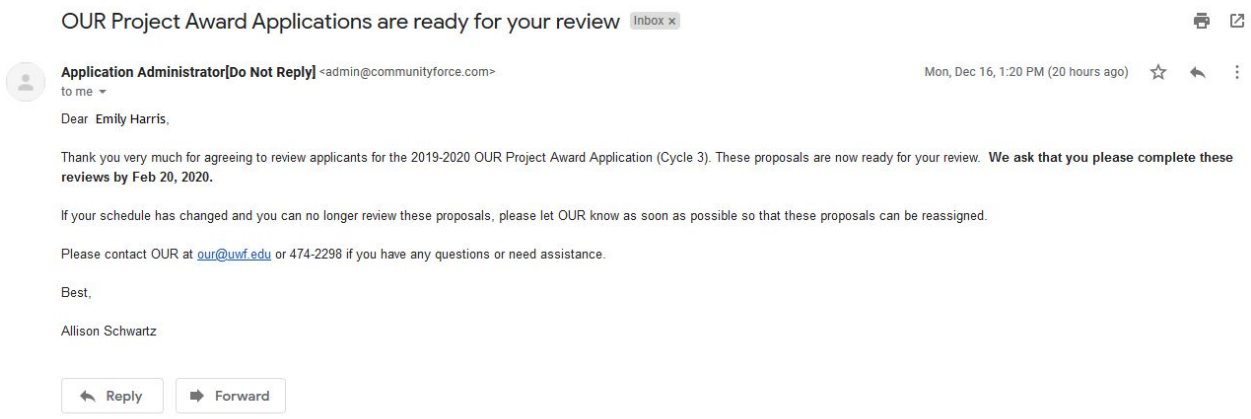
Community Force Portal – Project Award Reviewer

How-to Guide

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



OUR Project Award Applications are ready for your review Inbox ×

Application Administrator[Do Not Reply] <admin@communityforce.com> Mon, Dec 16, 1:20 PM (20 hours ago)
to me

Dear **Emily Harris**,

Thank you very much for agreeing to review applicants for the 2019-2020 OUR Project Award Application (Cycle 3). These proposals are now ready for your review. **We ask that you please complete these reviews by Feb 20, 2020.**

If your schedule has changed and you can no longer review these proposals, please let OUR know as soon as possible so that these proposals can be reassigned.

Please contact OUR at our@uwf.edu or 474-2298 if you have any questions or need assistance.

