



ALSF Reviewer Login and Application Review Step by Step Instructions

1. Follow the link to: alsfapps.force.com/reviewer/login
2. Log in with the username you received from the Grants Team (Grants@AlexsLemonade.org) and the password you created. (**Do not use your old username and password from ReviewerConnect**).

A screenshot of the ALSF Reviewer Login page. At the top, there is a small version of the Alex's Lemonade Stand logo and a blue banner that says "WELCOME REVIEWERS". Below this is a white login form with the following elements: a "Username" label and a text input field; a "Password" label and a text input field; a blue "Log In" button; a "Remember me" checkbox; and a "Forgot Your Password?" link.

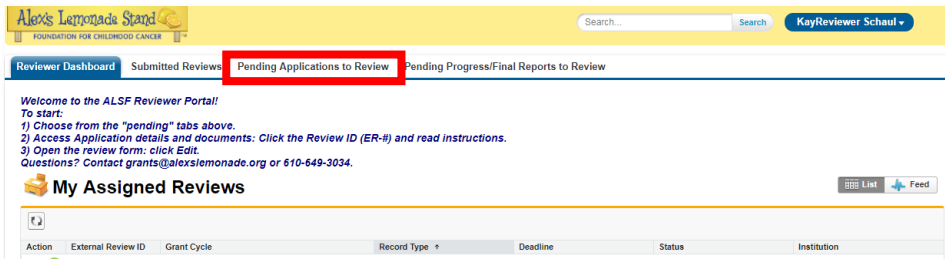
3. Your reviewer landing page should look like the screenshot below. All reviews assigned to you will be listed. This view shows a history of your reviews both submitted and in-progress. The tabs at the top can be used to list reviews by status and type.

A screenshot of the ALSF Reviewer Dashboard. The top navigation bar is yellow and contains the Alex's Lemonade Stand logo, a search bar, and a "KayReviewer Schaul" button. Below the navigation bar are four tabs: "Reviewer Dashboard" (selected), "Submitted Reviews", "Pending Applications to Review", and "Pending Progress/Final Reports to Review". The main content area has a welcome message and instructions. Below this is a section titled "My Assigned Reviews" with a "List" button and a "Feed" button. At the bottom, there is a table header with columns: "Action", "External Review ID", "Grant Cycle", "Record Type", "Deadline", "Status", and "Institution".



SECTION 1 – Preview or Download Documents

1. To view current assignments, click on the tab called “Pending Applications to Review,” shown in red below.



2. To access the application document:
 - a. Click on the ER (External Review) number of the project.





- b. This leads you to a page called “External Review Detail.” Scroll down to the Information section of the page, and click on the Project Title (link).

External Review
ER-210

Show Feed

External Review Detail Edit

Evaluation Instructions
Application Evaluation Instructions: Please score the application and include comments about strengths and weaknesses of the application. ALSF w for the review board and ALSF only. Asterisk denotes required fields.

Information

Program Area	Submitted Date
Fellowship: Nurse Researcher Structured Mentoring	
Project Title: Symptom Burden, Health-Related Quality of Life and Health Care Utilization Pediatric Hematopoietic Stem Cell Transplant	Deadline

- c. **Hover** over the “Application Attachments” quick link at the top of the page, then click on the Application Attachment Name (QA-#).

Alex's Lemonade Stand FOUNDATION FOR CHILDHOOD CANCER

Search... Search KayReviewer Schaul

Reviewer Dashboard Submitted Reviews Pending Applications to Review Pending Progress/Final Reports to Review

Application Request
Symptom Burden, Health-Related Quality of Life and Health Care Utilization
Pediatric Hematopoietic Stem Cell Transplant Printable View

Show Feed Application Attachments 11

Application Attachments

Action	Application Attachment Name	Requested Attachment Name
	QA-00000523	Full Application Packet (migrated)

