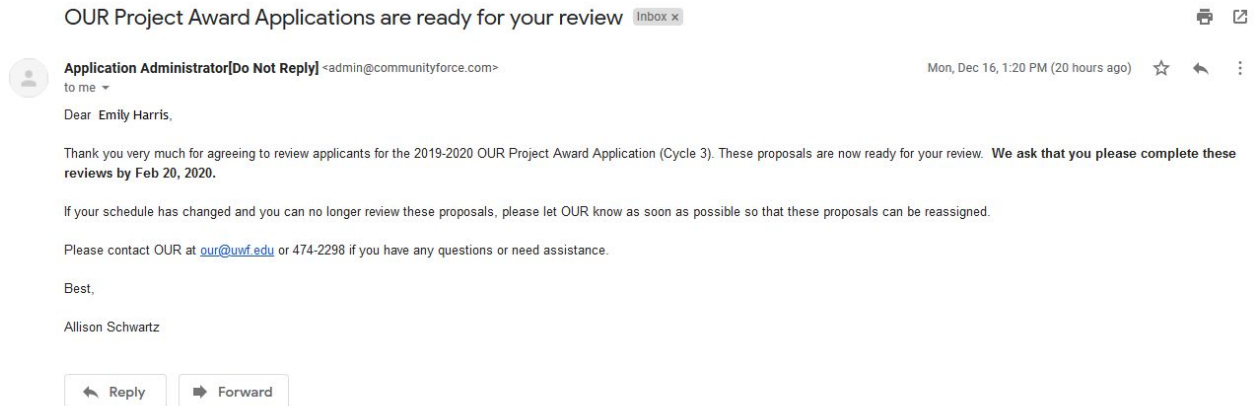


Community Force Portal – Project Award Reviewer

How-to Guide

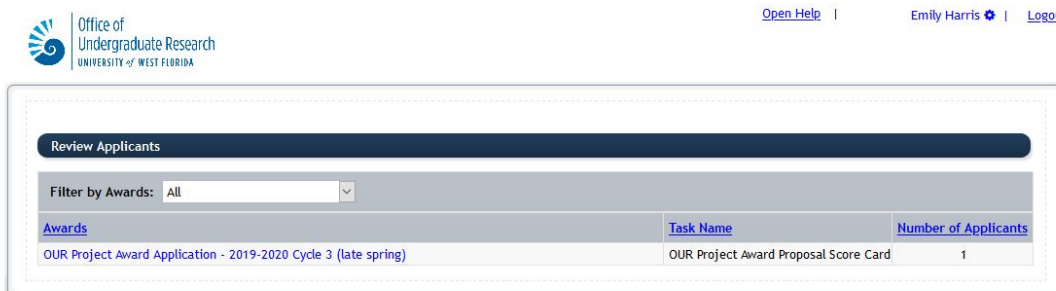
1. Project reviewers (UWF Faculty and Staff) will receive an email notifying them that their assigned projects are ready for review.



2. Log in to MyUWF

Within myUWF, simply search for "OUR" or "undergraduate research" and select "OUR Program Applications" and you will already be signed in when you access the portal.

3. To review your assigned award applications, click on the link listed under “Awards” (text in blue)



- Each application is listed for your review by name of the student applicant.

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UNIVERSITY OF WEST FLORIDA

[Open Help](#) | [Emily Harris](#) | [Logout](#)

Review Applicants > OUR Project Award Application - 2019-2020 Cycle 3 (late spring)

Assigned Applicants

Task Name: OUR Project Award Proposal Score Card Filter By: All [Batch Reviewer PDF](#) [Reviewer PDF](#) [Export to Excel](#)

Total Applicant(s) Assigned: 1 Reviews Completed: 0 Reviews Pending: 1

| <input type="checkbox"/> Applicant | Assigned Date | Percentage Completed | Score | Scoring Comment |
|--|---------------|----------------------|-------|-----------------|
| <input type="checkbox"/> Harris, Emily | 12/16/2019 | 0 % | 0.00 | |

Go to Page 1 > < Page 1 of 1 > Display 10 Records per Page

- Click on each application (student's name) to review and input scores for each applicant.

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Review Applicants > OUR Project Award Application - 2019-2020 Cycle 3 (late spring)

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| <input type="checkbox"/> Applicant | Assigned Date | Percentage Completed | Score | Scoring Comment |
|--|---------------|----------------------|-------|-----------------|
| <input type="checkbox"/> Harris, Emily | 12/16/2019 | 0 % | 0.00 | |

Go to Page 1 > < Page 1 of 1 > Display 10 Records per Page

- Once you click on your application to review, the OUR Project Award Proposal Score Card and student application (in its entirety) is provided.

