

# EMPOWERED

2025 | USER CONFERENCE | DETROIT, MI

## MANAGING REVIEWER ELEMENTS THROUGHOUT THE GRANT CYCLE

PRESENTED BY

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akoyago

# LEARNING OBJECTIVES

1. Learn when and how to introduce reviewers at different stages of the grant cycle
2. Walk through assigning reviewers to groups and managing access
3. Understand how to calculate scores, collect comments, and facilitate decision-making
4. Finalize approvals and ensure a seamless review process from start to finish

# UNLOCK THE FULL POTENTIAL OF GOapply

To have effective Reviewer Cycles, you will need:

GOapply Administrator Role

GOapply Opportunities & Phases

**Best Practice:** Plan and test your entire GOapply Opportunity from start to finish before publishing your first phase. This includes testing all phases and Reviewer elements. **Remember:** Mid-cycle changes to published applications are not supported.

# BY THE NUMBERS

2025

34 850+

Elevate Scholarship Reviewers

Applications Reviewed

18

Educator Grant Reviewers

3/18/2025 11:30 PM	Elevate 2025 Laura Stone	001016	001036
3/18/2025 11:30 PM	Elevate 2025 Megan Pollock	001016	001036
3/18/2025 11:30 PM	Elevate 2025 Aaron Wignall	001016	001036
3/18/2025 11:30 PM	Elevate 2025 Casey Powers	001016	001036
3/18/2025 11:30 PM	Elevate 2025 Donna Hernandez	001016	001036
3/18/2025 11:30 PM	Elevate 2025 Emma Lowther	001016	001036
3/18/2025 11:30 PM	Elevate 2025 James Prasek		
3/18/2025 11:30 PM	Elevate 2025 Janna Coley		
3/18/2025 11:30 PM	Elevate 2025 Jeff Peterson		
3/18/2025 11:30 PM	Elevate 2025 Michelle Brazell		
3/18/2025 11:30 PM	Elevate 2025 Myndee Hanberg		
3/18/2025 11:30 PM	Elevate 2025 Nicole Kemp		
3/18/2025 11:30 PM	Elevate 2025 Noel Slater		
3/18/2025 11:30 PM	Elevate 2025 Taneesha Olson		

8. Grammar (Work Ethic) \*

- Excellent
- Very Good
- Good
- Fair
- Poor

9. Content \*

Does the applicant explain what having good work ethic means? Did they share 2+ examples of how they've demonstrated good work ethic?

