

Grant Reviewer User Guide

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Overview


Amp Impact Grant Applications and Reviews Module enables Organizations to implement the Grant Application process. With this extension, Amp Impact can be used to manage the full Grant Lifecycle. Organizations can announce the funding opportunity by publishing a call for proposal, allow grant applicants to submit an application, review the applications, award grant, and monitor the grant.

In this user guide, the grant reviewers will learn how to:

- Access concept notes and applications to review.
- Access reviews and submit them.

 To learn about how to set up the Grant Applications and Reviews Module in your org, please refer to the Grant Applications and Reviews Module Setup Guide.

 To learn about how to submit an application and report on grants, please refer to the Grant Applicant User Guide and Amp Impact Grantee Reporting User Guide.

 To learn about how grantmaking organizations manage the grant application process, please refer to the Grant Coordinator User Guide.

Access the Review

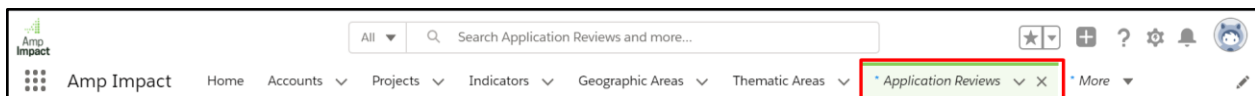
Once the grant applicant has submitted an Application (or a Concept Note) and the reviewer is assigned to it, an Application Review is automatically created. Grant reviewers can then access and submit these reviews.

Admin Note:

Depending on whether reviewers are internal or external, they may be accessing the Application Reviews either directly in the Salesforce org or via a community.

Access Review

To access the review records, navigate to the 'Application Reviews' tab.



View a Summary List of Reviews Assigned to Reviewer

On the 'Application Reviews' tab, view a summary list of all the reviews. It contains details such as the Call for Proposals, Application, Concept Note, etc. Grant reviewers can filter or sort based on these details and choose a review record.

Application Reviews					
My Application Reviews					
8 items • Sorted by Review Due Date • Filtered by my application reviews • Updated a few seconds ago					
	Call for Proposals	Application	Concept Note	Review D...	Review Status
1	<input type="checkbox"/> India-EU Joint Call on Integrated Local Energy Systems		Spread awareness about meltin...	8/16/2020	Submitted
2	<input type="checkbox"/> Energy and environment		Save the Arctic Circle!	8/16/2020	Submitted

Open the Review Record

Click on the Application Review from the list view to open the Application Review. The Application Review contains details such as the Application or Concept Note that it is related to, the parent Call for Proposals, review status, etc. The reviewer can also upload documents using the 'Files' related list on the 'Related' tab.

Application Review	
AR - 00007	
<div style="display: flex; justify-content: space-between;"> Assigned In Progress Submitted Mark Review Status as Complete </div>	
<div style="display: flex; justify-content: space-between;"> Related Details Review </div>	
Application Review Name	Call for Proposals
AR - 00007	Energy and environment
Reviewer	Application
James Allen	Save the Arctic Circle!
Review Due Date	Concept Note
8/16/2020	
Review Status	
Assigned	
Created By	Last Modified By
Gabriella Espinoza, 8/12/2020, 3:21 AM	Gabriella Espinoza, 8/12/2020, 3:44 AM

