



Committee Reviewer Guide

Use this guide if you read evidence, score an application, submit a review, or review a project report.

BEFORE YOU BEGIN

Accept the assignment and complete the conflict check. You cannot review an application with a blocking conflict.

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. Read the decision briefing | 4. Review evidence
5. Score the application
6. Confirm report review is complete |
|--|--|

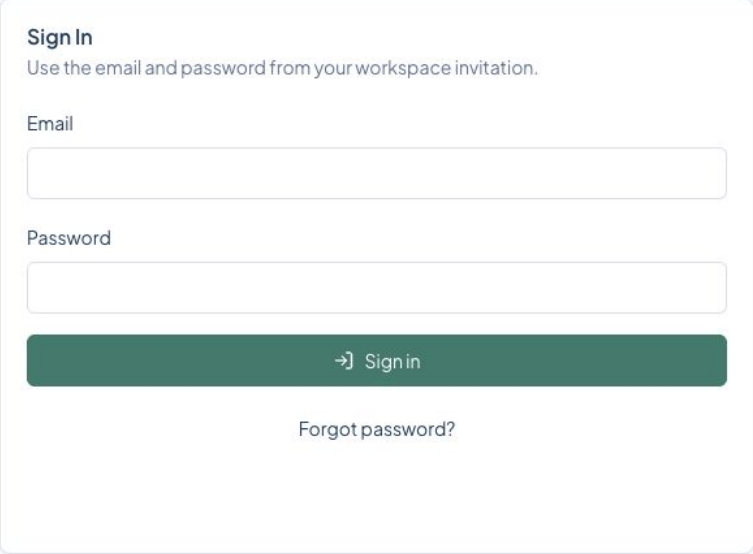
Screenshots use fictional training records. Names, dates, amounts, and district numbers will differ.

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

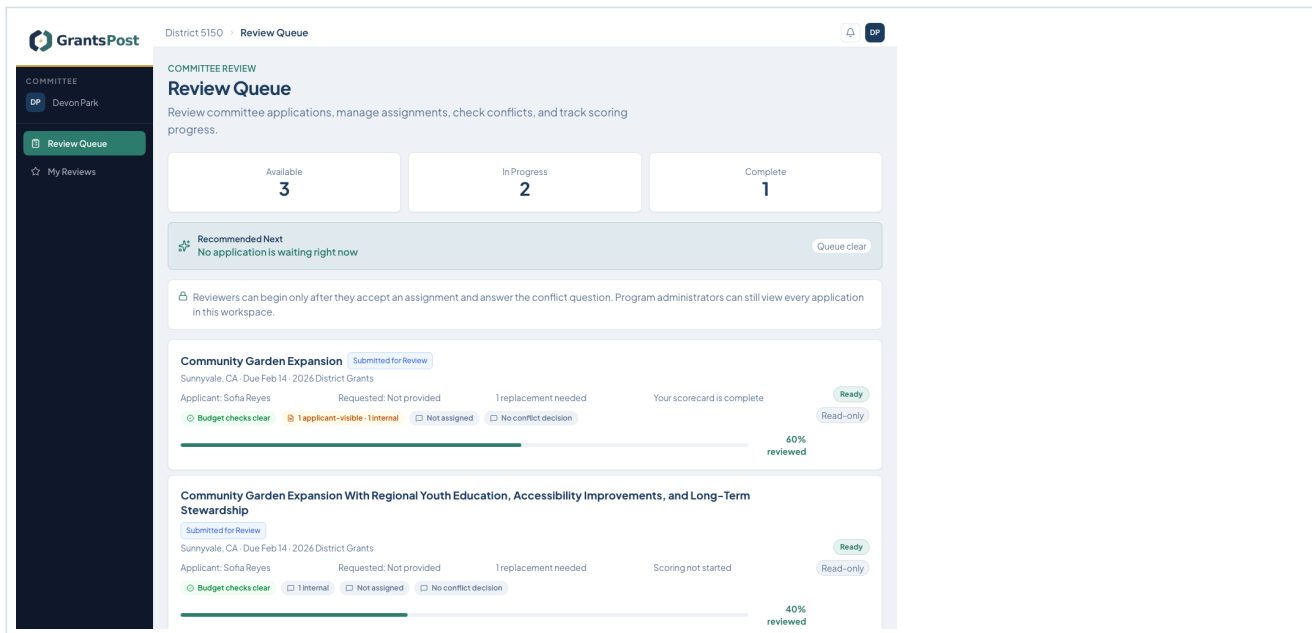
Check that you used the email address from the invitation. Use Forgot password? before asking an administrator to resend access.

