

Using ProposalCentral in a Review Meeting

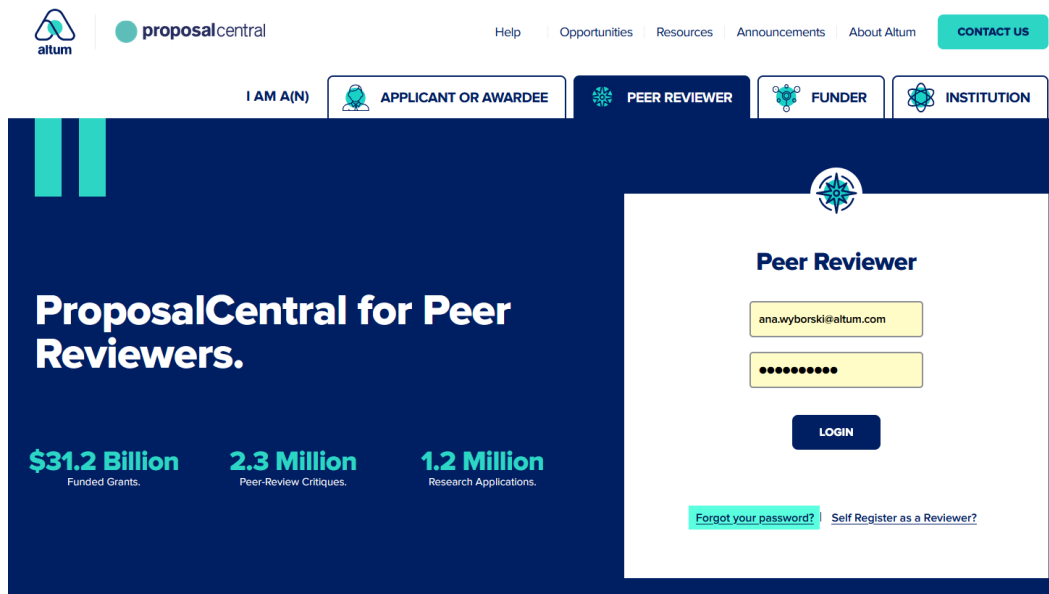
ProposalCentral allows Grant Makers to create customized review processes. Some Grant Makers allow their reviewers to see other critiques, participate in threaded discussion, and/or vote. Therefore, depending on what your Grant Maker allows, you may or may not see the features included in this tutorial. The instructions below include:

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How to Access the Review System

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.

Select Grant Maker:

Select

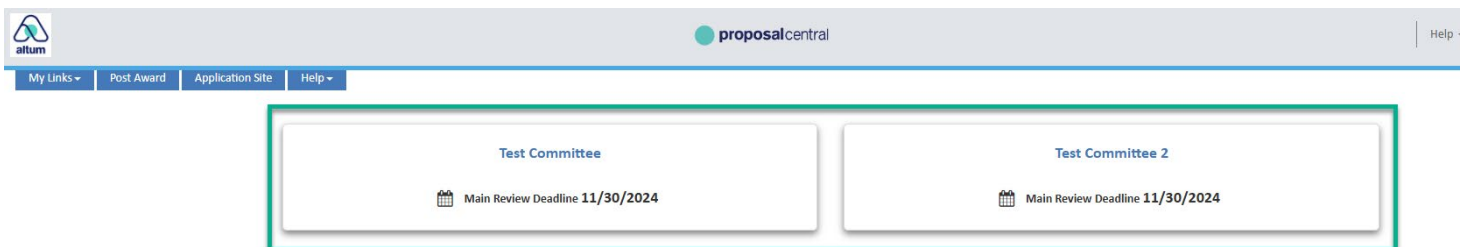
If you have access to more than one Grant Maker, click on the foundation logo to access the appropriate Review System.
If you wish to change your selection after access the Review site, you must log out and log back in to ProposalCentral.



Click logo to access reviews

Accessing Applications and Assignments

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.

