



# ALSF Reviewer Login and Report Review Step by Step Instructions: Progress and Final Reports

1. Follow the link to: [alsfapps.force.com/reviewer/login](https://alsfapps.force.com/reviewer/login)

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 login form with two input fields: "Username" and "Password". A blue "Log In" button is positioned below the password field. Underneath the button is a checkbox labeled "Remember me" and a link that says "Forgot Your Password?".

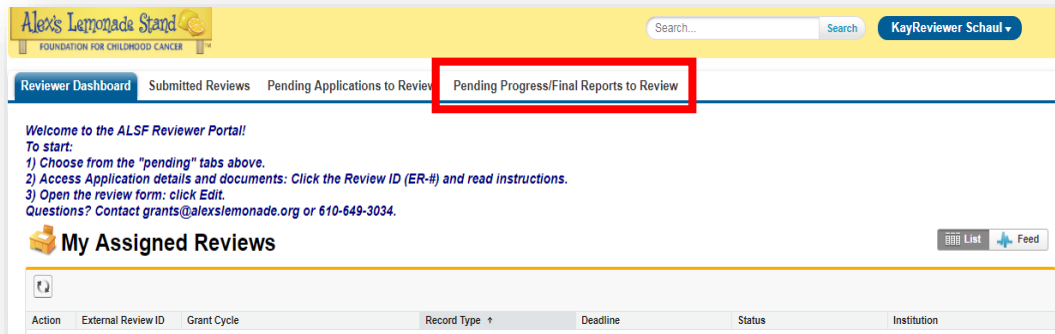
2. Log in with the username you received from the Grants Team ([Grants@AlexsLemonade.org](mailto:Grants@AlexsLemonade.org)) and the password you created. (**Do not use your old username and password from ReviewerConnect**).
3. Your reviewer landing page should look like the screenshot below. All reviews assigned to you will be listed. This view shows a history of your reviews both submitted and in-progress.

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 user profile dropdown for "KayReviewer Schaul". Below the navigation bar are several tabs: "Reviewer Dashboard" (selected), "Submitted Reviews", "Pending Applications to Review", and "Pending Progress/Final Reports to Review". The main content area has a blue header with the text "Welcome to the ALSF Reviewer Portal!" and "To start:" followed by three numbered 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 with columns for "Action", "External Review ID", "Grant Cycle", "Record Type", "Deadline", "Status", and "Institution".

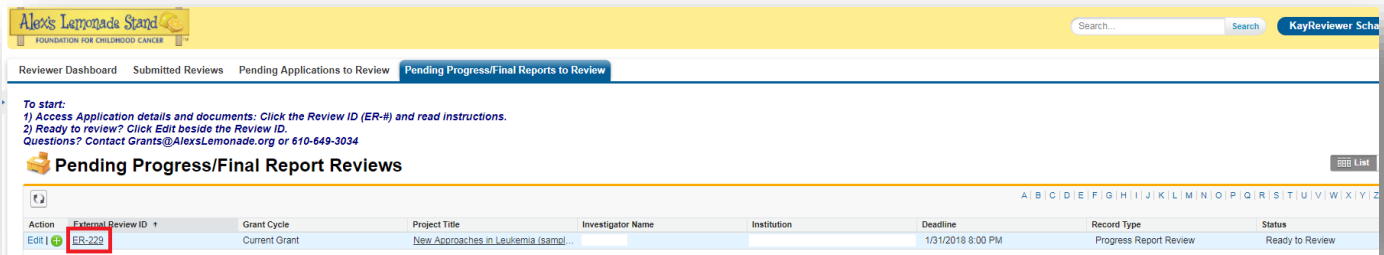


## Section 1 – Assigned Reviews & Download Reports

1. To view your assigned reports, click on the tab called “Pending Progress/Final Reports to Review,” shown in red below.



2. To download a progress/final report for review:
  - 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 Award Requirement (link).

