

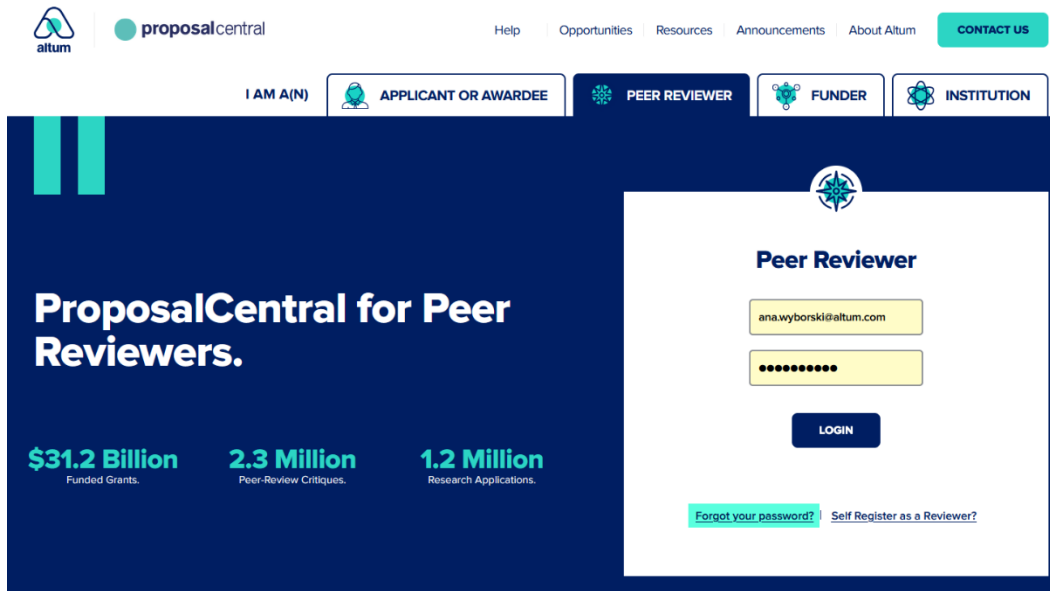
Reviewing Assigned Applications and Submitting your Critiques

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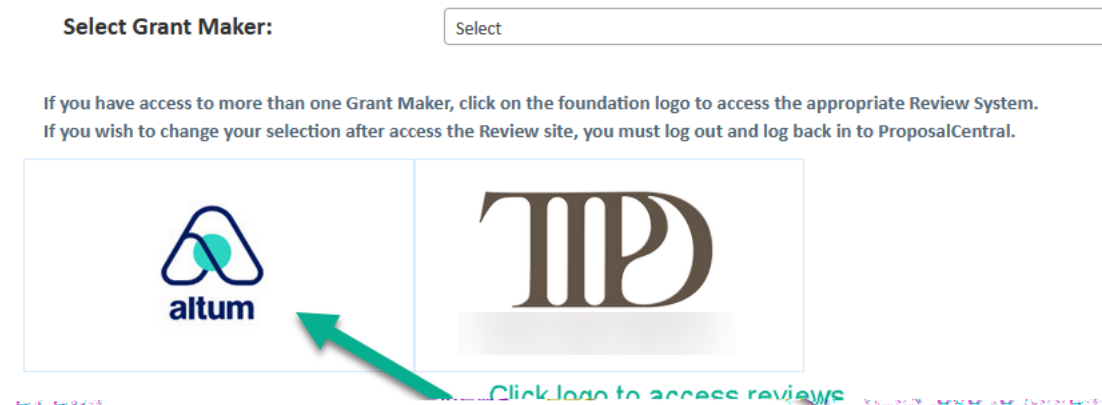
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How To Access the Review Module

To access the Review Module, go to <https://proposalcentral.com/review/Login.asp>. Enter your username/email and your password. If you've forgotten your password, click the **Forgot your password?** link found below the **Login** button. If you click the link, you will be asked to enter your email address and then an email will be sent to you with a link to reset your password.



