

Instructions – Applicants, Reviewers & Chairs

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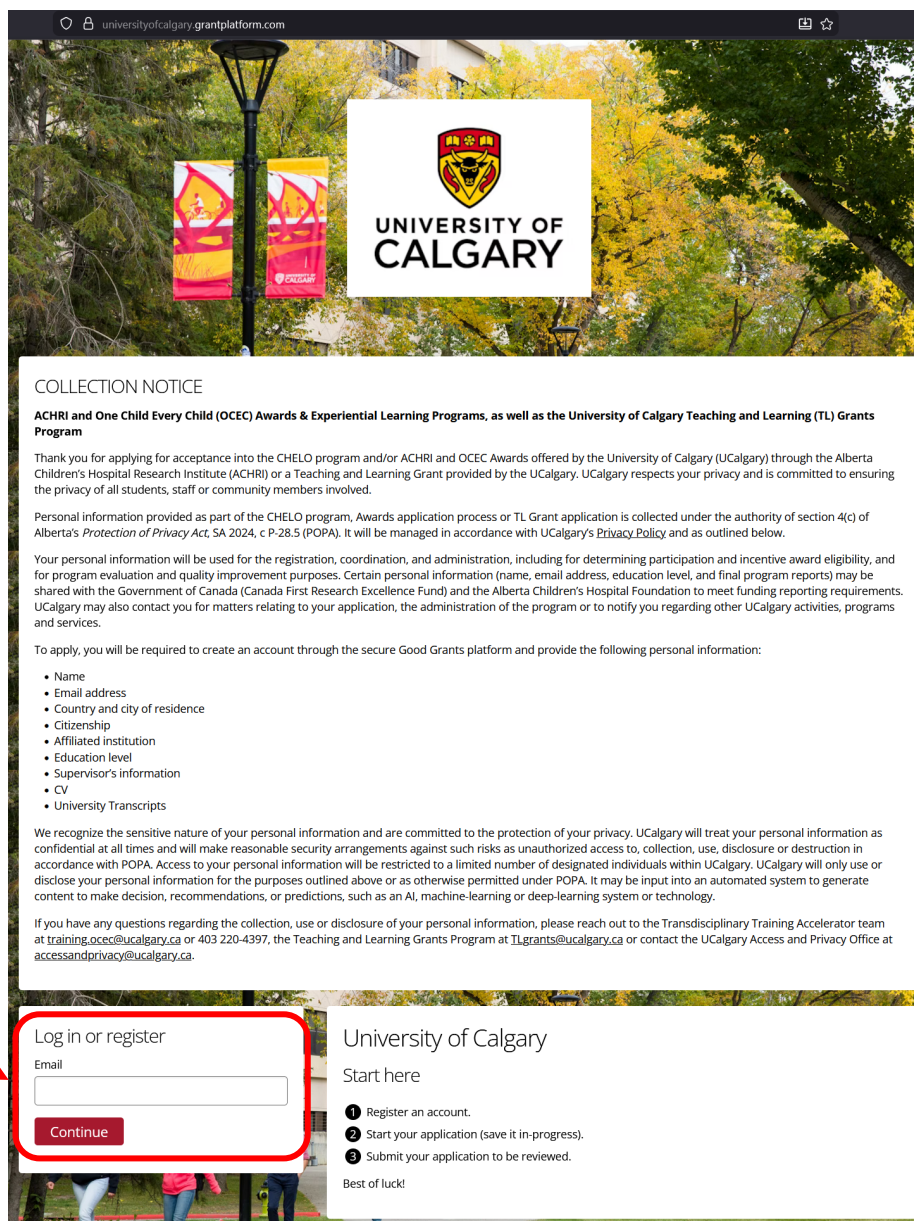
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A) Access your Account

Step 1. Go to the grant platform website - Click the link sent to your email:

<https://universityofcalgary.grantplatform.com>

Step 2. Enter your email address - You will be directed to the software's general page, where you need to enter your email address:

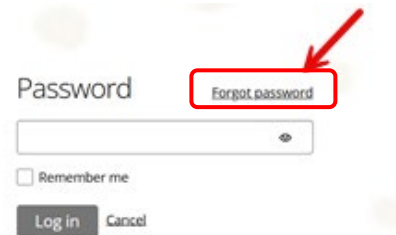


The screenshot shows the University of Calgary Grant Platform website. At the top, there is a banner with the University of Calgary logo and a collection notice. The collection notice is titled "COLLECTION NOTICE" and discusses the University's commitment to privacy and the collection of personal information for the CHELO program, Awards application process, and TL Grant application. It lists the types of personal information collected and the purposes for which it is used. It also provides contact information for the Transdisciplinary Training Accelerator team and the University of Calgary Access and Privacy Office.