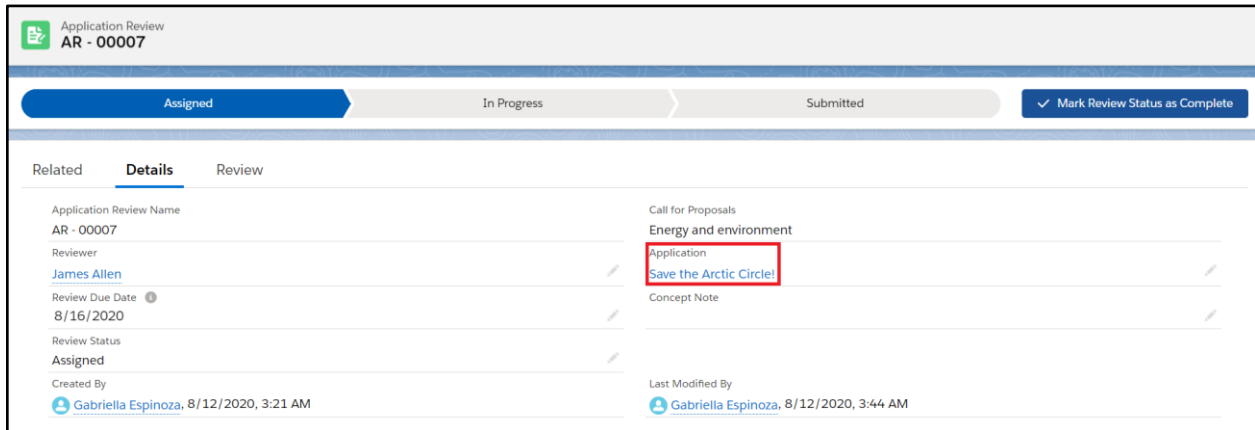
Access Concept Note to Review

To review a Concept Note, click on the value in the 'Concept Note' lookup field on the 'Details' tab of the Application Review.

Application Review	
AR - 00004	
<div style="display: flex; justify-content: space-between;"> Assigned In Progress Submitted Mark Review Status as Complete </div>	
<div style="display: flex; justify-content: space-between;"> Related Details Review </div>	
Application Review Name	Call for Proposals
AR - 00004	India-EU Joint Call on Integrated Local Energy Systems
Reviewer	Application
James Allen	
Review Due Date	Concept Note
8/16/2020	Spread awareness about melting glaciers
Review Status	
Assigned	
Created By	Last Modified By
Gabriella Espinoza, 8/11/2020, 11:27 PM	Gabriella Espinoza, 8/11/2020, 11:27 PM

Access Application to Review

To review an Application, click on the value in the 'Application' lookup field on the 'Details' tab of the Application Review.



Application Review
AR - 00007

Assigned In Progress Submitted ✓ Mark Review Status as Complete

Related **Details** Review

Application Review Name	AR - 00007	Call for Proposals	Energy and environment
Reviewer	James Allen	Application	Save the Arctic Circle!
Review Due Date	8/16/2020	Concept Note	
Review Status	Assigned		
Created By	Gabriella Espinoza , 8/12/2020, 3:21 AM	Last Modified By	Gabriella Espinoza , 8/12/2020, 3:44 AM

❶ To learn about how a Concept Note or an Application is structured and how grant applicants fill them out, please refer to the 'Submit a Concept Note' and 'Submit an Application' sections of the Grant Applicant User Guide.

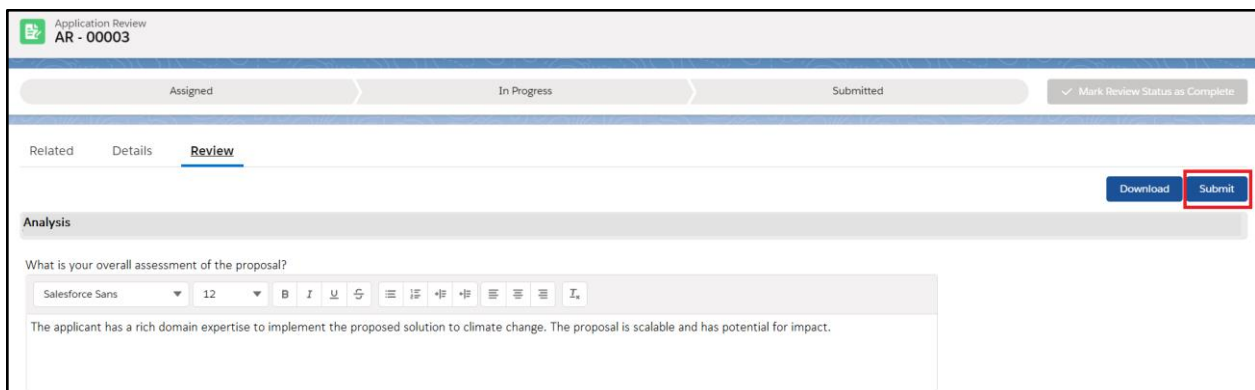
Submit the Review

Once the grant reviewers have access to the Concept Note or Application, they can begin the review process.

