

If you are a new panelist in this granting system, please use the technical guides below to:

- Login as a panelist
- Select the program you would like to score
- Review, Score and Comment on applications

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*If you are viewing this document in a web browser, you may need to open or download it as a PDF for the Table of Contents and other links to work.



LOGIN



Login

Username:

Password:

[Login](#)

Forgot Your Username?

Email:

[Remind Me](#)

Forgot Your Password?

Email:

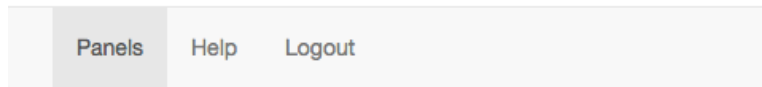
Username:

[Reset Password](#)

1. Navigate to our GO Smart panel portal at: admin.gosmart.org
2. Login with the **username and password** that was provided to you.
3. Use the **retrieval tools** on the Login page if you forget your username or password.



SELECT YOUR PANEL



Panel Dashboard

Select Panel

- Select...
- Multidisciplinary - Operating Support 2017
- Visual Arts - Operating Support 2017
- Dance - Community Support 2017

1. Click the **Select Panel** drop down menu until your list of available panels appears.
2. Locate and click the **name of the panel** that you would like to score.
3. If you need to **switch to a new panel**, click the Select Panel drop down again and select from your available panels

PANEL DASHBOARD

After you select your panel, you will see the panel dashboard. You will see custom panel instructions, options set forth by the granting agency admin, and the list of applications assigned to you.


Panels Help Logout

Panel Dashboard

Select Panel Visual Arts - Operating S ▾


Visual Arts - Operating Support 2017 Panel 2 Applicants

Panel Instructions: Please review the following applicants by clicking the Score Applicants button to the right OR clicking on an applicants name below. You can sort the list by any of the category headers by clicking on the header. Generate a master PDF of all grant applications for offline review by clicking the Panel Book button to the right. Review the applicant's application and support material paying special attention to our scoring criteria on the Scorecard tab. After you have reviewed and scored an applicant, you can move to the next applicant using the appropriate buttons at the top of your viewing window.

Applications Scored 1 of 2 

[Score Applicants](#)

[Download Panelbook](#)



