

## Completing a Review for a Competitive Grant Program

All reviews of applications will be completed and submitted through a review portal. The grantor program manager will send you a unique URL for the review portal. Through the review portal, reviewers can access copies of the applications and the reviewer feedback form that needs to be completed and submitted.

A step-by-step training video that covers the information in this guide can be viewed here.

Copy and paste the URL sent to you by the program manager into your browser. When the review portal opens, enter in your email address and click *Continue*.

r New Users: ease enter your email address and we will verify if you are our system. If your email is part of our system, a nfirmation will be sent to that address. If your email is not our system or you do not receive a confirmation email, ase contact your administrator.	To get this process started, new and returning users please enter your email address below.
on confirmation of your email, you will be taken to the <b>jn Up</b> screen where you can choose a password to create account. Once you have chosen your password, your count will be created and you will gain access to the rtal.	Continue Already have a confirmation code?
r Returning Users:	
ease enter your email address to the right, and we will rify if you are in our system. When found, you can enter ur password and then gain access to the portal.	

Once you click *Continue*, you will receive the following confirmation message.

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.



An example of the email confirmation that is sent is below. Click on the hyperlinked *Confirm Your Email* to Get Started to confirm your email address and set up your password.

[EXTERNAL] : Email Confirmation

Web Portal App <no-reply@webportalapp.com>

To Benoit, Katje (OMB - Contractor)

O Citck here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.
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
Unix-weepport.unapp.com
Your account information:
Account katje benoit.ctr@omb.ri.gov
Confirmation Code

## Set up your password and click Create Account

Sign In/Sign Up Instructions	Sign Up	
or New Users:	Choose a password below. Once your account is created you will be logged into the portal.	
of New Osers.	Email	
Please enter your email address and we will verify if you are n our system. If your email is part of our system, a	katje.benoit.ctr@omb.ri.gov	
confirmation will be sent to that address. If your email is not	Password	
n our system or you do not receive a confirmation email, slease contact your administrator.	۲	
Jpon confirmation of your email, you will be taken to the	Must contain at least one lowercase letter	
Sign Up screen where you can choose a password to create	Must contain at least one uppercase letter	
an account. Once you have chosen your password, your	Must contain one number	
account will be created and you will gain access to the portal.	Must be between 8 and 32 characters	
Jonal.	Must not be an email address	
	Confirm Password	
For Returning Users:	۲	
Please enter your email address to the right, and we will erify if you are in our system. When found, you can enter your password and then gain access to the portal.	Passwords must match	
f you have any questions or concerns, please contact your	Create Account	

Note: The above process should be completed for each new review portal you are invited to.



Once you have created your account and signed in, you will be brought to your Review Portal homepage. From here, you can access all applications that have been assigned to you to review and score. You can use the search bar to search and locate specific applications. The instructions panel on the left-hand side provides detailed instructions on how to access, save, and complete reviews. Once you are ready to view an application and begin your review, click on the blue *Review* button next to the respective application title.

earch by Record Title V Search Q	Welcome, katje.benoit.ctr@omb.ri.gov
2 listings in total	Show: All   Image: Instructions: To review the submission, please click the blue "Review" button.
Learn Money Now	Review When reviewing, select the dropdown nex to "Viewing Form:" to check for additiona information. As well, check for attachment
Mock Application Test 1	Review in the control of the screen.
	To get back to the application, click "Listings" in blue at the top left.
M ( 1 / 1 ) M	1 - 2 of 2 To complete your review, please click "+Feedback" in the upper right.
	You have the option to save your work and continue at a later time by clicking "Save Draft" at the bottom right of your review form. When you log back into the portal, those saved will have an orange "In Progress" button.
	When the review is complete, please click "Submit" at the bottom right of your revie form.
	When you return to the Listings, the buttor will now be complete and "Done".
	Thank you and please reach out to an administrator if you have any questions.

Clicking the blue *Review* button will open up a read-only copy of the application for you to review. To begin working on your review, click on the blue *+Feedback* button.

Search by Record Title V Search Q		Welcome, katje.benoit.ctr@omb.ri.gov
Listings > Mock Application Test 1 Select Form: Profile < >	Switch to PDF View + Feedback	Instructions: To review the submission, please click the blue "Review" button. When reviewing, select the dropdown next
Viewing: Profile	Rrint	When reviewing, see at the diopoint flext to "Viewing Form." to check for additional information. As well, check for attachments by clicking the "Form Attachments" drop down. You can click on any attachment and it will populate in the center of the screen.
	A	To get back to the application, click "Listings" in blue at the top left.
		To complete your review, please click "+Feedback" in the upper right.
Applicant Information	- 1	You have the option to save your work and continue at a later time by clicking "Save Draft" at the bottom right of your review form. When you log back into the portal, those saved will have an orange "In Progress" button.