Below the collection notice, there is a "Log in or register" form. The form has a red border and a red arrow pointing to it. It contains a text input field for "Email" and a "Continue" button. To the right of the form, there is a "University of Calgary" logo and a "Start here" section with a list of steps: 1. Register an account, 2. Start your application (save it in-progress), 3. Submit your application to be reviewed. It also includes the text "Best of luck!"

Step 3. Previous User: If you have accessed the platform before (in any role - applicant or reviewer), enter your password and skip to section *D) Adjudicators - Reviewing Applications*, or *E) Chairs – Reviewing Applications*

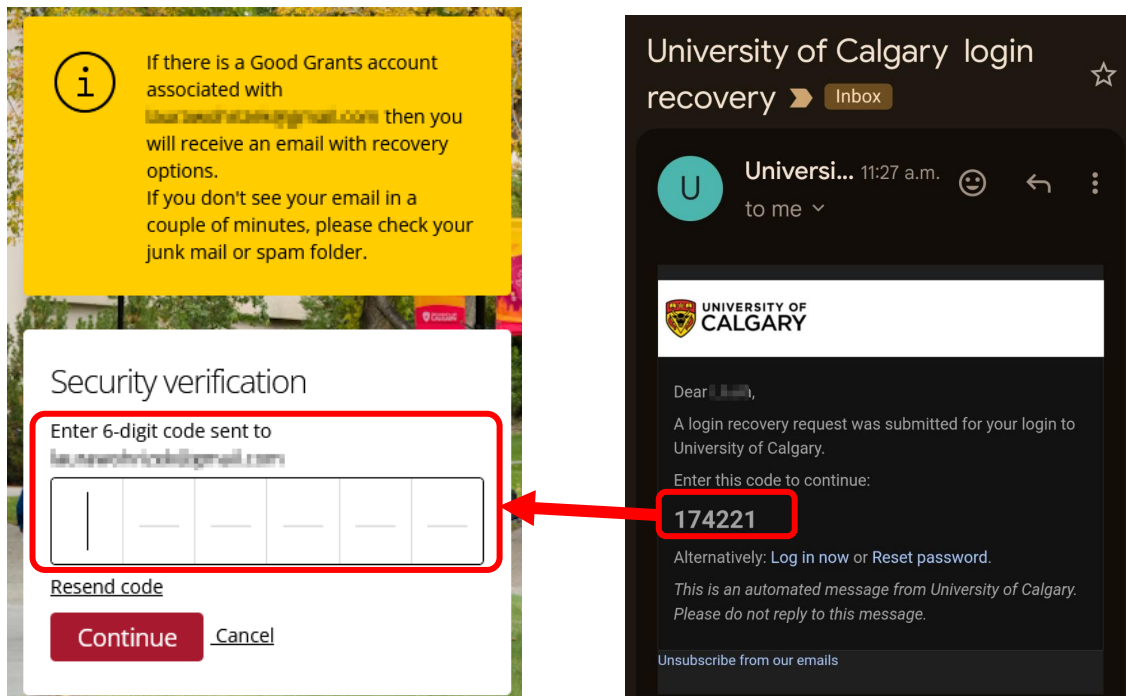
First-Time User: If this is the first time you are accessing the platform, click “Forgot Password”



Password Forgot password

☐ Remember me

Step 4. Verify your email: After entering your email, you will be taken to a page where you must enter a security verification code sent to your email.



Security verification

Enter 6-digit code sent to laura@goodgrants.com

[Resend code](#)

University of Calgary login recovery

Dear [redacted],

A login recovery request was submitted for your login to University of Calgary.

Enter this code to continue:

174221

Alternatively: [Log in now](#) or [Reset password](#).

This is an automated message from University of Calgary. Please do not reply to this message.