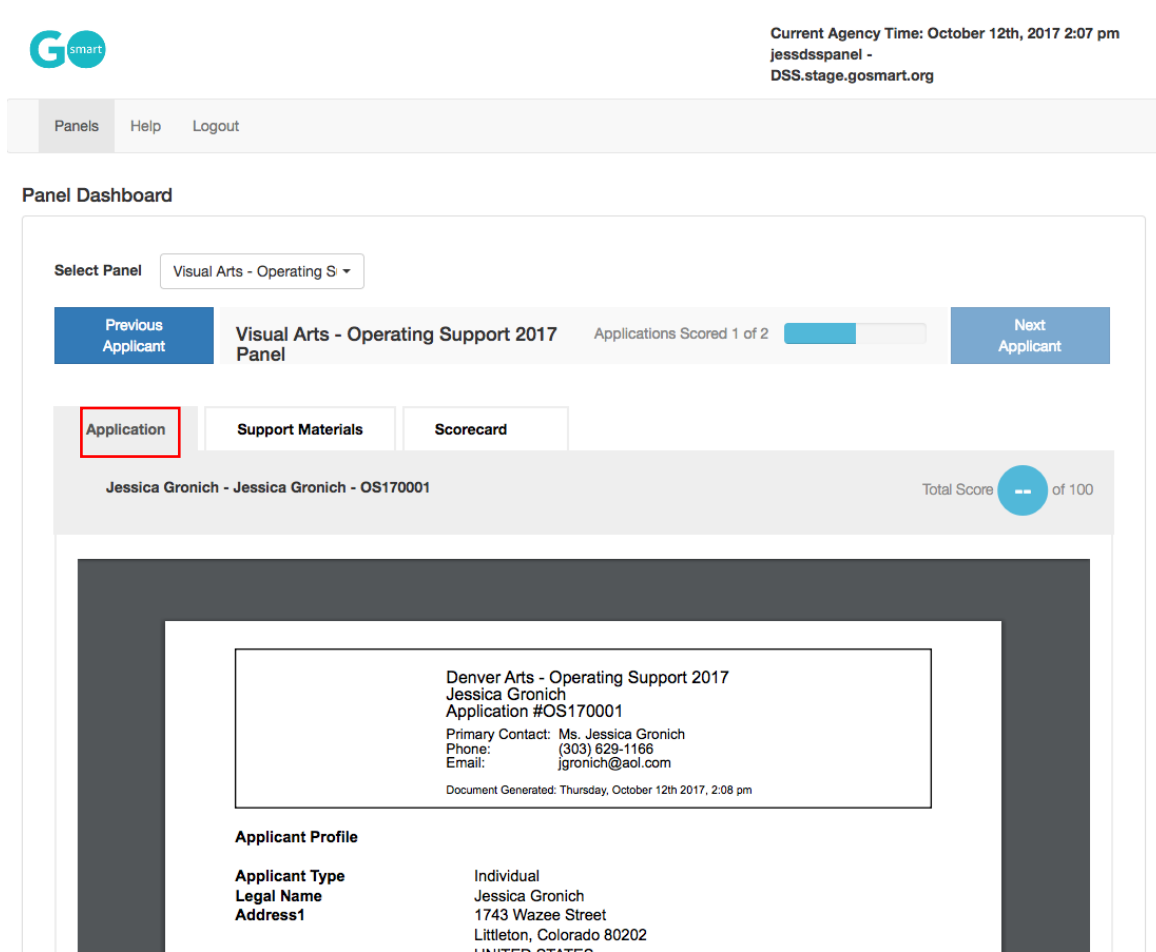
Score ▾	Application ID ⇅	Name ⇅	Organization ⇅
95	OS170004	Diana Prince	Wonder Woman, Inc.
No Score	OS170001	Jessica Gronich	Jessica Gronich

Displaying 1-2 of 2

1. Review the Panel Instructions as laid out by your granting agency admin.
2. Click **Score Applicants** to immediately begin reviewing applications and scoring.
3. If available, click the **Download Panelbook** button to generate a PDF of all applications for your review offline.
4. View the list of applications
 - a. **Sort** by any column header
 - b. **Review total scores** per application
 - c. Review who has **yet to be scored**
 - d. **Click any application** to navigate immediately to the details and scorecard

APPLICATION DETAILS - APPLICATION

After you click the Score Applicants button or on a specific application in the list, you will be taken to the Application Details for that application. From here, you will review, comment, and score using the three sub tabs. The first sub tab you will see is Application. This will display a PDF version of the application that will open immediately in the viewing window. You do not need to download this PDF to review.



Current Agency Time: October 12th, 2017 2:07 pm
jessdsspanel -
DSS.stage.gosmart.org

Panels Help Logout

Panel Dashboard

Select Panel Visual Arts - Operating S

Previous Applicant Visual Arts - Operating Support 2017 Panel Applications Scored 1 of 2 Next Applicant

Application Support Materials Scorecard

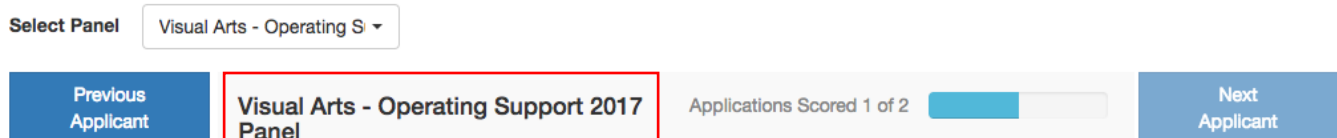
Jessica Gronich - Jessica Gronich - OS170001 Total Score -- of 100

