



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*.

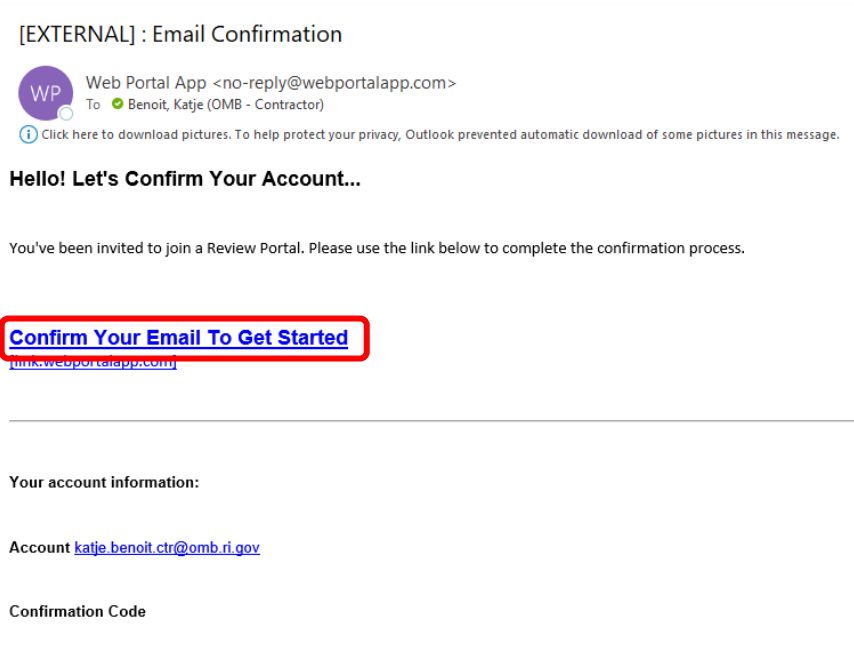
A screenshot of a web portal's sign-in page. The page is divided into two main columns. The left column is titled "Sign In/Sign Up Instructions" and contains two sections: "For New Users:" and "For Returning Users:". The "For New Users:" section explains the email verification process and the "Sign Up" screen. The "For Returning Users:" section explains the login process. The right column is titled "Welcome!" and contains a text prompt: "To get this process started, new and returning users please enter your email address below." Below this prompt is a form with a text input field labeled "Email" and a blue "Continue" button. A link "Already have a confirmation code?" is also present. A red rectangular box highlights the "Email" input field and the "Continue" button.

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

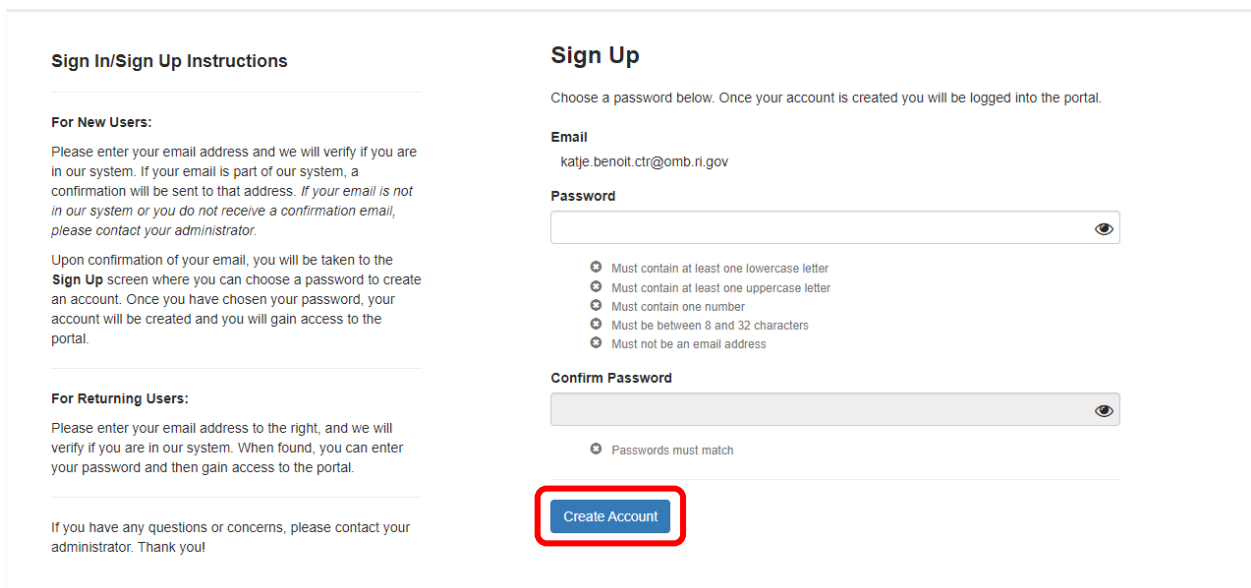
You will receive a confirmation email shortly with a confirmation code which will allow you to choose a password, create an account and log in. Please check and confirm or [Resend Email](#).