- Excellent
- Very Good
- Good
- Fair
- Poor

Aaron Wignall

Casey Powers

Donna Hernandez

Emma Lowther

James Prasek

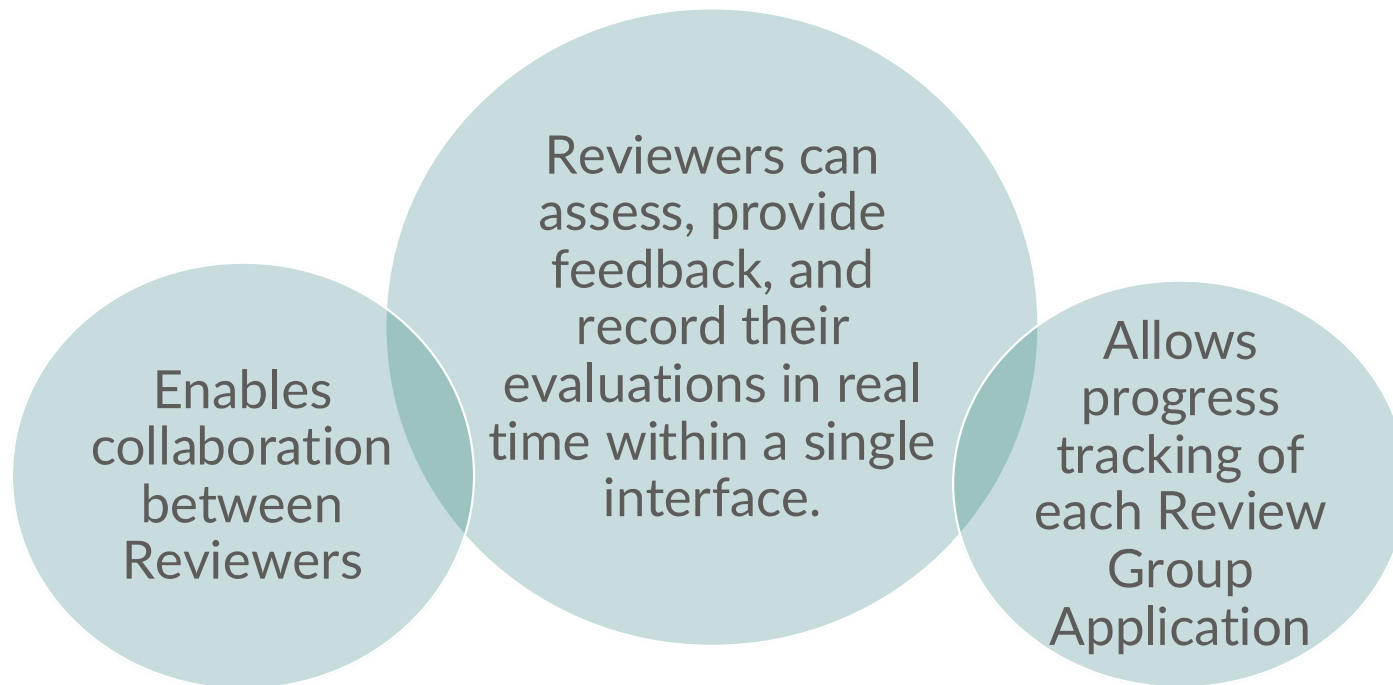
Janna Coley

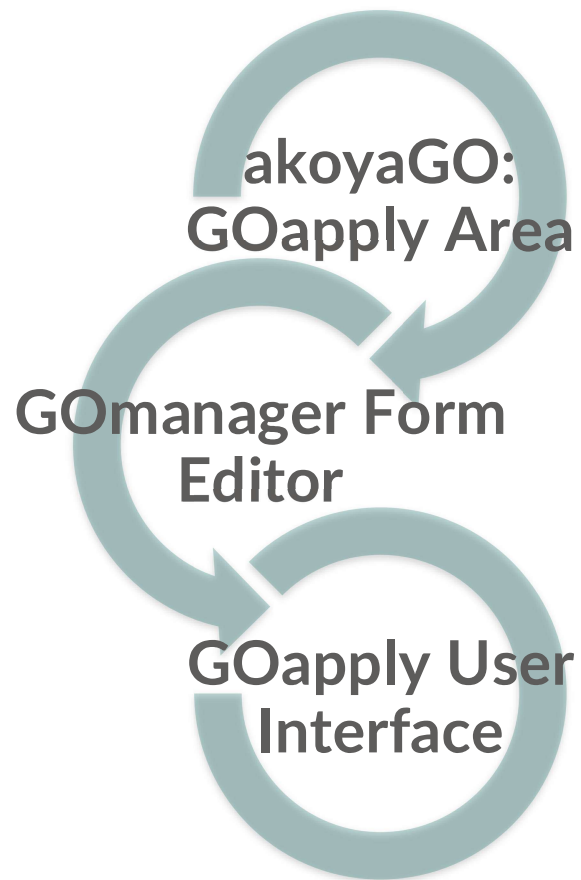
Jeff Peterson

# Why use reviewer?

- No hand calculating weighted scores (!!!)
- Ease of use for reviewers
- Anonymity
- Track progress
- Sharing documents

# BENEFITS OF UTILIZING REVIEW GROUPS





# REVIEW GROUPS

## Review Groups

Allow for GOapply Submissions to be reviewed Internally and Externally through GOapply User Interface.

## Reviewers

GOapply Users with a role of Reviewer, or Applicant and Reviewer.

# MANAGING REVIEW GROUPS





# REVIEW FORM

## Single Input

- A text or number response field. These fields cannot be used to calculate scores.

