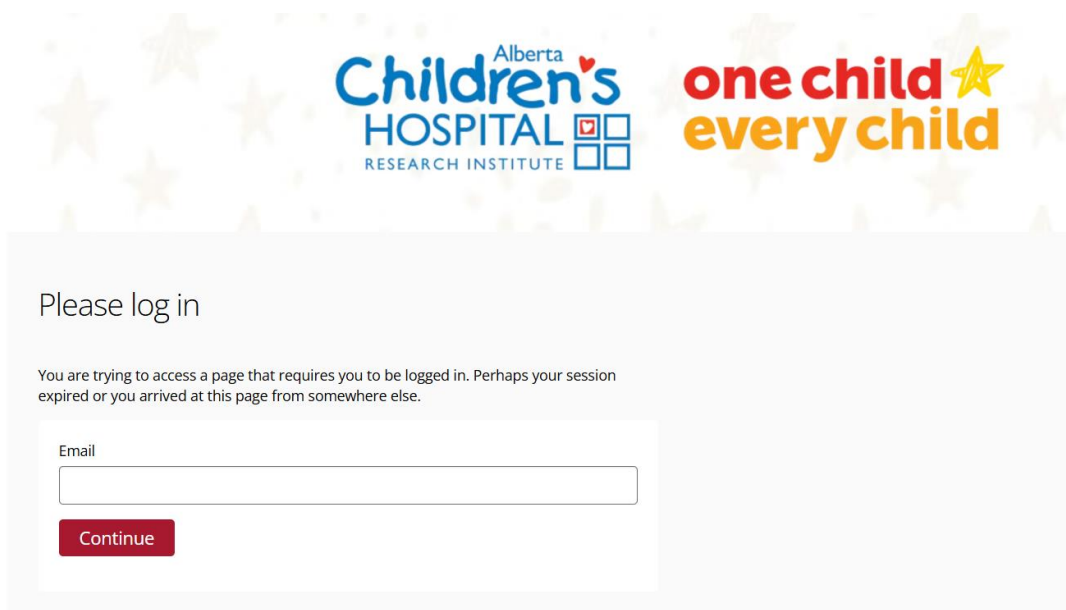# Instructions – Reviewers

Step 1: You will receive an email with the link for the Good Grants platform and a temporary password.

Step 2: Click on the link received by email:
https://achriocectraining.grantplatform.com/entry/judge

Step 3: You will be directed to the software's general page, where you need to enter your email address (the same one used to receive a temporary password)

Step 4: Enter your temporary password.
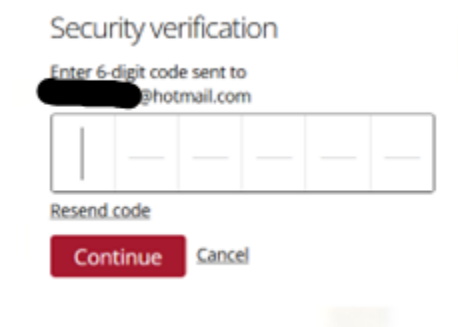
Step 5: After entering your email, you will be taken to a page where you must enter a security verification code that will be sent to your email.

*If the 6-digit code is not working or you took too much time to enter it, please click on **"Resend code".**

If it's still not working, please contact Good Grants directly at: **help@goodgrants.com

***Good Grants team usually respond in less than 3 hours.

Step 6: You will have to set up a multi-factor authenticator (MFA). You can use one of these applications:

- **Microsoft Authenticator *Recommended option***: the same as the University of Calgary. <mark>If you select that option, you can open the app and scan the QR code directly from it.</mark>
- Google Authenticator
- Okta
- OneLogin Support

If you have some issues with the multi-authenticator factor (MFA):

There are many MFA tools available. Each of these utilities is slightly different but may encounter the same types of issues. These include lost backup codes, syncing problems, authenticator app glitches, or even network connection snags.

