

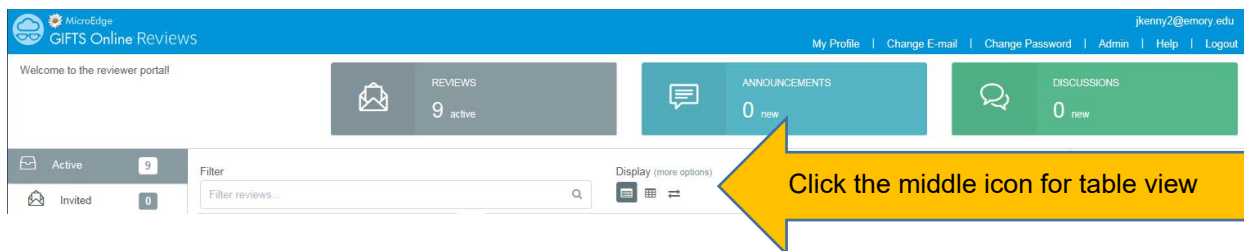
Reviewer Instructions for Blackbaud Grantmaking (formerly GIFTS Online)

Website to view all applications assigned for your review:

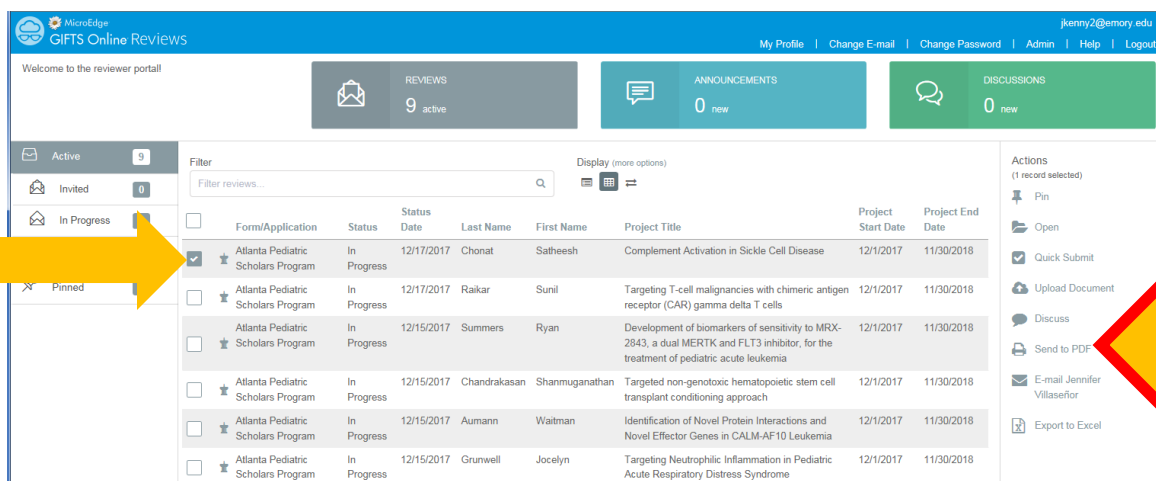
<https://pedsresearch.goreviewers.com/>

When you login for the first time:

- 1) We recommend that you change the display to table view to more easily view and sort a list of the applications.



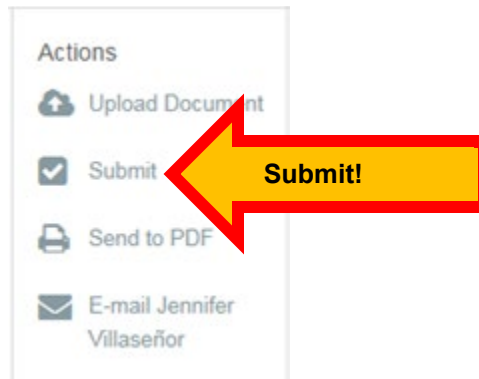
- 2) When you click the checkbox next to an application, the menu on the right-side of the screen will expand to give you more options. It may be easiest for you to click **“Send to PDF”** so that a single PDF of all application documents appears for download.