## Radiogroup

- A single selection radio button style multiple choice. **These responses can have score values assigned.**

## Drop Down

- A drop-down list of responses. **These responses can have score values assigned.**

## Comment:

- A long text or number response field. This field cannot be used to calculate scores.

## Editor

- A field that is usually used to convey information to the applicant. This field cannot be used to calculate scores.

## File:

- This is a file upload field. Add this field if you want reviewers to be able to upload files. Supported file types include 'txt', 'rtf', 'doc', 'docx', 'xls', 'xlsx', 'png', 'jpg', 'jpeg', 'gif', 'csv', 'ppt', 'pptx', 'pdf', 'mp4', and 'heic'. Max size for all uploads total is 20MB. When a reviewer uploads a file with their review form, it will be stored in the Review Response record for that question.

# REVIEW FORM

## Best Practice: Scoring

Use dropdowns and radio groups for scorable items. When setting up scoring, remember that dropdown and radio buttons can carry values—make sure to follow the correct syntax with two colons (e.g., Agree::75).

If using Weighted Average, each question must include a weight, and all weights must total 100. This helps the system calculate accurate results.

# DUPLICATE REVIEW GROUPS

**GOapply Duplicate  
Review Group**

Copies form and  
settings only

**GOapply Duplicate  
Review Group  
and Reviewers**

Copies form,  
settings, and  
reviewer  
assignments

Best for review  
groups with the  
same or mostly  
the same  
members

# ADD GOAPPLY USERS

## Create New Individually

Used when creating 10 or fewer reviewers.

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## Reviewer Bulk Import

Best for adding more than 10 reviewers.

