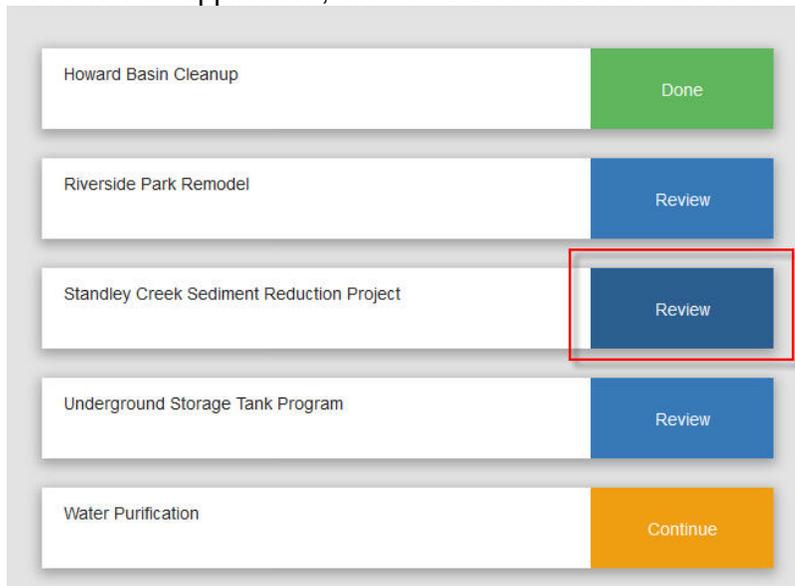


Navigating your applications

Once you have setup your account and logged in, you will see all applications assigned to you for review:

- **Blue:** applications that you have not yet started to review
- **Yellow:** applications that you have started to review but not yet submitted
- **Green:** applications where the review has been submitted

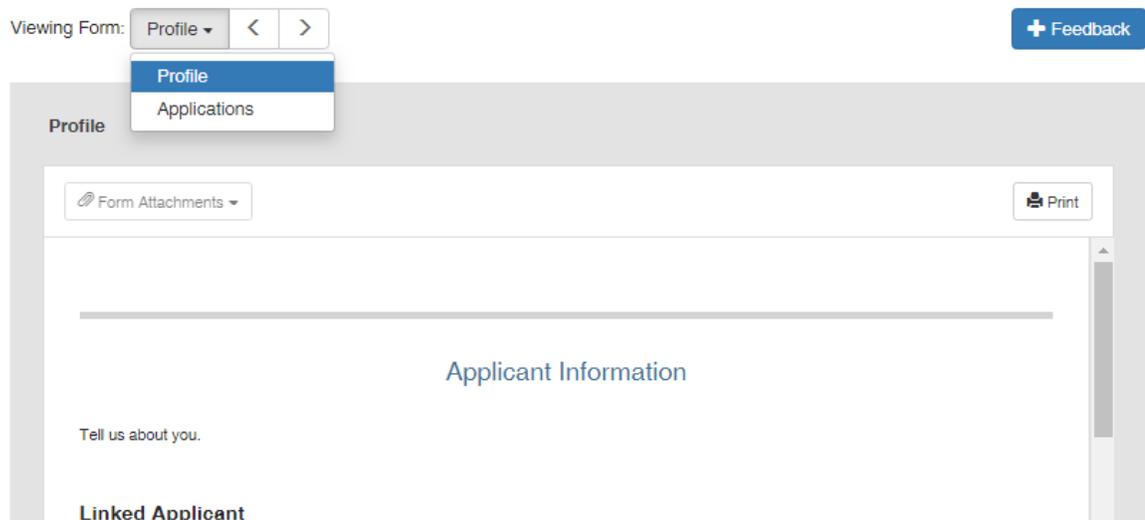
1. To review an application, click on the colored box next to the application title:



