## Community Force Portal – Project Award <u>Reviewer</u>

## <mark>How-to Guide</mark>

1. Project reviewers (UWF Faculty and Staff) will receive an email notifying them that their assigned projects are ready for review.

OUR Project Award Applications are ready for your review Index ×			ē	Z
Application Administrator[Do Not Reply] <admin@communityforce.com> to me +</admin@communityforce.com>	Mon, Dec 16, 1:20 PM (20 hours ago)	☆	4	:
Dear Emily Harris,				
Thank you very much for agreeing to review applicants for the 2019-2020 OUR Project Award Application (Cycle 3). These proposals are now ready for reviews by Feb 20, 2020.	your review. We ask that you please o	:omple	te the	se
If your schedule has changed and you can no longer review these proposals, please let OUR know as soon as possible so that these proposals can be	reassigned.			
Please contact OUR at our@uwf.edu or 474-2298 if you have any questions or need assistance.				
Best,				
Allison Schwartz				
Keply Forward				

2. Log in to MyUWF

Within myUWF, simply search for "OUR" or "undergraduate research" and select "OUR Program Applications" and you will already be signed in when you access the portal.

3. To review your assigned award applications, click on the link listed under "Awards" (text in blue)

0ffice of Undergraduate Research UNWERSITY of WEST FLORIDA	<u>Open Help</u> 1	Emily Harris 🏟   🛛 🛓
- 1		
Review Applicants		
Review Applicants Filter by Awards: All		
Review Applicants Filter by Awards: All	Task Name	Number of Applicants

4. Each application is listed for your review by name of the student applicant.

Applicants / Controject Anard Application 2017	2020 Cycle 3 (late spring)				
Assigned Applicants					
Task Name: OUR Project Award Proposal Score Card	Filter By: All		✓ Batch Revi	ewer PDF Reviewer F	PDF Export to Excel
Total Applicant(s) Assigned: 1		Reviews Comp	oleted: 0	Reviews Pend	ding: 1
Applicant			Assigned Date	Percentage Completed	d Score Scoring Commen
Harris, Emily			12/16/2019	0 %	0.00

5. Click on each application (student's name) to review and input scores for each applicant.

<u> </u>	w Applicants > Ook Project Award Application - 2017-	zuzu cycle 5 (late spring)						
	Assigned Applicants							
	Task Name: OUR Project Award Proposal Score Card	Filter By: All		Match Revi	ewer PDF	Reviewer PD	F	Export to Excel
	Total Applicant(s) Assigned: 1		Reviews Com	oleted: 0	F	Reviews Pendi	ng: 1	
	Applicant			Assigned Date	Percentag	ge Completed	Score	Scoring Commen
				12/16/2019		0 %	0.00	
	Harris, Emily							

6. Once you click on your application to review, the OUR Project Award Proposal Score Card and student application (in it's entirety) is provided.

pplicant Score Sheet - OUR Project A	ward Proposal Scot	e Card		Auto Save in 18
		Save 🕨 Save & Exit 🕨	Exit without Save  Reset Form	
				View Application Reviewer PDF Reviewer Score Card F
pplicant Name: Harris, Emil core: 0.00	ly			
Drag from here t	o resize → ^			
OUR Project Award Propo ard	sal Score	Application Summary of: Harris, E	-mily	🖨 Print
Please rate the applicant on the ollowing criteria:	e basis of	OUR Project Award Requirements and G	uidelines	
ote: In case of N/A, please use	"0" und):	OUR Project Award Requirement Guidelines	s and	
<ul> <li>Specific background information provides a context for why the current project/question is being investigated.</li> <li>Clear that student has firm grasp on relevant concepts.</li> </ul>	3 = Exceptional	The OUR Project Awards program supports researchers by providing funds for the purc materials and supplies related to conducting project. Students can apply for up to \$500 (i group project) to purchase chemicals or lab equipment; photocopies of research questit visual art supplies; travel to get to a field at	student hase of a research of stopy or mnaires; e, external	
<ul> <li>General background information is provided but link to current project/question is adequate.</li> </ul>	2 = Satisfactory	library or archival facility; etc. To qualify for Award, the student research must be mento faculty member.Current undergraduate, deg students who are in good standing the with eligible to apply.	a Project ree by a UWF ree seeking University are	
<ul> <li>Describes research trends that are clearly related to proposed work.</li> </ul>		"I have read the statement above and certify the for submission.	t I am eligible <sub>Yes</sub>	
Vague discussion of background information.     Lack of understanding or	1= Poor	Student Information		
<ul> <li>No attempt at linking background information to current project/question.</li> </ul>		Student Information		
<ul> <li>Background information provided are unrelated to proposed work.</li> </ul>		*First name:	Emily	
proposed north	<i>"</i> v	Middle name:	PEARL	

7. You can adjust the score card to resize it for easier use and readability byt dragging the red arrow.

Before adjustment:

	Office of Undergraduate Research		Open Help	Emily Harris <b>O</b>	Logout
Revi	w Applicants > OUR Project Award Application - 2019-2020 Cycle 3	(late spring) > <u>Assigned Applicants</u> > Applicant Score Sheet			
	Applicant Score Sheet - OUR Project Award Proposal Score Card			Auto Save in 18:53	
		Save  Save & Exit  Exit without Save  Reset Form			_
	Applicant Name: Harris, Emily Score: 0.00		View Application Reviewer PDF	Reviewer Score Card PDF	
	Drag from here to resize  Ap OUR Project Award Proposal Score Card	plication Summary of: Harris, Emily		Print	^
	Please rate the applicant on the basis of following criteria:	JR Project Award Requirements and Guidelines			
	Note: In case of N/A, please use "0"	UR Project Award Requirements and			

After adjustment:

	Office of     Undergraduate Research     weight of a status	Open Help 1 Emily Harris O
	Review Applicants > OUR Project Award Application - 2019-2020 Cycle 3 (late spring) > Assigned Applicants > Applicant Score Sheet	
	Applicant Score Sheet - OUR Project Award Proposal Score Card	Auto Save in 15:
	Save  Save Cation Save Save A Exit  Exit without Save  Reset Form	•
		View Application Reviewer PDF Reviewer Score Card
	Applicant Name: Harris, Emily	
	Score: 0.00	
	Data from here to exist a the sector of the	
	Application summary of	r: Harris, Emily
	OUR Devices toward Processed Group Cond	
,	Our Project Award Proposal score Card	
	OUR Project Award Requirem	nents and Guidelines
	Note: In case of N/A, please use "0"	
	Introduction (Context/Background):	
	Introduction (Context/Background): OUR Project Award	
	Introduction (Context/Background): OUR Project Award Requirements and Guidelines	
	Introduction (Context/Background):	_
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	Introduction (Context/Background):  Specific background information provides a context for why the current project/question Exceptional is being investigated. Cear that student has firm grasp on relevant concepts.  General background information is provided but link to current project/question is student researchers be	am Y
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## Ways to review the application

- PDF
- Scroll

## Entering scores

1. To begin entering scores