External Review  
ER-229

External Review Detail

Introduction

Overview: Thank you for your time and effort to review for ALSFI We appreciate your thorough consideration and timely completion! Please contact the Grants Team if you have any questions: [grants@alexlemonade.org](mailto:grants@alexlemonade.org) or the ALSF staff member coordinating the reviews.

Instructions: 1) DOWNLOAD & VIEW APPLICATION: Click the link next to the PROJECT TITLE. If you are reviewing a report, click the AWARD REQUIREMENT link. At the top of the next page hover on "Question Attachments" and click the document(QA-#)link. Download the file. 2) OPEN REVIEW FORM: browse back to Review Details, click Edit. 3) ENTER & SUBMIT YOUR CRITIQUE: All fields are required. Update the status to In-progress or Submit Review, then SAVE. Once submitted the review cannot be edited.

Evaluation Instructions

Progress Report Evaluation Instructions: As you know the next year of funding is contingent upon your approval of research progress and expenditures If you have concerns about the progress or the budget - please be candid in your recommendations! Based on your feedback, ALSFI may elect to ask the investigator for an interim report, or delay or adjust funding for the next year. ALSFI also requests you provide scientific feedback that could impact future directions or progress of the project. This is especially important for Young Investigator and 'A' Award projects. Your specific suggestions or considerations will be shared with the investigator. The review form-All fields are required prior to submission. To skip a comment field, please enter N/A.

Information

Program Area	<a href="#">Innovation Grant</a>	Submitted Date	
Project Title	<a href="#">New Approaches in Leukemia (sample application)</a>	Deadline	1/31/2018 8:00 PM
Award Requirement	<a href="#">GR-000000614</a>	External Reviewer Contact	<a href="#">KayReviewer Schaul</a>
Investigator	K Schaul	External Review ID	ER-229
Institution	Alex's Lemonade Stand Cancer Center		

- c. Hover over the “Application Attachments” quick link at the top of the page, then click on the Application Attachment Name for the report you need to view (QA-#).

Award Requirement  
GR-000000614

Application Attachments (3) | Publications (1) | Presentation/Poster/Venues (0)

Action	Application Attachment Name	Requested Attachment Name
	<a href="#">QA-00000668</a>	Full Progress Report
	<a href="#">QA-00000669</a>	IRB
	<a href="#">QA-00000670</a>	IACUC

Project Title: [New Approaches in Leukemia \(sample application\)](#)

Request Number: 18-06478

Organization:

Report Contact:

Funded Project Page

Updated Lay Summary: [Summary for progress report](#)

Contact Details

Name	Contact Organization
Title	



d. The report will be listed under "Files." Click Download.

A screenshot of the Alex's Lemonade Stand Reviewer Dashboard. The page title is "Application Attachment QA-00000668". Below the title, there is a "Show Feed" button and a "Back to Award Requirement: GR-00000614" link. The "Application Attachment Detail" section shows the application attachment name as "QA-00000668" and the requested attachment name as "Full Progress Report". Below this, there is a "Files" section with an "Upload Files" button. A table lists the files, with one file named "ASLFCC Progress Report\_1" listed. The "Action" column for this file has a "Download" button highlighted with a red box. The "Last Modified" date is "1/18/2018 1:30 PM".

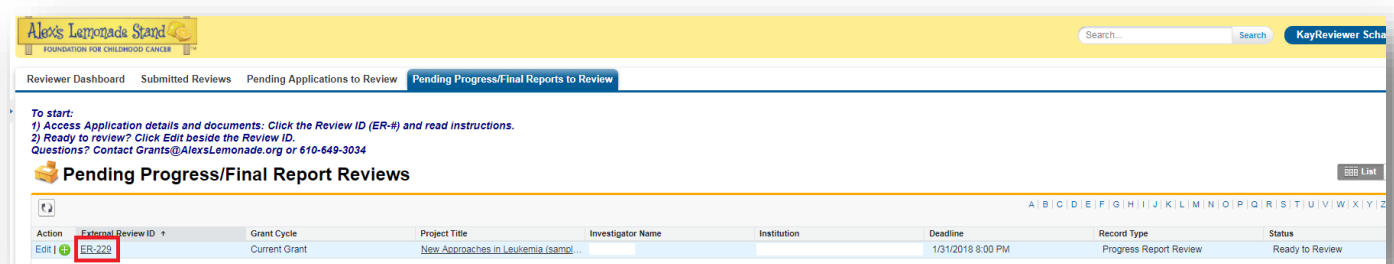
Action	Title	Last Modified	Created By
<a href="#">Download</a>	ASLFCC Progress Report_1	1/18/2018 1:30 PM	

