

HOW TO COMPLETE A REVIEW

This user guide demonstrates how to complete a review for individuals outside of the state agency administering the grant program.

Grants Management
Office

How to Complete a Review in eCivis Portal

Non-State Agency reviewers should follow the instructions below to complete a review. Reviewers will need an eCivis Portal account to complete reviews. If the reviewer does not have an eCivis Portal account, see the [eCivis Portal – Access and Login guide](#) (pages 1-2) to create an account before moving forward.

NOTE: If you are a state agency user, please refer to the State as Grantor Pre-Award User Guide

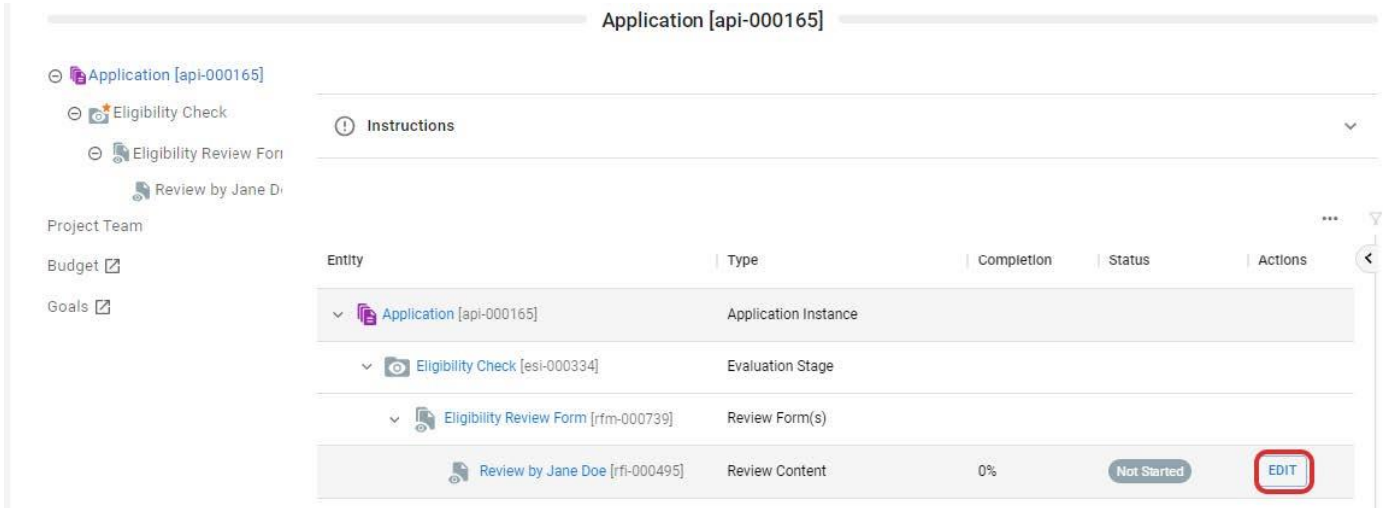
- 1) Once logged in to eCivis Portal (<https://portal.ecivis.com>), locate the My Reviews selection from the left-hand navigation bar.

Project Title	App Status	Organization (S...)	Nr of Forms	Present Stage	Stage Status
Small Business Regional Support F... [api-000003]	In Progress	City of Euna	1	Evaluation Process	Not Started
Small Business Regional Support [api-000006]	Rec. Award	City of Euna II	2	--	
Community Project ABC [api-000049]	In Progress	County of EUNA	1		
Community Project ABC [api-000050]	Denied	Euna County	1	--	
Building Better Communities [api-000051]	Pending Deci...	City of Euna	1	--	

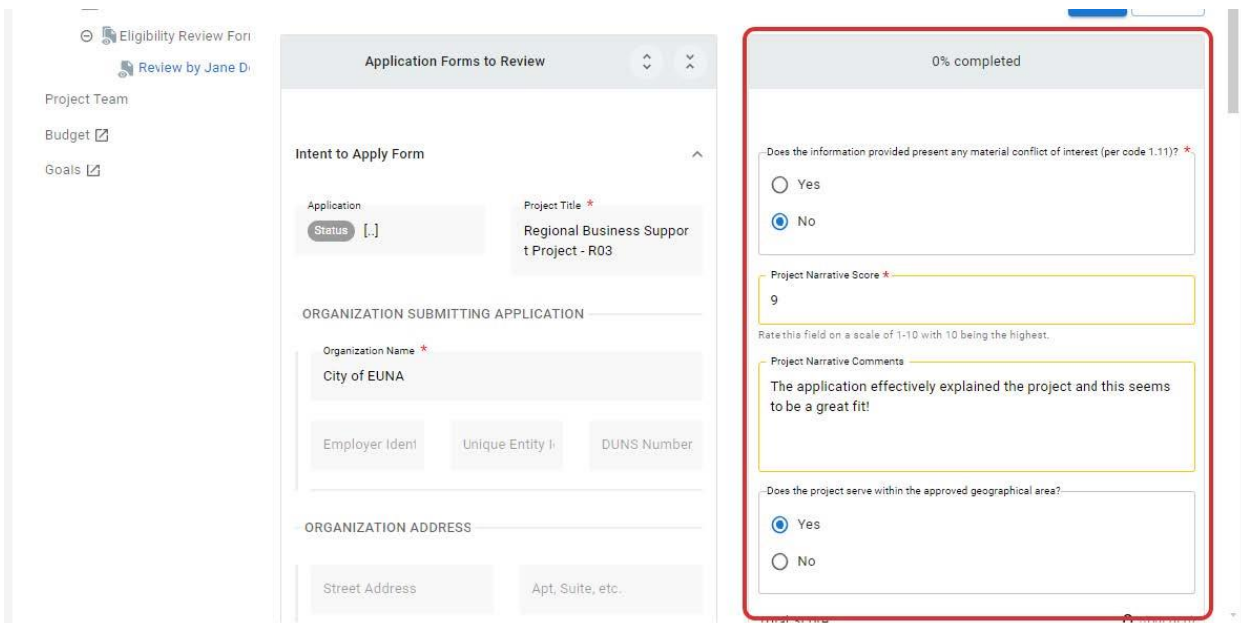
- 2) Select the appropriate “Application ID” to review. The stage status will show “Not Started” if review has not previously need started.