[Unsubscribe from our emails](#)

If the 6-digit code is not working or you took too long to enter it, please click on “Resend code.”

If the issues persist, please contact Good Grants directly at help@goodgrants.com. The Good Grants team typically responds in less than 3 hours.

B) Set up Multi-Factor Authentication (MFA)

You will need to set up a multi-factor authentication (MFA) app. You can use one of these applications:

- Microsoft Authenticator *Recommended option* the same as the University of Calgary.
- Google Authenticator
- Okta
- OneLogin

Step 1. Enable Mobile App: Under Mobile app click “Enable”



Edit profile → Multi-factor authentication

 For security reasons, you are required to register at least one multi-factor authenticator.

Mobile app
(primary)

Time-based One-Time Password (TOTP) using Google Authenticator or another mobile app.
Register your account with a TOTP app, such as Google Authenticator ([Android](#) & [iOS](#)), to generate secure one-time passwords to use when logging into your account.

Enable

Step 2. Open MFA Mobile App: Use the MFA app on your phone to scan the QR displayed on the grants platform website

Mobile app
(primary)

Time-based One-Time Password (TOTP) using Google Authenticator or another mobile app.
Register your account with a TOTP app, such as Google Authenticator ([Android](#) & [iOS](#)), to generate secure one-time passwords to use when logging into your account.

Scan this code with your authenticator app, or manually type the key, to set up TOTP authentication and provide a code below to verify it is working correctly.

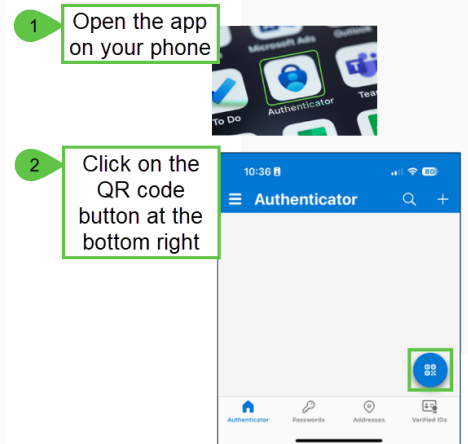


3 Scan the QR code on your computer screen

[Can't scan the QR code?](#)
Authentication code

Verify code

If you have an authenticator app installed on your phone



C) Troubleshooting Multi-factor Authentication

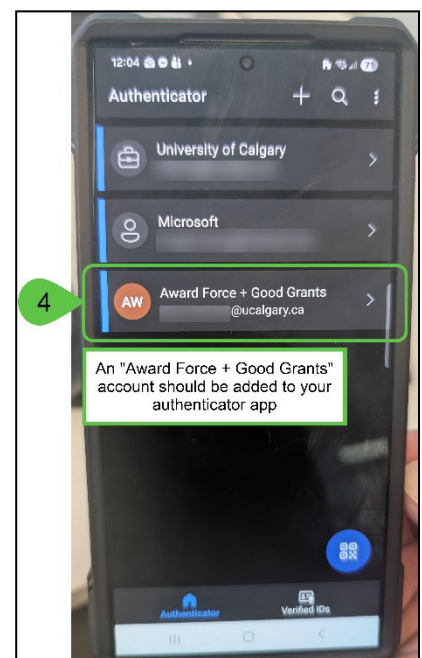
If you have issues with multi-factor authentication (MFA) there are many MFA tools available, each slightly different, but all prone to the same types of issues. Including backup codes, syncing problems, authenticator app glitches, or even network connection snags.

1.1. Check out the links below to view help documentation created by the most commonly selected providers to help troubleshoot:

- [Microsoft Authenticator FAQ](#)
- [Google Authenticator support](#)
- [Okta end user support](#)
- [OneLogin support](#)

1.2. Contact the Teaching and Learning Grants Program at tlgrants@ucalgary.ca to reset your MFA

1.1. If issues persist, please contact Good Grants support team at help@goodgrants.com



D) Adjudicators - Reviewing Applications

Step 1. Open the grant platform website: <https://universityofcalgary.grantplatform.com/entry/judge>

You will arrive at the main page with the reviewers' instructions. Read and scroll down:

University of Calgary

[Apply](#)

[Review](#)

Adjudication - File Review


UNIVERSITY OF CALGARY

[TLGrants Reviewer Information](#)

Our adjudication and review process is intended to be constructive and collaborative, and our primary goal is to support applicants. As reviewers, we ask that you **consider both strengths and areas for improvement**. We also acknowledge that context matters in teaching and learning scholarship, so invite you to ask questions from a place of curiosity when reviewing.

