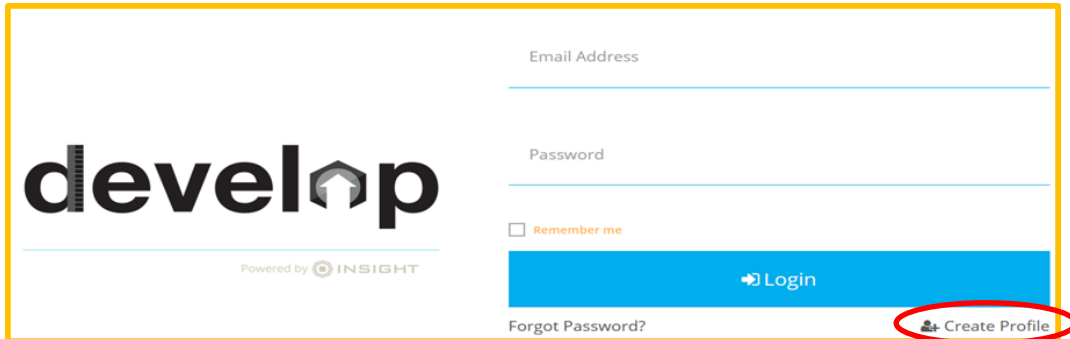


GRANTS – REVIEWER INSTRUCTIONS

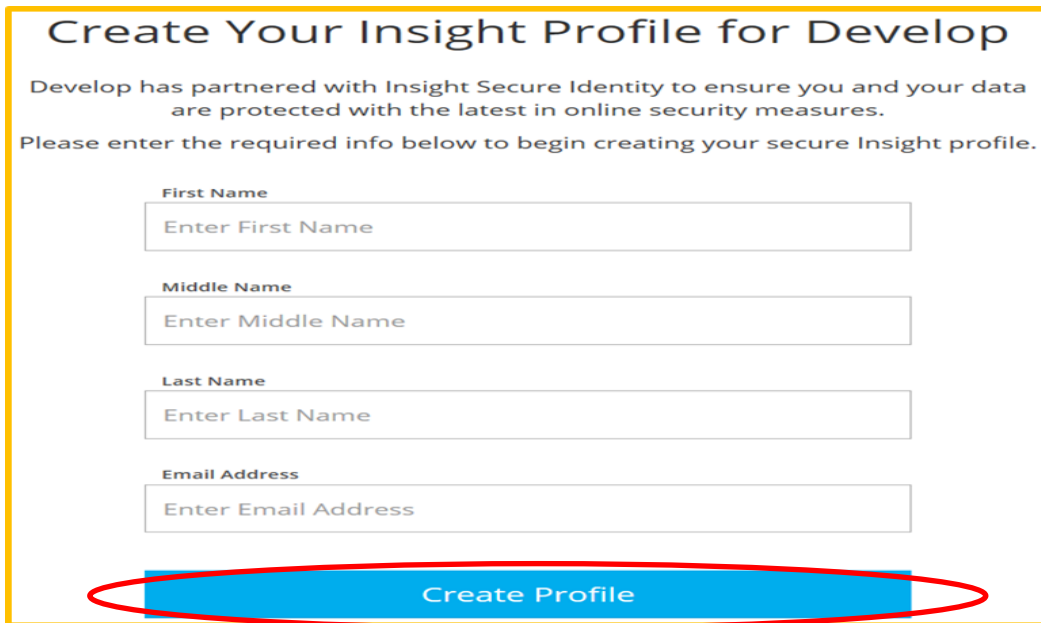
In order to be considered as a **Grant Reviewer**, you need to create a Profile in Develop.

1. Go to www.developtoolmn.org. Click on Register.
2. Click **Create Profile**.



The screenshot shows the Develop login page. On the left is the 'develop' logo. On the right, there are input fields for 'Email Address' and 'Password', a 'Remember me' checkbox, and a blue 'Login' button. Below the login button is a link for 'Forgot Password?'. At the bottom right, there is a blue button with a person icon and the text 'Create Profile', which is circled in red.

