This tutorial will outline the workflow a Staff Evaluator goes through.

**Logging In**

If you already have an account with the grant making organization:
1. Enter your e-mail address, in the e-mail address field
2. Enter the password you were given by the foundation.
3. Press the "Log On" button to enter the Grant Lifecycle Manager.

If you have forgotten your password:
4. Click the Forgot Your Password link
5. It will then ask for your email address. Type your email address and click Send Reminder.

If you do not have an existing account:
6. Contact your Foundation Administrator and they will be able to provide you with these details.
STEP 1 Dashboard

After logging into the system, you will be directed to the Dashboard Page. This page displays the number of requests that have been assigned to you and allows you to access the application and evaluation.

- Click on the “Staff Evaluator” link to review a list of all the pending applications that have been assigned to you for review.

Step 2 Evaluate Assigned Applications

The Evaluation Workload Page displays a listing of the individual applications that have been assigned for you to review.

1. Evaluate each assigned application by clicking on the “Review” icon.
Step 3 Evaluate the Application

The Evaluation page allows you to rank each grant application according to the criteria set forth by your foundation. You are able to document comments and access details of the grant application while performing your evaluation.

1. Rank each evaluation question using the scale provided

2. Enter any comments applicable to this application evaluation

3. Access all forms submitted by the applicant as well as internally generated documents that have been attached by the administrator by clicking links at the top of the evaluation form.

4. After you have completed the ranking questions and enter comments, click on the “Save Evaluation” button.

(See Diagram On Next Page)
STEP 4 Confirmation Page

Once you have completed the grant application evaluation, you will be taken to a Confirmation Page. Clicking Continue, returns you to the Evaluation Workload Page where you can select any remaining grant applications that have been assigned to you.

After saving each evaluation, click Continue to return to the Evaluation Workload page.

STEP 5 Review Scoring

1. Your score will appear for each evaluation containing scoring questions that you have completed.
2. A green check mark will appear for each evaluation that you have answered all of the required questions.
3. Continue until all assigned applications have been evaluated. You can edit saved evaluations by simply clicking the Review link and resaving the evaluation form.
Shared Documents

In the Shared Documents area you can view files uploaded by the administrator. Click on Shared Documents under tools to access the files.

Logging Off

Click on your name to edit your information. Click the Log Off button in the top right to end your session.