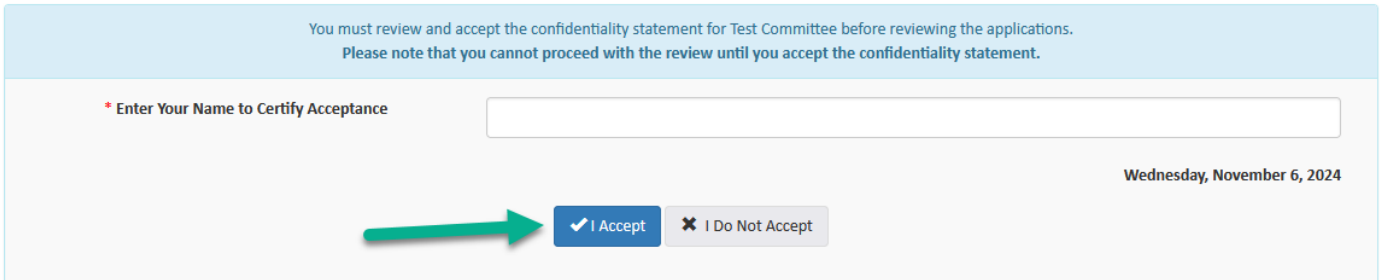
If you are a reviewer for multiple Grant Makers using ProposalCentral, you'll see a logo for each. Click the logo of the Grant Maker for which you are currently completing reviews.



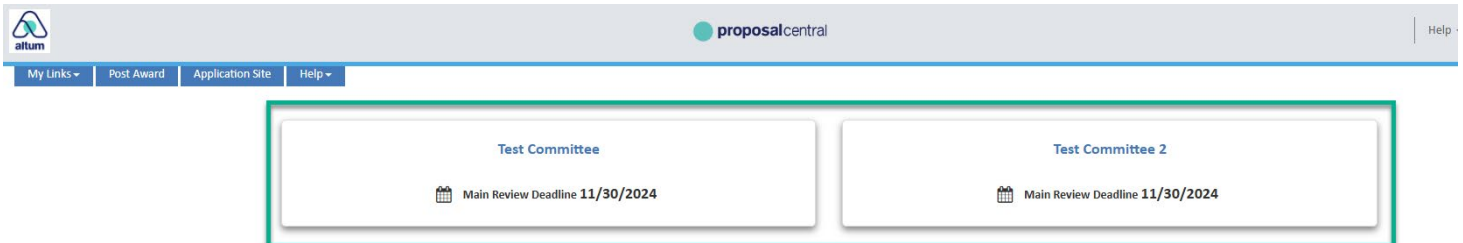
Confidentiality/Conflict of Interest Statement

Grant Makers may require their reviewers to accept a confidentiality and/or conflict of interest statement prior to accessing their assigned reviews. If you are prompted to do this, you'll see a screen similar to what is shown below. In order to proceed, you will have to click the **I Accept** button.

Additionally, some Grant Makers request an electronic signature. If this is required, you'll see a text box. Enter your name before clicking the **I Accept** button.



If you have access to multiple committees for the Grant Maker, you'll see a box labeled with each committee's name. To select a committee, simply click on the appropriate box.



Note: Not all committees will require a confidentiality statement, and you can log in and access your assignments without this step.

Working with Tabbed Views

The views in the review system are divided into tabs for easy navigation.



The **“Assigned Applications”** tab is the default view. This contains the applications assigned to you. Once you have successfully logged in, you are presented with a list of applications. The view of applications can change depending on how the Grant Maker has configured their review system in ProposalCentral.

Click the next tab to view **“All Applications”** in the Committee. This needs to be enabled by the Grant Maker as a part of their specific review process.

Click the **“Instructions”** tab to access the instructions and templates provided by the Grant Maker that will assist you throughout the review process. Click on the “Download” icon to save any file locally.



Click the **“Supplements”** tab to enter or upload supplemental information for your review committee. This needs to be enabled by the Grant Maker as part of their specific review process.

When you click on a tab it is highlighted in white so you can easily identify which tab is being used.

Identify Conflicts with Applications

You can indicate that you have a conflict of interest with one or more applications. Click the **Abstract** link to view the provided abstract of an application to help determine if a conflict of interest exists. Indicating a conflict will remove your access to the application details and critiques. Click the “Conflict” check box for any application(s) with a conflict. Then click the **Remove Conflicts** button. When the screen refreshes, the conflicting application(s) will be shown at the bottom of the screen.

