



Committee Chair Guide

Use this guide if you assign reviewers, compare reviews, and finalize the committee recommendation.

BEFORE YOU BEGIN

Confirm that you are assigned as the Committee Chair for the current Grant Cycle.

HOW TO USE THIS GUIDE

Complete the tasks in order. Each task tells you where to begin, what to select, how to know you are finished, and what happens next.

Understand the two timelines

A Grant Cycle can close while its awarded projects and reports continue.

Grant Cycle	One application opportunity, including its application dates, review, and award decisions.
Project Period	The dates when an awarded project is expected to begin and end. It may continue after the Grant Cycle closes.
Reporting Schedule	The progress and final reports required for an awarded project, with their due dates.
Project closeout	The final checks that formally complete an awarded project after its required reports are accepted.

Tasks at a glance

1. Sign in
2. Use the committee review queue
3. Assign committee reviewers

4. Compare completed reviews
5. Finalize the recommendation

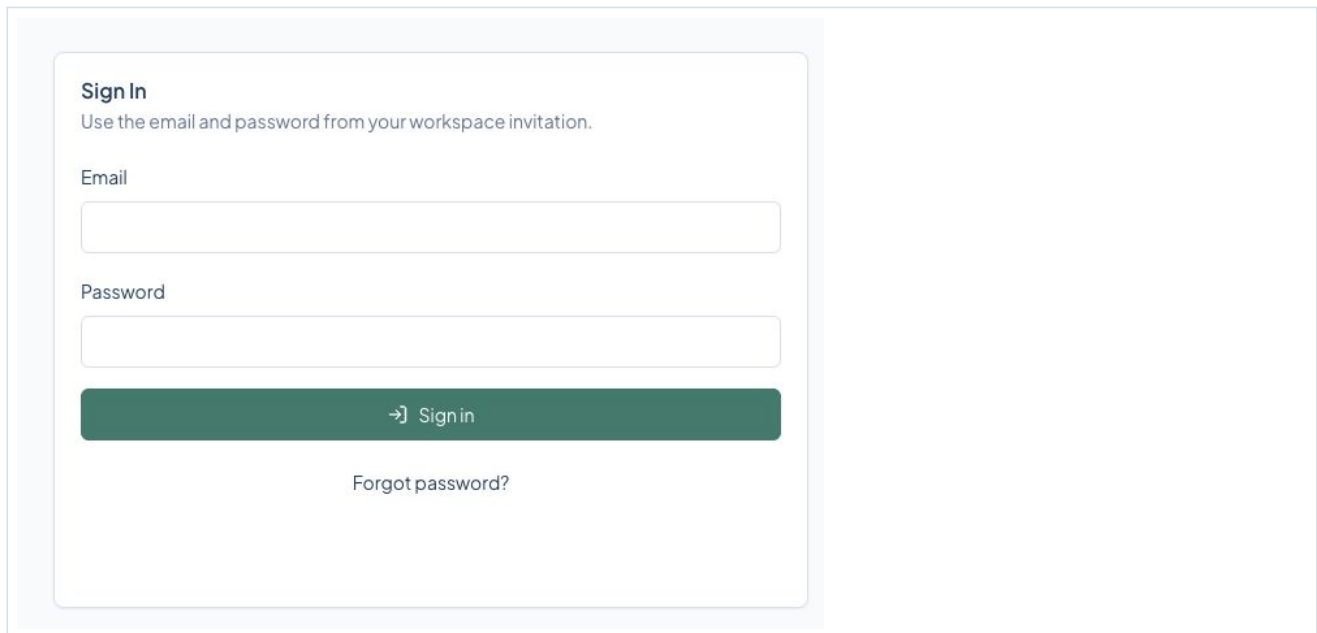
Screenshots use fictional training records. Names, dates, amounts, and district numbers will differ.

Sign in

WHERE TO BEGIN

Start on the GrantsPost sign-in page.

- 1 Enter the email address from your invitation.
- 2 Enter your password.
- 3 Select Sign in. If you cannot remember your password, select Forgot password?



Example screen. Training names, dates, amounts, and district numbers will differ.

YOU ARE FINISHED WHEN

You arrive at the home page for your assigned role.

WHAT HAPPENS NEXT

GrantsPost opens the home page for your assigned role.