This will open a panel on the right side of the screen so you can view the application on one side, and work on your review on the other side simultaneously.

Form Attachments -	Feedback
Applicant Information	As a reviewer, you will be participating in the selection and/or awarding of an award of subaward. In accordance with 2 CRF 200.318, no person may participate in the selection, award, or administration of an award or subaward supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the reviewer, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of th parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for an award or subaward. The reviewer may neither solicit nor accept qratuilies, favors, or anything or monetary value from applicants,
First name	subrecipient or particules havards or subawards, except as permitted under the Rhode Island Code of Ethics
Katje	RI Code of Ethics: https://ethics.ri.gov/code-ethics
Last name Benoit	2 CFR 200.318: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part- 200/subpart-D/subject-group-ECFR45ddd4419ad436d/section-200.318
Email	By proceeding with this review, I certify the following: A) No real or apparent conflict of interest currently exists. B) I will promptly disclose any real or apparent conflict of interest which arises during this review. C) I agree to uphold strict confidentiality before, during, and after the review process unless otherwise required by law.
Title	Conflict of Interest Selection
Consultant	As outlined above in A, B, and C, I certify I have no conflict of interest.
Company	I am declining this application review due to a real or apparent conflict of interest or the perception of such a conflict.
If you represent an organization applying on behalf of a third party (i.e. a	Does the Applicant meet eligibility requirements for the solicitation?

To access and open the different forms within the applicant's submission, click on the *Select Form* dropdown and make your selection.

Search by Record Title	٩		Welcome, katje.benoit.ctr@omb.ri.gov
Listings > Learn Money Now		Switch to PDF View + Feedback	Instructions: To review the submission, please click the blue "Review" button.
Viewing: P Applications			When reviewing, select the dropdown next to "Viewing Form:" to check for additional information. As well, check for attachments by clicking the "Form Attachments" drop
Form Attachments		🚔 Print	down. You can click on any attachment and it will populate in the center of the screen. To get back to the application, click



To view any attachments an applicant uploaded with their application, click on the *Form Attachments* dropdown. Click on the title of the attachment to open a copy of the file.

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To view the applicants budget and goals submitted with their application, navigate to the *Applications* form and scroll to the bottom of the page. At the bottom, there will be a link to open and view their application budget and their application goals. Click on the hyperlinks, or copy the URL into another tab of your browser, to open the submissions.

**Note:** if a grant program does not require a budget and/or goals, the links will not appear in the *Applications* form.

stings ≻ Learn Money Now	Switch to PDF View	+ Feedbaci
ect Form: Applications - < >		
Viewing: Applications		
		🚔 Print
Program Specific Requirement		
Only 1 file upload is allowed per upload input. If you have more than 1 file, please comt inputs.	bine or use additional file u	ıpload
Budget Worksheet		_
View Budget Worksheet https://portal.ecivis.com/#/peerBudget/B25B453A-DDBD-45E6-BEAA-7BC636F365EC		
Application Goals		
View Application Goals https://portal.ecivis.com/#/peerGoals/35715ED8-7EB3-4F41-8AC8-871D7600045A		
Profile		



As you complete your review and fill in answers to review questions, you can see the total score at the bottom of the form change, unless the form was designed without scoring. At the bottom of the review feedback form, clicking on *Save Draft* allows you to save your changes and exit the review portal without losing your progress.

Total Score	
25	
	Close Save Draft Submit

For reviews that you have started and clicked *Save Draft*, you will see their status change on your review portal homepage from *Review* to *Continue*. You can click on the orange *Continue* button to re-open your review form and continue working on it.

2 listings in total	Show: All 🗸 🌐
Learn Money Now	Review
Mock Application Test 1	Continue

Once you have finished reviewing the application and completing the scorecard in the system, you can submit your review feedback form. Clicking the *Submit* button will submit your scoring and feedback to the grantor program manager.



Once you have submitted feedback, you will see the application review status update to Done.

2 listings in total	Show: All 👻 🎟
Learn Money Now	Review
Mock Application Test 1	Done