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.

Read the decision briefing

WHERE TO BEGIN

Open your assigned application, then open Briefing.

- 1 Read the project summary, amount requested, dates, and applicant information.
- 2 Open the application sections, documents, and prior review context from this briefing.
- 3 When you understand the request, continue to Evidence review.

Clean Water Project
Rotary Club of San Jose: \$5,000 requested. Due Feb 14

[Start Guided Review](#) [Return to Queue](#) [Open Full Submission](#) [In Review](#) [Version 1](#)

PROJECT SUMMARY Latest submitted packet
Clean Water Project helps residents through a practical, club-led project.
220 residents, including students and older adults

Community need
[Well Supported](#)
220 residents, including students and older adults

Funding
[Balanced](#)
\$5,000 district \$0 club (0%)

Documents
[Ready](#)
3 of 3 accepted

Partners
[Confirmed](#)
City parks staff and a neighborhood food pantry will coordinate training, water access.

SUBMISSION CONTEXT

SUBMITTED	APPLICANT	SOURCE
Feb 3, 2026, 10:00 AM	Sofia Reyes: sofia.reyes.committee-workspace@example.test	Application/Version values

PROJECT SIGNALS

- [Funding plan balanced](#)
- [Need well supported](#)
- [Documents ready](#)

REVIEW PROGRESS

- ☐ Project Overview
- ☐ Community Need
- ☐ Budget Planning
- ☐ Partners
- ☒ Health
- ☐ Timeline
- ☐ Activity
- ☐ Scoping locked until all areas read

REVIEW ACCESS

- Assignment accepted
- No conflict declared
- Review tools available

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

YOU ARE FINISHED WHEN

You understand the application well enough to review evidence consistently.

WHAT HAPPENS NEXT

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

IF SOMETHING IS NOT WORKING

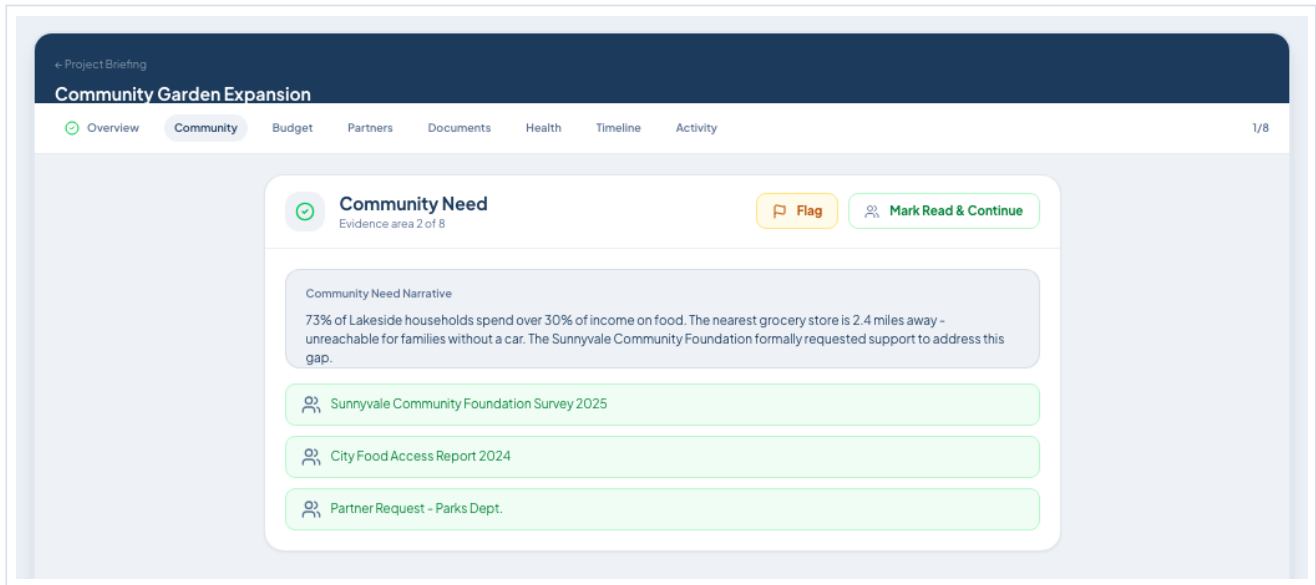
Use Help or Ask for help. Include the page name and what you were trying to do. Never send your password.