3. Enter the requested information and click **Create Profile**.



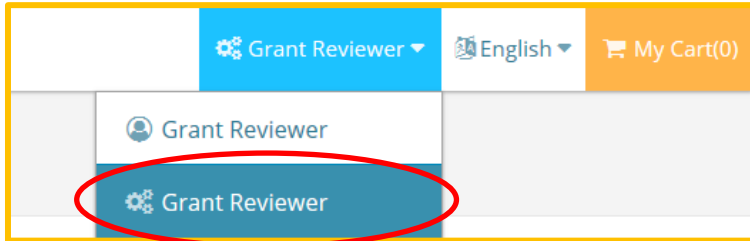
The screenshot shows the 'Create Your Insight Profile for Develop' page. It includes a security notice about Insight Secure Identity. Below the notice are four input fields: 'First Name', 'Middle Name', 'Last Name', and 'Email Address', each with a placeholder text 'Enter [Field Name]'. At the bottom, there is a blue button labeled 'Create Profile', which is circled in red.

4. After clicking **Create Profile**, a verification email will be sent to the address you provided.
5. Click on the **Verify Account** link in the email and create your password to login into Develop.
6. After logging into Develop with your email address and password, you will continue to set-up your profile by entering your name, address and some general questions.
7. You will set-up your communication preferences and accept the Develop Privacy Policy.
8. Your Develop Profile will be complete and you can now be assigned Grant cases for review.

Grants – Reviewer Instructions

If you have been asked to be a **Grant Reviewer**, you will receive an email from Develop when grants have been assigned to you.

1. Login to Develop and select your **Grant Reviewer** profile from the drop-down menu in the upper right hand corner of the screen.



Develop
Minnesota's Quality Improvement and Registry Tool
Access to Private and/or Sensitive Data
Terms of Agreement
Effective Date: September 30, 2015

Caution! You are about to access private and/or sensitive data!

Staff members of the Minnesota Department of Education, Minnesota Department of Human Services, and state grantees & contractors (including Child Care Aware agencies of Minnesota): By continuing to use this system, you are representing yourself as an authorized user and agree that your access will be limited to the minimum extent required to perform your job duties. Inappropriate access, disclosure, or other use of Develop data may result in disciplinary action including dismissal and/or criminal charges where warranted.

To be an authorized user, you must complete Data Privacy and Security training annually, and you must have a signed User Agreement on file at the Minnesota Department of Human Services.

Training Organizations, Trainers, and RBPD Specialists: Because of your role in Develop, you have access to private and/or sensitive data about Individuals and/or Organizations. By accepting this role, you agree that you are responsible for:

- Using private and/or sensitive data only for the purpose of completing the tasks assigned to you.
- Looking at only the minimum amount of data necessary to complete your task.
- Adhering to the Minnesota Government Data Practices Act and all other relevant laws and statutes.

Please note that you are not permitted to share your login credentials with anyone else nor are you permitted to use anyone else's login credentials. In addition, you are not permitted to share or discuss this information with others, unless doing so is necessary to complete the task assigned to you AND the other person (with whom you are discussing) also has independent access to this data.

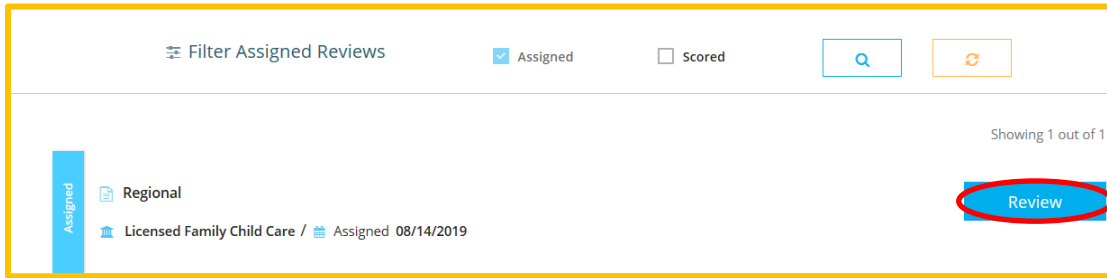
Inappropriate access, disclosure, or other use of Develop data may result in revocation of approval as a trainer, RBPD Specialist, or Training Organization.