Best,

Allison Schwartz

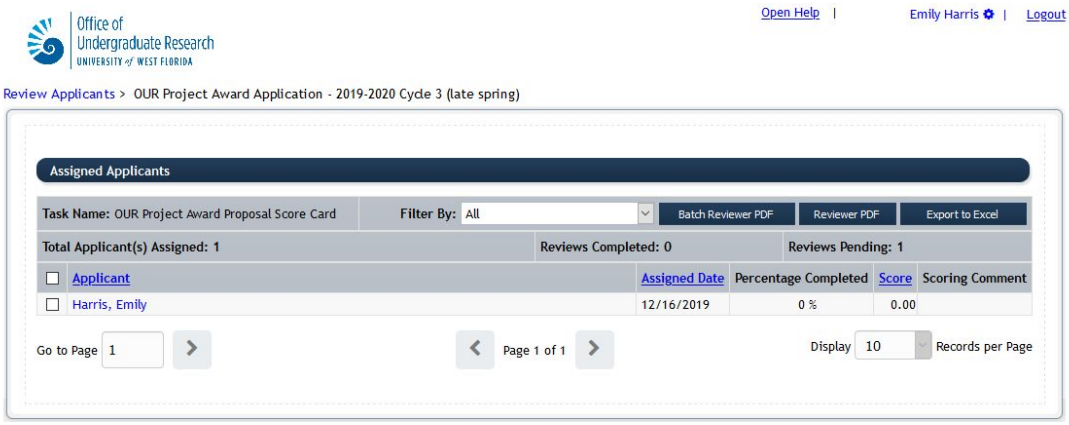
Reply Forward

2. Log in to MyUWF

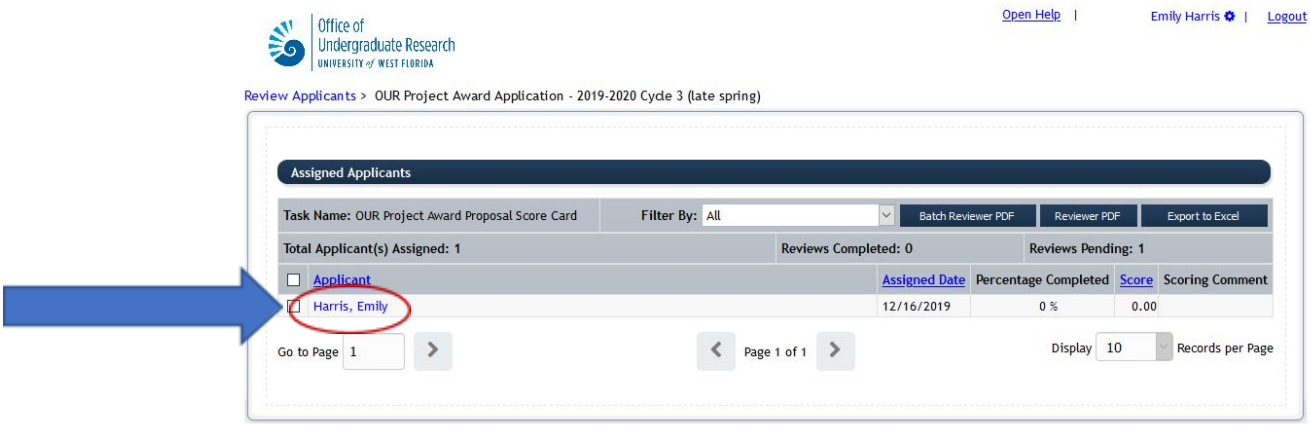
   Within myUWF, simply search for "OUR" or "undergraduate research" and select "OUR Program Applications" and you will already be signed in when you access the portal.

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

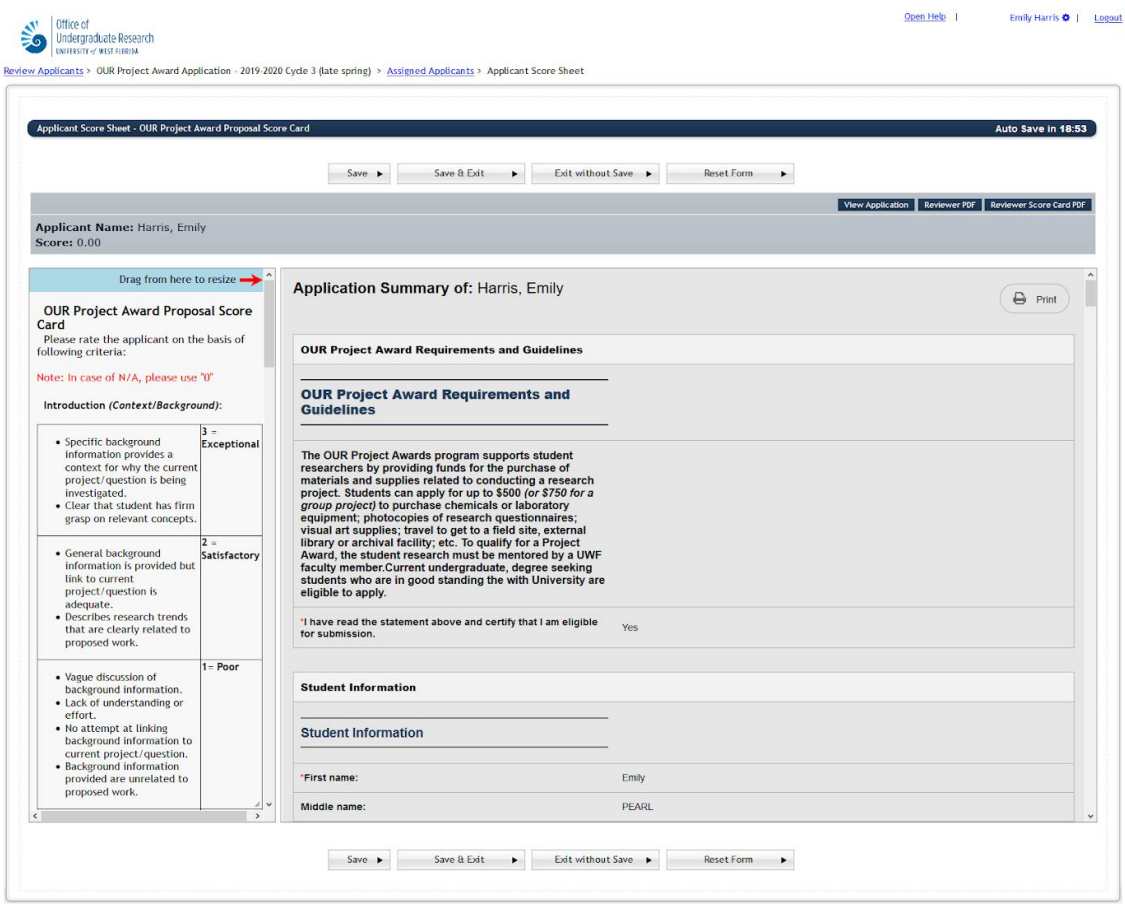
4. Each application is listed for your review by name of the student applicant.