Organization Address
EIN
IRS Letter
Program Type
Program Area

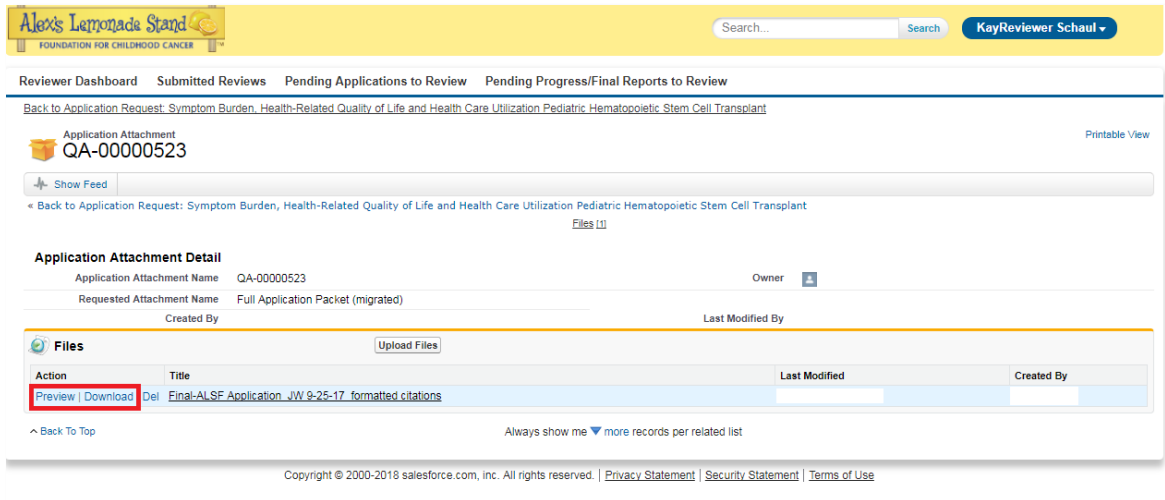
Submission Date
Amount Requested

Principal Investigator Contact Information

Primary Contact	Submitted By
Informal Name	Contact's Email
Highest Degree Received	Contact's Cell Phone
Title	Contact's Phone
Contact's Street Address	
Contact's City	
Contact's State	
Contact's Zip/Postal Code	
Contact's Country	

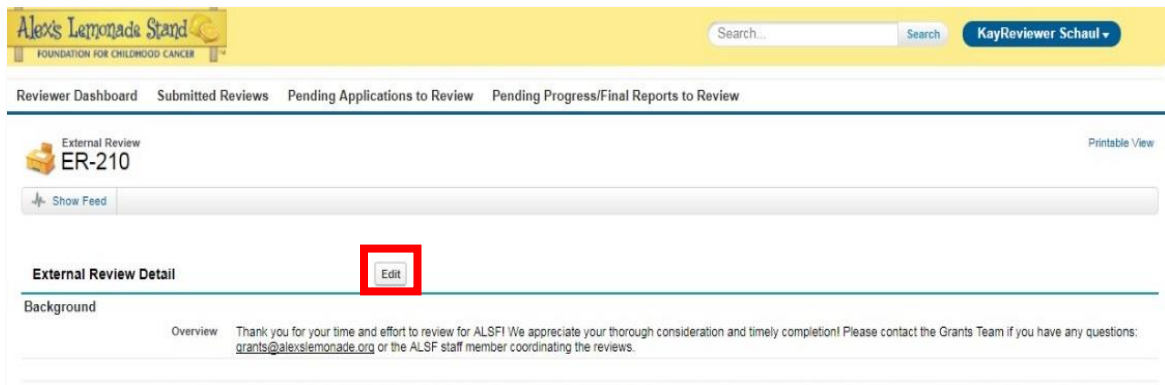


- d. The application will be listed under “Files.” Click Preview or Download to access the application.

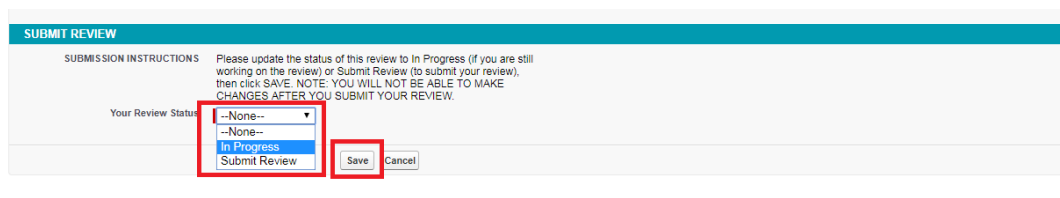


SECTION 2 – Enter and Submit the Review Form

1. Click the “Pending Applications to Review” tab, click on the ER (External Review) number of the project you are scoring.
2. Click the Edit button at the top of the page, shown in red below.



3. Fill in all of the necessary fields. An *asterisk* denotes required fields. Comment fields may be expanded by dragging the lower right hand corner. You may copy and paste into these fields.
4. If you need to log out and complete the review at a later point, make sure the Status (bottom of form in the “Submit Review” section) is In-Progress, click “Save” and log out.





5. When you are ready to submit your review, scroll to the bottom of the page to the "Submit Review" section.
6. Change the field called "Your Review Status" from "In Progress" to "Submit Review." Then, click "Save." Once saved, your review will be submitted.

A screenshot of a web form for submitting a review. The form is divided into several sections: "Comments to Applicant (Required. Please note strengths & weaknesses)", "Confidential Comments to Reviewers", and "SUBMIT REVIEW". The "SUBMIT REVIEW" section contains a "SUBMISSION INSTRUCTIONS" block and a "Your Review Status" dropdown menu. The dropdown menu is currently set to "In Progress" and has a "Submit Review" button next to it. Below the dropdown menu, there are "Save" and "Cancel" buttons. The "Save" button is highlighted with a red box.

If you have any questions, please contact the Grants Team (Grants@AlexsLemonade.org).