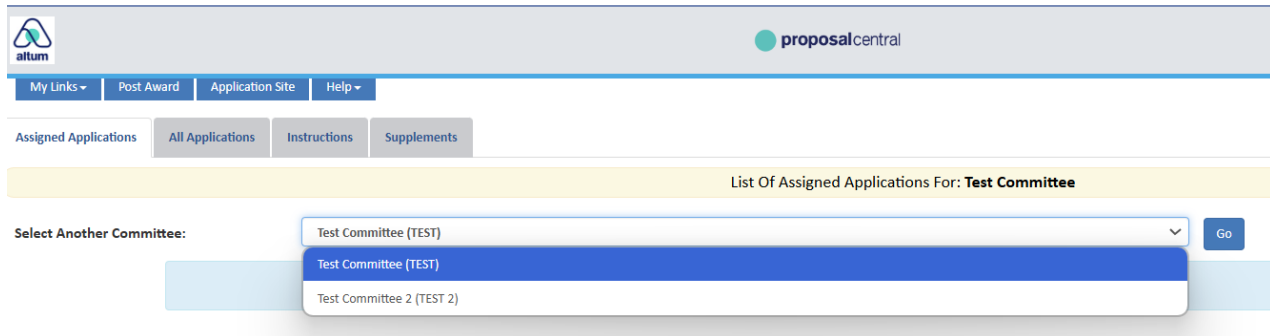


ProposalCentral allows Grant Makers to customize their review processes. Once you have selected the committee, you will generally see 4 tabs:

- **Assigned Applications:** This is the list of applications assigned to you. Depending on the current stage of the process, it may not be available. If you click on the tab and the Grant Maker has not turned it on, you'll see a message indicating that the view has not been turned on for the committee.
- **All Applications:** This is the list of all applications in the committee. Depending on the current stage of the process, it may not be available yet or, at the Grant Maker's discretion, it may never be made available. If you click on the All Applications tab and the Grant Maker has not turned it on, you'll see a message indicating that the view has not been turned on for the committee.
- **Instructions:** This will always be available. If the Grant Maker has provided any instructional

documentation, you can access it by clicking this tab.

- **Supplements:** This will always be available. If the Grant Maker has requested you upload any supplemental documentation, you can do so by clicking this tab.



You can also navigate between committees (if you are assigned to more than one) using the drop-down menu at the top of the page. Select the correct committee from the drop-down menu and then click “Go” which will update the page to reflect your assignments for the selected committee.

Customizing Your View of the Application Table

On both the “Assigned Applications” and “All Applications” tabs, you can customize your view of the list of applications.

See Deadline

To see the deadlines for the committee, click the **Show Messages** link above the table.

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

Test Committee (TEST) Go

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

This will display any notes from the Grant Maker, specifically the deadline for the review period.

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

Test Committee (TEST) Go

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

Messages
The Main Review period is from: 11/6/2024 6:00:00 AM to 11/30/2024 11:59:00 PM

To return to the original view, click the **Hide Messages** link above the table.

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

Test Committee (TEST) Go

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

Messages
The Main Review period is from: 11/6/2024 6:00:00 AM to 11/30/2024 11:59:00 PM

Add Columns of Data

If there is other information you want to include in the table of applications, click the **Show Add/Remove Column List** link above the table.

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

Test Committee (TEST) Go

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

Clicking this link will open a table that lists all possible columns for you to include. The columns shown in black are already included in the table. To add a column that is shown in blue, click the name/label. When you're done, click the **Hide Add/Remove Column List** link above the table.

Assigned Applications [All Applications](#) [Instructions](#) [Supplements](#)

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

Select Another Committee: Test Committee (TEST) Go

[Remove Selected Conflicts](#) [Download All Attachments for All Applications](#) [Show Messages](#) [Hide Add/Remove Column List](#) [Show Advanced Sort/Filter](#)

Columns available for display are listed below. Columns in **BLACK** text are the columns that are displayed on your screen. Columns in **BLUE** text are the columns that can be added to the the display screen. Click on the column name session - the system's default settings will be used each time you log in.

Program Abbr	Grant Program	Sub Program	Resubmission	Applicant	Institution	Project Title	GM-App ID	pC App ID	Proposal Tracking Num	Contacts	Abstract	Prior Committee	Done
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Sort and Filter Applications

To do a simple sort (e.g. sort by a single value), click the link in the column header for the column you wish to sort the table by. Not every column can be sorted, but those that are available for sorting will show with a pair of grey arrows next to their name.

Applicant	Institution	Project Title	GM App ID	Contacts	Abstract	App Details
Wyborski, Ana	Altum Inc.	Test Application	139609 pC ID	Key Person/ Contacts	Abstract	App Details All Attachments

To do an advanced sort (e.g. sort by multiple values) or filter the list of applications showing, click the **Show Advanced Sort/Filter** link above the table.

