

URF Committee Quick Guide

1

LOGIN: Go to upenn.fluidreview.com and click the blue “Reviewer Login” button. You will be directed to your PennKey login.

A screenshot of the Penn WebLogin interface. At the top, it says "Penn WebLogin" and "Log in to gain access to many protected University web resources." Below this is a "PennKey" section with two input fields: "Username" and "Password". At the bottom of the form is a blue "Log in" button.

2

GRANTS TO EVALUATE: You will enter a gateway page with links to each grant “bucket” of submitted applications in your queue. Select a grant type. You can jump to the other grant buckets at any time. As a panel member, you are being asked to review applications of all grant types.

Grants to Review

Grant

Research Grant



Impact Seminar Grant



Conference Support Grant



Research Opportunity Development: Phase 1 - Topic Exploration



Research Opportunity Development: Phase 2 - Research Development Grants



3

DASHBOARD: Click the large, blue NAME in the left column to begin a review. Other things you can do on this page:

- Use the top right dropdown to switch grant type.
- Download one or all applications to review offline
- Download a complete application or piece of an application (e.g. Budget)

The screenshot shows the 'Reviewer Summary' page. At the top, there is a navigation bar with the OVPR logo and 'University Research Foundation Office of the Vice Provost for Research'. Below this, a dropdown menu for 'Grant:' is open, showing options: 'Research Grant', 'Research Grant', and 'Research Opportunity Development: Phase 1 - Topic Exploration'. A red box highlights this menu with the text 'See other grant types'. Below the menu, a table lists grant applications. The first row is for 'Austen, Jane' with a large blue name, a folder icon, and a 'See Notes' link. A red box highlights the name with the text 'Review an application'. The second row is for 'Bronte, Emily'. A red box highlights the folder icon with the text 'Download all or pieces'. The table has columns for 'Grant Application', 'Notes', 'Reference ID', 'Project Title', and 'General Committee Review'. A search bar is visible on the right.

4

REVIEW FORM: Application is on the left; review form is on the right.

- Jump through application sections with the top left dropdown
- You can also see your peers' reviews with the top left dropdown
- Add a score and comments on the right. Click "submit" on the bottom right.
- Return to your dashboard by clicking "Return to Summary" on the top right

The screenshot is split into two panels. The left panel shows the 'AUSTEN, JANE Research Grant' page. At the top, there is a dropdown menu for 'University Research Foundation Grant - Applicant Info'. A red box highlights this menu with the text 'Jump through application sections See peer reviews'. Below the menu, there is a section for 'PI Information:' with 'PI Last Name: Austen'. A red box at the bottom left of the left panel contains the text 'LEFT SIDE: Application for review'. The right panel shows the 'General Committee Review' form. At the top right, there is a 'Return to summary' button. A red box highlights this button with the text 'Return to dashboard'. Below the button, there is a section for 'Applicant Info' with 'PI Name: Jane Austen' and 'Academic Rank: Professor'. A red box at the bottom right of the right panel contains the text 'RIGHT SIDE: Your review form'.