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.



Set up your password and click *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.

The screenshot shows the Review Portal homepage. At the top, there is a search bar with a dropdown menu set to "Record Title" and a search icon. To the right of the search bar, it says "Welcome, katje.benoit.ctr@omb.ri.gov" with a settings icon. Below the search bar, there are two application listings: "Learn Money Now" and "Mock Application Test 1". Each listing has a blue "Review" button. The "Review" button for "Mock Application Test 1" is highlighted with a red box. To the right of the listings, there is an "Instructions:" panel with a red box around the heading. The instructions panel contains several paragraphs of text providing guidance on how to review applications, including instructions on using the "Review" button, checking for attachments, saving drafts, and submitting reviews. At the bottom of the listings, there are navigation controls showing "1 / 1" and "1 - 2 of 2".

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.

The screenshot shows a read-only copy of an application titled "Mock Application Test 1". The page has a breadcrumb trail "Listings > Mock Application Test 1". There is a "Switch to PDF View" button and a blue "+ Feedback" button, which is highlighted with a red box. Below the breadcrumb trail, there is a "Select Form:" dropdown menu set to "Profile" with left and right navigation arrows. The main content area shows "Viewing: Profile" and a "Form Attachments" dropdown menu. Below this, there is a "Print" button and a large section titled "Applicant Information" with the text "Tell us about you." and "First name". To the right of the application view, there is an "Instructions:" panel with a red box around the heading, containing the same instructions as seen in the previous screenshot.

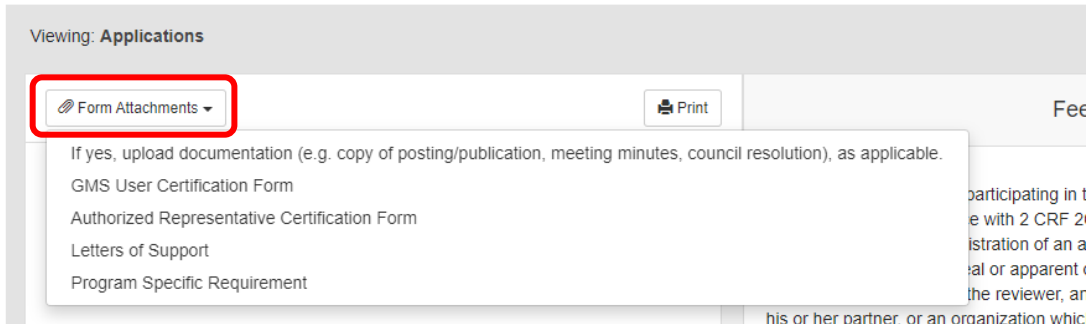


This will open a panel on the right side of the screen so you can view the application on one side, and work on your review on the other side simultaneously.

