



Together, we flourish.

Community Foundation™

for the Fox Valley Region



Introductions



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Agenda

Committee Process

- Accessing Applications
- Review
- Committee meeting

Scholarship Portal

- Logging In
- COI
- Organizing Your Dashboard

Bias

Resources

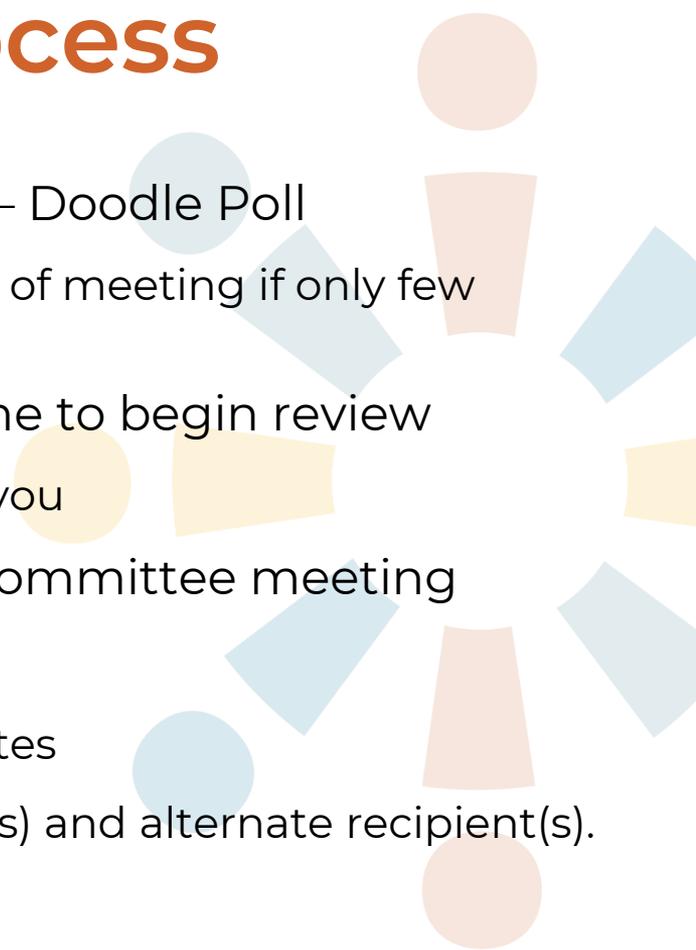
Questions



Committee Process



Committee Process



1. Scheduling committee meetings via email – Doodle Poll
 - Committees might decide via email instead of meeting if only few applicants
2. Email from lida after the application deadline to begin review
 - Accounts on Scholarship Portal created for you
3. Application review independently prior to committee meeting
4. Committee meeting via Zoom
 - Tip: come prepared with your top 5 candidates
 - Discussion to reach consensus on recipient(s) and alternate recipient(s).
5. Selection recommendation form to lida



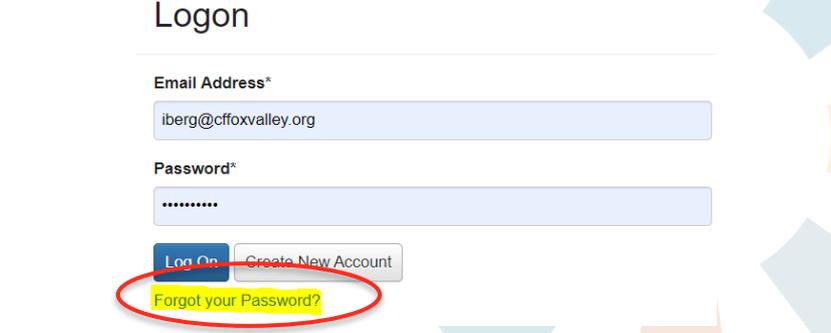
Scholarship Portal

Logging In

- Reviewer accounts are created on the portal by the Community Foundation staff.
- If you were a reviewer last year, use your existing account.
- If you have a new email address, let lida know and she will adjust your existing account email address.