For each section of the review form, we ask that you:

- Choose a score using the rubric. Options include: excellent (no revisions needed); minor revisions (can be completed in under 30 minutes); needs improvement (will likely require further research, consultations, or discussions); or absent.
- Optional: You are invited to identify strengths for each section, and add any questions or ideas for improvement in the box provided.

To prepare you for your adjudication committee meeting, in the Comment on this application box at the end of the application, we ask that you summarize the application's strengths and gaps/ideas for improvement.

If you have difficulty completing your review, please contact TLgrants@ucalgary.ca for assistance.

Some tips to help you get started:

- Clicking on the application name will take you into the application view.
- When you click into an application, you will see all the details entered by the applicant on the left side of the page. On the right side, is where you put in your score and comments.
- If you wish to abstain from reviewing for any reason, check the box on top on the right side and you can skip scoring that application.
- Please email your committee chair to disclose any potential conflict of interest.
- The *Comments* box can be seen by organizers.
- Once you have scored all criteria, hit 'Save + next' to move to the next application.
- The status 'to be scored' refers to an application that is yet to be scored.
- The status 'in progress' refers to an application that hasn't had all the criteria scored yet (but has commenced).
- The status 'complete' refers to an application that has had all criteria scored and is therefore completed.

My reviewing assignments → Review applications

[Advanced](#)

Step 2. View Your Reviewing Assignments:

Go to “My reviewing assignments”: The application forms you see are the ones you need to review. To start the process, you can click on the **image**, **application ID number** or **name**.

My reviewing assignments → Review applications

[Advanced](#)

Score matrix



ID

728

724

730

Application







Category

Development and innovation (DI)

Development and innovation (DI)

Development and innovation (DI)

Reviewing status

To be scored

To be scored

To be scored

Sum

-

-

-

Score set: Adjudication - File Review

Displaying 1 - 8 of 8

Step 3. Open an Application:

After clicking on the ID number or name, you will be redirected to where you can begin reviewing the application forms assigned to you.

*If you believe you have a conflict of interest, please email your chair and the Teaching and Learning Grants Program at tlgrants@ucalgary.ca asap.

Step 4. Review and Score Applications:

When you click into an application, you will see all the details entered by the applicant on the left side of the page. On the right side, enter your score and comments.

For each section of the review form, we ask that you:

- Choose a score using the rubric. Options include: excellent (no revisions needed); minor revisions (can be completed in under 30 minutes); needs improvement (will likely require further research, consultations, or discussions); or absent.
- Optional comments: You are invited to identify strengths for each section, and add any questions or ideas for improvement in the box provided. Click “Save comment”

D.1. Describe how your project is grounded in the University of Calgary teaching and learning context. To establish how your proposed project is relevant to student learning at the University of Calgary, explain how it emerges from your local experiences in teaching and learning in an academic course or program. (3 points).

This grant stream will support teaching and learning projects to develop something new or innovate something already in place at the University of Calgary. The scope may vary from individual activities to entire programs, such as the creation of a new resource, the implementation of a new practice, or the (re)design of activities, courses, or programs. Development and Innovation Grants are two-year grants and can be individual or collaborative. Recipients will share their work with relevant campus audiences to benefit the practice and understanding of others. This grant stream will support teaching and learning projects to develop something new or innovate something already in place at the University of Calgary. The scope may vary from individual activities to entire programs, such as the creation of a new resource, the implementation of a new practice, or the (re)design of activities, courses, or programs. Development and Innovation Grants are two-year grants and can be individual or collaborative. Recipients will share their work with relevant campus audiences to benefit the practice and understanding of others. This grant stream will support teaching and learning projects to develop something new or innovate something already in place at the University of Calgary. The scope may vary from individual activities to entire programs, such as the creation of a new resource, the implementation of a new practice, or the (re)design of activities, courses, or programs. Development and Innovation Grants are two-year grants and can be individual or collaborative. Recipients will share their work with relevant campus audiences to ben

D.1.