Select Another Committee:

Remove Selected Conflicts  

[Download All Attachments for All Applications](#) [Show Messages](#) [Show Add/Remove Column List](#)

Show entries

Conflict	Program Abbr	Resubmission	Applicant	Institution	Project Title
<input type="checkbox"/>	SCHOLAR2021		Wyborski, Ana	Altum Inc.	Test Application

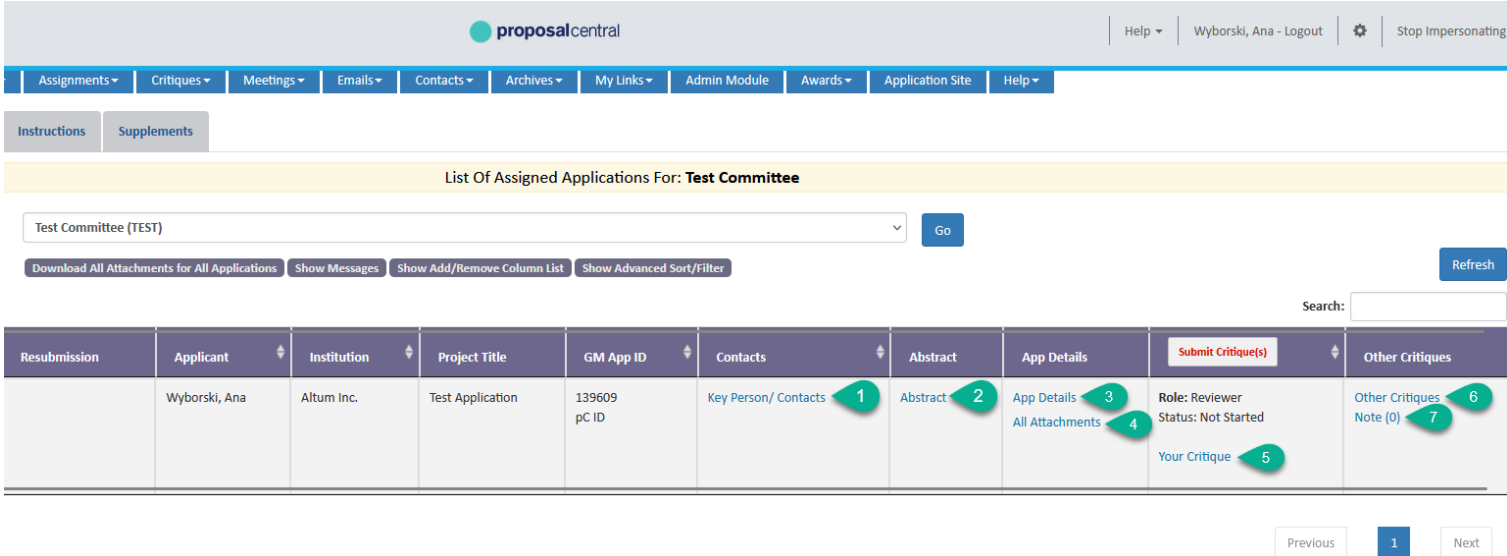
Showing 1 to 1 of 1 entries

To reset a conflict on an application, contact the Grant Maker directly or email support at pcsupport@altum.com.

Reviewer Views

When you log in, the **“Assigned Applications”** tab is displayed by default.

There are several links available to you on this page:



The screenshot shows the 'List Of Assigned Applications For: Test Committee' page. At the top, there is a navigation menu with options like 'Assignments', 'Critiques', 'Meetings', 'Emails', 'Contacts', 'Archives', 'My Links', 'Admin Module', 'Awards', 'Application Site', and 'Help'. Below the menu, there are buttons for 'Instructions' and 'Supplements'. The main heading is 'List Of Assigned Applications For: Test Committee'. There is a search bar with 'Test Committee (TEST)' entered and a 'Go' button. Below the search bar are buttons for 'Download All Attachments for All Applications', 'Show Messages', 'Show Add/Remove Column List', and 'Show Advanced Sort/Filter'. A 'Refresh' button is also present. The table below has the following columns: Resubmission, Applicant, Institution, Project Title, GM App ID, Contacts, Abstract, App Details, Submit Critique(s), and Other Critiques. The first row of data shows: Resubmission (empty), Applicant (Wyborski, Ana), Institution (Altum Inc.), Project Title (Test Application), GM App ID (139609 pC ID), Contacts (Key Person/ Contacts), Abstract (Abstract), App Details (App Details, All Attachments), Submit Critique(s) (Role: Reviewer, Status: Not Started, Your Critique), and Other Critiques (Other Critiques, Note (0)). Red callout numbers 1 through 7 are placed over the following links: 1. Key Person/ Contacts, 2. Abstract, 3. App Details, 4. All Attachments, 5. Your Critique, 6. Other Critiques, and 7. Note (0). At the bottom right, there are 'Previous', '1', and 'Next' buttons.