Check out the links below to view help documentation created by the most commonly selected providers to help troubleshoot:

- Google Authenticator support
- Okta end user support
- Microsoft Authenticator FAQ
- OneLogin support

If issues persist, please contact Good Grants support team: **help@goodgrants.com**

Step 7: You will get to the main page with the reviewers' instructions. Read and scroll down:

✎ ① INSTRUCTIONS FOR REVIEWERS ⌄

Adjudication Criteria and Scoring Rubric

Reviewers will be asked to review and adjudicate their assigned application in their entirety, as per the criteria outlined in the evaluation form:

Candidate (50%)

Candidate's history of excellence (30%)

- Academic (10%)
- Research (10%)
- Leadership (10%)
  Candidate's Diversity or other Related Lived Experience (20%)
- Personal Statement
- Diversity or Lived Experience

Proposed Transdisciplinary Project Plan (30%)

- Research Proposal (20%) for scientific reviewers OR Lay abstract (20%) for Impact/ alignment reviewers
- Alignment with OCEC and Impact (5%)
- Knowledge Mobilization / Community Engagement (5%)

Training Environment (20%)

- Infrastructure (5%)
- Supervisor's Productivity (5%)
- Training and Mentorship Plan (10%)

A score for each listed criterion is required; The overall score will be tabulated based on the weightings for each criterion, as indicated in the evaluation form. The following rubric will be used:

May Be Funded

- Outstanding (4.5 – 4.9): Extremely strong with negligible or essentially no weaknesses.
- Excellent (4.0 – 4.4): Very strong with only some minor weaknesses.
- Very Good (3.5 – 3.9): Strong but with numerous minor weaknesses.

Step 8: Go to "My reviewing assignments": The application forms you see are the ones you need to review. To start the process, you can click on the **application ID number** or **name.**

My reviewing assignments → Review applications

🔍 Search list

Display

⚙	⇅ ID	⇅ Application	⇅ Category	Status	Scientific Review - 70% ⑦
	22	�	OCEC Excellence Awards - Graduate Future Leaders Awards	To be scored	-

Step 9: After clicking on the ID number or name, you will be directed to this page where you can begin reviewing the application forms assigned to you:

**If you think there's a conflict of interest, please contact the transdisciplinary team at this email address: training.ocec@ucalgary.ca

Step 10: You will begin scoring applications. There will be three scoring sets, each with comment boxes, following each section where you will need to provide a score.

To save your progress and move onto the next application: Click Save + next

To go back to the last application: Click Save + previous or Save + close to return to the main page.

Q&A section

Do I need to click a save button in order for my scores and comments to save? The Good Grants platform will auto-save your progress every 20 or so seconds, but we do recommend saving your progress as you go along just in case you lose internet connection.

I've finished my assignments, what do I do now? Once you've completed all your reviewing assignments, you're all set! There's no need to submit anything further as your scores and comments have already been saved.

What does the 'In progress' status mean?

'In progress' applications have had the evaluation process started, but have not had their requirements fulfilled. For example, a scoring criteria may have been missed or a comment may be required.

⚙	⬍ ID	⬍ Application	⬍ Feedback	⬍ Chapter	⬍ Category	Status	Scoring ⑦
	11	The Last of Us		NA Grants	Monclum	To be scored	-
	3	Queen Consolidated Foundation		NA Grants	Researchers hub	In progress	7 / 10
	2	The D.E.O Foundation		NA Grants	Monclum	Complete	14 / 20

Once all requirements have been met, the status will change to 'Complete'.

⚙	⬍ ID	⬍ Application	⬍ Feedback	⬍ Chapter	⬍ Category	Status	Scoring ⑦
	11	The Last of Us		NA Grants	Monclum	To be scored	-
	3	Queen Consolidated Foundation		NA Grants	Researchers hub	In progress	7 / 10
	2	The D.E.O Foundation		NA Grants	Monclum	Complete	14 / 20

Questions? Please contact directly the Transdisciplinary Training Accelerator: training.ocec@ucalgary.ca