IF SOMETHING IS NOT WORKING

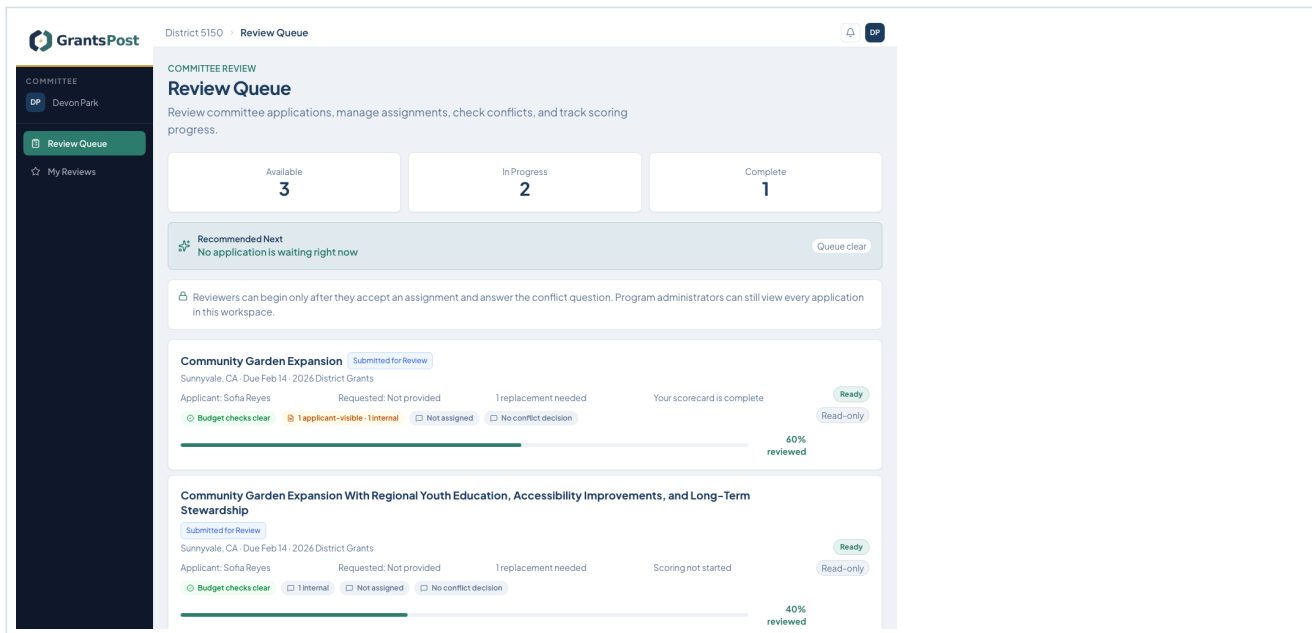
Check that you used the email address from the invitation. Use Forgot password? before asking an administrator to resend access.

Use the committee review queue

WHERE TO BEGIN

Open Committee, then Review Queue.

- 1 Read the Available, In progress, and Complete counts.
- 2 Open the application assigned to you. If no assignment appears, you do not have review work right now.
- 3 Check the conflict status before opening the briefing or scoring pages.



Example screen. Training names, dates, amounts, and district numbers will differ.

YOU ARE FINISHED WHEN

You know whether to assign reviewers, complete a review, or wait.

WHAT HAPPENS NEXT

Return to your role's home page and follow the next action shown by GrantsPost.

IF SOMETHING IS NOT WORKING

If the queue is empty, you do not have committee work right now. Do not use another person's account.

Assign committee reviewers

WHERE TO BEGIN

Open the committee review cycle, then Reviewer assignments.

- 1 Choose the required number of reviewers from the reviewer list.
- 2 Select the assignment action shown for each reviewer and confirm the assignment status.
- 3 Do not start scoring until the required reviewers have accepted and cleared conflicts.

The screenshot shows the GrantsPost interface for a committee review cycle. The header includes the GrantsPost logo, the path 'Rotary District 5030 QA > Review Queue', and a 'TC' button. A left sidebar contains navigation links: 'COMMITTEE', 'TC Taylor Committee Ch...', 'Review Queue', 'My Reviews', and 'Pipeline'. The main content area is titled 'Formal Committee Review - Cycle 2' and contains several sections:

- Lakeview Community Cooling and Resilience Project**: Lakeview Rotary Club QA - ApplicationVersion 3. It displays application ID (867e22fd-e4f5-4e94-9ba0-da38e88392fb), review cycle ID (1ba9ced0-5a28-464d-b1e3-7e8f5cb5e36b), and opened date (8/6/2026, 9:57:41 AM).
- Assignment Status**: Shows 0 active Committee reviewer assignments, 0 awaiting response, 0 accepted, and 0 conflict declared.
- Current Committee Reviewers**: States 'No active Committee reviewers are assigned to this cycle yet.'
- Assign Reviewer**: A section to create one formal Committee Reviewer assignment. It includes a 'Reviewer' dropdown menu with 'Choose reviewer' and an 'Assign Committee Reviewer' button.
- Assignment History**: Lists past assignments, including 'Sam Primary Reviewer' (Review completed - assigned 8/6/2026, 10:22:15 AM) and 'Lee Committee Reviewer'.
- Reviewer Roster**: A section for reviewer availability based on current access and review workload.