1. Key Person/Contacts

- a. Clicking this will show you the key personnel and contact details from the application.

2. Abstract

- a. Clicking this will show you the abstract of the application, if one was collected.

3. App Details

- a. Clicking this will open the full proposal in a new browser tab. You can navigate through the pages of the proposal using the menu on the left-hand side.

4. All Attachments

- a. Clicking this will download a full print PDF of the application, including the uploaded attachments which will be appended to the end of the application.

5. Your Critique

- a. Clicking this will take you to the webpage where you will complete your critique.

6. Other Critiques

- a. Clicking this will show you other reviewer’s critiques if the Grant Maker allows it.

7. Note

- a. Clicking this will take you to a page where you can leave a note about the application outside of your formal critique.

Completing Your Critique

Once you have finished reviewing the application, the next step is to enter your critique. Click the “Your Critique” link to open the critique page for a specific application.

App Details	Submit Critique(s)	Other Critiques
App Details All Attachments	Role: Reviewer Status: Not Started Your Critique	Other Critiques Note (0)

Critique formats can vary for each review committee as the requirements are set by the Grant Maker. Critiques generally include a combination of the following:

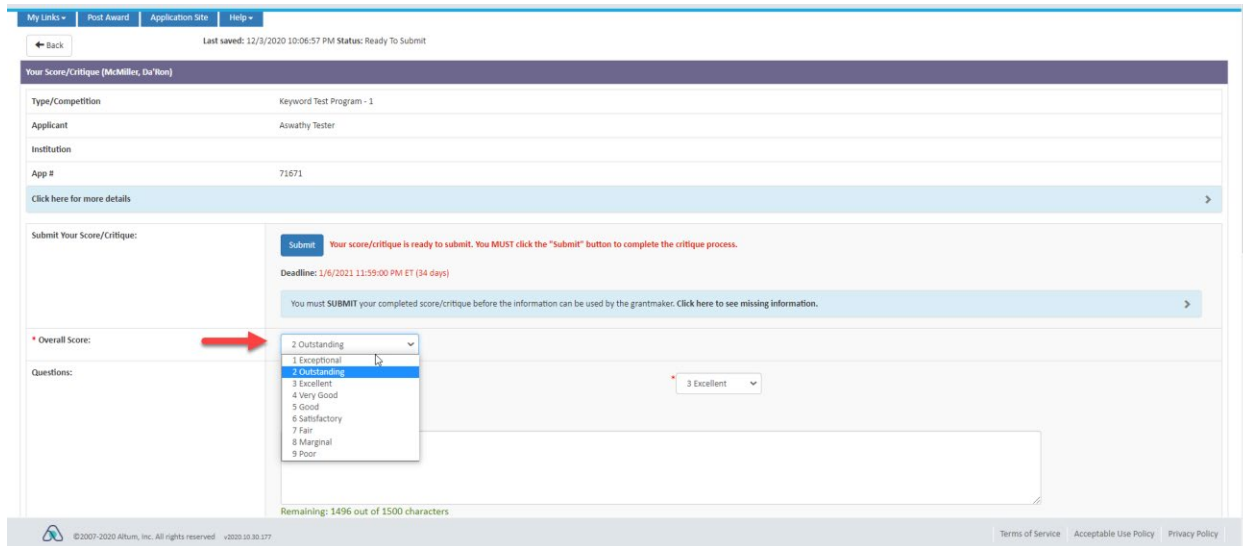
1. **Critique Questions:** Answer questions using text boxes.
 - a. Some Grant Makers require scores for individual questions.
 - b. This can be released to the applicants as feedback as determined by the Grant Maker.
2. **Critique Upload:** Upload a critique file as instructed by the Grant Maker.
3. **Critique Summary:** Enter an overall summary.
 - a. This can be released to the applicants as feedback as determined by the Grant Maker.
4. **Overall Score:** Enter an overall score for the application.
 - a. If the Grant Maker required scores for individual questions, this may not be available as the Grant Maker may choose for the overall score to be calculated from the individual question scores.