Attention: If you want free help translating this information call the number below:
(651) 999-5835

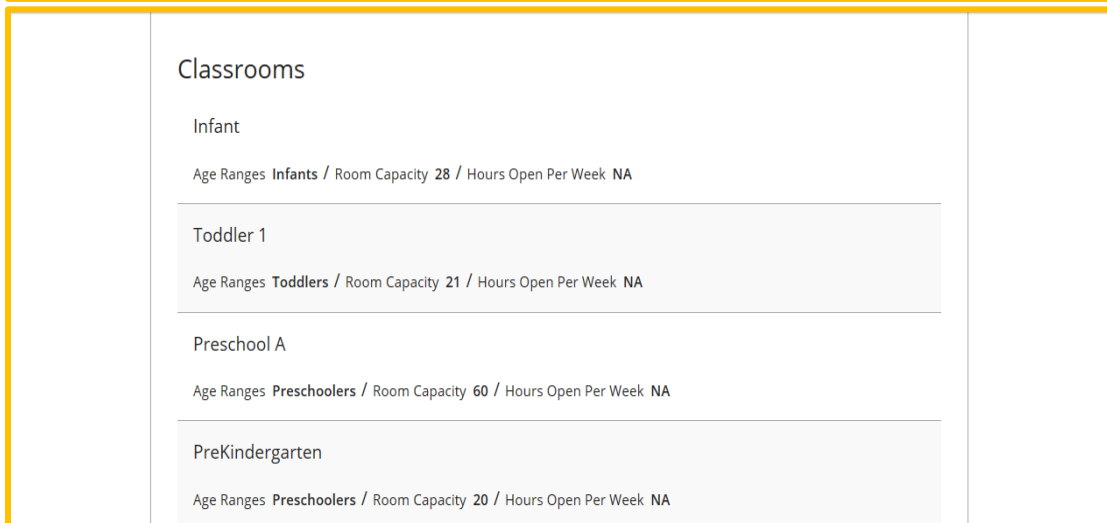
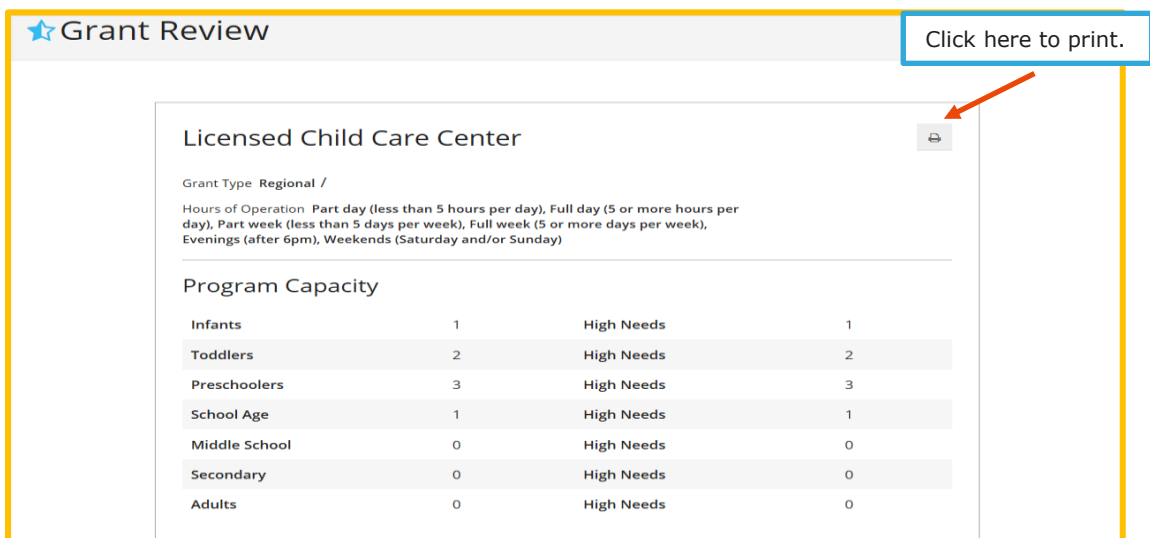
In order to proceed to the next page, you must indicate that you understand and agree to these terms and conditions.

Grants – Reviewer Instructions

- On the **Grant Review** page, you will see the Grants that have been assigned to you. Click **Review** to access the application.



- The information for the grant will be displayed. It will be helpful as you score to have a copy of the priorities for the region handy. The priorities can be found **HERE (future link)**. Please keep these priorities in mind as you review the expenditures that the program is requesting.



Grants – Reviewer Instructions

Requested Expenditures

Expenditure Totals			Breakdown of Investment by Population Served		
Program Contribution	3%	\$10	Infants & Toddlers	26%	\$90
Grant Request	97%	\$340	Preschool	100%	\$340
Total Investment		\$350	School-Age	26%	\$90
			Culturally Responsive	26%	\$90

#1802

Category **Teaching and Relationships with Children**

Click on Details to see more information.