Office of Undergraduate Research
UNIVERSITY OF WEST FLORIDA

Open Help | Emily Harris | Logout

Review Applicants > OUR Project Award Application - 2019-2020 Cycle 3 (late spring) > Assigned Applicants > Applicant Score Sheet

Applicant Score Sheet - OUR Project Award Proposal Score Card Auto Save in 18:53

Save Save & Exit Exit without Save Reset Form

View Application Reviewer PDF Reviewer Score Card PDF

Applicant Name: Harris, Emily
Score: 0.00

Drag from here to resize →

OUR Project Award Proposal Score Card
Please rate the applicant on the basis of following criteria:
Note: In case of N/A, please use "0"

Introduction (Context/Background):

| | |
|---|------------------|
| <ul style="list-style-type: none"> Specific background information provides a context for why the current project/question is being investigated. Clear that student has firm grasp on relevant concepts. | 3 = Exceptional |
| <ul style="list-style-type: none"> General background information is provided but link to current project/question is adequate. Describes research trends that are clearly related to proposed work. | 2 = Satisfactory |
| <ul style="list-style-type: none"> Vague discussion of background information. Lack of understanding or effort. No attempt at linking background information to current project/question. Background information provided are unrelated to proposed work. | 1 = Poor |

Application Summary of: Harris, Emily Print

OUR Project Award Requirements and Guidelines

OUR Project Award Requirements and Guidelines

The OUR Project Awards program supports student researchers by providing funds for the purchase of materials and supplies related to conducting a research project. Students can apply for up to \$500 (or \$750 for a group project) to purchase chemicals or laboratory equipment; photocopies of research questionnaires; visual art supplies; travel to get to a field site, external library or archival facility, etc. To qualify for a Project Award, the student research must be mentored by a UWF faculty member. Current undergraduate, degree seeking students who are in good standing with the University are eligible to apply.

I have read the statement above and certify that I am eligible for submission. Yes

Student Information

Student Information

First name: Emily
Middle name: PEARL

Save Save & Exit Exit without Save Reset Form

7. You can adjust the score card to resize it for easier use and readability by dragging the red arrow.

Before adjustment:

Office of Undergraduate Research
UNIVERSITY OF WEST FLORIDA

Open Help | Emily Harris | Logout

Review Applicants > OUR Project Award Application - 2019-2020 Cycle 3 (late spring) > Assigned Applicants > Applicant Score Sheet

Applicant Score Sheet - OUR Project Award Proposal Score Card Auto Save in 18:53

Save Save & Exit Exit without Save Reset Form

View Application Reviewer PDF Reviewer Score Card PDF

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Score: 0.00

Drag from here to resize →

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After adjustment:

Office of Undergraduate Research
UNIVERSITY OF WEST FLORIDA

Open Help | Emily Harris | Logout

Review Applicants > OUR Project Award Application - 2019-2020 Cycle 3 (late spring) > Assigned Applicants > Applicant Score Sheet

Applicant Score Sheet - OUR Project Award Proposal Score Card Auto Save in 15:36

Save | Save & Exit | Exit without Save | Reset Form

View Application | Reviewer PDF | Reviewer Score Card PDF

Applicant Name: Harris, Emily
Score: 0.00

Application Summary of: Harris, Emily Print

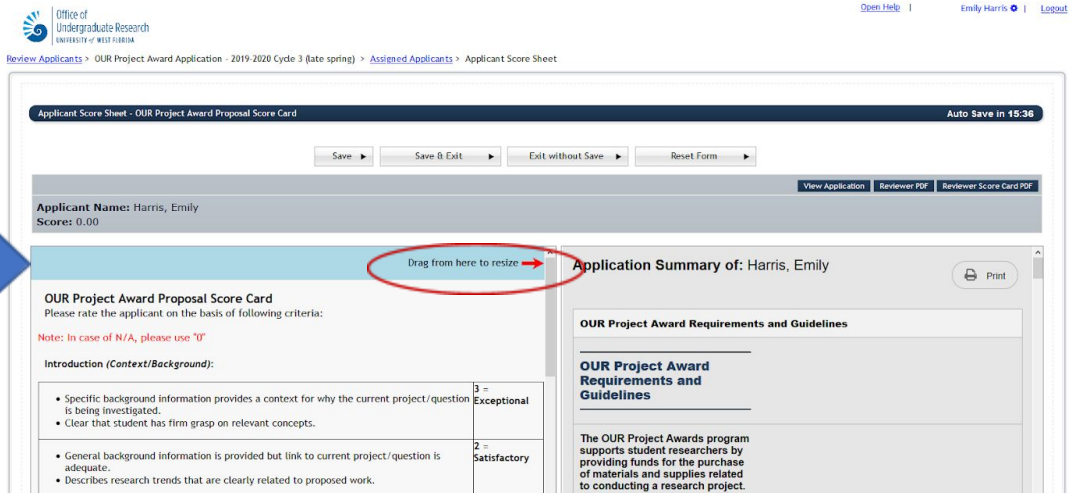
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Ways to review the application

- PDF
- Scroll

Entering scores

1. To begin entering scores