# ASSIGN REVIEWERS

**Assign  
Individually**

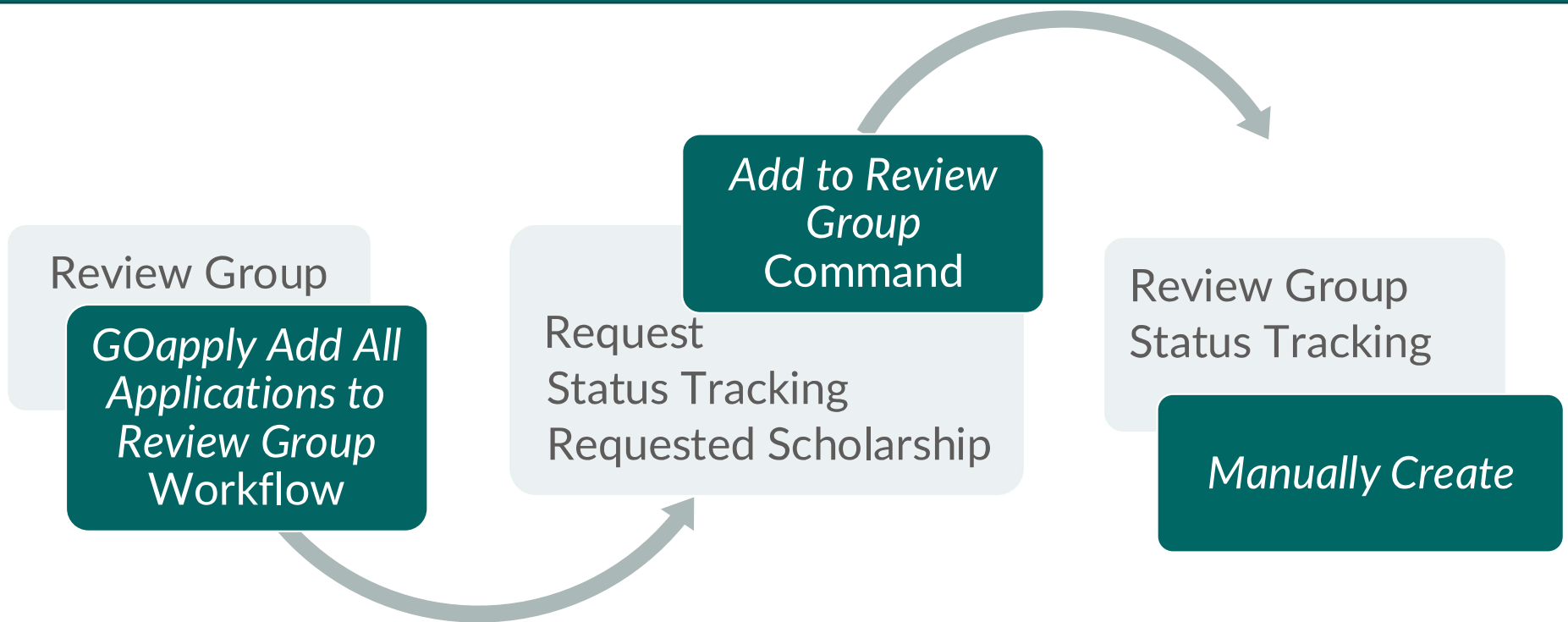
Add Reviewers within Review Group

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**Assign in Bulk**

Add Reviewers from a view on GOapply User Table

# ADD REVIEW GROUP APPLICATIONS



Create Opportunity

Create all subsequent phases

Publish Opportunity

Register in GOapply as a new user

Complete all questions in Phase 1 and Submit

akoyaGO records created by submission for

Advance Request to next phase

Test next phase in GOapply

Repeat testing in GOapply for any additional phases

Create and configure reviewer elements

Register a reviewer and test Review Group Application in GOapply

Reviewer Responses and scoring in akoyaGO for

# REVIEWER EMAIL TEMPLATES

## GOapply – Invite New User

This email is sent out to brand-new GOapply Users who have been added as reviewers. This email is sent via code.

## GOapply – User Already Exists

This email is sent out to GOapply Users who have been added as reviewers, and they already have an established GOapply account. This email is sent via code.

## GOapply - Reviewer Completed

This email template is used by the process workflow "GOapply - Reviewer Completed." It is sent to the reviewer when the "Review Complete" field on the "Reviewer" record is set to "yes." This happens automatically when a reviewer finishes all the applications assigned to them in their review groups.

# ACCESS REVIEW RESPONSES AND SCORES

## Review Responses



- Located in the “Responses” tab of a Reviewer record, or the “Related” tab of the Review Group record
- Stores every response for each question answered by a Reviewer
- Generated upon "Submit" of their Review

## Reviewer Request Score



- Located in the "Scores" tab of the Reviewer record
- Stores the Form Definition of the Reviewer’s Submission, and the Score for the Review
- Generated upon "Submit" of their Review

GOapply Reviewer Dashboard

Applications To Be Assigned To a Reviewer Group

Req...	Opportunity Name (GOap...	Phase Name ...	Request Status	Request Type	Applicant	Primary Contact	Requeste...	Decision ...	Title
<input type="checkbox"/>	023055	General Grant Application	General Grant ...	Pending	Grant	Twice Foundation Inc.			
<input type="checkbox"/>	023056	General Grant Application	General Grant ...	Pending	Grant	A Hand Up Foundation Inc.			
<input type="checkbox"/>	023097	General Grant Application	General Grant ...	Pending	Grant	A Hand Up Foundation Inc.			
<input type="checkbox"/>	023101	General Grant Application	General Grant ...	Pending	Grant	A Hand Up Foundation Inc.	Shannon Sullivan	\$1,000.00	project title
<input type="checkbox"/>	023275	Family Application	Interest Form	Pending	Grant	A Vision of Health	Noah Hayden		
<input type="checkbox"/>	023439	Family Application	Application	Pending	Grant	1 Foundation Inc. - Headquarters	summer ericon		
<input type="checkbox"/>	023348	Savannah Eddie Scholarship	Application	Pending	Scholarship	Youth For Christ Usa Inc	Avenia Brand		
<input type="checkbox"/>	023861	Savannah Eddie Scholarship	Application	Pending	Scholarship		Mami DuVal		

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Applications with a Reviewer Conflict Of Interest

