

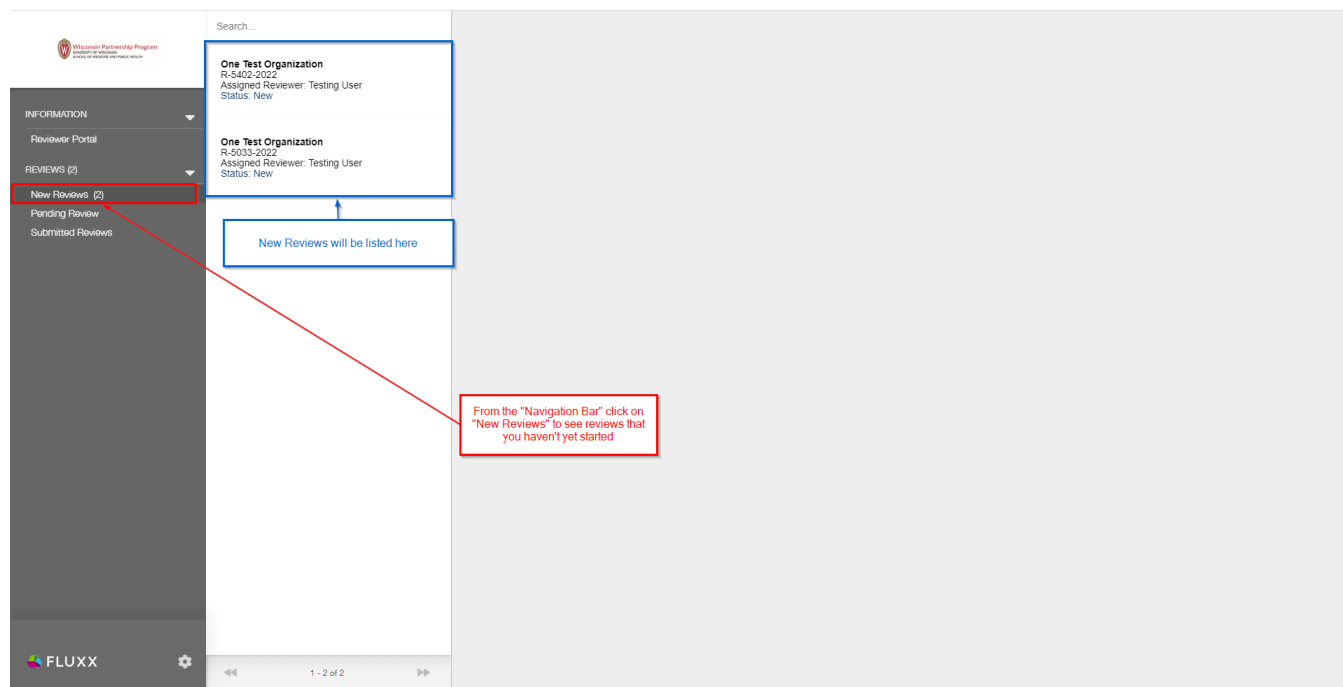
How to Check and Submit Reviews Assigned to You in Fluxx

- 1 [How to Begin Reviewing an Application](#)
 - 1.1 [Conflict of Interested Designation](#)
- 2 [How to Continue a Review After Completing the Conflict of Interest Designation Without Submitting](#)
- 3 [Submitting A Review](#)

