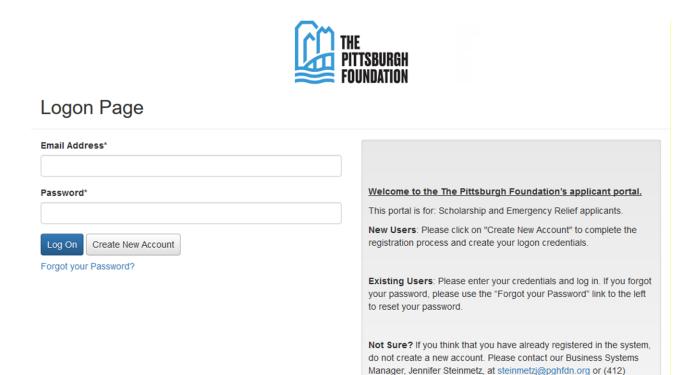
How to use the Foundant System as an "Evaluator"

Thank you for reviewing applications and making comments about scholarship applications. Please go to <u>https://www.grantinterface.com/Home/Logon?urlkey=pittsburghscholarships</u>. Your login is the email address where you've received the committee email.



Your role in the system is "evaluator." You will be able to review applications and make comments in a designated area, but you will not be able to edit anything the applicant has entered.

1. After logging in, you will directed to a dashboard, where you will see how many applications are assigned to you.

THE PITTSBURGH A Constraints FOUNDATION	Documents 🛛 🕞 Fax to File	e				
Dashboard						
Your Evaluations 2						2
Quick Search						
➡FORM NAME				PREFERRED NAME	♦ SCORE	- REVIEW
Evaluation 1 - Scholarship Fund	2019 Demo Application	Test	Demo	Test		()
Chairperson Certification	2019 Demo Application	Test	Demo	Test		()

394-4272 to receive your username and password.

2. To review an application, click on the red exclamation point in the "review" column of your dashboard.

Dashboard

Your Evaluations (2)						
Pending						2
Q Quick Search						×
➡FORM NAME				PREFERRED NAME	⇒ score	- REVIEW
Evaluation 1 - Scholarship Fund	2019 Demo Application	Test	Demo	Test		
Chairperson Certification	2019 Demo Application	Test	Demo	Test		

(Tip – If you are reviewing applications for mutiple scholarship funds, you may sort them by clicking "**process name.**")

- 3. The "evaluation" and "application" (shown below) will appear side by side. Please enter your rankings and comments in the fields provided electronically. *Other options for viewing applications are:*
 - Printing the application packet by clicking the "application packet" (1) button. A PDF of the entire application will download. OR
 - Clicking the "evaluation packet" (2) button. A PDF of the entire application and evaluation will download.

Your Evaluation	View Application -
✓ Name of Scholarship Fund	V Scholarship Name
The INSERT SCHOLARSHIP NAME was created FUND WAS CREATED FOR!	The INSERT SCHOLARSHIP NAME was created FUND WAS CREATED FOR!
Eligibility criteria:	Eligibility criteria:
 Plan to attend Graduated from Reside in Pursue a degree or studies in Have Demonstrate financial need Have a minimum cumulative Plan to attend Be Preference will be given to 	 Plan to attend Graduated from Reside in Pursue a degree or studies in Have Demonstrate financial need Have a minimum cumulative Plan to attend Be Preference will be given to
Preferred Name Please enter the name of the scholarship for which you are applying exactly as it appears at the top of the page: Test	 To apply, you will need to: Complete the essay section of the application. Submit your Student Aid Report (SAR). If you have not already received your SAR, you may do so by applying for the Free Application for Federal Student Aid (FAFSA).
Guidelines Scholarship selection committee guidelines can be found here. Please rate the applicant on a scale of 1-10 with 10 being the most deserving of the scholarship. Select N/A for fields which are not part of the criteria but	Submit Submit Submit Submit Submit Submit Submit proof of
could be considered in a tie-breaker situation.	Preferred Name
Academic Merit*	Please enter your preferred name or nickname.
N/A 1 2 3 4 5 6 7 8 9 10	Test
Activities and Achievements*	Previous Awardee
N/A 1 2 2 4 5 6 7 8 0 10	Have you received this scholarship in the past?

4. When entering your ratings electronically, please use the scroll feature on the right side of the "evaluation" and "application" which will allow you to see each section accordingly. Once you have completed the evaluation, select "save" at the bottom of the "evaluation" section. **Please note: your comments are only viewable by you and cannot be seen by other members of the committee.*

Additional Comments
Please add any additional comments about this applicant that may help with the selection process. These comments are for your personal notes and are only viewable by you and Foundation staff.
500 characters left of 500
Save
Save

5. Once you have reviewed the application and clicked on the appropriate response, you will see that the red exclamation point under "review" on your dashboard now appears as a green check mark. You will always be able to return to the application and continue to make comments or change your rankings. The green check mark is an easy way to track which items you have already reviewed and which items are still pending. Once complete, you can revisit all scores and comments for discussion in your committee meeting.

Dashboard

Your Evaluations 2

You will always be able to view the number of 'pending' applications vs. 'complete' applications in the dashboard.

Pending	1 Complete					1
Q						×
➡ FORM NAME	PROCESS NAME	APPLICANT FIRST NAME	APPLICANT LAST NAME	PREFERRED NAME	≑ SCORE	- REVIEW
Chairperson Certification	2019 Demo Application	Test	Demo	Test		()
Evaluation 1 - Scholarship Fund	2019 Demo Application	Test	Demo	Test	80%	