

URF Committee Quick Guide

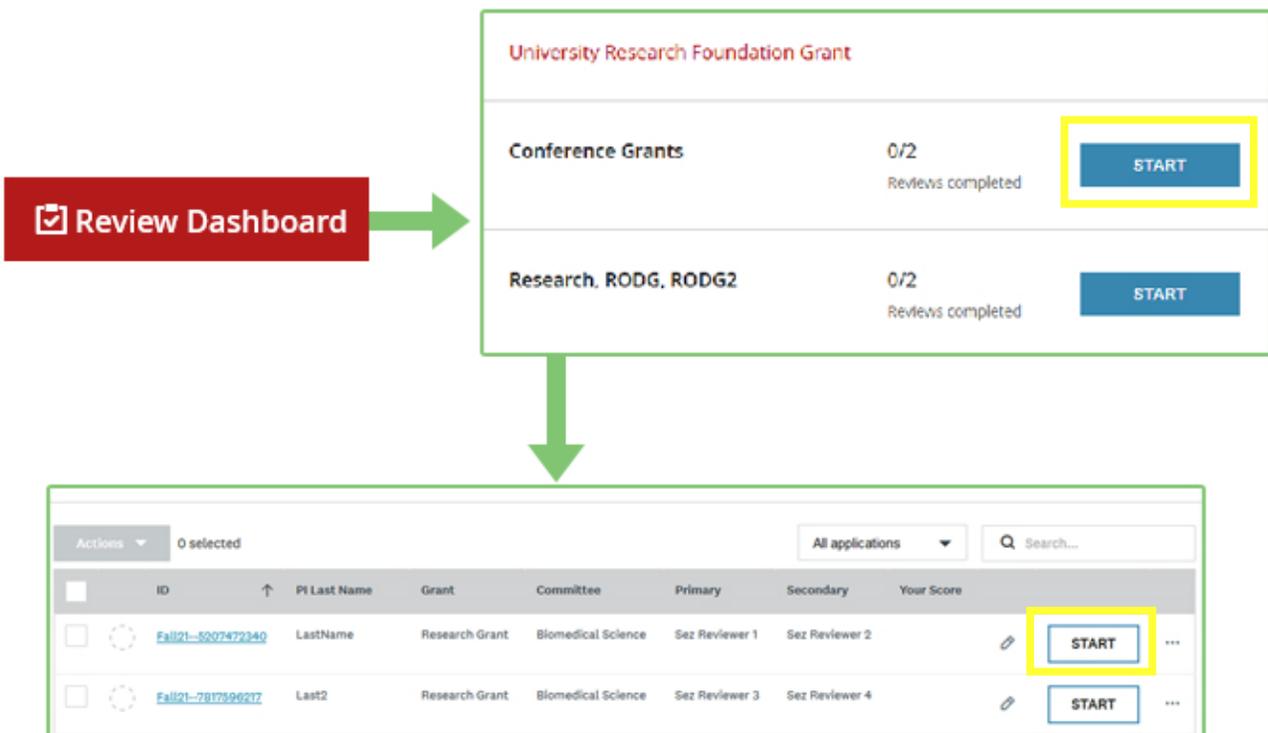
1

LOGIN: Go to upenn.smapply.io and click the "PennKey Login" button. Login with Penn Key. If you have ever applied for a URF grant yourself, you will then need to click the "Reviewer" button.



2

REVIEWER DASHBOARD: Return to this page at any time by clicking "Review Dashboard" in the top red area. Click the blue "Start" button to see the grants to review. Click "Start" again to see and review an individual grant.



3

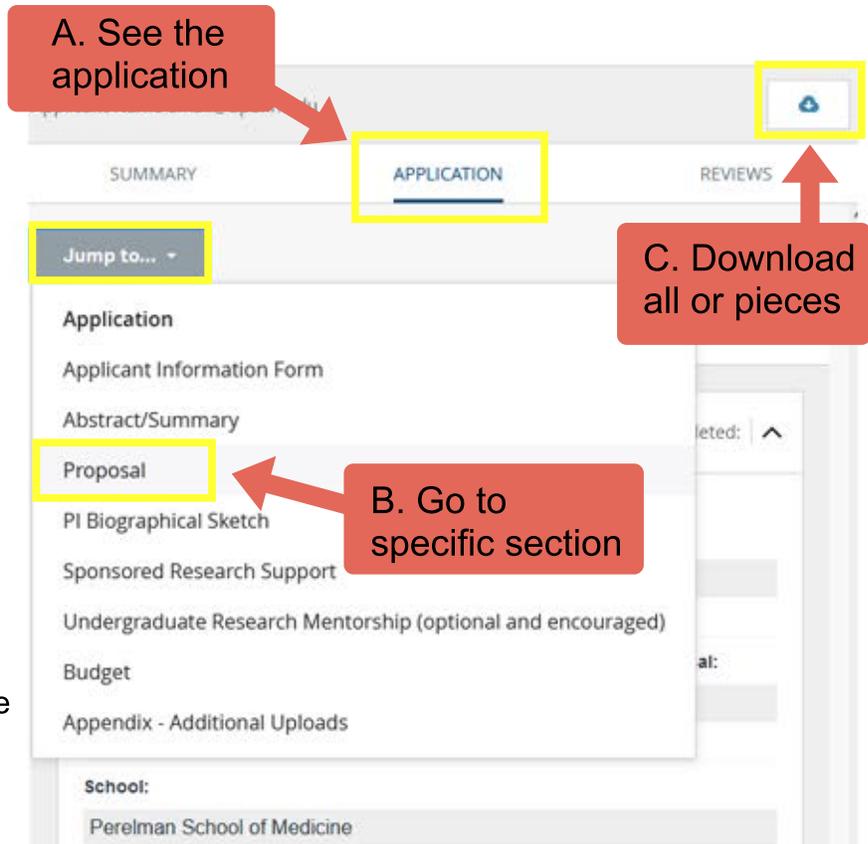
READ THE APPLICATION:

The left screen contains the application

A. Click the middle "Application" link to see all pieces of the application

B. Use the gray "Jump to" dropdown to go to a specific section, or simply scroll through the application

C. Alternatively, click the blue Download icon to download the whole application



4

YOUR SCORE/CRITIQUE: The right screen is for your score and comments.

Score from the dropdown and critique in the textbox.

Click the gray "Save Draft" button as you work or to later complete your review.

Click the blue "Mark as Complete" button when done.

Comments will be shared with review panel members **AND applicants**. Please do not include statements that indicate whether the proposal should or should not be funded. Reviewers remain anonymous.