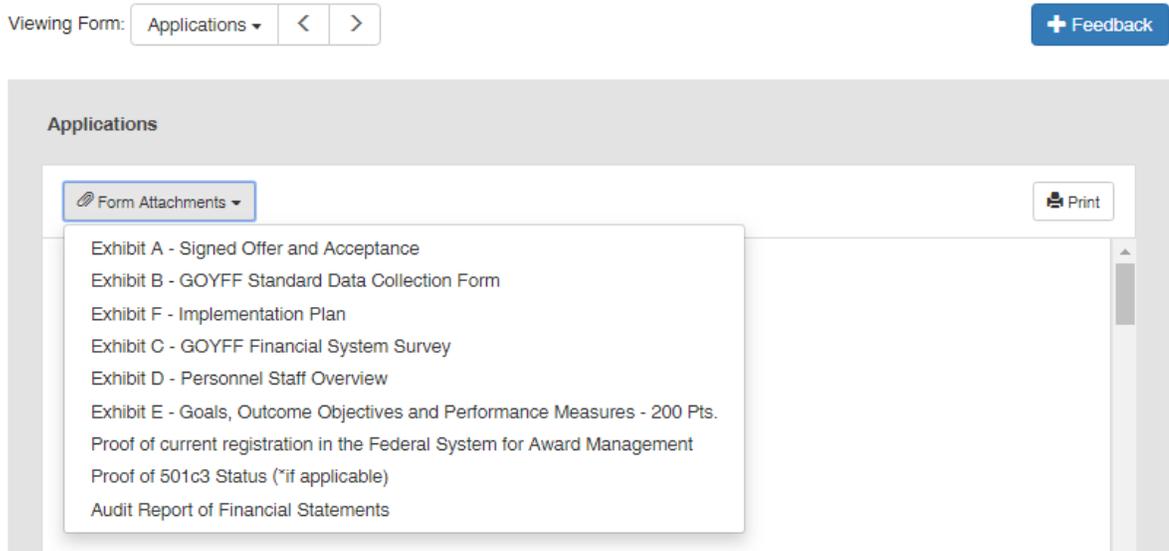
2. On this page you can review all of the content submitted by the applicant. To view the forms submitted select the drop down menu in the top left corner of the project.

Standard forms include:

- **Profile:** contains basic organizational and key personnel information
- **Application:** contains the primary narratives and applicable attachments

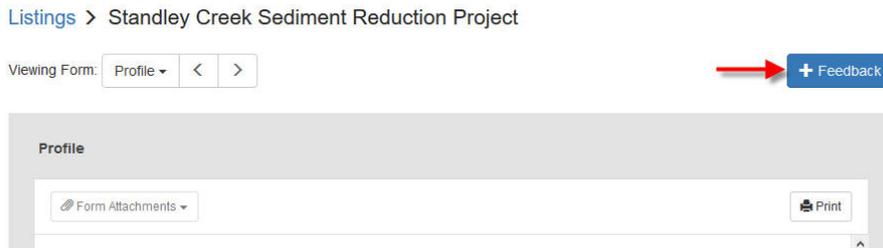


3. If any attachments have been included on one of the forms, they will be available in Applications and in the *Form Attachments* drop down:



Scoring an application

1. When you are ready to score an application select the *Feedback* button on the top right side of the page:



2. There are several qualifying questions to complete to ensure there is no conflict of interest scoring this application.

- a. *Have you uploaded your conflict of interest form?*

Feedback

Have you uploaded your conflict of interest form? *

Yes	▼
Yes	
No	

If you have already uploaded the form select *Yes*. If you have not uploaded the form select *No* and you can upload the form.

b. Is there a conflict of interest on this review?

Is there a conflict of interest on this review? *

A screenshot of a dropdown menu. The title is "Is there a conflict of interest on this review? *". The menu is open, showing two options: "Yes" (which is highlighted in blue) and "No".

If a conflict of interest *does not* exist select *No* and you can proceed to scoring criteria. If a conflict *does* exist select *Yes* and proceed to the next question.

c. Can you still objectively perform this review?