Denver Arts - Operating Support 2017
Jessica Gronich
Application #OS170001
Primary Contact: Ms. Jessica Gronich
Phone: (303) 629-1166
Email: jgronich@aol.com
Document Generated: Thursday, October 12th 2017, 2:08 pm

Applicant Profile

Applicant Type	Individual
Legal Name	Jessica Gronich
Address1	1743 Wazee Street Littleton, Colorado 80202 UNITED STATES

NOTE: Return to the Panel Dashboard from the Application Details by clicking the name of the panel between the Previous Applicant and Next Applicant buttons (as shown below).

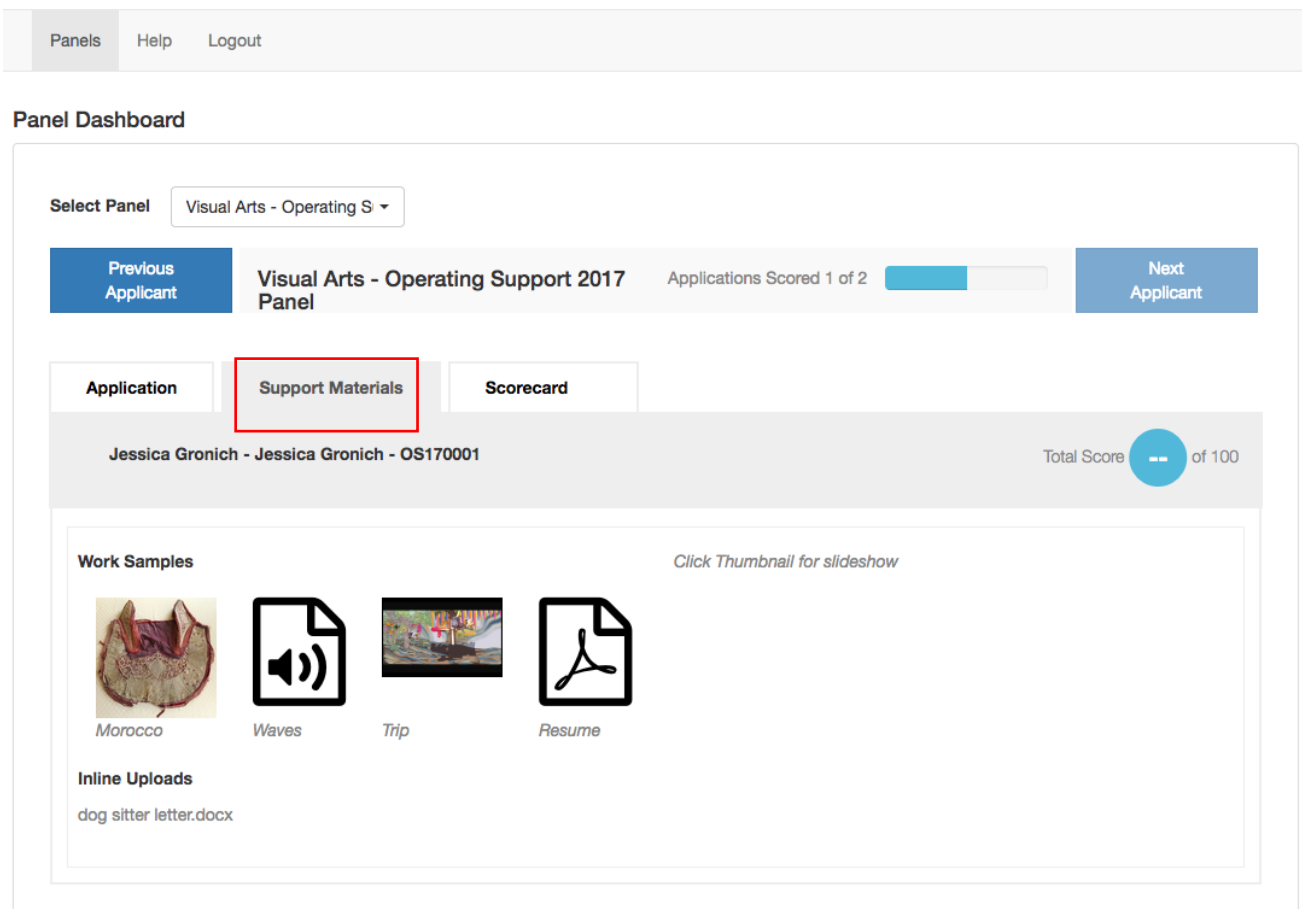


Select Panel Visual Arts - Operating S

Previous Applicant Visual Arts - Operating Support 2017 Panel Applications Scored 1 of 2 Next Applicant

APPLICATION DETAILS – SUPPORT MATERIALS

After reviewing the application, click the second sub tab Support Materials. You will see thumbnails and titles for the included work sample support materials. You will also see titles for inline uploads; these are additional documents that were requested within the application.



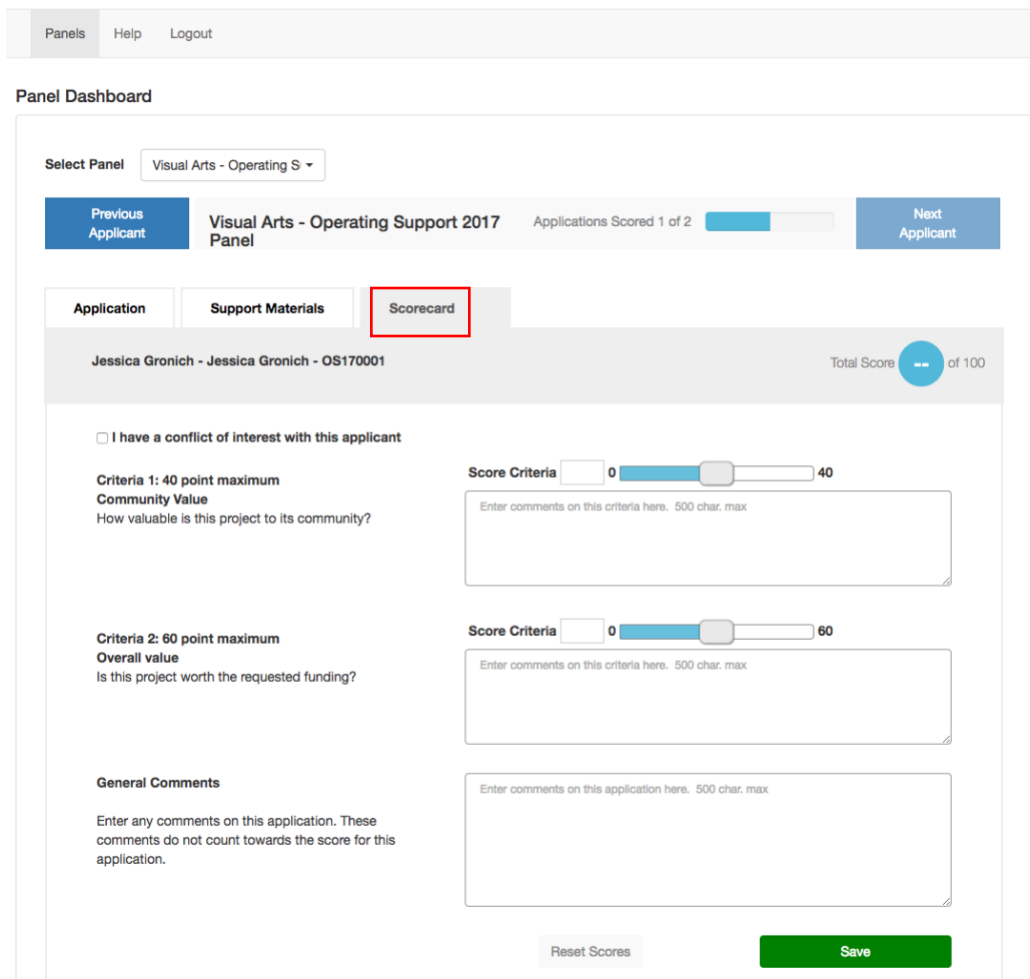
The screenshot shows a web interface for a panelist. At the top, there are navigation links for 'Panels', 'Help', and 'Logout'. Below this is the 'Panel Dashboard' section. A 'Select Panel' dropdown menu is set to 'Visual Arts - Operating S'. Below the dropdown are three buttons: 'Previous Applicant', 'Visual Arts - Operating Support 2017 Panel', and 'Next Applicant'. The 'Visual Arts - Operating Support 2017 Panel' button is active, and it shows 'Applications Scored 1 of 2' with a progress bar. Below these buttons are three tabs: 'Application', 'Support Materials', and 'Scorecard'. The 'Support Materials' tab is selected and highlighted with a red box. Below the tabs, the applicant's name 'Jessica Gronich - Jessica Gronich - OS170001' is displayed, along with a 'Total Score' of 0 out of 100. The main content area is titled 'Work Samples' and contains four thumbnails: 'Morocco' (a photograph of a Moroccan dish), 'Waves' (an audio file icon), 'Trip' (a photograph of a landscape), and 'Resume' (a PDF document icon). Below the work samples is an 'Inline Uploads' section with a document titled 'dog sitter letter.docx'. A note at the top right of the work samples section says 'Click Thumbnail for slideshow'.

