

eCivis Grants Network

Reviewer Manual

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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

ryanmbaird@gmail.com

Password

Your password should be at least 8 characters.

Confirm Password

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

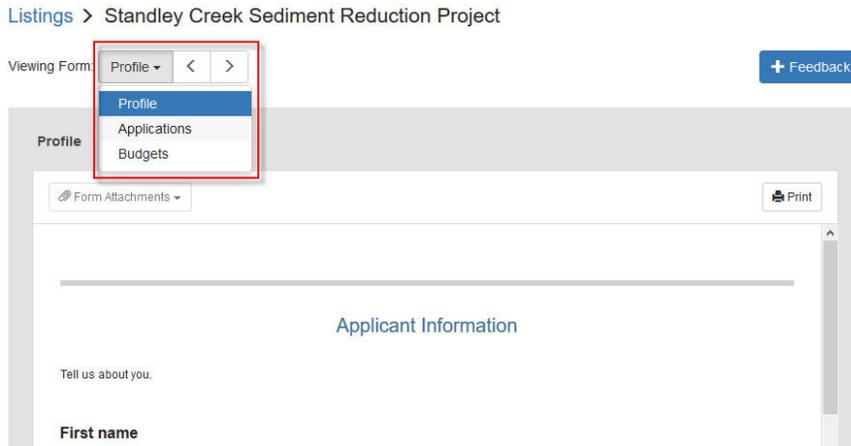
1. To review an application, click on the colored box next to the application title:

Howard Basin Cleanup	Done
Riverside Park Remodel	Review
Standley Creek Sediment Reduction Project	Review
Underground Storage Tank Program	Review
Water Purification	Continue

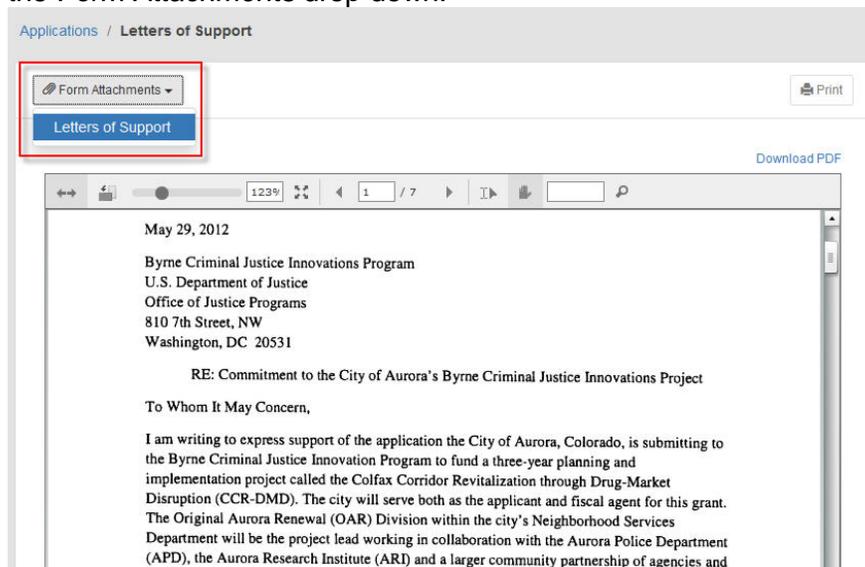
2. On this page you can review all of the content submitted by the applicant. To view the forms submitted select the drop-down menu in the top left corner of the project.

Standard forms include:

- **Profile:** contains basic organizational and key personnel information
- **Application:** contains the primary narratives and applicable attachments
- **Budget:** contains the amount requested and narrative justification for each category



3. If any attachments have been included on one of the forms, they will be available 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 when scoring this application.

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

The screenshot shows a 'Feedback' section. The first question is 'Have you uploaded your conflict of interest form? *'. A dropdown menu is open, showing 'Yes' selected (highlighted in blue), with 'No' as an alternative option.

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

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

The screenshot shows the second question: 'Is there a conflict of interest on this review? *'. A dropdown menu is open, showing 'Yes' selected (highlighted in blue), with 'No' as an alternative option.

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?*

The screenshot shows the third question: 'Can you still objectively perform this review? *'. A dropdown menu is open, showing 'Yes' selected (highlighted in blue). Below the dropdown is a text area labeled 'Justification *' for providing additional information.

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. Once all scoring is completed, select *Save Draft* at the bottom of the feedback form 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 receive a new password link:

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 re-submit.