e. To navigate back to the External Review Details, either click the back button on your browser twice, OR click "Pending Progress/Final Reports to Review" and click on the ER-# again.

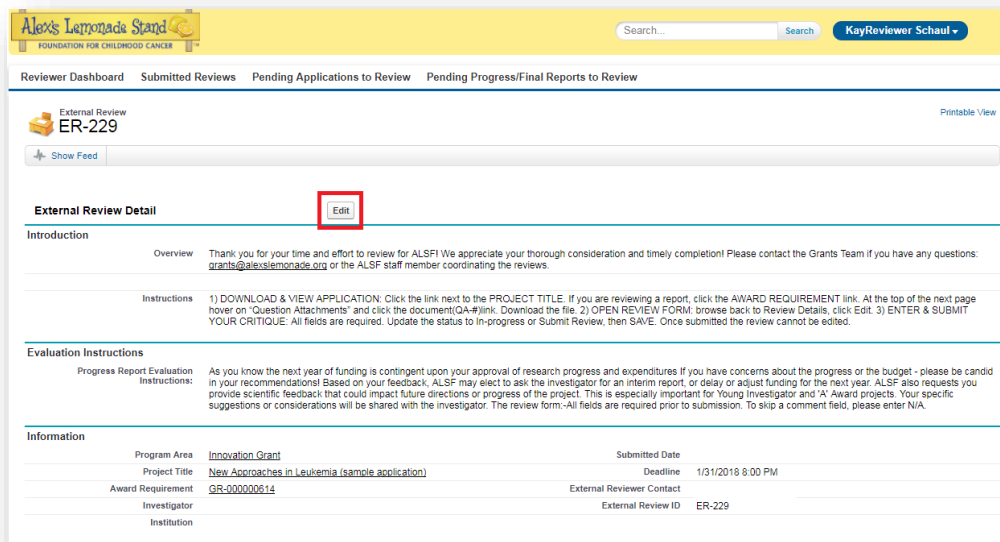


## SECTION 2: Complete and Submit the Report Review Form

1. From the "Pending Progress/Final Reports to Review" page, 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. The asterisk (\*) denotes required fields. Comment fields may be expanded by dragging the lower right hand corner. You may copy 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) is In-Progress, click "Save" and log out.

A screenshot of a web form titled "Suggestions to Share with PI". Below the title is a text input field with the label "\*Suggestions to share with Investigator". Below this is a section titled "SUBMIT REVIEW". Under "SUBMIT REVIEW", there are "SUBMISSION INSTRUCTIONS" which read: "Please update the status of this review to In Progress (if you are still working on the review) or Submit Review (to submit your review), then click SAVE. NOTE: YOU WILL NOT BE ABLE TO MAKE CHANGES AFTER YOU SUBMIT YOUR REVIEW." Below the instructions is a label "Your Review Status" followed by a dropdown menu. The dropdown menu is open, showing three options: "--None--", "--None--", and "In Progress". The "In Progress" option is highlighted in blue. To the right of the dropdown menu are two buttons: "Save" and "Cancel".

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 and cannot be edited further.

A screenshot of the same web form as above, but with the "Your Review Status" dropdown menu open and the "Submit Review" option highlighted in blue. The "Save" and "Cancel" buttons are still visible to the right of the dropdown menu.

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