3 – Excellent: Provides a clear and detailed description of relevance to student learning at UCalgary and makes explicit links to UCalgary teaching experience.

2 – Minor revisions: Provides a clear description of relevance to student learning at UCalgary and makes explicit links to UCalgary teaching experience. Some detail is lacking.

1 – Needs improvement: Description of relevance to student learning at UCalgary is unclear, links to teaching experience are unclear. Substantial detail lacking or intention unclear.

0 – Absent: Description of relevance to student learning at UCalgary is absent, links to teaching experience are absent.

Comment editor interface showing a rich text editor with a toolbar containing icons for undo, redo, paragraph, bold, italic, underline, link, unlink, quote, code, bulleted list, numbered list, and indent. The editor area is empty.

Save comment

Step 5. Comment on the Application

At the end of the application, there is a “Comment on this application” box. We ask that you summarize the application’s strengths and gaps/ideas for improvement to prepare you for your adjudication committee meeting.

- To save your progress and move on to the next application, click "Save + next."
- To go back to the last application, click "Save + previous."
- To return to the main page, click "Save + close."

Comment on this application

Comment editor interface showing a rich text editor with a toolbar containing icons for undo, redo, paragraph, bold, italic, underline, link, unlink, quote, code, bulleted list, numbered list, indent, and table. The editor area is empty.

← Save + previous

Save + next →

Save + close

E) Chairs - Reviewing Applications

Step 1. Open the grant platform website: <https://universityofcalgary.grantplatform.com/entry/judge>

You will arrive at the main page with the reviewers' instructions. Read and scroll down:

The screenshot shows the 'Review' tab selected in the top navigation bar. The page header includes the University of Calgary logo and name. Below the header, there is a section titled 'TLG - Reviewers info - Chairs' with a dropdown arrow. The main content area contains instructions for the adjudication committee recommendation form, including a list of options (Fund, Do not fund, No consensus) and a list of items to include in the comment box. A 'Some tips to help you get started:' section follows, providing six numbered tips. At the bottom, there is a contact email: TLgrants@ucalgary.ca.

Step 2. View Your Committee's Reviewing Assignments

Go to “My reviewing assignments”: The application forms you see are the ones you need to review. To start the process, you can click on the **image**, **application ID number** or **name**.

Step 3. Open or Download Applications

After clicking on the ID number or name, you will be redirected to where you can begin reviewing the application or complete the committee recommendation form assigned to you.

The screenshot shows the 'My reviewing assignments' page with a table of applications. Red dashed boxes and arrows highlight specific features: a box around the application ID '449' with an arrow pointing to the application name 'TEst 2'; a box around the PDF icon in the 'PDF' column with an arrow pointing to it; a box around the 'Bulk download' button at the bottom left; and a box around the 'Sum' column header with an arrow pointing to it. The table has columns for ID, Application, Category, Reviewing status, Sum, and PDF. The first row shows ID 449, Application 'TEst 2', Category 'Development and innovation (DI)', Reviewing status 'To be scored', Sum '-', and PDF icon. The second row shows ID 458, Application 'Test 1', Category 'Development and innovation (DI)', Reviewing status 'To be scored', Sum '-', and PDF icon. The third row shows ID 460, Application 'DI Test Oct 2', Category 'Development and innovation (DI)', Reviewing status 'To be scored', Sum '-', and PDF icon. The fourth row shows ID 490, Application 'Sample DI App', Category 'Development and innovation (DI)', Reviewing status 'To be scored', Sum '-', and PDF icon. The page also includes a search bar, a 'Bulk download' button, and a pagination control showing '1' of 4.

Step 4. Enter Committee's Final Recommendations and Comments

Following the Adjudication Committee meeting, Chairs should transfer the final committee decisions from the Excel spreadsheet (*Adjudication Committee Score Summary*) for each application assigned to them in Good Grants.

When you click an application, you will see all the details the applicant entered on the left side of the page. On the right, put the committee's final recommendation and comments.

