

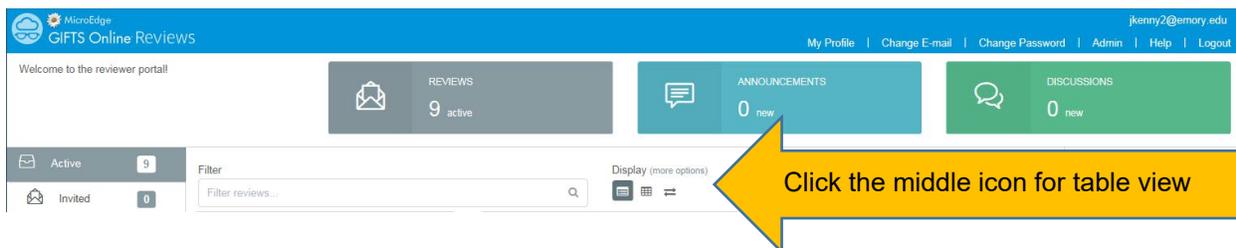
# Reviewer Instructions for Blackbaud Grantmaking (formerly GIFTS Online)

Website to view all applications assigned for your review:

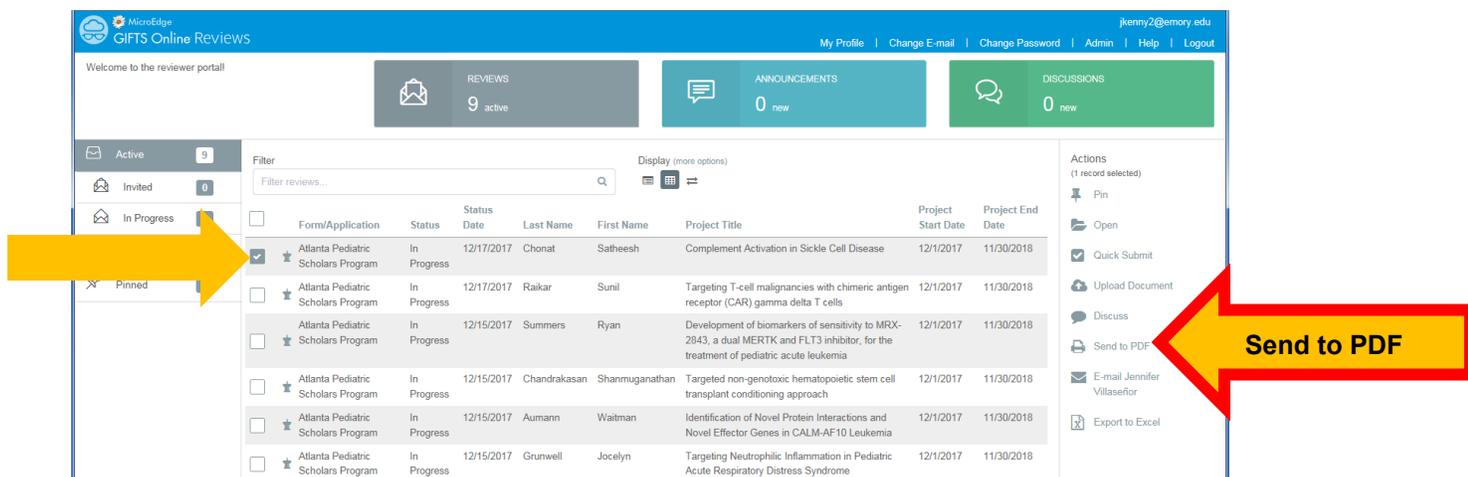
<https://pedsresearch.goreviewers.com/>

## 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.



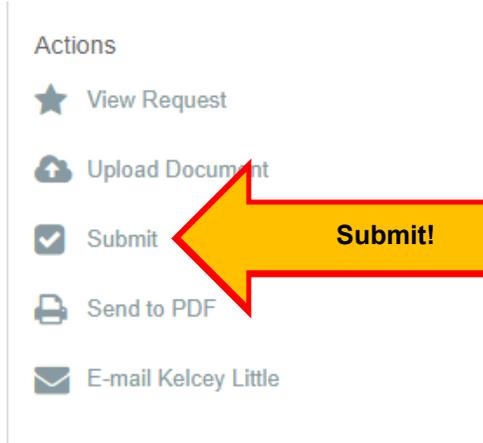
- 2) When you click the checkbox next to an application, the menu on the right-side of the screen will expand to give you more options. It may be easiest for you to click “Send to PDF” so that a single PDF of all application documents appears for download.