Response ID	GOapply Application Name (Status Tracking)	GOapply Phase Name (Status Tracking)	Reviewer (Reviewer)	Review Group (Reviewer)	Request 1	Conflict of Interest	
<input type="checkbox"/>	000001018	General Grant Application	General Grant Application	claire@akoyago.com	empowered review	Yes	
<input type="checkbox"/>	000001401	General Grant Application	General Grant Application	jennifer.tern+1989@akoyago.com	Jen General Grant Review Group...	022962	Yes
<input type="checkbox"/>	000001305	General Grant Application	General Grant Application	gal@akoyago.com	Example Scoring 2	023042	Yes
<input type="checkbox"/>	000001292	General Grant Application	General Grant Application	zoey@akoyago.com	General Grant Review Group	023049	Yes
<input type="checkbox"/>	000001328	General Grant Application	General Grant Application	support@akoyago.com	General Grant Review Group	023049	Yes
<input type="checkbox"/>	000001298	General Grant Application	General Grant Application	savannah.eddie+2@akoyago.com	General Grant Review Group	023096	Yes
<input type="checkbox"/>	000001299	New Organization Application	New Organization Interest Form	zoey+review87@akoyago.com	Fall Cycle Review	023116	Yes

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Applications with Scores for Review Groups

Review Group Application No	Review Group 1	GOapply Application Name (Status Tracking)	GOapply Phase Name (Status Tracking)	GOapply Applicant Organization (Status Tracking)	Submitter (Status Tracking)	Score
<input type="checkbox"/>	empowered review	General Grant Application	General Grant Application	Spounmys	claire@akoyago.com	4.31
<input type="checkbox"/>	empowered review	General Grant Application	General Grant Application	5drippe Inc.	michelle@akoyago.com	10.00
<input type="checkbox"/>	empowered review	General Grant Application	General Grant Application	Spounmys	claire@akoyago.com	
<input type="checkbox"/>	empowered review	General Grant Application	General Grant Application	2b Successful Youth	zoey@akoyago.com	6.75
<input type="checkbox"/>	empowered review	General Grant Application	General Grant Application	AAMI Foundation Inc.	msnowden@bed.gov	5.09
<input type="checkbox"/>	empowered review	General Grant Application	General Grant Application	50 in 52 Journey	olho@akoyago.com	
<input type="checkbox"/>	empowered review	General Grant Application	General Grant Application	2013 Texas Glory Neo	paul@akoyago.com	
<input type="checkbox"/>	empowered review	General Grant Application	General Grant Application	A Healthier You Inc.	gal@akoyago.com	

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Active Reviewer Request Scores

Reviewer (Reviewer)	Review Group (Reviewer)	Request (Review Group Application)	Score	Status Reason
<input type="checkbox"/>	noah.hayden@akoyago.com	Noah Hayden's Training Review Group	023398	29.00 Complete
<input type="checkbox"/>	summer.ericon@akoyago.com	O'Shaughnessy test	023397	Complete
<input type="checkbox"/>	summer.ericon@akoyago.com	O'Shaughnessy test	023415	Complete
<input type="checkbox"/>	noah.hayden@akoyago.com	Noah Hayden's Training Review Group	023476	16.00 Complete
<input type="checkbox"/>	jennifer.tern+1989@akoyago.com	Jen General Grant Review Group 2025	022962	Conflict of Interest
<input type="checkbox"/>	lucy@akoyago.com	NEW Jen General Grant Review	023264	Complete
<input type="checkbox"/>	claire@akoyago.com	empowered review	023026	2.25 Complete
<input type="checkbox"/>	zoey@akoyago.com	General Grant Review Group	023050	5.25 Complete

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# REPORTS

GOapply  
Review  
Responses

Scholarship

Scholarship  
(Totals Only  
Report)

Scholarship  
with  
Weighted  
Score

# RESOURCES

[GOapply Reviewer Guide](#)

[GOapply Reviewer – Suggested Learning Course](#)

[Removing Application From Review Group](#)

# THANK YOU

Presented by

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