❶ It is recommended that grant reviewers keep the Concept Note / Application and Application Review opened simultaneously on different browser tabs or windows so that they can refer to the Concept Note / Application easily during the review.

Fill Out the Narrative Review

Grant coordinators may set up a Submission form with questions to be answered by the grant reviewers while filling out a review. Grant reviewers can fill out this Submission by navigating to the 'Review' tab.



Application Review
AR - 00003


Assigned In Progress Submitted ✓ Mark Review Status as Complete

Related Details **Review**

Download Submit

Analysis

What is your overall assessment of the proposal?

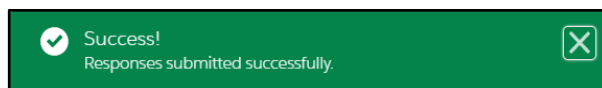
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The applicant has a rich domain expertise to implement the proposed solution to climate change. The proposal is scalable and has potential for impact.

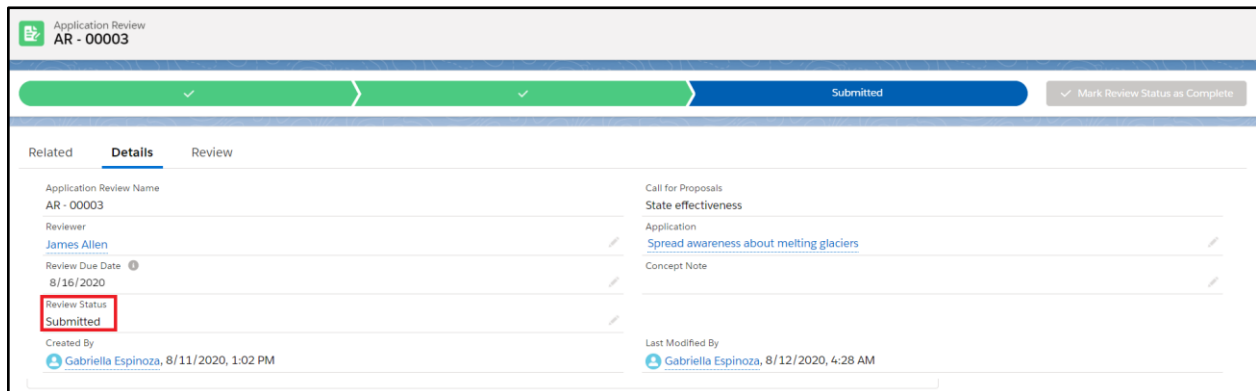
① To learn more details about Submissions and how to fill them, please refer to the Response Guide section of the Amp Impact Submissions User Guide.

Submit Review

Once the grant reviewers have filled out the Submission, they can submit the Submission by clicking on the 'Submit' button in the Narrative tab. On submitting the narrative report, a success message is displayed and the Submission becomes uneditable.



Once the Submission is submitted, the Application Review record is automatically submitted and the 'Review Status' field on the 'Details' tab is updated to 'Submitted'.

A screenshot of the Amp Impact web interface showing the details of an Application Review record. The record ID is AR - 00003. A progress bar at the top shows the status as "Submitted". The "Details" tab is active, showing fields for Application Review Name, Reviewer (James Allen), Review Due Date (8/16/2020), and Review Status (Submitted, highlighted with a red box). Other fields include Call for Proposals (State effectiveness), Application (Spread awareness about melting glaciers), and Concept Note. The record was created by Gabriella Espinoza on 8/11/2020 at 1:02 PM and last modified by Gabriella Espinoza on 8/12/2020 at 4:28 AM.

Related	Details	Review
Application Review Name	AR - 00003	Call for Proposals
Reviewer	James Allen	State effectiveness
Review Due Date	8/16/2020	Application
Review Status	Submitted	Spread awareness about melting glaciers
Created By	Gabriella Espinoza, 8/11/2020, 1:02 PM	Concept Note
Last Modified By	Gabriella Espinoza, 8/12/2020, 4:28 AM	