Application review for Advancement Grant will be conducted in the grant management system, SurveyMonkey Apply. Utilizing Apply, you will review and score applications from anywhere you have internet access.

Please follow these steps to activate your account and begin the review of Advancement Grant applications.

ACCESS TO THE PANELIST ACCOUNT

You will receive an email with log in information for the Apply portal. If you do not receive login information, please contact the Program Manager, Keelia Postlethwaite at kpostlethwaite@arts.lacounty.gov.

- Access the Apply system at this link: https://apply-lacdac.smapply.io
- Use the specified email and password to begin using the panelist account created for you.

NAVIGATING YOUR REVIEWER SUMMARY

Once you've logged into the system, you will see the review dashboard. Click **Start**. This will send you to the **Advancement Grant Reviewer Summary**.

The reviewer summary displays all applications to be reviewed in a sortable list. You can sort by district name, label and your score. View applications by clicking the "start" or the application ID link in the reviewer summary. Note that you may need to increase the number of viewable applications per page by clicking on the "10 per page:" dropdown box and selecting a larger number of applications to view all the applications you were assigned in one view.

TIPS:

To download a PDF application, click on the button with the three dots "…" and select "Download Application".

Download multiple applications by clicking the check boxes left of each application. Click the "Actions" dropdown and select "Download applications".

Once you have completed the review of all your applications--download your evaluations. Click the "Export all reviews (PDF)" from the same dropdown.

COMPLETING YOUR REVIEW: RECOMMENDED APPROACH

Once you open an application as directed above, you will see a split screen. The left side of your screen includes the Application and a Summary tab. Your Evaluation Form is visible on the right side. Below is the split-screen view as it will appear on your computer or device:

TIP:

Use the drop-down menu to switch quickly between sections of the application.

You may scroll through the seven sections of the application, or use the dropdown menu to jump to a specified section. Click "Jump to…" to select the sections you wish to view.

To **begin making comments and scoring the application**, use the panelist evaluation review form on the right side of the screen. Review criteria are included in the form for convenience to guide you through the review. Scroll to the comment and scoring fields to begin. Continue through the form to provide comments and score each of the five criteria.

You will provide comments, (strengths and concerns) and a score for each criterion. The total score will be viewable at the bottom of the review form. This is the sum for all criteria.

At the bottom of the review form you will see **"Save Draft"** and **"Mark as Complete"**. Both buttons will save your work and allow you to continue later. Clicking **"Mark as Complete"** will display your preliminary score and a complete checkmark, ✅ , in the reviewer summary.

Selecting the, **>, arrow from the top right corner** will allow you to skip to the next application. <u>Do not click next without</u> <u>saving your work.</u>

CONFIRMING & COMPLETING A REVIEW FORM

All evaluations forms, including review comments and scores, should be complete no later than 48 hours prior to your assigned panel day. Your forms are submitted if you have clicked **"Mark as Complete"** and the checkmark, ✅ , appears next to each application in your reviewer summary. You may still edit these applications prior to the deadline or during the panel meeting by returning to the application and clicking **"modify review"** at the bottom of the evaluation form. Remember to click **"Mark as Complete"** to save your changes.

The evaluation form is official panel documentation. You may decide to adjust your score or find that you have additional comments while participating in the panel meeting. In this case you will be asked to return to the evaluation form and document those changes.

Click **"Arts Education Advancement Grant"** in the upper left of the screen to return to the **Reviewer Summary** page.

TECHNICAL DIFFICULTIES

If you encounter any technical difficulties, please contact Keelia Postlethwaite at kpostlethwaite@arts.lacounty.gov or 213-379-6691 for support.