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

Test Committee (TEST) Go

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

This link opens a table that allows you to choose sort and filter options. Each drop-down menu contains all the possible columns available for sorting. The first drop-down menu on the left will be the primary sort (e.g. Program Abbr), the next column will be the secondary sort (e.g. Sub Program), the next column will be the tertiary sort (e.g. Applicant), and so on. The second row includes the ability to filter the list of applications by program, prior committee (if applicable), and/or applicant.

Assigned Applications | All Applications | Instructions | Supplements

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

Select Another Committee: Test Committee (TEST) Go

Advanced Sort/Filter

Sort:	Not Selected	Not Selected	Not Selected	Not Selected	Not Selected
Filter:	Grant Program All Programs	Prior Committee All	Applicant	Done	All

[Implement Sort/Filter](#)

[Remove Selected Conflicts](#)
[Download All Attachments for All Applications](#)
[Show Messages](#)
[Show Add/Remove Column List](#)
[Hide Advanced Sort/Filter](#)

You can sort the table without filtering, filter the table without sorting, or filter and sort the table. After making your desired customizations, click the **Implement Sort/Filter** button. When you're done, click the **Hide Advanced Sort/Filter** link above the table.

Accessing Co-Reviewers & Other Critiques

Grant Makers determine whether reviewers have access to other critiques in your committee: some Grant Makers allow their reviewers to see their co-reviewer’s critiques, while other Grant Makers may allow you to see all critiques in your committee. If allowed to see a co-reviewer’s critique, **you will not be able to view it until you have submitted your own critique for the proposal.**

If you have access to co-reviewers’ critiques, there are two places where this is visible:

1. Clicking the **Your Critique** link for the application redirects to the page with your critique at the top and your co-reviewers’ critiques at the bottom. The Grant Maker may opt to reveal the names of the other reviewers or identify them by roles and ID numbers.

List Of All Applications For: Test Committee								
Test Committee (TEST) Go								
Download All Attachments for All Applications Show Messages Show Add/Remove Column List Show Advanced Sort/Filter								
Resubmission	Applicant	Institution	Project Title	GM App ID	Contacts	Abstract	App Details	Submit Critique(s)
	Porter, Amber	Altum Inc.	Test Application	139736 pC ID		Abstract	App Details All Attachments	Role: Reviewer Status: Not Started Your Critique

Score/Critique Details For Reviewer: (15755)

Type/Competition	2024 Scholarship Program
Applicant	Amber Porter
Institution	Altum Inc.
App #	139736
Click here for more details	

Critique Details

Critique Text:	Test.
Overall Score	3 Excellent

Other Reviewers Critiques:

Reviewer	Committee
No other critiques of this application have been submitted.	

Last saved: 11/14/2024 4:32:42 PM

[← Back](#)

- Clicking the **Other Critiques** link for the application redirects to a page with all critiques at the top, including yours, threaded discussion in the middle (if used by the Grant Maker), and application information at the bottom. The Grant Maker may opt to reveal the names of the other reviewers or identify them by roles and ID numbers.

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

Test Committee (TEST) Go

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

Search:

Resubmission	Applicant	Institution	Project Title	GM App ID	Contacts	Abstract	App Details	Critiques	Other Critiques
	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)

← Back

Applicant: Gentry, Daniel (CFF Affiliate Program Miami Children's Hospital (Miami, FL))
Proposal Type: Funding a New Program/Project

Committee Critiques:

Percentile: 17 Maximum Score Variation: 2.00 Standard Deviation: 1.41

Reviewer	Role	Scores (click for critique)
2020Adv		
Print all Committee Critiques as .DOC		
Grouch, O	Reviewer	3 Good ←
Smith, K	Reviewer	5 Outstanding ←

PGM: MFF

Committee Voting Results:

Percentile: 17 Maximum Score Variation: 0.00 Standard Deviation: 0.00

2020Adv Committee

Voted +

Voter	Votes
Grouch, O	3 Good
Smith, K	5 Outstanding

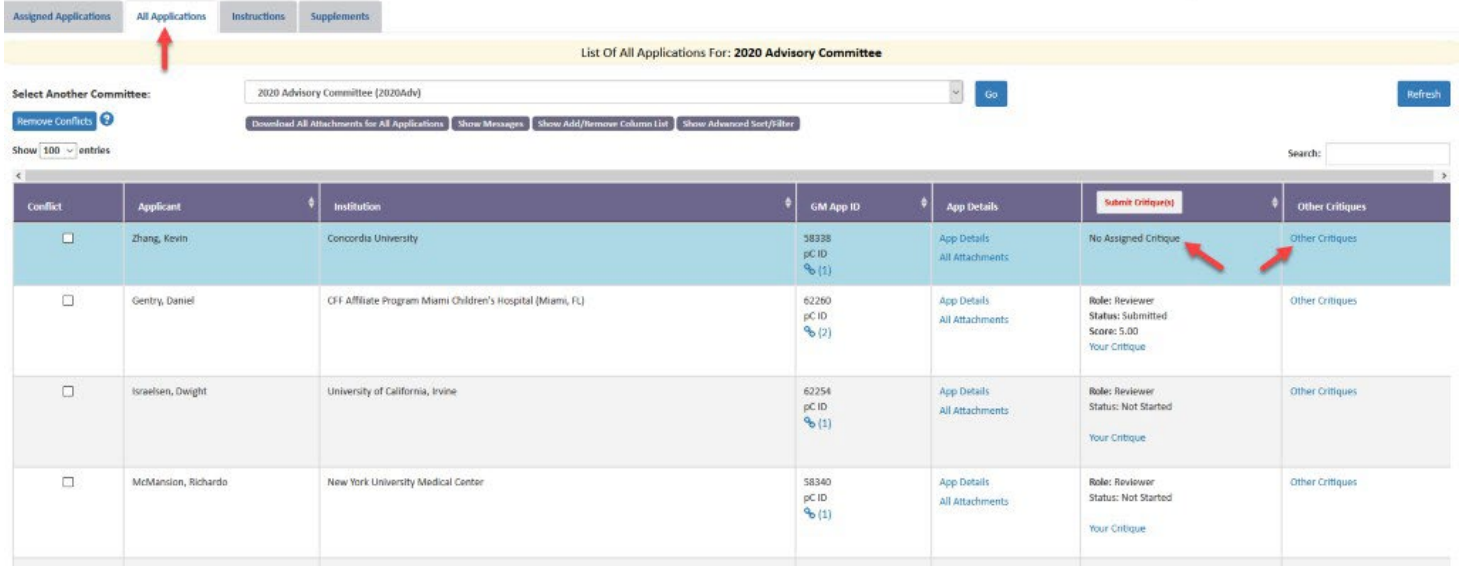
Not Voted +

Bosch, H	Burke, N
Camus, A	Crasta, S
Hilman, B	

Title: Safecare health and well being model study on young children

<p>General Audience Summary</p> <p>The University of Oklahoma Health Sciences Center will build on their experience developing, implementing, evaluating, and expanding evidence-based home visiting programs serving high-risk populations. Oklahoma will evaluate SafeCare[®] augmented to address risks of intimate partner violence, substance abuse, and depression with Motivational Interviewing, safety planning, and problem solving (SafeCare+). Through this grant, Oklahoma will expand the SafeCare+ model by selecting an evidence-based augmentation to promote nonviolent behavior and conflict resolution skills, and implementing adaptations for receptivity and cultural congruency for the Oklahoma Latino community. Oklahoma will conduct a randomized trial comparing SafeCare+ to one or more other home-based service approaches offered at the Latino Community Development Agency. The violence prevention augmentation will also be evaluated in an</p>	<p>Proposal Attachment (click to open)</p> <p>Single PDF with All PDF Attachments</p> <p>Individual Attachments</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Type	Description			<p>Proposal Sections:(click link to access)</p> <ul style="list-style-type: none"> Title Page Applicant Organization & Contacts Organizational Summary Program/Project Description
Type	Description					

If access to the All Applications tab is provided **and** the Grant Maker allows reviewers to access critiques for applications not assigned to them, clicking the **Other Critiques** link for an unassigned application will redirect to the same page referenced in #2 above. As mentioned above, that page provides all critiques at the top, threaded discussion in the middle (if used by the Grant Maker), and application information at the bottom. The Grant Maker may opt to reveal the names of the other reviewers or to identify them by roles and ID numbers.



