



Primary Reviewer Guide

Use this guide if you work with an applicant before formal committee scoring begins.

BEFORE YOU BEGIN

Accept your assignment and disclose any conflict before reviewing the application.

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. Open preliminary review requests
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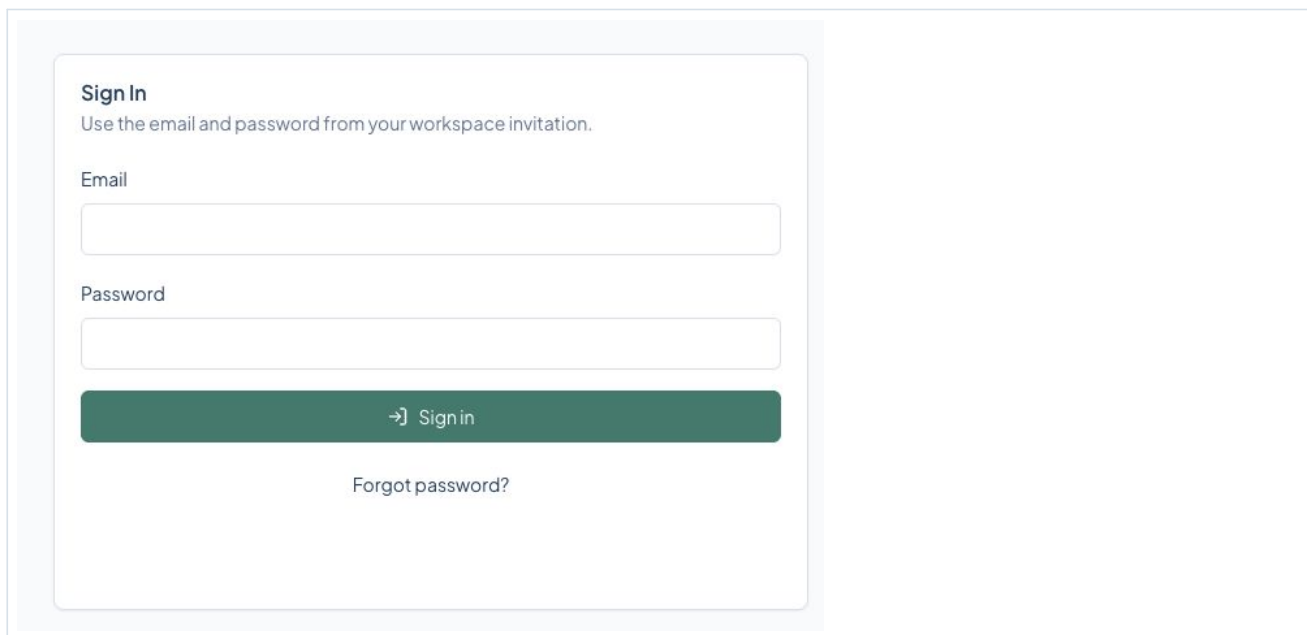
Screenshots use fictional training records. Names, dates, amounts, and district numbers will differ.

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.

Open preliminary review requests

WHERE TO BEGIN

Open Committee, then Preliminary review requests.

- 1 Select Review application for an accepted assignment.
- 2 Read one section at a time. Select Comment or suggest an edit, enter clear feedback, then select Save comment draft or Save suggested edit.
- 3 Select Review & send feedback and send the drafts to the applicant. After all items are resolved, select Mark Ready for Committee.

ACTION PATH

Review application → Comment or suggest an edit → Save draft → Review & send feedback → Mark Ready for Committee

YOU ARE FINISHED WHEN

You know which application needs a question, clarification, or supporting document request.

WHAT HAPPENS NEXT

The Committee Chair can review your readiness submission and move the application forward.

IF SOMETHING IS NOT WORKING

If no assignment appears, you have no preliminary review work. If access is blocked, ask the district administrator to check the assignment and conflict status.