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

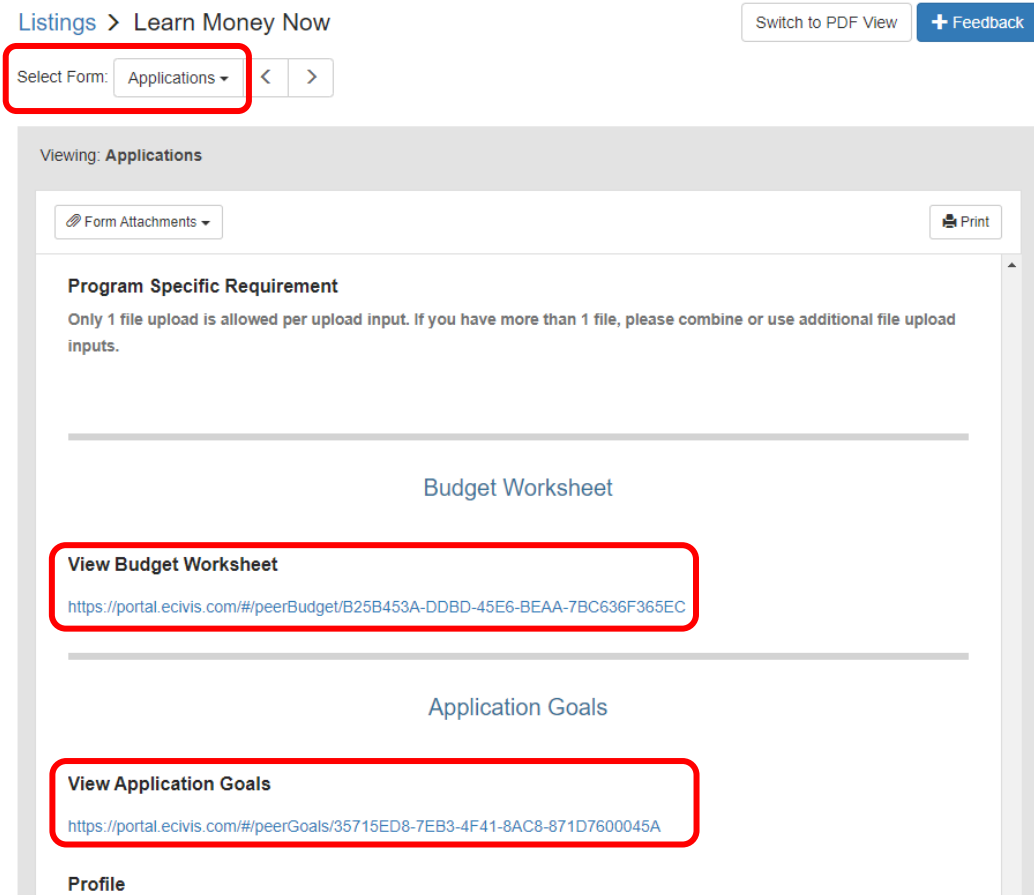


To view any attachments an applicant uploaded with their application, click on the *Form Attachments* dropdown. Click on the title of the attachment to open a copy of the file.



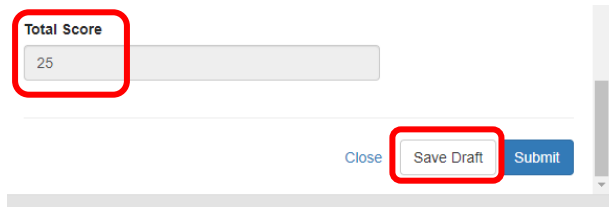
To view the applicants budget and goals submitted with their application, navigate to the *Applications* form and scroll to the bottom of the page. At the bottom, there will be a link to open and view their application budget and their application goals. Click on the hyperlinks, or copy the URL into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

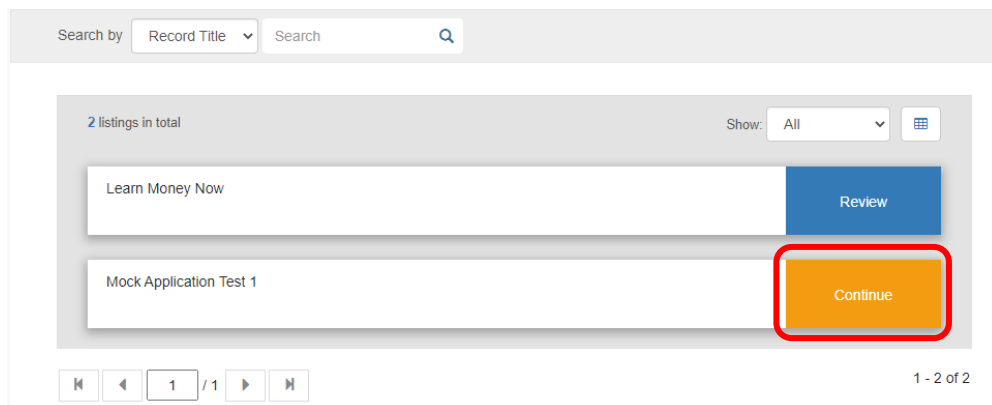




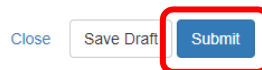
As you complete your review and fill in answers to review questions, you can see the total score at the bottom of the form change, unless the form was designed without scoring. At the bottom of the review feedback form, clicking on *Save Draft* allows you to save your changes and exit the review portal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



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.



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*.