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

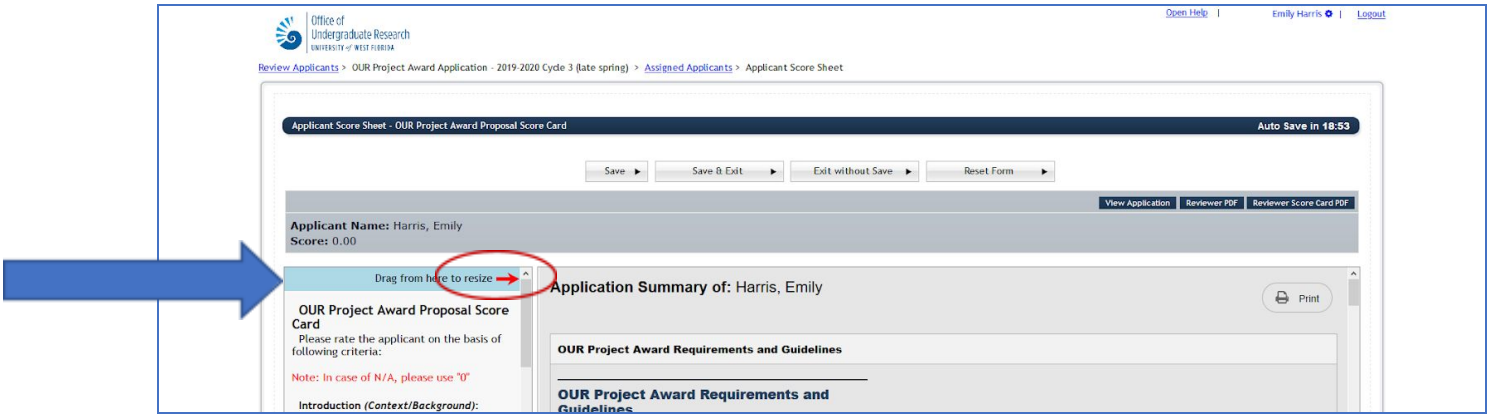


6. Once you click on your application to review, the OUR Project Award Proposal Score Card and student application (in it's entirety) is provided.

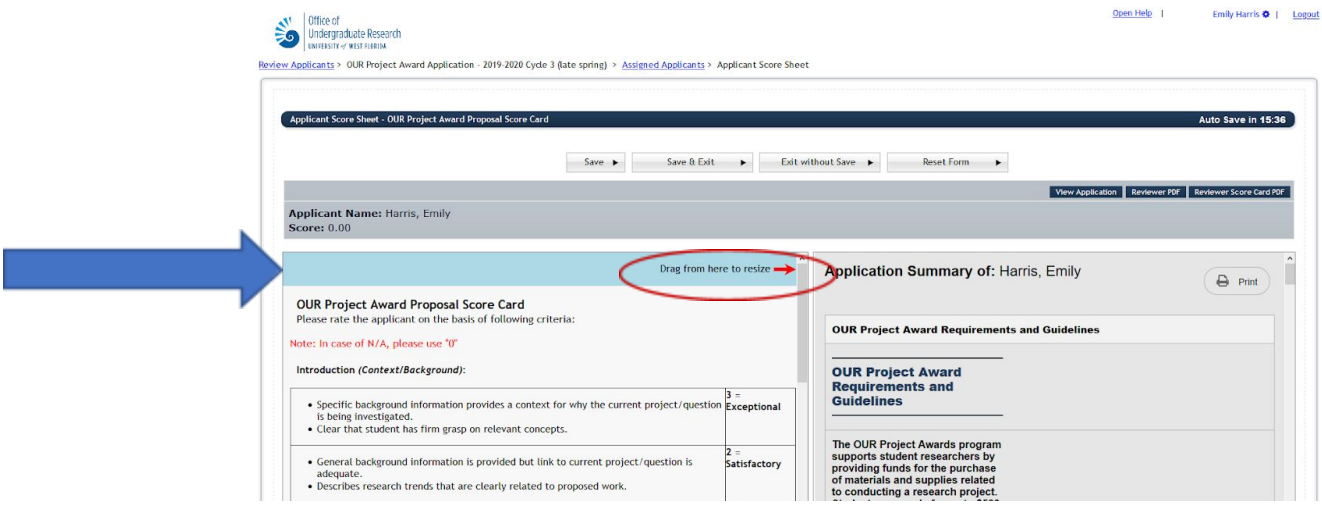


7. You can adjust the score card to resize it for easier use and readability byt dragging the red arrow.

Before adjustment:



After adjustment:



Ways to review the application

- PDF
- Scroll

Entering scores

1. To begin entering scores