Together, we flourish.
Community Foundation™ for the Fox Valley Region
Introductions

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Agenda

Foundant Representative
• Introduction to the New Scholarship Portal

Community Foundation
• Reviewer Registration Process
• Changes
• Website & Resources
• What is Bias?
• Questions
Reviewer Registration
Reviewer Registration

Reviewers are added to the portal by the Community Foundation.

To activate a new account on the Scholarship Portal:

1. Click “Forgot Your Password” hyperlink
2. Type in your email address and click “Send Reset Link”. Your email is your username.
3. Locate the email in your inbox - check junk folders if you can’t find it.
4. Follow instructions in the email to create a new password (prompt in email is to "reset password").
5. After creating a password, return to the login page and log in to the Scholarship Portal using the newly created password.

Note: Passwords must be at least eight characters long and must contain three of the following Character Types: Upper Case, Lower Case, Number, Special Characters: !@#$%^&*
Changes
Changes - Scoring

• Scholarship Name and Eligibility Criteria summary are displayed at the top of the review page.

• **All scoring** will be done in the online forms
  – No excel sheets will be provided going forward
Changes – Conflict of Interest

- **Conflict of Interest** question is a part of the review form. It needs to be filled out prior to seeing the review questions.
  - Yes: do not review this applicant.
  - No: review questions become available.

- Start by reviewing the application to see if you recognize a conflict.

*Please review the application carefully and thoroughly before responding to the conflict-of-interest question. Do not start responding to the evaluation questions until you are sure whether or not you have a conflict with the applicant.*

In the case that you start your review process and identify a conflict of interest later, the system is not able to remove your evaluation. This will affect your review dashboard and Community Foundation's internal reporting.

Do you have a conflict of interest with this applicant?
- Yes
- No
Changes - Applicant Privacy

• The Community Foundation has reduced the visibility of applicants’ Personally Identifiable Information (PII: includes name, address, phone number, e-mail address, etc.) in the application.

• The biggest change related to this has been removing names from applications.
  – Instead of student names, all applications will have an Application ID.
  – Example: MM01021234
Changes – Multiple Committees

• If serving on more than one committee
  – Organize Dashboard by Process (Scholarship),
  – Limitation: No separate committee view
Website & Resources
Website & Resources

• Created a Reviewer Website
  – FAQ section
  – Bias resource
  – Link to Scholarship Portal

• Reviewer Tutorial provided by Foundant

• Scholarship Committee Member Handbook
Bias
Defining Bias

• Favorable or unfavorable attitudes/beliefs about a group that inform how we perceive or interact with members of that group.

• Typically based on traits, such as race, gender, age, sexual orientation, religion, or economic status.
  – It is a bias to immediately disapprove of people just because they display a certain trait, like those listed above.
  – It is also a bias to have an unfair preference for people with certain traits.

• Tips to reduce bias in review:
  – Understand your own biases
  – Examine your conclusions
  – Taking breaks when reviewing a lot of applications
Questions?
Contact Information

• Phone:
  – Iida’s direct line: 920.702.7629

• Email:
  – scholarships@cffoxvalley.org

• Website:
  – www.cffoxvalley.org/scholarship-reviewers/

• Scholarship Portal:
  – www.grantinterface.com/Home/Logon?urlkey=cffvrscholar
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