

Division for Research Internal Awards Applications “Advisory Council Member” Reviewer Tutorial

To complete online application evaluations, each Advisory Council Member (i.e. CoR subcommittee reviewer) is required to log in to the Division for Research Internal Awards application portal:

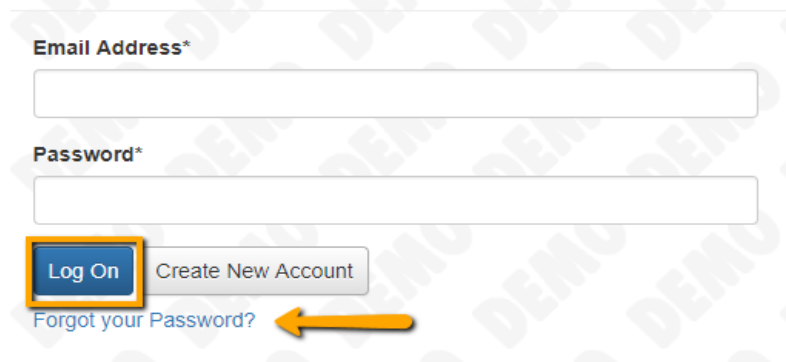
<https://www.grantinterface.com/Home/Logon?urlkey=albany>

To ensure you receive e-mail messages regarding your assigned application evaluations, add administrator@grantinterface.com to your “safe sender” list.

Logging In

- Once you’ve accessed the logon page, type in your **Username** (UAlbany e-mail address) and **Password**: First-time users - select "Forgot your Password" (underneath the logon button), and send yourself an email to reset to a secure password.

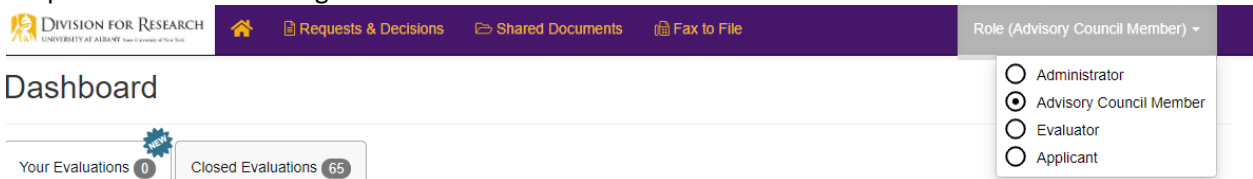
Logon Page



The screenshot shows the logon page with the following elements:

- Email Address***: A text input field.
- Password***: A text input field.
- Log On**: A blue button with a white border, highlighted with a yellow box.
- Create New Account**: A grey button.
- Forgot your Password?**: A blue link with a yellow arrow pointing to it.

- DO NOT create an account. This is for applicants only.
- If you are a returning user, on log in you may need to **choose the appropriate role** utilizing the dropdown arrow on the right of the screen.



The screenshot shows the dashboard interface with the following elements:

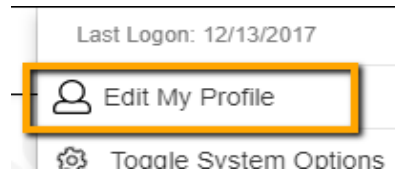
- Navigation Bar**: Includes "Requests & Decisions", "Shared Documents", and "Fax to File".
- Role (Advisory Council Member)**: A dropdown menu with options: Administrator, **Advisory Council Member** (selected), Evaluator, and Applicant.
- Dashboard**: Shows "Your Evaluations 0" and "Closed Evaluations 65".

Edit Profile

Once logged in, you will land on your Dashboard. If you would like to edit your profile information or password, select your name in the upper right-hand corner.

- Next, click the **Edit My Profile** button.

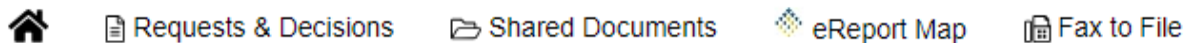
- You can edit any of the fields shown,
- Or scroll to the bottom of the page and select **Change Password** button to set and confirm a new password.



- Make sure to click "**Save Password**" once you have entered a new password.
- To return to your Dashboard, click the HOME button.

Navigation Menu

On the Dashboard you have access to:



- The **Requests & Decision** Search tool
 - Where you can search for past and current grant requests in any grant process
 - To complete a search, enter search criteria and click on the **Search** button.
 - From the generated results Advisory Council Members can access the **Organization summary** including all grant history, by clicking on the **Organization Name**.
 - Advisory Council Members can also access the **Request Summary** by clicking on the **Project/Proposal Name**.
- You also have access to the **Shared Documents** page, which houses any files uploaded by an administrator.
 - This is a view only page. You may view documents but you may not upload or edit documents.
- If the **eReport Map** feature is being utilized, you can see your foundation's historic funding plotted geographically from data submitted to Foundation Center as part of their eGrant Reporting Program
- Lastly, the **Fax to File** feature can be used to convert documents from hard copy format to digital format so that they may be uploaded in the software.

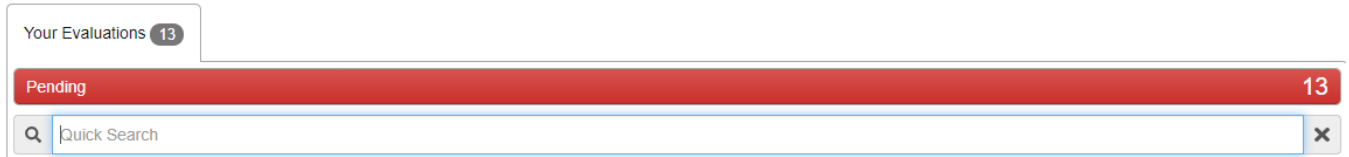
Remember that the HOME icon in the navigation menu will return you to the Dashboard from any other page.