⊞ Details

Total Cost **\$100** / Grant Request **\$90** / Program Contribution **\$10**

#1802
⊞ Details

Category **Teaching and Relationships with Children**
Total Cost **\$100** / Grant Request **\$90** / Program Contribution **\$10**

Type **Materials** / Indicator **T1.2 Lesson plans**

Population Served **Infants & Toddlers, Preschool, School-Age** / Cultural Inclusion **Culturally Responsive**

Description of Purchase

Please indicate how your grant proposal meets the State Priority as outlined by the MN Department of Human Services. [Click here to find out what the State Priority is this year.](#)

Goal

Please indicate how your grant proposal meets the State Priority as outlined by the MN Department of Human Services. [Click here to find out what the State Priority is this year.](#)

Strategy

4. Review the **Participation Question** answers for the grant. When finished, click **Score Application**.

Grants – Reviewer Instructions

Priority Questions

As you read each statement that the program has written below, think about the purchases that have been requested and the priorities for the Region. The statement and the purchases should match the priority. You can disregard the responses the program gave for goals and strategies. Mark a number, 1-5, indicating how well the statement and purchases match the priority (1 being "does not meet the priority," and 5 being "very closely meets the priority").

Purpose for requesting this grant
G

Priority #1
G


Priority #2
G

Priority #3
G

State Priority
G

[✓ Score Application](#)

5. Answer yes or no for the **Conflict of Interest** question.




Conflict of Interest

I attest that I do **NOT** have a financial relationship to this program and have no conflict of interest in scoring this application.

No Yes

6. When you are ready to score click **Proceed**.



Ready to Score

You may proceed with scoring this application.

[Proceed](#)

Grants – Reviewer Instructions

7. You are now ready to start scoring the grant application. When finished, click on **Submit Score**.

When finished, click on **Submit Score**.

Licensed Family Child Care

[Detail](#)

Grant Type **Regional** /

Hours of Operation **Full day (5 or more hours per day), Part week (less than 5 days per week), Full week (5 or more days per week)**

Priority Questions

As you read each statement that the program has written below, think about the purchases that have been requested and the priorities for the Region. The statement and the purchases should match the priority. You can disregard the responses the program gave for goals and strategies. Mark a number, 1-5, indicating how well the statement and purchases match the priority (1 being "does not meet the priority," and 5 being "very closely meets the priority").

Purpose for requesting this grant

G

Score 1 2 3 4 5

Priority #1

G

Score 1 2 3 4 5

Priority #2

G

Score 1 2 3 4 5

Priority #3

G

Score 1 2 3 4 5

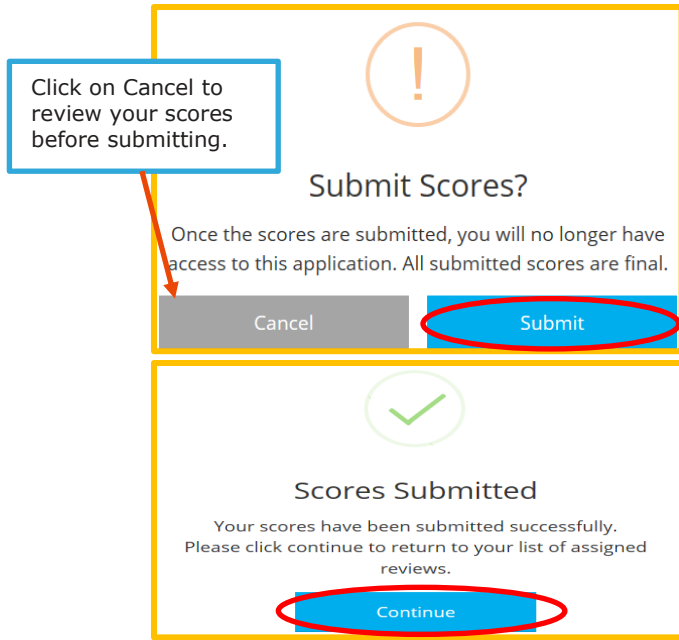
State Priority

G

Score 1 2 3 4 5

Click on details to view the classroom information and expenditure requests.

Grants – Reviewer Instructions



8. When you return to the dashboard, you will see the status of the applications that have been scored.

