

How to use the Foundant System as an “Evaluator”

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



Logon Page

Email Address*

Password*

Log On

Create New Account

[Forgot your Password?](#)

Welcome to the The Pittsburgh Foundation's applicant portal.

This portal is for: Scholarship and Emergency Relief applicants.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

Not Sure? If you think that you have already registered in the system, do not create a new account. Please contact our Business Systems Manager, Jennifer Steinmetz, at steinmetzj@pghfdn.org or (412) 394-4272 to receive your username and password.

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 be directed to a dashboard, where you will see how many applications are assigned to you.



Shared Documents

Fax to File

Dashboard

Your Evaluations 2

Pending

Quick Search

FORM NAME	PROCESS NAME	APPLICANT FIRST NAME	APPLICANT LAST NAME	PREFERRED NAME	SCORE	REVIEW
Evaluation 1 - Scholarship Fund	2019 Demo Application	Test	Demo	Test		
Chairperson Certification	2019 Demo Application	Test	Demo	Test		

2

- To review an application, click on the red exclamation point in the “review” column of your dashboard.

Dashboard

Your Evaluations ²

Pending 2						
FORM NAME	PROCESS NAME	APPLICANT FIRST NAME	APPLICANT LAST 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.**”)

- 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

📄 Evaluation Packet 2

▼ Name of Scholarship Fund

The INSERT SCHOLARSHIP NAME was created FUND WAS CREATED FOR!

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

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

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 could be considered in a tie-breaker situation.

Academic Merit*

N/A 1 2 3 4 5 6 7 8 9 10

Activities and Achievements*

N/A 1 2 3 4 5 6 7 8 9 10

View Application

📄 Document Viewer 📄 Application Packet 1

▼ Scholarship Name

The INSERT SCHOLARSHIP NAME was created FUND WAS CREATED FOR!

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

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).
- Submit
- Submit
- Submit your unofficial high school and/or college transcripts.
- Submit proof of

Preferred Name
Please enter your preferred name or nickname:

Test

Previous Awardee
Have you received this scholarship in the past?

...

- 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

- 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

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

Your Evaluations 2

Pending 1
Complete 1

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%	✓