

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.

The screenshot shows the top of the 'GIFTS Online Reviews' portal. The user is logged in as 'jkenny2@emory.edu'. There are three main sections: 'REVIEWS' with 9 active items, 'ANNOUNCEMENTS' with 0 new items, and 'DISCUSSIONS' with 0 new items. Below these is a filter bar with a search box and a 'Display (more options)' menu. A yellow arrow points to the table view icon in the 'Display' menu.

- 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.

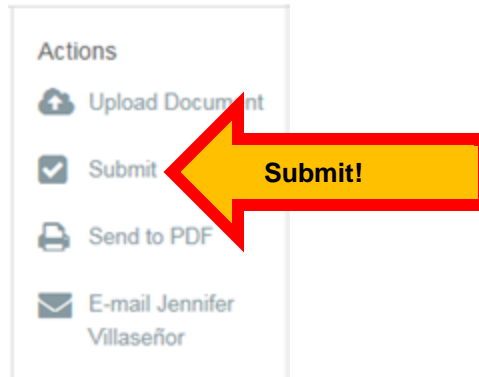
The screenshot shows the application list in table view. A yellow arrow points to the checkbox for the first application. A red arrow points to the 'Send to PDF' option in the actions menu on the right.

	Form/Application	Status	Status Date	Last Name	First Name	Project Title	Project Start Date	Project End Date
<input type="checkbox"/>	Atlanta Pediatric Scholars Program	In Progress	12/17/2017	Chonat	Satheesh	Complement Activation in Sickle Cell Disease	12/1/2017	11/30/2018
<input checked="" type="checkbox"/>	Atlanta Pediatric Scholars Program	In Progress	12/17/2017	Raikar	Sunil	Targeting T-cell malignancies with chimeric antigen receptor (CAR) gamma delta T cells	12/1/2017	11/30/2018
<input type="checkbox"/>	Atlanta Pediatric Scholars Program	In Progress	12/15/2017	Summers	Ryan	Development of biomarkers of sensitivity to MRX-2843, a dual MERTK and FLT3 inhibitor, for the treatment of pediatric acute leukemia	12/1/2017	11/30/2018
<input type="checkbox"/>	Atlanta Pediatric Scholars Program	In Progress	12/15/2017	Chandrakasan	Shanmuganathan	Targeted non-genotoxic hematopoietic stem cell transplant conditioning approach	12/1/2017	11/30/2018
<input type="checkbox"/>	Atlanta Pediatric Scholars Program	In Progress	12/15/2017	Aumann	Waltman	Identification of Novel Protein Interactions and Novel Effector Genes in CALM-AF10 Leukemia	12/1/2017	11/30/2018
<input type="checkbox"/>	Atlanta Pediatric Scholars Program	In Progress	12/15/2017	Grunwell	Jocelyn	Targeting Neutrophilic Inflammation in Pediatric Acute Respiratory Distress Syndrome	12/1/2017	11/30/2018

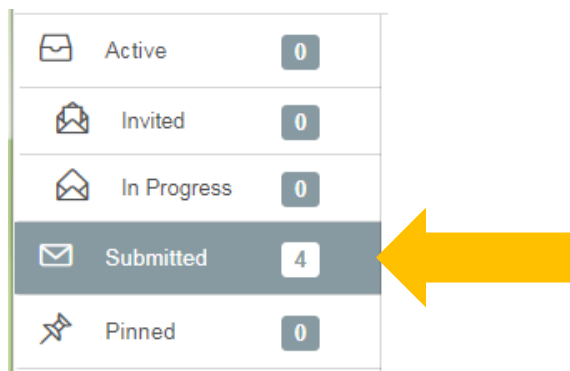
- 3) Alternatively, you can double-click an application to see the screen where you enter your review scores and comments. From this screen, you can still click **“Send to PDF”** on the right side menu. In addition, you can click **Documents** on the left-side to view all the application documents separately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

Reviewer Instructions for Blackbaud Grantmaking (formerly GIFTS Online)

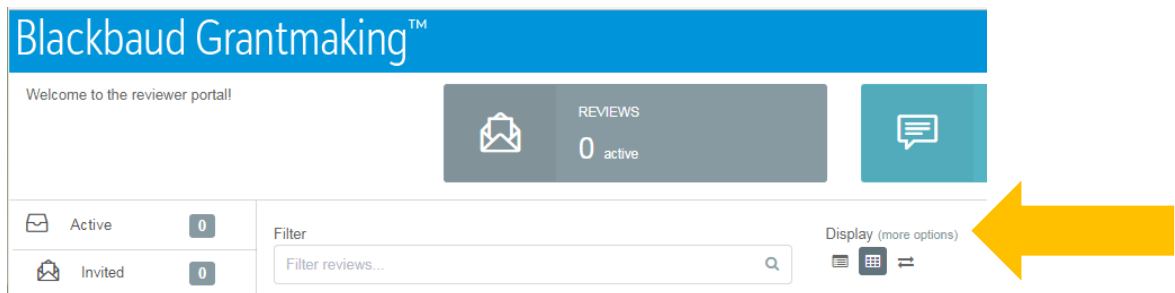
- 4) You can save any scores or comments by clicking Save at the bottom of the screen, but **nothing is actually submitted until you click Submit on the right side.**



- 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.

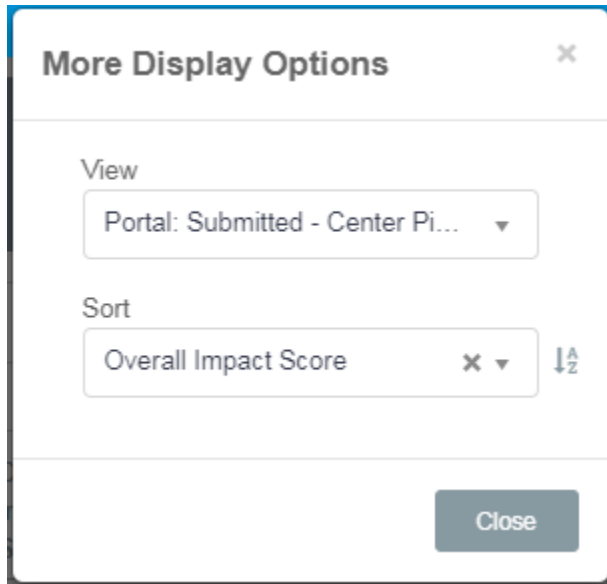


- 6) If you do not see your scores and comments, click **more options** next to **Display** and ensure the correct **view** is selected from the drop-down list. Select a view that starts with Portal: Submitted - for example:
- Portal: Submitted – Center Pilots
 - Portal: Submitted – JFF Pilots
 - Portal: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



Reviewer Instructions for Blackbaud Grantmaking (formerly GIFTS Online)

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



The image shows a dialog box titled "More Display Options" with a close button (X) in the top right corner. Inside the dialog, there are two sections: "View" and "Sort". The "View" section has a dropdown menu currently set to "Portal: Submitted - Center Pi...". The "Sort" section has a dropdown menu set to "Overall Impact Score" with a close button (X) and a sort icon (downward arrow with a small 'A' and 'Z') to its right. At the bottom right of the dialog is a "Close" button.

Please contact [Jennifer Villasenor](#) or [Karol Flowers](#) if you have any questions.