Entering your Critique

Required critique components are listed with a red asterisk (*). You must complete all the required components for the **Submit** button to be active. The critique page utilizes an Auto-Save feature that automatically saves your work as entered.

Select a Score

To enter your score, select from the available drop-down list. Once you select the score it is automatically saved.



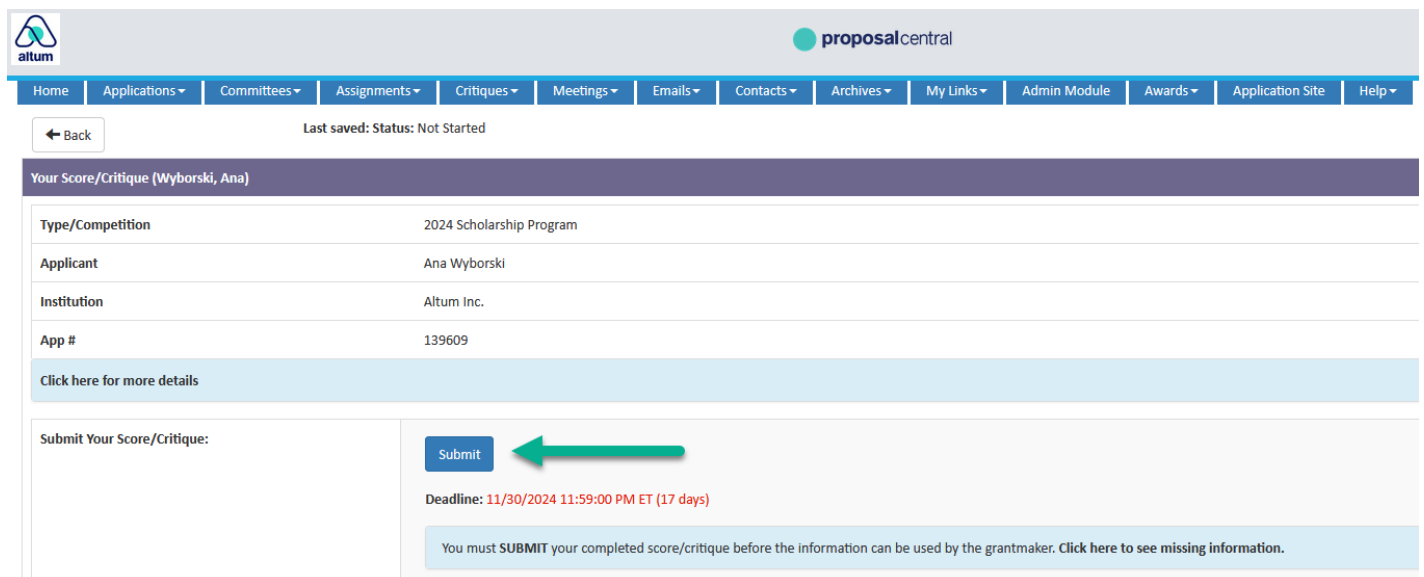
The screenshot shows a web form titled "Your Score/Critique (McMillen, Du'Non)". The form includes fields for "Type/Competition" (Keyword Test Program - 1), "Applicant" (Aiwathy Tester), "Institution", and "App #" (71671). A "Submit" button is visible with a message: "Your score/critique is ready to submit. You MUST click the 'Submit' button to complete the critique process." A "Deadline" of 1/6/2021 11:59:00 PM ET (34 days) is shown. A red arrow points to a dropdown menu for "Overall Score" which is open, showing options from 1 (Exceptional) to 9 (Poor). The "2 Outstanding" option is selected. A "Questions" field is also present with a "3 Excellent" dropdown. The footer shows "Remaining: 1496 out of 1500 characters" and copyright information for Altum, Inc.