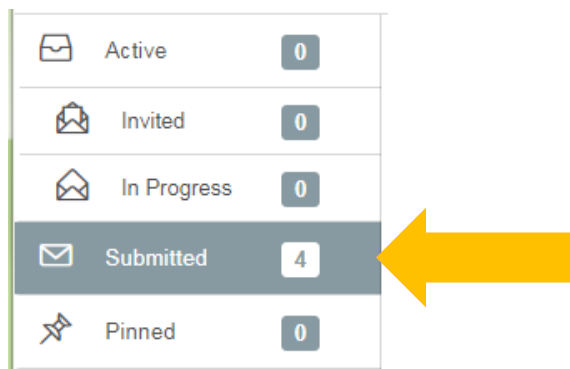
- 3) Alternatively, you can double-click an application to see the screen where you enter your review scores and comments. From this screen, you can still click **“Send to PDF”** on the right side menu. In addition, you can click **Documents** on the left-side to view all the application documents separately and **Affiliations** to view members of the research team.

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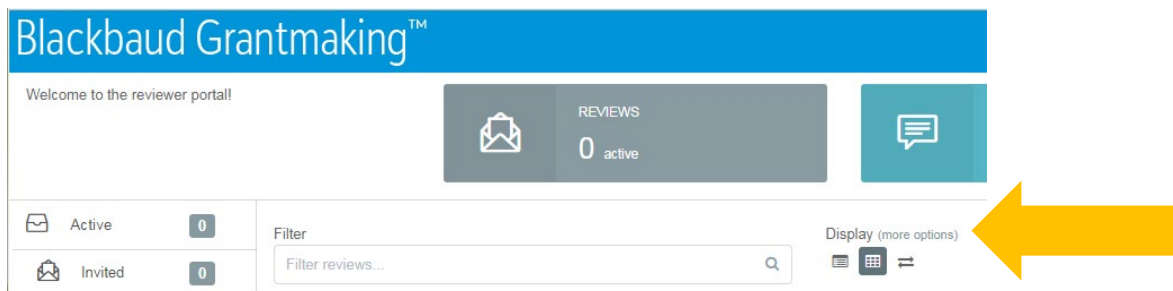
- 4) You can save any scores or comments by clicking Save at the bottom of the screen, but **nothing is actually submitted until you click Submit on the right side.**



- 5) **After you submit your review**, you can view a table of your scores and comments by clicking Submitted on the left side of the home screen.

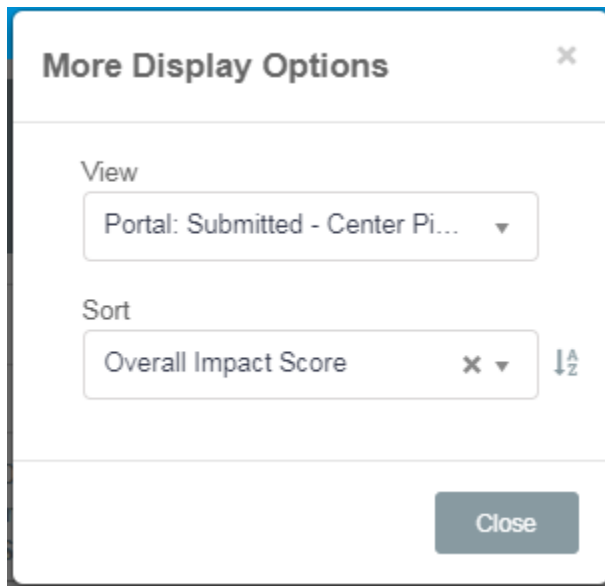


- 6) If you do not see your scores and comments, click **more options** next to **Display** and ensure the correct **view** is selected from the drop-down list. Select a view that starts with Portal: Submitted - for example:
- Portal: Submitted – Center Pilots
 - Portal: Submitted – JFF Pilots
 - Portal: Submitted – Fellow/Resident



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More options also allows you to sort your reviews by any column:



More Display Options ×

View

Portal: Submitted - Center Pi... ▾

Sort

Overall Impact Score × ▾ ↓^A/_Z

Close

Please contact the center coordinator or manager if you have any questions.