Dashboard

If you have multiple user roles (i.e. applicant, evaluator, advisory council member), choose "Advisory Council Member" utilizing the dropdown arrow in the top right of your dashboard:

Role (Advisory Council Member) ▾

Dashboard



Your Evaluations **13**

Pending **13**

Quick Search

Your dashboard may show both pending and closed applications. To view only pending applications, click the “Pending” link on the left highlighted in red.



Your Evaluations **3** Show Pending

Pending **2** Closed **1**


Quick Search

The **Dashboard** houses your Evaluation assignments.

- You will see the **Form Name, Award Application (Process) Name, Organization Name, Applicant’s Name, and Project (Proposal) Title** for each application.
- The **Project/Proposal Name** will be listed in blue text.
 - Clicking on this will bring you to the **Request Summary** page. Here you can view information such as,
 - The Applicant & Organization,
 - Any previous forms that have been completed.
 - Any Request Documents and comments that have been added by the administrator
- Next you will see the **Evaluation Score** (if applicable).

The Division for Research does not typically use the automatic scoring system, but instead uses a scoring system based on an NIH rating scale model. Please disregard the system automatic scoring and utilize the scoring system indicated on the evaluation form. Results will be exported to an Excel spreadsheet to calculate scores.

Score: (2/2)

	↕ FIRST	↕ LAST	%	Q1*	Q2*
 Evaluator		1		✓	✓

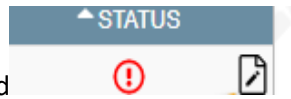
- The **Status** icon next to each Evaluation assignment indicates if the Evaluation has been completed or not.

Current Status: Evaluations

STAGE	STATUS
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- A **red exclamation** point will appear if any required questions on the Evaluation form

have not been completed



- A **green checkmark** appears after all required fields on the Evaluation form have been completed.



- Finally, click the Status “pending” icon  to the right of the evaluation assignment to view and complete the Evaluation Form.

Completing Evaluations

The **Evaluation** page houses your Evaluation form as well as other important information.

- At the top of the page you can, view the Project Title and Application Name, and other important information pertaining to the Request.



- You may create a PDF of the Evaluation form with your responses by clicking on the “**Evaluation Packet**” button.
- To the right you will see the Application form.




- You can download a PDF of the Application form, with responses and any uploaded documents, by clicking on the “**Application Packet**” button.
- If documents have been uploaded to the form, you can view these within the site by selecting the “**Document Viewer**” button.
 - This feature can also be access by clicking on the eye icon next to any uploaded document within the form
 - Within the document viewer you can page and zoom on documents, switch between uploaded forms, and download documents using the download icon.



Finally, you can complete the Evaluation form. You can scroll through the Application form as needed.

- Notice you can also see Administrator Comments on the Application form, when applicable.
- On the Evaluation form, fields with an asterisk are required fields and must be completed.
- The system will automatically save your answers as you complete the Evaluation form.
- You can use the vertical divider line between the Evaluation and the Application to resize each section.




Once you have completed the form, scroll to the bottom of the evaluation, and click the “**Save**” button.

- This will take you to a **confirmation page**.
 - Any **Required** questions that were not completed will be listed on this page.
 - Note that until all of the required questions are completed on the Evaluation form, the status will not update from a red exclamation mark to the green checkmark icon (and an automatic score will not be calculated, if applicable).
 - Click **Continue** to return to your dashboard  where evaluation assignments are listed.
- You can return to a completed evaluation form and change your responses up until the time that the administrator closes the evaluation stage. Until that time, the evaluation status will be marked as “Open”:

Current Status: Evaluations Assigned

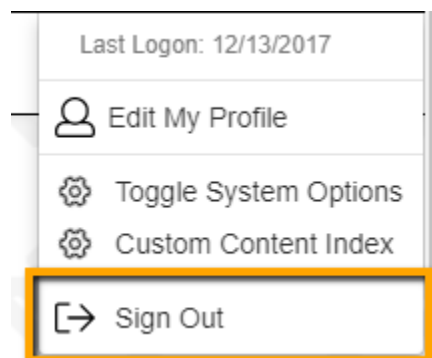
STAGE	STATUS
 Application	Complete
 Evaluation 1	Open

Steps to view a shared evaluation:

- Log on: <https://www.grantinterface.com/Home/Logon?urlkey=albany>
- From your dashboard under Application Evaluation: Click on **Evaluator**
- Click on the proposal project title
- Under the Request Tab on the Request Summary page: Click the view icon: 
- You will see the shared evaluator name under “Score”. You will see answers to numeric questions and can left click the checkmark icon  to view written answers.
- If you prefer to view the evaluation in its entirety, click the view icon  to the left of the evaluator name, and scroll down to view responses.

Logging out of the system

- To logout of the system click on your name in the top right-hand corner of the page and click “Sign Out”.



If you have questions or need assistance, please email ResearchInternalAwards@albany.edu.

Periodically, the Foundant system makes changes to the evaluation viewing format. Please email researchinternalaward@albany.edu if you encounter a change and require assistance with your evaluation.