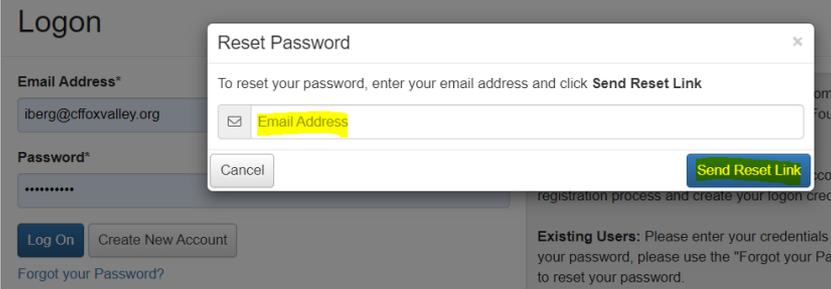
1. *“Forgot Your Password” hyperlink*
2. *Type in your email address and click “Send Reset Link”. Your email is your username.*
3. *Locate the email in your inbox - check junk folders if you can’t find it.*
4. *Follow instructions in the email to create a new password (prompt in email is to “reset password”).*
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: !@#\$%^&**



The screenshot shows the 'Logon' page with the following elements:

- Logon** header
- Email Address*** input field containing 'iberg@cfoxvalley.org'
- Password*** input field with masked characters '.....'
- Log On** button and **Create New Account** button
- Forgot your Password?** link highlighted in red



The screenshot shows the 'Reset Password' dialog box with the following elements:

- Reset Password** title bar
- Text: "To reset your password, enter your email address and click **Send Reset Link**"
- Email Address** input field containing 'iberg@cfoxvalley.org'
- Send Reset Link** button
- Cancel** button
- Existing Users:** "Please enter your credentials your password, please use the “Forgot your Pa to reset your password."

Evaluation Process

- *Scholarship Name and Eligibility Criteria* summary are displayed at the top of the review page.
- **Scoring** in the online forms = scores auto-calculated for applicants
- Scoring is not your “final vote”

Evaluation

Opportunity: **Wisconsin Garden Club Federation - Myrtle B. Ogilvie Scholarship**
Undergraduate college students or graduating high school seniors; Pursuing the study of horticulture, landscaping, environmental sciences, conservation, forestry, or similar fields of study as a full-time student; Wisconsin resident and attend a Wisconsin school.

Request \$ Award Details Documents Comments

Current Status: Evaluations Assigned

STAGE	STATUS	INITIAL SUBMISSION	LAST MODIFIED
Application	Complete	01/03/2023	01/06/2023
Evaluation 1	Open		

> Request History

> Submission History

Your Evaluation

Evaluation Packet

Foundation as soon as possible.

Conflict of Interest

- *Application ID* – student first name and first initial of last name
- *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.
- **Examples of conflicts are listed in Committee Member Handbook**

Your Evaluation

Evaluation Packet

Foundation as soon as possible.




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.

 Wisconsin Garden Club Federation Scholarships Conflict of Interest*

Do you have a conflict of interest with this applicant?