How to Begin Reviewing an Application

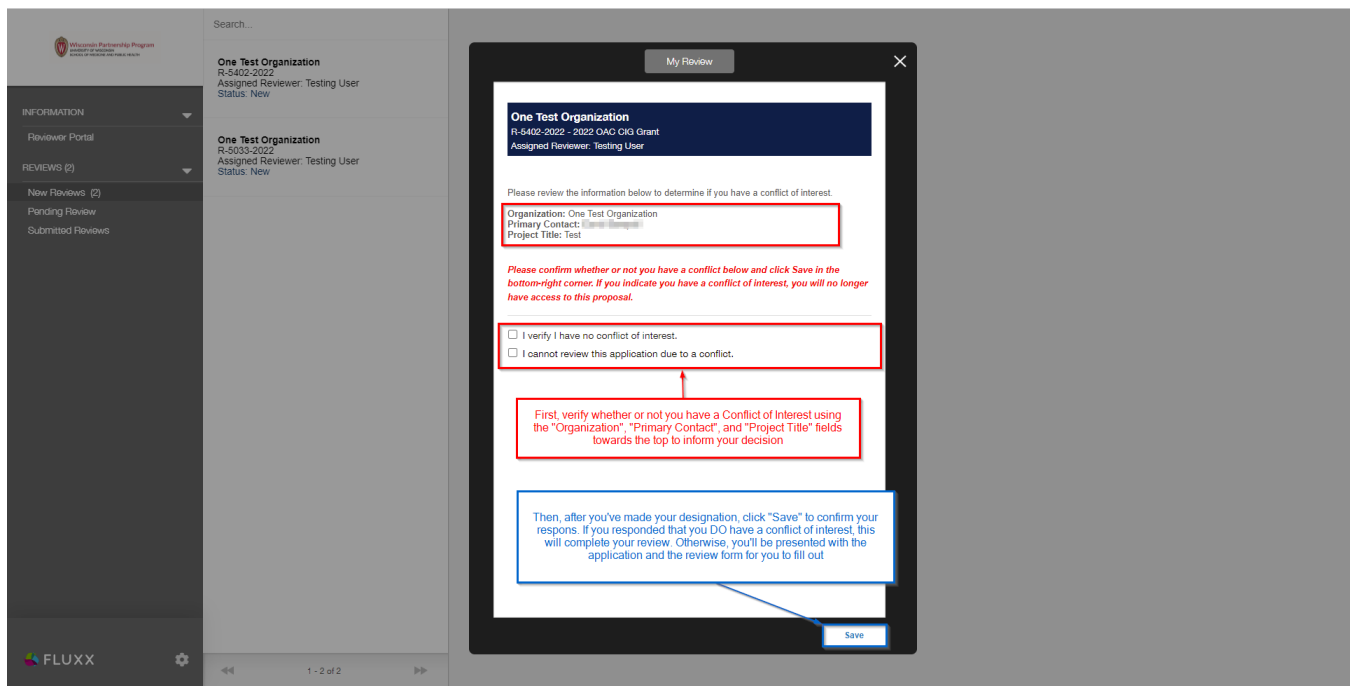
Within the **Reviewer Portal**, on the left-hand side you can find the "**Navigation Bar**."

At the bottom of the Navigation Bar, you can find the section "**Reviews**". In order for a Reviewer to see new Reviews that haven't yet been begun or submitted, the reviewer needs to first click on the "**New Reviews**" tab (see screenshot below). This will display the list of all reviews assigned to you that have **NOT** yet been started. From there, the Reviewer simply needs to click on one of the boxes that correspond to one of their Reviews. That will pull up the Review's Conflict of Interest Screen, which must be filled out if the users wants to complete their review.



Conflict of Interested Designation

Clicking on a **New Review** will present the Reviewer with the **Conflict of Interest** designation screen. From here, the review will first be presented with some key pieces of information about the Grant Application, such as the Organization behind the application, that organization's primary contact, and the application's proposed Project Title. Below this information, the reviewer is presented with two checkboxes: The first verifies that the reviewer has **no conflict of interest** and the second confirms that the reviewer **does have a conflict of interest**. After making their selection, the reviewer will click the **Save** button in the **lower right-hand corner** of the screen in order to confirm their selection. If the reviewer confirms that they **do have a conflict of interest**, clicking the **Save** button will **complete their review** (as we don't want reviewers to submit reviews when they do have a conflict of interest for that given application). If the reviewer verified that they **do NOT have a conflict of interest**, then clicking the **Save** button will bring up a screen that shows the reviewer the Grant Application itself and the actual review form next to it.



How to Continue a Review After Completing the Conflict of Interest Designation Without Submitting

If the Reviewer specified that they do NOT have a conflict of interest, they'll be able to begin their review and **save** any changes they've made to it **without yet submitting the review**. Some reviewers have then struggled to find the reviews that they've started.

