eCivis Grants Network

Reviewer Manual

Contents

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

    swilliams@ecivis.com

    [Continue]   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.

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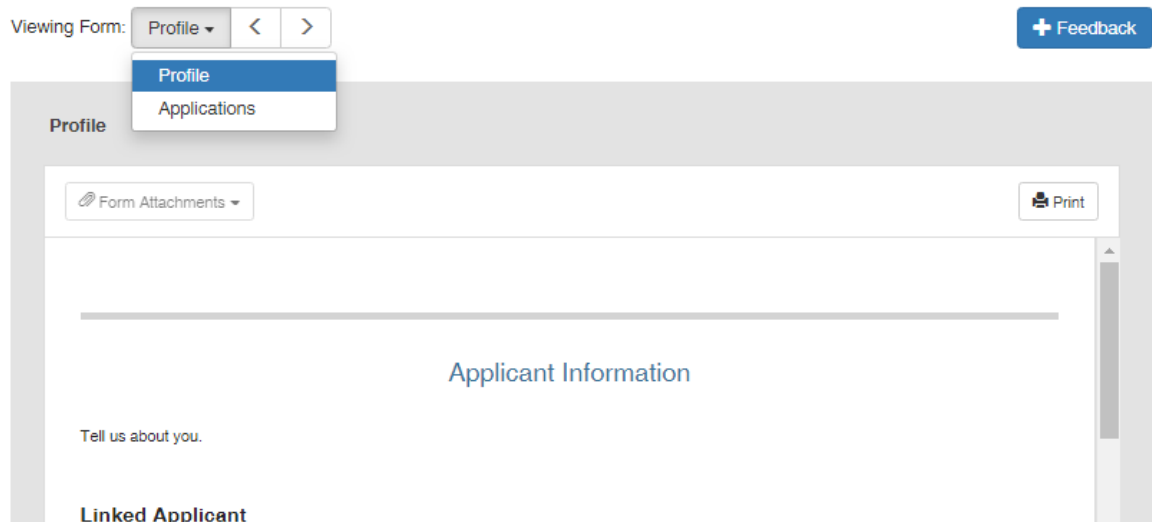
1. To review an application, click on the colored box next to the application title:

|	
Howard Basin Cleanup	Done
Riverside Park Remodel	Review
Standley Creek Sediment Reduction Project	Review
Underground Storage Tank Program	Review
Water Purification	Continue
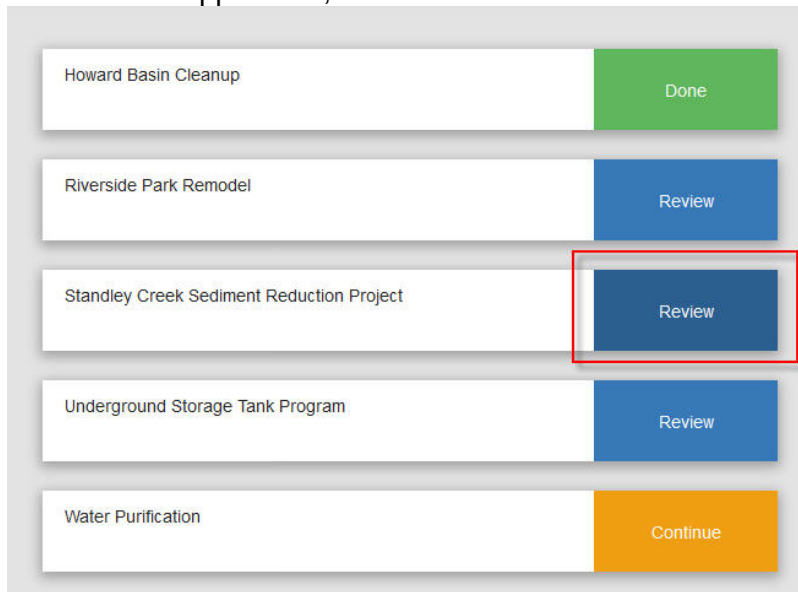
2. On this page you can review all of the content submitted by the applicant. To view the forms submitted select the drop down menu in the top left corner of the project.

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

   Viewing Form: Profile ▾ ‹ › + Feedback

   Profile
   Applications

   Profile

   ⊘ Form Attachments ▾ 🖶 Print

   Applicant Information

   Tell us about you.

   Linked Applicant

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:
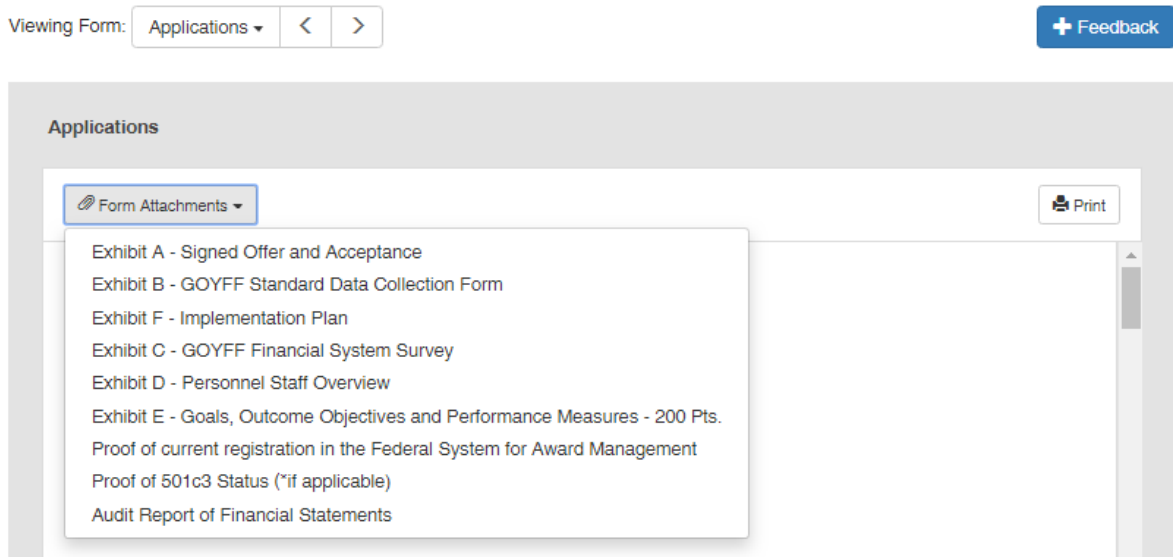
Scoring an application

1. When you are ready to score an application select the *Feedback* button on the top right side of the page:
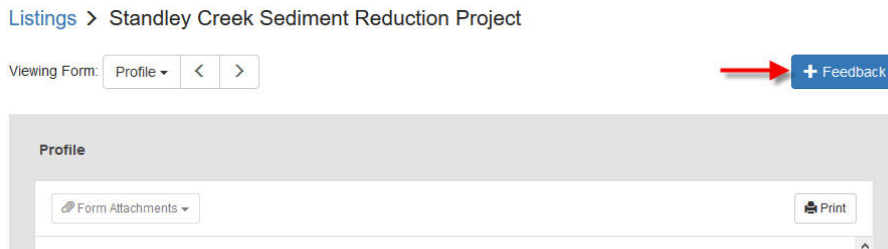
2. There are several qualifying questions to complete to ensure there is no conflict of interest scoring this application.

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

    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? *

Yes
No

If a conflict of interest *does not* exists 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? *

Yes

Justification *

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 *

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   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:

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

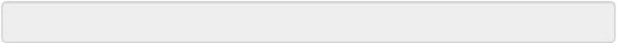c. The Budget Narrative is available at the bottom of this page:

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.

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:

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.