FFAR Online Review Portal Instructions

The external reviewer portal for the Foundation for Food & Agriculture Research (FFAR) is a cloud-based system. Because of this and for security reasons, all reviewers will be logged out of the reviewer portal after 10 minutes of inactivity. **Please save your work often.**

All information and supporting documents in the reviewer portal are considered confidential. Please do not share this information. If you download materials from this portal to your personal computer, please make sure to delete such files after grant decisions have been made.

LOG IN

Once individual reviews are assigned, a notification email will be sent to the email address FFAR has on file. Click on the URL in the email to launch the reviewer portal and register for an account. All new users must setup a password and answer the security questions prior to accessing the assigned reviews.

Once an account is created, you can access the online portal at https://foundationfar.goreviewers.com. Please authorize the website as a safe site to avoid notifications from going to junk or spam email folders.

DASHBOARD OVERVIEW

Top Toolbar
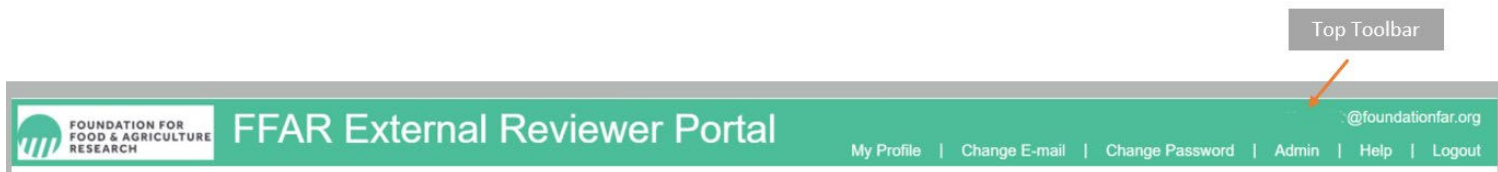
The top toolbar allows you to edit your profile, change your email or password and logout. To return to the main dashboard at any time, select the FFAR logo in the upper left-hand corner.
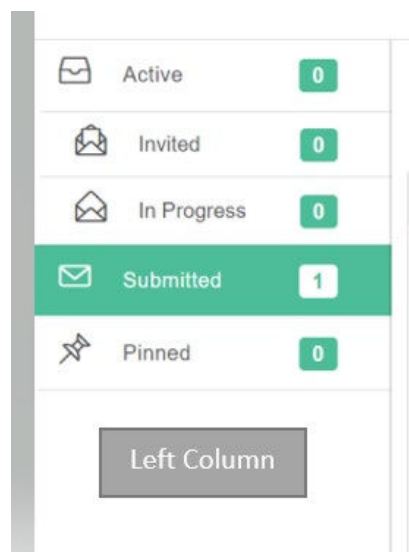

Primary Navigation Buttons

The primary navigation buttons are at the top of the page: Reviews (gray box) that displays your in-progress/active reviews and FFAR Announcements (orange box).
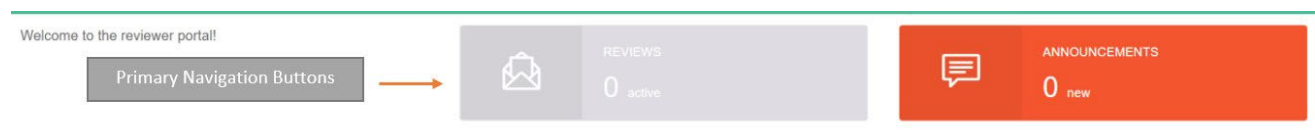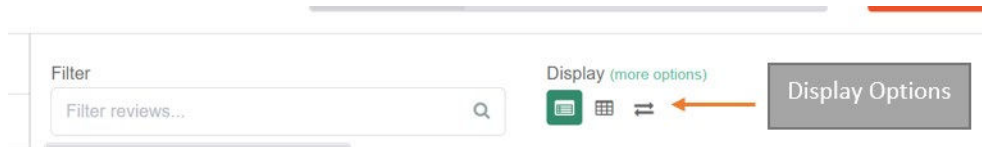

Left-hand Column

Use these buttons to move from your Active, In Progress, Submitted, and Pinned reviews. You can Pin one or more reviews to bookmark them and find them easily.