In order to find and continue these reviews, look at the bottom of the Navigation Bar in the section **"Reviews"**. In order for a Reviewer to see Reviews that have been started but not yet submitted, the reviewer needs to first click on the **"Pending Reviews"** tab (see screenshot below). This will display the list of all reviews assigned the reviewer that have been started but have **NOT** yet been submitted. From there, the Reviewer simply needs to click on one of the boxes that correspond to one of their Reviews. That will pull up the the **side-by-side** review screen (where the Grant Application is displayed on the left-hand side and the review form to complete is displayed on the right-hand side).



Submitting A Review

Submitting a review is straightforward. From the **Side-by-side** screen, you'll see the **Grant Application on the left-hand side** and the **Review Form on the right-hand side**. In order to submit this review form, you need to first fill out all required fields on the review form (otherwise, the system will NOT let you submit this review). Once the reviewer is done reviewing the Grant Application and has completely filled out the fields needed on the **Review Form**, they just need to click the **Submit** button in the **bottom left-hand side corner** of the **side-by-side** screen (see also the screenshot below).

The screenshot displays the FLUXX Grant Review interface in a side-by-side layout. On the left, a sidebar contains navigation links: INFORMATION, Reviewer Portal, REVIEWS (2), New Reviews (1), Pending Review (1), and Submitted Reviews. The main content area is divided into two panels. The left panel, titled 'Grant Request', shows the 'Grant Application here' section. It includes a header with 'ID: R-5402-2022', 'WISER ID:', and 'Program Lead:'. Below this is a 'Status' section with a 'Full Application' button. A 'Table of Contents' section lists links for Organization Information, Key Grant Information, Instructions, LOI (Stage 1 of 2), Full Application (Stage 2 of 2), and Confirmations. The 'Organization Information' section contains a note about contact information and fields for Organization, Primary Contact, Primary Evaluation Contact, and Project Staff 1. The right panel, titled 'My Review', shows the 'Review Form here' section. It includes a header with 'R-5402-2022 - 2022 OAC CIG Grant' and 'Assigned Reviewer: Testing User'. Below this is an 'Instructions' section with a list of criteria. A 'Taking into consideration the above review criteria, do you recommend advancing this proposal to the full application stage?' section has a 'Yes' dropdown. A green box highlights the instruction: 'To submit this review, fill out all required fields on the review form. When you're done reviewing the application and filling out the Review Form, click this "Submit" button'. At the bottom of the right panel is a 'Test application review text' field. The bottom of the interface shows a 'Save' button and a 'Submit' button.

Search...

One Test Organization
R-5402-2022
Assigned Reviewer: Testing User
Status: Pending

INFORMATION

Reviewer Portal

REVIEWS (2)

New Reviews (1)

Pending Review (1)

Submitted Reviews

Grant Request

Grant Application here

ID: R-5402-2022
WISER ID:
Program Lead:

Status

Full Application

Table of Contents

Organization Information
Key Grant Information
Instructions
LOI (Stage 1 of 2)
Full Application (Stage 2 of 2)
Confirmations

Organization Information

NOTE: If your application is granted, any contacts listed in the "Organizational Contact Information" section (found in the "Full Application" section of this application) will be added by WPP staff to your grant. At this time only the Organization and the Primary Contact fields need to be populated.

Organization: One Test Organization

Primary Contact:

Primary Evaluation Contact:

Project Staff 1: Testing User

My Review

Review Form here

R-5402-2022 - 2022 OAC CIG Grant
Assigned Reviewer: Testing User

Instructions

Letters of Intent will be reviewed based on the following criteria.

- Articulates a clear connection between the systems change proposed and the identified social determinant(s) of health.
- Provides specific grant activities and realistic project milestones to accomplish systems change goals.
- Provides strong evidence that the proposal is driven by the perspectives and experiences of those most impacted by the health inequities.
- Shows evidence of a strong community-academic partnership and describes experience and expertise of the community and academic partners essential to accomplish proposed goals.
- Includes evidence of multi-sector involvement, and involvement of entities and agencies that can propel the proposed systems change forward.

Taking into consideration the above review criteria, do you recommend advancing this proposal to the full application stage?

Yes

To submit this review, fill out all required fields on the review form. When you're done reviewing the application and filling out the Review Form, click this "Submit" button

Provide comments to support your recommendation. The de-identified comments will be shared with the applicant.

Test application review text

Save Submit

FLUXX

1 - 1 of 1