Can you still objectively perform this review? *

A screenshot of a form. The title is "Can you still objectively perform this review? *". Below the title is a dropdown menu with "Yes" selected. Below the dropdown is a label "Justification *" followed by a large, empty text input area.

If the conflict of interest does not impair your ability to objectively review the application, select *Yes*, provide a justification, and proceed to the scoring criteria. If you cannot objectively review the application, select *No* and select *Save Draft*.

3. After completing the conflict of interest section, you can begin scoring each individual category. For each category you can enter a numerical score and narrative justification.

The scoring range is specific to each program. Refer to the help text or reviewer guidance document provided by your program administrator for program specific scoring criteria:

Programmatic Narrative *

Comments

4. Reviewing the budget (if included)

- a. If the application includes a budget, a link to the budget will be available at the bottom of the application window:

The screenshot shows the 'Applications' interface. On the left, under 'Additional Information', there is a section for 'Peer Review URL' with a red box around the URL: <https://portal.ecivis.com/#/peerBudget/1BD98084-227C-4352-A39A-79B592028939>. On the right, there is a 'Feedback' section with a 'Budget Alignment Weakness Comments' text area, a 'Total Score' input field, and an '8. Evaluation Plan *' input field.

- b. Click on the Budget Item to view each item's detail:

The screenshot shows the 'Budget Items' window. The 'Personnel' item is highlighted with a red box. Below it is a table with columns: Ext Cost, Direct Cost, Ind Cost, and Cost Share. The 'Personnel Totals' row shows: Ext Cost: \$160,200.00, Direct Cost: \$160,200.00, Ind Cost: \$0.00, Cost Share: \$0.00. Below this is a detailed table for Personnel items.

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Personnel	Educator	3	\$38,400.00	\$115,200.00	\$115,200.00		Direct Cost
management	director	1	\$45,000.00	\$45,000.00	\$45,000.00		Direct Cost

Below the Personnel table, there are summary rows for '2. Fringe Benefits' and '3. Travel', each with Ext Cost, Direct Cost, Ind Cost, and Cost Share values.

- c. The Budget Narrative is available at the bottom of this page:

Budget Narrative

Enter your budget narrative below.

</> H1 H2 H3 B I U [List Bulleted] [List Numbered] [List None] [Link]

The majority of the cost for this project is the classroom educators and executive director. The other cost of supplies for each class, ChangePoint Integrated Health will cover all management costs and research costs. It is estimated very conservatively at 10% of the will share. This will help increase the likelihood of long term sustainability for the project.



- d. A summary of the Budget is also available at the top. You can export the Budget to Excel if you prefer to view the budget this way. Note that the Budget Narrative is not available in the Excel version.

Budget Settings				Budget Summary	
Multi-Term Budget	<input checked="" type="radio"/> No <input type="radio"/> Yes			\$212,036.00	Total Direct Costs
Indirect Costs	Not Applicable	9.43	%	\$20,000.00	Total Indirect Costs
Match / Cost Share	Not Applicable	0.00	% \$ 0.00	\$232,036.00	Total Amount (Direct + Indirect)
Budget Stage:	Pre-Award			\$0.00	Match / Cost Share
Actions				\$0.00	Program Income

5. Once all scoring is completed, return to the Feedback form and complete the fields pertaining to the budget. At the bottom of the feedback form you can select *Save Draft* and submit at a later time or select *Submit* to finalize your score for this application:



Total Score



Close Save Draft Submit

Frequently Asked Questions

What if I forgot my password?

Select the review portal link provided to you by the Program Manger. Enter your email address, and on the following page select the link *Having trouble logging in?* You can then re-enter your email to be sent a new password:

Email

rbaird@ecivis.com

Password

Log In

Having trouble logging in?

What if I need to change the score on an application?

Contact your program administrator and indicate the application that needs to be adjusted. They can put the review back into *Draft* status allowing you to make adjustments and resubmit.

What if I incorrectly indicated a conflict of interest?

Contact your program administrator and indicate the mistake. They can put the review back into *Draft* status allowing you to correct and resubmit.