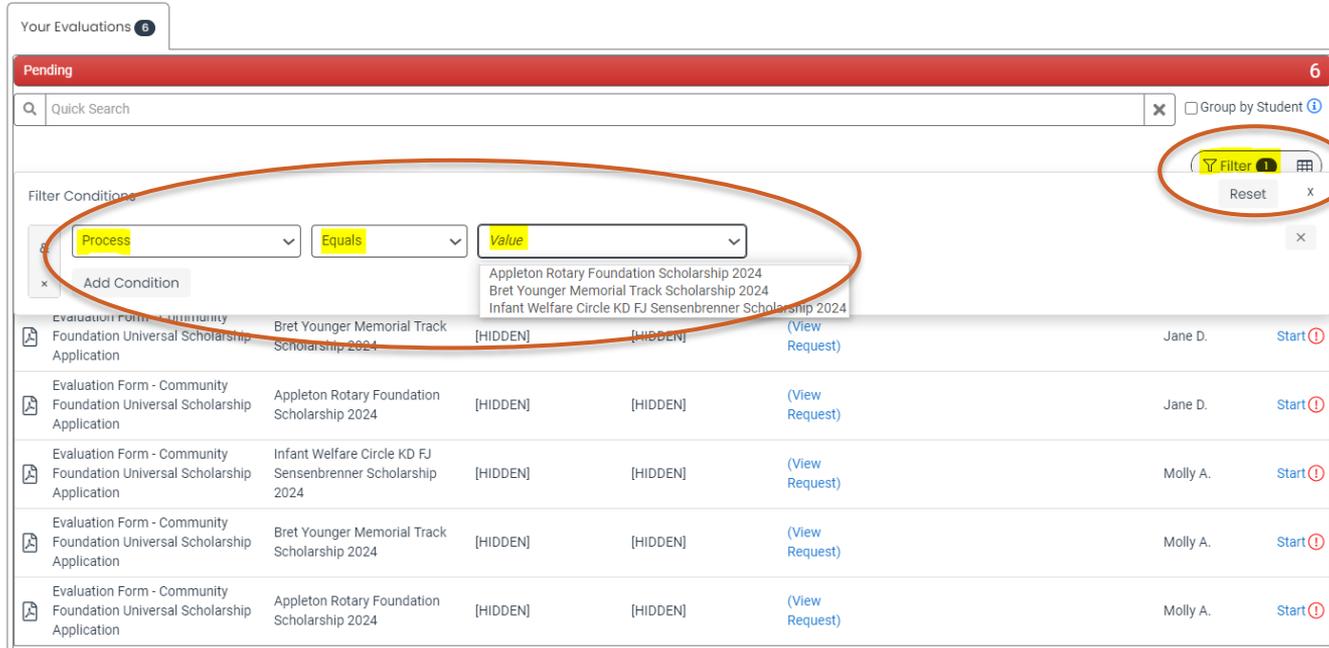
Yes

No

Save

Organizing Your Dashboard – Multiple Committees

- **Filter** by scholarship (“Process” column) to see applicants for that specific scholarship
 - Process Equals Value
- **Sort** by Column Headers
- Customizing columns is possible



The screenshot shows a dashboard titled "Your Evaluations" with a "Pending" status bar indicating 6 items. A search bar and a "Group by Student" checkbox are visible. The "Filter Conditions" section is highlighted with a red oval and shows three conditions: "Process" equals "Value". A dropdown menu is open below the "Value" condition, listing three scholarships: "Appleton Rotary Foundation Scholarship 2024", "Bret Younger Memorial Track Scholarship 2024", and "Infant Welfare Circle KD FJ Sensenbrenner Scholarship 2024". Another red oval highlights the "Filter" button and "Reset" option in the top right of the filter section.

Process	Value	Applicant	Status
Bret Younger Memorial Track Scholarship 2024	[HIDDEN]	Jane D.	Start
Appleton Rotary Foundation Scholarship 2024	[HIDDEN]	Jane D.	Start
Infant Welfare Circle KD FJ Sensenbrenner Scholarship 2024	[HIDDEN]	Molly A.	Start
Bret Younger Memorial Track Scholarship 2024	[HIDDEN]	Molly A.	Start
Appleton Rotary Foundation Scholarship 2024	[HIDDEN]	Molly A.	Start

Scholarship Portal Tour



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

Website & Materials



Website & Resources

- Created a [Reviewer Website](#)
 - [FAQ section](#)
 - Bias resource
 - Link to [Scholarship Portal](#)
- [Reviewer Tutorial](#) provided by Foundant
- [Scholarship Committee Member Handbook](#)
- Call or email to troubleshoot or to set up one-on-one time



Questions?



Contact Information

Phone:

- lida's direct line: 920.702.7629

Email:

- scholarships@cfoxvalley.org

Website:

- www.cfoxvalley.org/scholarship-reviewers/

Scholarship Portal:

- www.grantinterface.com/Home/Logon?urlkey=cffvrscholar

Podcast:

- <https://www.cfoxvalley.org/podcast-landing/>





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