LA COUNTY ARTS ED COLLECTIVE ADVANCEMENT GRANT
PANELIST REVIEW GUIDE

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

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

ACCESS TO THE PANELIST ACCOUNT

You will receive a user email and password for logging into the Fluid, unless you currently have an account set up. If you do not receive it, please contact the Program Manager, Keelia Postlethwaite.
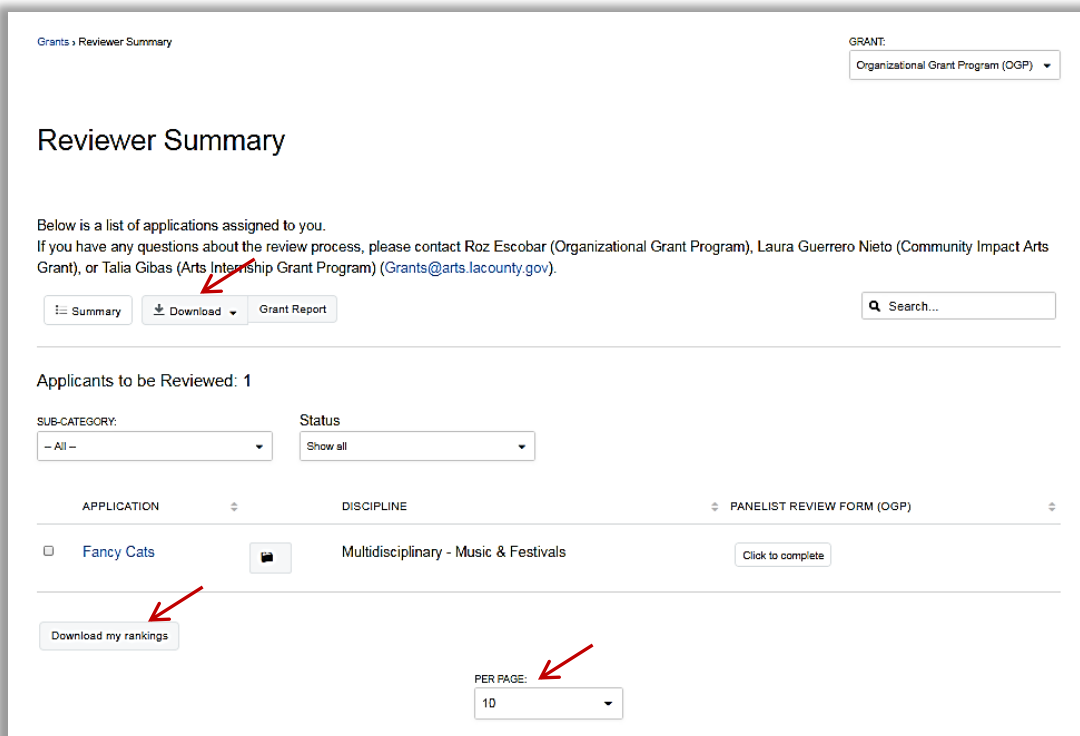
- Access the Fluid Review system at this link: https://www.lacountyarts.org/apply
- Use the user email and password to begin using the panelist account created for you.

Once you've logged into the system, you will see the panelist dashboard, from here click on **Review Applications**.
This will send you to the **Reviewer Summary**.

NAVIGATING YOUR REVIEWER SUMMARY

The reviewer summary dashboard shows the total number of applications to be reviewed in a sortable list. You can sort the applications by organization name, and filter by status. ("Ranked" means you've completed and saved the review form for that application; "unranked" means you have not.) You can also search for specific applications by typing in the search bar on the top right corner. Note that you may need to increase the number of viewable applications per page by clicking on the "Per Page:" dropdown box and selecting a larger number of applications to view all the applications you were assigned all at once.

TIPS:

To download an application, click on the button that says "Download". You can download one or all applications to your computer as PDFs.

Once you have completed the review of your applications--download your scores, click on the "Download my rankings" button to download all of your scoresheets with comments as PDFs.

COMPLETING YOUR REVIEW: RECOMMENDED APPROACH

You have a few options for reading the applications. We recommend the split-screen review. To use this feature, **click on the name of the application you wish to review (blue text).** This will load the application on the left side of your screen and the evaluation form on the right side. **Do not use the "click to complete" button.** This will only open the evaluation form.

Below is the split-screen view as it will appear on your computer or device:

TIP:

Use the drop-down menu for switching between the sections of the application.

The drop-down menu allows you to toggle through the full application by each section. Alternatively, you can download the full application as a PDF by selecting the **Download** button. Please note that the application may take a while to download onto your device.

To **begin making comments and scoring the application**, use the panelist 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 down to the comment and scoring fields to begin. Continue through the form to provide comments and score each criterion.
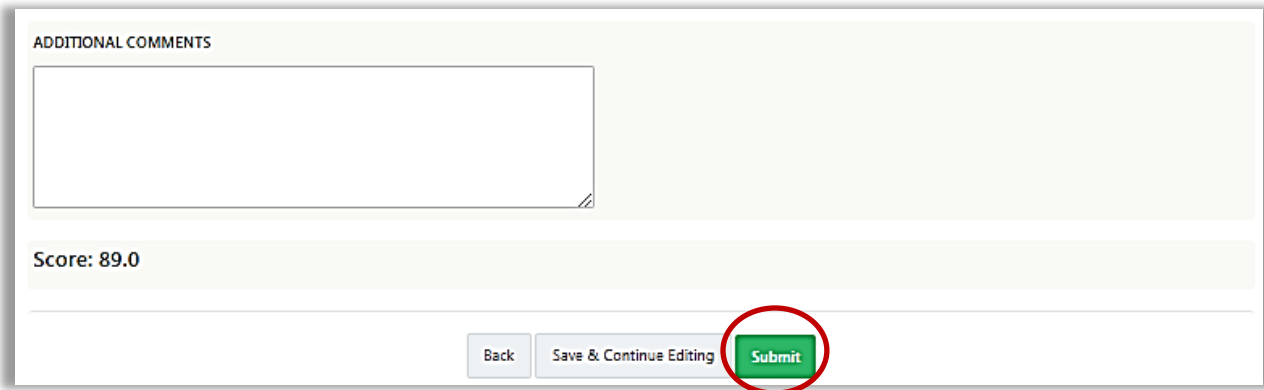
At the bottom of the review form you will see a **"save and continue editing"** button. You may use this button to save your work and continue at a later time. The total score will also be viewable at the bottom of the review form. This is the sum total for each criteria.

Please Note: selecting **"next" from the top right corner** will allow you to skip to the next application in your panel review. Clicking **"next"** before you have completed your comments/scores will move you to the next application **without saving your work.**

Selecting **"return to summary"** will take you back to the Reviewer Summary landing page where you began.

CONFIRMING & COMPLETING A REVIEW FORM

Once you're ready, click **"submit"** to complete the review of the application. This will take you back to the **Reviewer Summary** page so you can begin the next review.

TECHNICAL DIFFICULTIES

If you encounter any technical difficulties, please contact Keelia Postlethwaite at kpostlethwaite@arts.lacounty.gov or 213-379-6691 for support. **Thank you for participating in the Advancement Grant panel review!**