Filter and Display

Filter – Can be used to enter a keyword to find a particular grant request

Display - Change the display to a card or table view

REVIEWING A GRANT PROPOSAL

All reviews are automatically displayed using the "Card View" in the Display Options. Each review has three options:

- Folder – to open the review record

- Quick Submit Check box: Caution: This will automatically submit your review even if you have not completed providing feedback. Do not click on this button until your review is complete, and you are ready to submit it to FFAR.

- Pin – Allows you to pin a specific grant to come back to it later

- Double arrows – to expand the view of the record details

If you select the Table View, click on the box to the left of the record and these actions will appear in the right column of the portal.
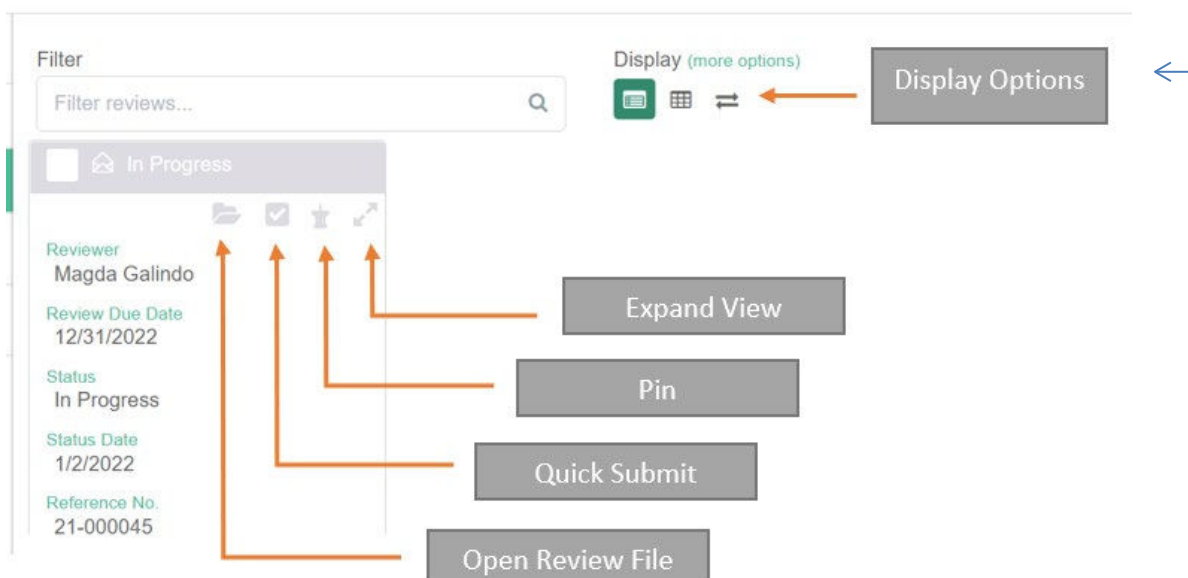
You will access the review page once you click on the folder icon to Open the Review File.

The review page has three sections:

- Left-hand column (Go to & Related) – Options to move to various sections of the main body and access related documents. **All supporting files for the application being reviewed can be found within the Related-Documents section** (highlighted in yellow).
- Main Body – Includes general information about the proposal and your feedback and scoring area
- Right-hand column – Option to submit your review or send to PDF link that will allow you to open all the documents in a PDF format. You may also print the documents from the PDF format.

Options at the bottom of the review screen:

- Save & Close – Save your changes and return to the home page
- Save – Saves changes but keeps the record open
- Cancel – Discards unsaved changes and returns to the home page

VIEWING DOCUMENTS

In the left column under Related, click on the Documents link to open the supporting documents for the proposal. You may download each individual file or you may also click on the "Send to PDF" link in the right column to view or print all the documents associated with the proposal.

SUBMITTING YOUR REVIEW

Scroll to the middle of the page or click on "Reviewer Feedback" on the Go To section to enter your scores and feedback for the proposal.

To submit your review, while the grant record is open and you have provided your feedback, scores, and all additional information, click on the **Save** button at the bottom of the page. Once your review is saved, click on the "Submit" button under the "Actions" section on the column to the right of the page. The system will ask you to confirm you are ready to submit the review, click "Yes" to confirm the submission.

VIEWING DOCUMENTS AFTER A REVIEW IS SUBMITTED

You may then view any record to see the grant proposal, including the supporting documents, your scores, narrative feedback, and recommendation by clicking on "Submitted" in the left column of your dashboard.

Please contact FFAR at grants@foundationfar.org with any questions or issues.