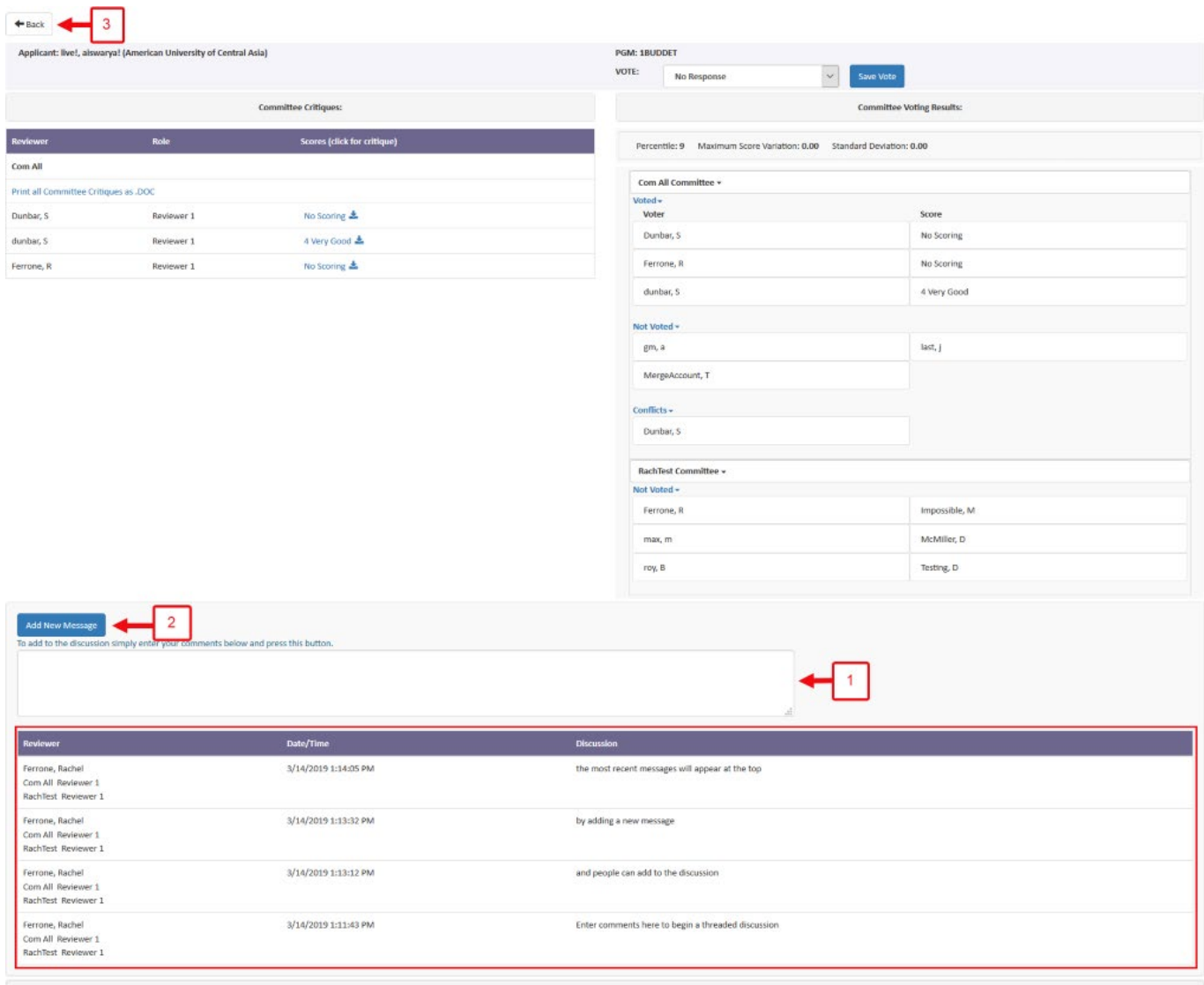
Conflict	Applicant	Institution	GM App ID	App Details	Submit Critique(s)	Other Critiques
<input type="checkbox"/>	Zhang, Kevin	Concordia University	58338 pC ID (1)	App Details All Attachments	No Assigned Critique	Other Critiques
<input type="checkbox"/>	Gentry, Daniel	CFR Affiliate Program Miami Children's Hospital (Miami, FL)	62260 pC ID (2)	App Details All Attachments	Role: Reviewer Status: Submitted Score: 5.00 Your Critique	Other Critiques
<input type="checkbox"/>	Israelsen, Dwight	University of California, Irvine	62254 pC ID (1)	App Details All Attachments	Role: Reviewer Status: Not Started Your Critique	Other Critiques
<input type="checkbox"/>	McMansion, Richardo	New York University Medical Center	58340 pC ID (1)	App Details All Attachments	Role: Reviewer Status: Not Started Your Critique	Other Critiques

Threaded Discussion

If a Grant Maker has allowed threaded discussion, you can access it by clicking the link in the “Discuss” column. The link appears as “X/Y” where X is the number of reviewers participating in the discussion and Y is the number of comments posted. You can also click **Other Critiques**.