Uploading a Critique File

Click the **Browse** button to upload your critique file. Once the file is uploaded, a download symbol displays indicating, "Critique File". You can click the download symbol to view your uploaded critique.

Submit your Critique

The **Submit** button only becomes active after all required fields are completed. Click **Submit** once all the components of your critique are completed and saved.



The screenshot shows a web form titled "Your Score/Critique (Wyborski, Ana)". The form includes fields for "Type/Competition" (2024 Scholarship Program), "Applicant" (Ana Wyborski), "Institution" (Altum Inc.), and "App #" (139609). A "Submit" button is highlighted with a green arrow. A "Deadline" of 11/30/2024 11:59:00 PM ET (17 days) is shown. A message at the bottom states: "You must SUBMIT your completed score/critique before the information can be used by the grantmaker. Click here to see missing information." The top navigation bar includes "Home", "Applications", "Committees", "Assignments", "Critiques", "Meetings", "Emails", "Contacts", "Archives", "My Links", "Admin Module", "Awards", "Application Site", and "Help".

Checking the Status of your Critiques

Once you have finished critiquing an application, you may have other applications to critique. Click on the **Back** button at the top of the critique screen. From the **“Assigned Applications”** screen, you can view the status of your critiques and can click on the **Your Critique** link for another application.

Assigned Applications | All Applications | Instructions | Supplements

List Of Assigned Applications For: **Test Committee**

Select Another Committee: Test Committee (TEST)

Show 100 entries

Conflict	Program Abbr	Resubmission	Applicant	Institution	Project Title	GM App ID	Contacts	Abstract	App Details	Submit Critique(s)	Other Critiques
<input type="checkbox"/>	SCHOLAR2024		Porter, Amber	Altum Inc.	Test Application	139736 pC ID		Abstract	App Details All Attachments	Role: Reviewer Status: Submitted Score: 3 Excellent Your Critique	Other Critiques Note (0)
<input type="checkbox"/>	SCHOLAR2024		Tewalt, Jane	Altum Inc.	Test 101	139737 pC ID		Abstract	App Details All Attachments	Role: Reviewer Status: Not Started Your Critique	Other Critiques Note (0)
<input type="checkbox"/>	SCHOLAR2024		Wyborski, Ana	Altum Inc.	Test Application	139609 pC ID	Key Person/ Contacts	Abstract	App Details All Attachments	Role: Reviewer Status: Not Started Your Critique	Other Critiques Note (0)

Showing 1 to 3 of 3 entries

Previous 1 Next

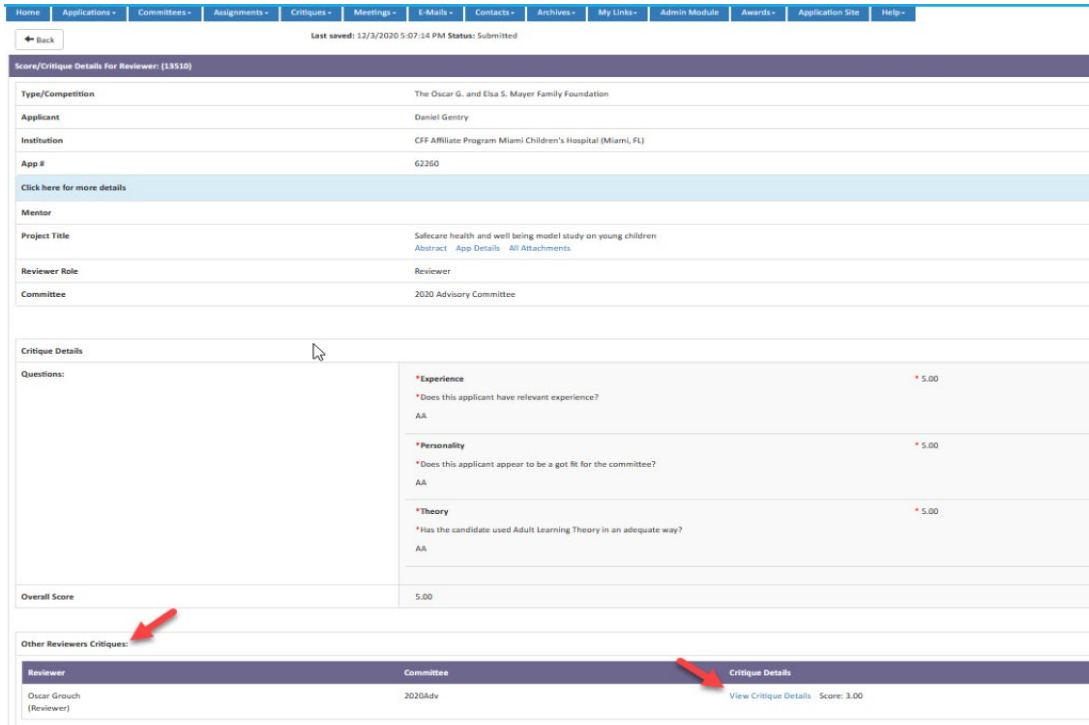
When you have completed all assigned critiques, click **Submit Critiques** at the top of the critique column.