Project Title	App Status	Organization (...)	Nr of Forms	Present Stage	Stage Status	Started
Regional Business Support Project... [api-000165]	In Progress	City of EUNA	2	Eligibility Che...	Not Started	04/19/2024
Regional Business Support Project... [api-000166]	In Progress	City of EUNA	2	Eligibility Cha	In Progress	04/19/2024

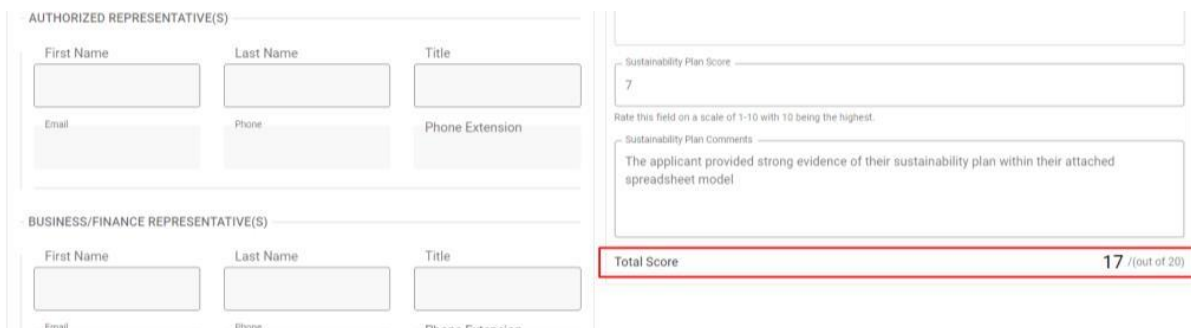
3) Select *Edit* next to the appropriate Review Form.



4) Viewing the “Application Forms to Review” on the left-hand side of the screen, Reviewers will provide feedback using the fields on the right.



NOTE: If the Review Form is built with scoring fields that add up to a total score, there will be a “Total Score” value at the bottom of the form. Some Review Forms may not have a Total Score.



- 5) To export a copy of the filled Review Form to PDF format, select *Export to PDF* from the top-right corner of the page.

Please fill the below form to evaluate this submission for award consideration.

The screenshot shows the top right corner of the review form interface. A blue button labeled "EXPORT TO PDF" is highlighted with a red rectangular box. Below it, a grey header bar contains the text "Application Forms to Review" and "100% completed". The main content area shows a section titled "Core Information" with a question: "Does the information provided present any material conflict".

- 6) Once all required fields of the Review Form are complete, select *Save*.

The screenshot shows the review form interface with the "SAVE" button highlighted in a red box. The form is titled "Application [api-000165]". On the left, there is a sidebar with navigation items: "Application [api-000165]", "Eligibility Check", "Eligibility Review Form", "Review by Jane D.", "Project Team", "Budget", and "Goals". The main content area is divided into two panels. The left panel, titled "Application Forms to Review", shows the "Intent to Apply Form" with fields for "Application" (Status: [.]), "Project Title" (Regional Business Support Project - R03), and "ORGANIZATION SUBMITTING APPLICATION" (Organization Name: City of EUNA). The right panel, titled "0% completed", shows a question: "Does the information provided present any material conflict of interest (per code 1.11)?" with radio buttons for "Yes" and "No" (selected). Below this is a "Project Narrative Score" field with the value "9" and a "Project Narrative Comments" field with the text "The application effectively explained the project and this seems".

- 7) If no further edits are needed and the Review Form is ready to submit, select *Complete* to submit the review.

The screenshot shows the review form interface with the "COMPLETE" button highlighted in a red box. The form is titled "Application [api-000165]". On the left, there is a sidebar with navigation items: "Application [api-000165]", "Eligibility Check", "Eligibility Review Form", "Review by Jane D.", "Project Team", "Budget", and "Goals". The main content area is divided into two panels. The left panel, titled "Application Forms to Review", shows the "Intent to Apply Form" with fields for "Application" (Status: [.]), "Project Title" (Regional Business Support Project - R03), and "ORGANIZATION SUBMITTING APPLICATION" (Organization Name: City of EUNA). The right panel, titled "100% completed", shows a question: "Does the information provided present any material conflict of interest (per code 1.11)?" with radio buttons for "Yes" and "No" (selected). Below this is a "Project Narrative Score" field with the value "9" and a "(1-10)" range indicator. Below that is a "Project Narrative Comments" field with the text "The application effectively explained the project and this seems".

- 8) Return to the "My Reviews" tab from step 1 and complete all assigned reviews.