

# CDI RFPManager User Help for Reviewers

- [Reviewer Email](#)
- [Editing Reviewer Contact Information](#)
- [Initiating a Review](#)
- [Completing a Review](#)
- [Helpful Features](#)

## Reviewer Email

- Once you have been assigned Statements of Interest (SOI) or full Proposals to review, you will receive an email message containing a link to your Reviewer Dashboard.
- Click on the link in the email and you will be taken to a **Reviewer Confidentiality Agreement** page. Please read through the entire page and click **I agree** to continue.
- Once you click on the link from the email for the first time, you will be taken to a Reviewer Confidentiality Agreement page. Please read through the entire page and click **I agree** to continue.
- If you click **I agree** on the Reviewer Confidentiality Agreement Page, you will be taken to your unique reviewer dashboard page.

## Editing Reviewer Contact Information

- You will then be directed to your reviewer dashboard page. Click **Complete/Edit Registration** at the bottom of the **Contact Information** box. Complete any blank fields you wish to.

## Initiating a Review

- To fill out the review forms for an application (Proposal) click on a link in the **Additional Forms** box located just below the **Contact Information** box.
- After clicking on a link, follow the directions on screen to enter scores and/or comments based on the listed criteria.

**NOTE:** Your **Summary of Strengths** and **Summary of Weaknesses** comments may be shared anonymously with the applicant. Comments in the **Comments, Notes** box will **not** be shared with the applicant.

- Make sure you select a **Review Status**, based on the status of your review for that particular application.
- If you need to leave and come back to a review, please mark the status as **In Progress** so you can return to it and continue reviewing at a later time.

## Completing a Review

- After you have completed the review, change the review status to **Complete** and click **Submit** at the bottom of the page.
- Clicking **Submit** will take you back to your Reviewer Dashboard page. **You MUST click Submit for your review data to save.**
- Once you have finished with the reviews, you can close the page, or use the blue **EXIT** button to return to the CDI website.

## Helpful Features

At any point in the review process, you can go back and read the Reviewer Confidentiality Agreement form. To do this, click on **Review Conflict of Interest Form** in the *Additional Forms* box.

To see a matrix of all of the review scores and comments you have provided for submissions in a particular funding opportunity, click on the **Summary of Review Submissions** button.

To download all submitted documents to a zip file that you can save to your hard drive, click on **Download All Documents for Review (ZIP)** under **Formats**. For easy printing, click on **Download All Documents for Review (flat ZIP)** to download all documents to a single file that you can save to your hard drive. If using a Windows computer, open the Zip file in Windows Explorer, sort by file type, and right click to print multiple files with the same file type at once. Due to a limitation in Windows Explorer, you may only be able to print 10-15 files at once.