Both links redirect to a page with all critiques at the top, threaded discussion in the middle, and application information at the bottom. The comments are sorted by date with the most recent comment at the top. The Grant Maker may elect to reveal the reviewers’ names or only identify them by an ID number and role.

To post a comment, enter text in the box (1) and click the **Add New Message** button (2). When done, click the “Return to - Committee Roster” link (3) in the top right to return to the list of applications.



The screenshot shows the application interface for applicant 'live!, always! (American University of Central Asia)' with PGM: 1BUDDET. It includes sections for Committee Critiques, Committee Voting Results, and a threaded discussion.

Committee Critiques:

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 -

Voter	Score
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

Add New Message: (2)

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

Text input box: (1)

Threaded Discussion:

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

Revising Your Critique

If a Grant Maker has allowed you to see other reviewers' critiques and participate in threaded discussion, they also usually allow you to revise your critique. However, not every Grant Maker allows this.

If the Grant Maker allows revisions, you can revise your critique in the same manner that you entered it originally, i.e. click the **Your Critique** link for the application, edit your critique, and click the **Save** button. However, you do not click a **Submit** button again. The **Submit** button is only for the original submission. After initial submission, the **Save** button is clicked to retain changes and the system notes that it is a revised critique. Critiques that have been revised show "Submitted **Rev**" as the status

Conflict	Program Abbr	Resubmission	Applicant	Institution	Project Title	GM App ID	Abstract	App Details	Submit Critique(s)	Discuss	Other Critiques	Save Vote(s)
<input type="checkbox"/>	1BudDet		Iivel, aishwarya!	American University of Central Asia	For Abstract	618110 pC ID	Abstract	App Details All Attachments	Role: Reviewer 1 Status: Submitted Rev Score: 4.00 Your Critique	1/4	Other Critiques	4 Very Good Save Vote

Voting

The voting feature is usually shown in the “All Applications” tab but can also be found in the “Assigned Applications” tab. Grant Makers collect votes in one of two ways:

1. **Single Score:** If the Grant Maker collects a single score vote (i.e. one score per application), there is a drop-down menu with the Grant Maker’s scoring scale in the Save Vote(s) column. To submit a vote, select a score from the drop-down menu (1) and click the **Save Vote** button (2). Clicking either the **Save Vote(s)** button (3) in the header or an individual **Save Vote** button **will save all score selections in the column.**

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

Search:

[w Add/Remove Column List](#) [Show Advanced Sort/Filter](#) [Refresh](#)

GM App ID	Contacts	Abstract	App Details	Critiques	Other Critiques	Save Vote(s)
139736 pC ID		Abstract	App Details All Attachments	Role: Reviewer Status: Submitted Score: 3 Excellent Your Critique	Other Critiques Note (0)	<div style="border: 1px solid #ccc; padding: 5px;"><p>3 Excellent</p><p>1 Exceptional</p><p>2 Outstanding</p><p>3 Excellent</p><p>4 Very Good</p><p>5 Good</p><p>6 Satisfactory</p><p>7 Fair</p><p>8 Marginal</p><p>9 Poor</p><p>6 Satisfactory</p></div> Save Vote
139737 pC ID		Abstract	App Details All Attachments	Role: Reviewer Status: Submitted Score: 3 Excellent Your Critique	Other Critiques Note (0)	
139609 pC ID	Key Person/ Contacts	Abstract	App Details All Attachments	Role: Reviewer Status: Submitted Score: 6 Satisfactory Your Critique	Other Critiques Note (0)	

- Multiple Scores:** If the Grant Maker collects multiple scores (i.e. more than one score per application), there is an **Edit Vote** link (1) in the Vote column. Clicking this link opens a page with the Grant Maker's scoring criteria and a drop-down menu for each item with the Grant Maker's scoring scale (2). Select all scores and click the **Save** button (3). When done, click the **Back** button (4) in the upper left.