Note: Once you submit a critique, it will be locked, and you will not be able to edit it unless the Grant Maker unlocks it for you. If revisions are allowed, the critique will not be locked until the revision deadline.

Reading Co-Reviewers' Critiques

Some organizations configure the review process so reviewers can view co-reviewers' critiques. Click the **Your Critique** link after you have submitted your critique. When your co-reviewers have submitted their critiques, they are visible in the section labeled "Other Reviewers Critiques".



The screenshot displays the 'Score/Critique Details for Reviewer: [18518]' page. At the top, a navigation bar includes links for Home, Applications, Committees, Assignments, Critiques, Meetings, E-Mails, Contacts, Archives, My Links, Admin Modules, Awards, Application Site, and Help. Below this, a 'Back' button and a timestamp 'Last saved: 12/3/2020 5:07:14 PM Status: Submitted' are visible.

The main content area is divided into several sections:

- Score/Critique Details for Reviewer: [18518]**: A header section.
- Metadata**: Fields for Type/Competition (The Oscar G. and Elsa S. Mayer Family Foundation), Applicant (Daniel Gentry), Institution (CFR Affiliate Program Miami Children's Hospital (Miami, FL)), App # (G2260), Mentor, Project Title (Safe care health and well being model study on young children), Reviewer Role (Reviewer), and Committee (2020 Advisory Committee).
- Critique Details**: A section with a 'Questions:' label and a list of questions with scores:
 - *Experience**: *Does this applicant have relevant experience? (Score: 5.00)
 - *Personality**: *Does this applicant appear to be a good fit for the committee? (Score: 5.00)
 - *Theory**: *Has the candidate used Adult Learning Theory in an adequate way? (Score: 5.00)
- Overall Score**: 5.00
- Other Reviewers Critiques:**: A section containing a table of other reviewers' critiques. A red arrow points to this section header.

The 'Other Reviewers Critiques' table has the following structure:

Reviewer	Committee	Critique Details
Oscar Grouch (Reviewer)	2020Adv	View Critique Details Score: 3.00

A red arrow also points to the 'View Critique Details' link in the table.

Discuss Differences in Critiques with other Reviewers

Online discussions are available for some review processes. If enabled, a discussion board is available at the bottom of the “Your Critique” page after the critique is submitted.

To add a message, type your message in the box provided and click on the “Add New Message” button. Your message is visible to co-reviewers. If they post responses, you see them there.

Applicant: live!, alsawya! (American University of Central Asia) PGM: 1BUDDET

VOTE: No Response

Reviewer	Role	Scores (click for critique)
Com All		
Print all Committee Critiques as .DOC		
Dunbar, S	Reviewer 1	No Scoring ↓
dunbar, S	Reviewer 1	4 Very Good ↓
Ferrone, R	Reviewer 1	No Scoring ↓

Committee Voting Results:	
Percentile: 9	Maximum Score Variation: 0.00 Standard Deviation: 0.00
Com All Committee -	
Voted -	
Dunbar, S	No Scoring
Ferrone, R	No Scoring
dunbar, S	4 Very Good
Not Voted -	
gm, a	lact, j
MergeAccount, T	
Conflicts -	
Dunbar, S	
RachTest Committee -	
Not Voted -	
Ferrone, R	Impossible, M
max, m	McMiller, D
roy, B	Testing, D