Example screen. Training names, dates, amounts, and district numbers will differ.

YOU ARE FINISHED WHEN

The required reviewers have accepted and cleared conflicts.

WHAT HAPPENS NEXT

Return to your role's home page and follow the next action shown by GrantsPost.

IF SOMETHING IS NOT WORKING

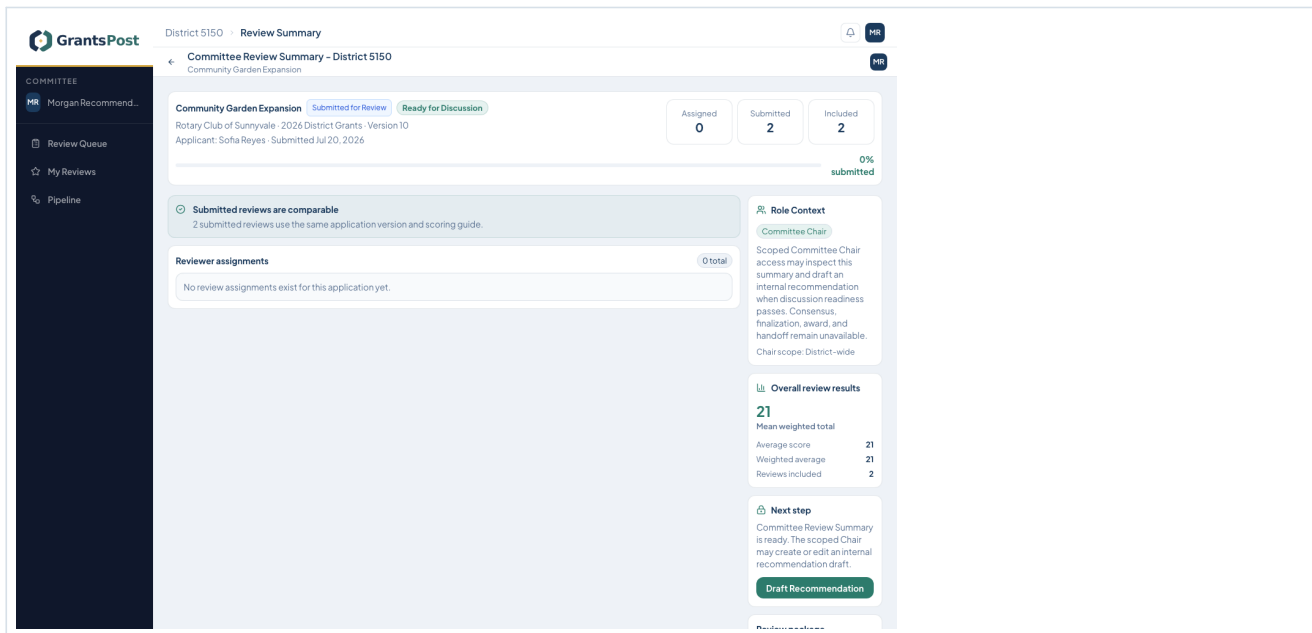
Use Help or Ask for help. Include the page name and what you were trying to do. Never send your password.

Compare completed reviews

WHERE TO BEGIN

Open the application, then Review summary.

- 1 Confirm the page says Ready for discussion.
- 2 Compare criterion scores, comments, and the combined result for the current review cycle.
- 3 Resolve missing reviews or incompatible scorecards before moving on.



Example screen. Training names, dates, amounts, and district numbers will differ.

YOU ARE FINISHED WHEN

The summary says Ready for discussion.

WHAT HAPPENS NEXT

Return to your role's home page and follow the next action shown by GrantsPost.

IF SOMETHING IS NOT WORKING

Use Help or Ask for help. Include the page name and what you were trying to do. Never send your password.

Finalize the recommendation

WHERE TO BEGIN

From the review summary, open Recommendation.

- 1 Choose the committee recommendation allowed by the Grant Cycle.
- 2 Enter a clear rationale. For a revision, choose only the sections the applicant may edit.
- 3 Finalize the recommendation. This does not notify the applicant or create an award.

Example screen. Training names, dates, amounts, and district numbers will differ.

YOU ARE FINISHED WHEN

The recommendation is finalized against the current application version.

WHAT HAPPENS NEXT

An application decision approver can now make the district's formal decision.

IF SOMETHING IS NOT WORKING

Use Help or Ask for help. Include the page name and what you were trying to do. Never send your password.