

The new Grant Portal will provide helpful and exciting new features for application reviewers, while streamlining efficiencies for our staff on the backend. New features include:

1. **Auto-save Feature** – The new Grant Portal will auto-save your comments every 100 characters you type and when you click out of a comment box. You can also click **Save** at any time, typically located at the bottom right of the page:

The screenshot shows a web form titled "Your Evaluation" with a sub-header "Evaluation Packet". The form is organized into a "Question Group" section. It includes a "Project Name" field with the placeholder text "Name of Project." and the example text "Example Project for Training (Carolyn Desrosiers)". Below this is the "Overall Proposal Score\*" section, which consists of five buttons labeled 1, 2, 3, 4, and 5. A large text area for "Comments" is present, with a green border at the bottom indicating "1,500 characters left of 1,500". A yellow "Save" button is located at the bottom right of the form.

2. **Side by Side Feature** – You can see both the application and your evaluation form on one screen at the same time for ease of your review.

This screenshot illustrates the "Side by Side Feature". It shows two forms side-by-side. On the left is the "View Application" form, which includes a "Project Name" field with the example text "Example Project for Training (Carolyn Desrosiers)" and a "Project Description" field with the example text "Doing awesome things for awesome people.". On the right is the "Your Evaluation" form, which is identical to the one shown in the previous screenshot. A blue circle highlights the "View Application" dropdown menu, and a blue arrow points to the "View Application" button, indicating the ability to toggle between the application and evaluation views.

There are lots of user-friendly ways to make your evaluation easier.

1. Prefer to have your evaluation form on the left and the application on the right? No problem! Simply click on the double arrow button to switch them around.
2. Need more space to view the Application and less of your evaluator form? Click on the vertical dash line in the middle and drag it over to adjust.

3. **Document Viewer Feature** – Easily view documents without having to download them to your computer by clicking on the Document Viewer “eye” button throughout applications. OR click on the Document Viewer button on the top of applications to see all of the applicant’s uploaded documents at once.