1. Click any **thumbnail** to open the slideshow modal
2. Click the **Previous** and **Next** arrows within the modal to view all support materials
 - a. Most items can be viewed right in this modal window, some file types such as Word and Excel will need to be downloaded to view

NOTE: If you are previewing and scoring on a tablet or phone, you will be prompted to download the application(s) and support material(s) when you click on either of those respective tabs.

APPLICATION DETAILS – SCORECARD

After reviewing the support materials, click the final sub tab: Scorecard. You will see the custom criteria created by the granting agency.



The screenshot shows a web interface for a panelist to score an application. At the top, there are navigation links for 'Panels', 'Help', and 'Logout'. Below this is the 'Panel Dashboard' section, which includes a 'Select Panel' dropdown menu set to 'Visual Arts - Operating S'. There are three main buttons: 'Previous Applicant', 'Visual Arts - Operating Support 2017 Panel', and 'Next Applicant'. The 'Scorecard' tab is highlighted with a red box. The application being scored is 'Jessica Gronich - Jessica Gronich - OS170001', with a 'Total Score' of 0 out of 100. The interface includes a checkbox for 'I have a conflict of interest with this applicant'. There are two criteria for scoring: 'Criteria 1: 40 point maximum Community Value' with a question 'How valuable is this project to its community?' and 'Criteria 2: 60 point maximum Overall value' with a question 'Is this project worth the requested funding?'. Each criterion has a 'Score Criteria' slider (0 to 40 and 0 to 60 respectively) and a text box for comments (500 char. max). A 'General Comments' section is also present with a text box (500 char. max). At the bottom, there are 'Reset Scores' and 'Save' buttons.

1. Read through all **criteria** to familiarize yourself with what should make up your final score.
2. Use the **sliding scale** or **type** your score for that criteria.
3. Enter an appropriate **comment** with regards to that criteria.
4. The system will **automatically total your scores**, seen in the blue circle towards the top right of the screen.
5. Leave **General Comments** if the granting agency made that text field available to you.
6. Click **Save** at the bottom to save your total score, or if you need to leave the application in the middle of scoring.
7. Use the **Previous Applicant** and **Next Applicant** buttons to view and score additional applications.