Review evidence

WHERE TO BEGIN

From the application briefing, open Evidence review.

- 1 Open the first evidence area and check the applicant's answer and supporting information.
- 2 Add a comment only when it will help the committee understand your review.
- 3 Select Mark Read & Continue. Repeat until every required evidence area is complete.



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

YOU ARE FINISHED WHEN

All required evidence areas show complete for your assignment.

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.

Score the application

WHERE TO BEGIN

After reviewing all evidence, open Scoring.

- 1 Choose a score within the range shown for every criterion.
- 2 Add comments that explain the score, then choose your recommendation.
- 3 Review the confirmation and select Submit Review. Submitted reviews are read-only.

Community Garden Expansion SCORING

Community Impact 4 — Good
Need is clearly documented with strong evidence.

Project Feasibility 3 — Adequate

Budget Soundness 4 — Good

Partnership Quality 5 — Excellent

App. Readiness

RECOMMENDATION

- ☒ Recommend for Award
- ☐ With Conditions
- ☐ Request Clarification
- ☐ Do Not Recommend

Score Summary

Impact	4
Feasibility	3
Budget	4
Partners	5
Readiness	—

Submit Review

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

YOU ARE FINISHED WHEN

The scorecard is submitted and can no longer be edited.

WHAT HAPPENS NEXT

The Committee Chair can compare the completed reviews.

IF SOMETHING IS NOT WORKING

If Submit Review is unavailable, complete every criterion and resolve any conflict or confirmation warning.

Confirm report review is complete

WHERE TO BEGIN

Open Committee, then Reports, and select the submitted report.

- 1 Read the answers, outcomes, documents, and certification.
- 2 Return the report with a clear note when information is missing, or accept it when all requirements are met.
- 3 After acceptance, confirm the side panel says Review complete and no review buttons remain.

GrantsPost
QA Program Administrator | District administrator
Rotary District 5030 QA

District Admin | **Committee** | Decision | Funding | Awards | Notices | Messages 37

Account | Ask for help

← Back to committee dashboard

Final report Accepted
Lakeview Community Cooling and Resilience Project · Lakeview Rotary Club QA · Due Aug 28, 2027

Report answers
Answers and supporting information saved with the accepted report.

What were the original project objectives?
Establish two accessible cooling centers, distribute portable cooling supplies, deliver heat-safety education, and document measurable community benefit.

What was accomplished?
Two community cooling centers opened, 40 portable cooling kits were distributed, three heat-safety workshops were delivered, and 340 residents were served.

When did the project take place?

Review complete
This report was accepted. No further review action is needed.

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

YOU ARE FINISHED WHEN

The side panel says Review complete.

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.