

Getting Started

1. Go to ZoomGrants.com.
2. Log in using your email address and password.
3. Select a program from the list that appears on your “My Account” page.
4. Select each application from the Submitted Applications list.
5. Review the sections of each application, using the tabs at the top of the page.
6. Click Review Tools button to respond to Committee Scoring Questions, share your comments, and provide your recommendations for approval and funding amounts.

Other Review Tips

Some technical points:

To adjust the font size – Control + and Control – on your keyboard can be used to zoom in and out of any web pages.

To check your progress—Click the tab labeled Scoring to access a Scoring Report for the program you are currently scoring. The Scoring Report page will show you a list of applications with your recommendations and scores for each review question.

To download or print whole applications—Use the Print | PDF links in the third column of the listing of applications to either print an application or download it to your computer as a PDF file. Please note that the print/download will not include attachments to the application. Download these separately by clicking the links.

For more information about scoring—Click the Help link at the top of the page on ZoomGrants. This will open an online presentation about scoring in ZoomGrants.

Some general review points:

Maintain objectivity—When answering the Committee Scoring Questions, consider the information supplied in the application. Consider reading all the applications before scoring and making recommendations for any of them.

Make note of any questions—If you have a specific question about any portion of an application, make a note of your question and bring it to the applicant presentation meeting.

Recommend realistic funding amounts—Consider whether your recommended funding amount is realistic for the application, given the amount requested and the project’s scope of work.

Reminder! Deadlines for Scoring in 2018: If you use a paper template, please submit completed scores by February 23, 2018. If you score directly online in ZoomGrants, please complete your scoring by February 28, 2018. Thank you for your contributions of time and effort to the community!