- Choose a recommendation. Options include: Fund, Do not fund, No consensus.
- In the comment box, please
 - **include:**
 - Any recommendation for a funding amount that differs from the Total Requested Budget.
 - Feedback that can be shared with the applicants.
 - **do not include** comments about the adjudication process or the committee. A separate survey will be provided for process-related feedback, or you may email TLgrants@ucalgary.ca directly.
 - click “Save comment.”
- At the top left side of the application, click “Previous”, “Next”

My reviewing assignments → Review applications
ID: [redacted], Scholarship of teaching and learning (SoTL)

← Previous Next → Close

C. Project Information

C.1. Project Title
[redacted]

Adjudication Committee's Recommendation

In the comment box below, please include:

- Any recommendation for a funding amount that differs from the *Total Requested Budget*.
- Feedback that can be shared with the applicant

The committee's recommendation for this application

☐ Fund

☐ Do not fund

☐ No consensus

🗨️ Paragraph B I U 🔗 “ ” < / > ☰ ☷

☰ ☷ 📷 📄 📧 📅

Save comment

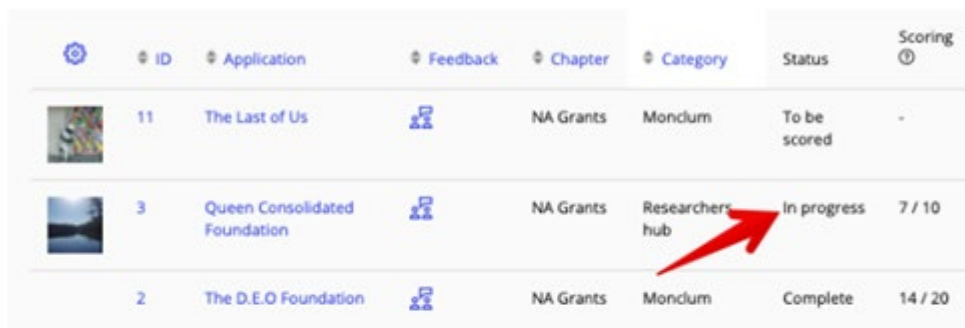
F) FAQ

Do I need to click a save button in order for my scores and comments to save? The Good Grants platform will auto-save your progress every 20 or so seconds, but we do recommend saving your progress as you go along just in case you lose Internet connection.

I've finished my assignments, what do I do now? Once you've completed all your reviewing assignments, you're all set! There's no need to submit anything further as your scores and comments have already been saved.

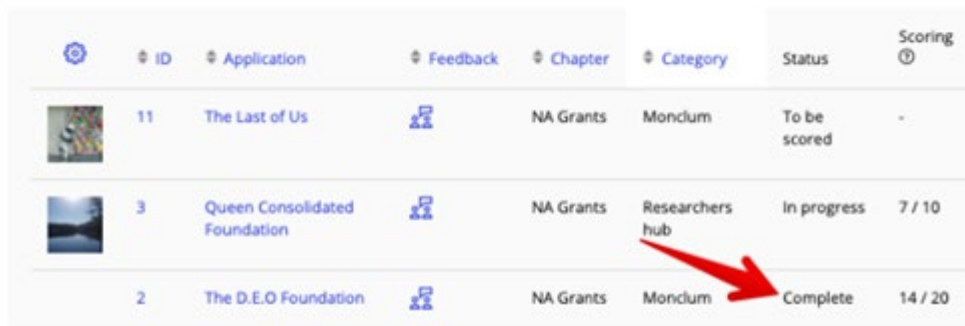
What does the "In progress" status mean?

'In progress' applications have had the evaluation process started, but have not had their requirements fulfilled. For example, a scoring criteria may have been missed or a comment may be required.



	ID	Application	Feedback	Chapter	Category	Status	Scoring ⓘ
	11	The Last of Us		NA Grants	Monclum	To be scored	-
	3	Queen Consolidated Foundation		NA Grants	Researchers hub	In progress	7 / 10
	2	The D.E.O Foundation		NA Grants	Monclum	Complete	14 / 20

Once all requirements have been met, the status will change to 'Complete'.



	ID	Application	Feedback	Chapter	Category	Status	Scoring ⓘ
	11	The Last of Us		NA Grants	Monclum	To be scored	-
	3	Queen Consolidated Foundation		NA Grants	Researchers hub	In progress	7 / 10
	2	The D.E.O Foundation		NA Grants	Monclum	Complete	14 / 20

Additional questions? Please contact the Teaching and Learning Grants program directly via tlgrants@ucalgary.ca for assistance.