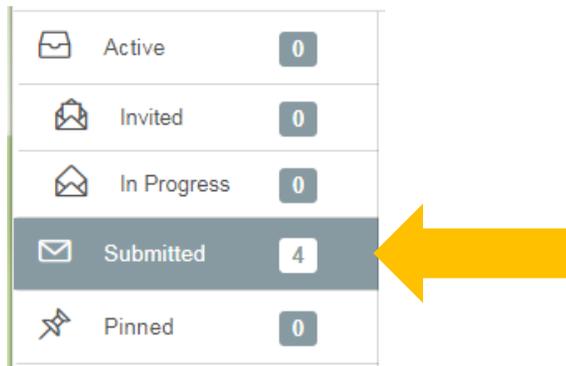
- 3) Alternatively, you can double-click an application to see the screen where you enter your review scores and comments. From this screen, you can still click “Send to PDF” on the right side menu. In addition, you can click **Documents** on the left-side to view all the application documents separately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

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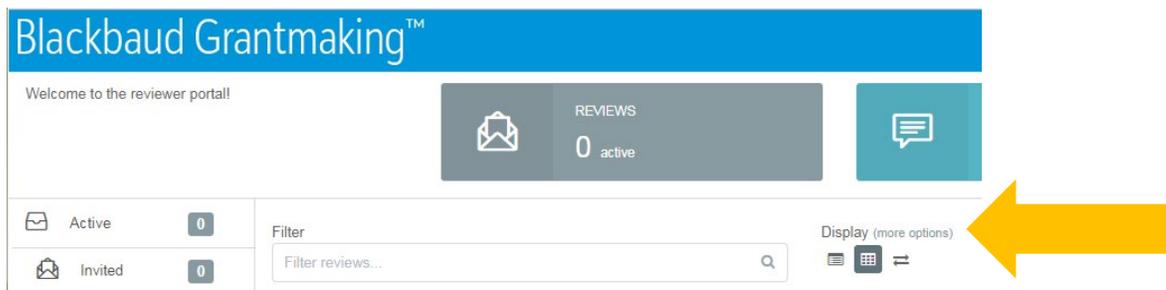
- 4) You can save any scores or comments by clicking Save at the bottom of the screen, but **nothing is actually submitted until you click Submit on the right side.**



- 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.

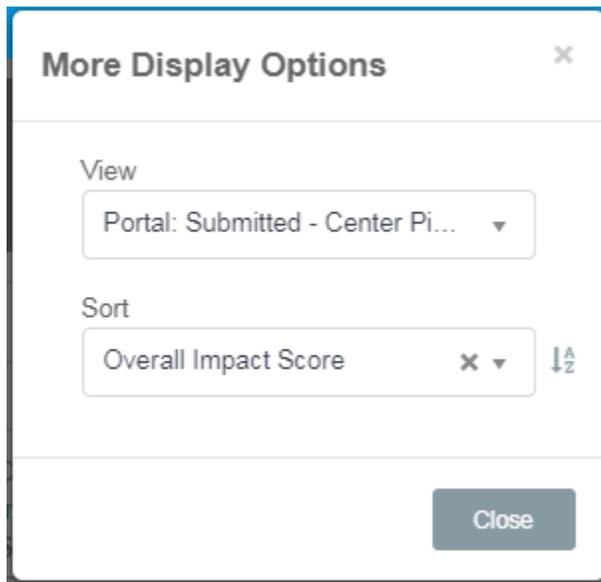


- 6) If you do not see your scores and comments, click **more options** next to **Display** and ensure the correct **view** is selected from the drop-down list. Select a view that starts with Portal: Submitted - for example:
- Portal: Submitted – Center Pilots
  - Portal: Submitted – JFF Pilots
  - Portal: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



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



**More Display Options** ×

View  
Portal: Submitted - Center Pi... ▾

Sort  
Overall Impact Score × ▾ ↓<sup>A</sup>/<sub>Z</sub>

Close

Please contact the center coordinator or manager if you have any questions.