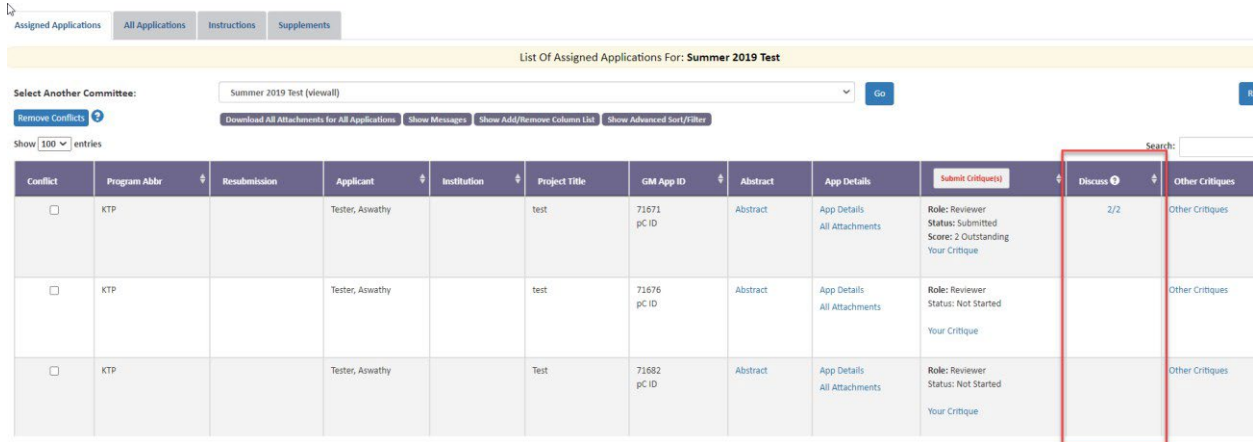
To add to the discussion simply enter your comments below and press this button.

Reviewer	Date/Time	Discussion
Ferrone, Rachel Com All Reviewer 1 RachTest Reviewer 1	3/14/2019 1:14:05 PM	the most recent messages will appear at the top
Ferrone, Rachel Com All Reviewer 1 RachTest Reviewer 1	3/14/2019 1:13:32 PM	by adding a new message
Ferrone, Rachel Com All Reviewer 1 RachTest Reviewer 1	3/14/2019 1:13:12 PM	and people can add to the discussion
Ferrone, Rachel Com All Reviewer 1 RachTest Reviewer 1	3/14/2019 1:11:43 PM	Enter comments here to begin a threaded discussion

The screen will be refreshed and returns to the top of the “Your Critique” page. Scroll down the page to view the message you have added.

Discussion Results

If discussions are enabled for the committee and the “Discuss” column is not already displayed, click the “Add/Remove Column” link to display all column options. Click the “Discussion Activity” link to display the “Discuss” column. Once comments are posted they display as a fraction in the “Discuss” column, where the top number reflects the number of reviewers participating in the discussion and the bottom number reflects the number of posted comments.



Assigned Applications | All Applications | Instructions | Supplements

List Of Assigned Applications For: Summer 2019 Test

Select Another Committee: Summer 2019 Test (viewall) Go

Remove Conflicts | Download All Attachments for All Applications | Show Messages | Show Add/Remove Column List | Show Advanced Sort/Filter

Show 100 entries

Conflict	Program Abbr	Resubmission	Applicant	Institution	Project Title	GM App ID	Abstract	App Details	Submit Critiques	Discuss	Other Critiques
<input type="checkbox"/>	KTP		Tester, Awathy		test	71671 pc ID	Abstract	App Details All Attachments	Role: Reviewer Status: Submitted Score: 2 Outstanding Your Critique	2/2	Other Critiques
<input type="checkbox"/>	KTP		Tester, Awathy		test	71676 pc ID	Abstract	App Details All Attachments	Role: Reviewer Status: Not Started Your Critique		Other Critiques
<input type="checkbox"/>	KTP		Tester, Awathy		Test	71682 pc ID	Abstract	App Details All Attachments	Role: Reviewer Status: Not Started Your Critique		Other Critiques

If you need assistance, contact Customer Service by email at pcsupport@altum.com or by phone at 1- 800-875-2562.



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