Once you have voted for an application, the calculated average score displays in the Vote column with an **Edit Vote** link (1). To edit your vote, click the **Edit Vote** link and follow the instructions in the paragraph above.

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

ittee (TEST)

Search:

Applicant	Institution	Project Title	GM App ID	Contacts	Abstract	App Details	Critiques	Other Critiques	Vote
Porter, Amber	Altum Inc.	Test Application	139736 pC ID		Abstract	App Details All Attachments	Role: Reviewer Status: Submitted Score: 3 Excellent	Other Critiques Note (0)	3 Excellent 1 Edit Vote

[Your Critique](#)

4

Vote

Applicant: Porter, Amber
App #: 139736 pC ID
Average Score: 3.00

Category 1: **2**

Category 2:

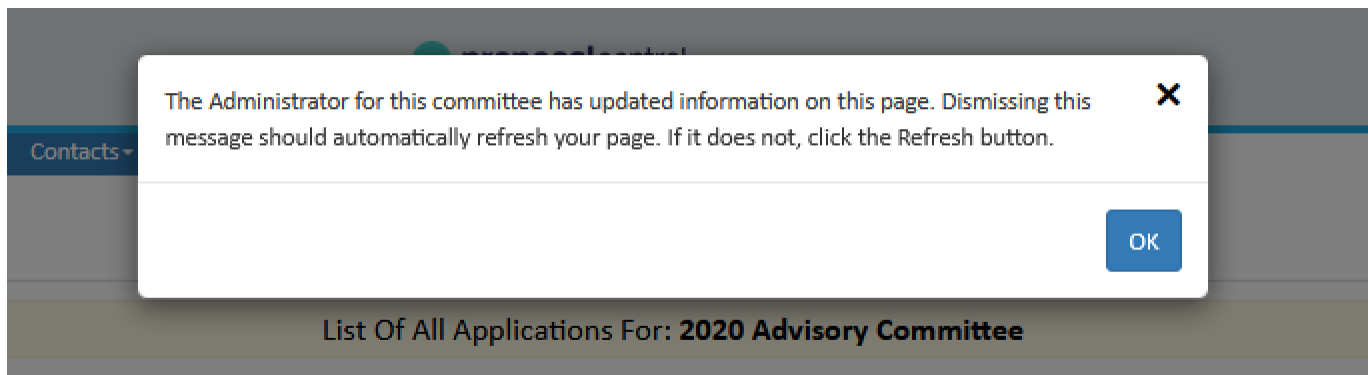
3

Review Meeting/Study Section

During a review meeting or study section a Grant Maker may choose to use an administration function of “pinning” an application to the top of your listing of proposals to indicate which proposal is up for discussion. When an application is “pinned” it will appear highlighted at the top of your list. When the administrator asks you to input your vote you may choose your vote and click on **Save**.

Conflict	Applicant	Institution	GMR App ID	App Details	Submit Critique(s)	Other Critiques	Save Vote(s)
<input type="checkbox"/>	Zhang, Kevin	Concordia University	58338 pC ID 🔗 (1)	App Details All Attachments	No Assigned Critique	Other Critiques	No Response Save Vote
<input type="checkbox"/>	Gentry, Daniel	Respiratory Program Miami Children's Hospital (Miami, FL)	62260 pC ID 🔗 (2)	App Details All Attachments	Role: Reviewer Status: Submitted Rev Score: 4.75 Your Critique	Other Critiques	No Response Save Vote
<input type="checkbox"/>	Israelsen, Dwight	University of California, Irvine	62254 pC ID 🔗 (1)	App Details All Attachments	Role: Reviewer Status: Not Started Your Critique	Other Critiques	No Response Save Vote
<input type="checkbox"/>	McMansion, Ricardo	New York University Medical Center	58340 pC ID 🔗 (1)	App Details All Attachments	Role: Reviewer Status: Not Started Your Critique	Other Critiques	No Response Save Vote

When the administrator pins the next proposal for discussion you will receive a pop-up message on your screen indicating an update was made to the listing. By clicking “OK” on the message your screen will automatically refresh to the next pinned application being at the top of your list. If this does not occur, manually refresh your page.



Exiting the Review Module

When you are ready to exit the Review Module, you can do so by clicking **Logout** next to your name in the top right corner of the screen.

