

## REGIONAL & MNTRECC GRANTS – REVIEWER INSTRUCTIONS

This document is intended for Grant Reviewers to use when reviewing and scoring Regional & MNTRECC Grant applications. The information is intended to help you take the necessary steps in Develop, start to finish.

### PART 1: CREATING A GRANT REVIEWER ACCOUNT

In order to score Regional or MNTRECC grants, you need to have a profile in Develop. If you do not have a profile already, follow steps 1-7 to create one. When you create your profile, use the same email address that you gave the Grant Administrator when you agreed to be a Reviewer.

1. Go to [www.developtoolmn.org](http://www.developtoolmn.org). Click **Register**.
2. Click **Create Profile**.

The screenshot shows a registration form with the following elements:

- An input field labeled "Email Address".
- An input field labeled "Password".
- A checkbox labeled "Remember me".
- A blue button labeled "Login" with a right-pointing arrow icon.
- A link labeled "Forgot Password?" at the bottom left.
- A link labeled "Create Profile" with a person icon, circled in red at the bottom right.

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

## Create Your Insight Profile for Develop

Develop has partnered with Insight Secure Identity to ensure you and your data are protected with the latest in online security measures.

Please enter the required info below to begin creating your secure Insight profile.

**First Name**

**Middle Name**

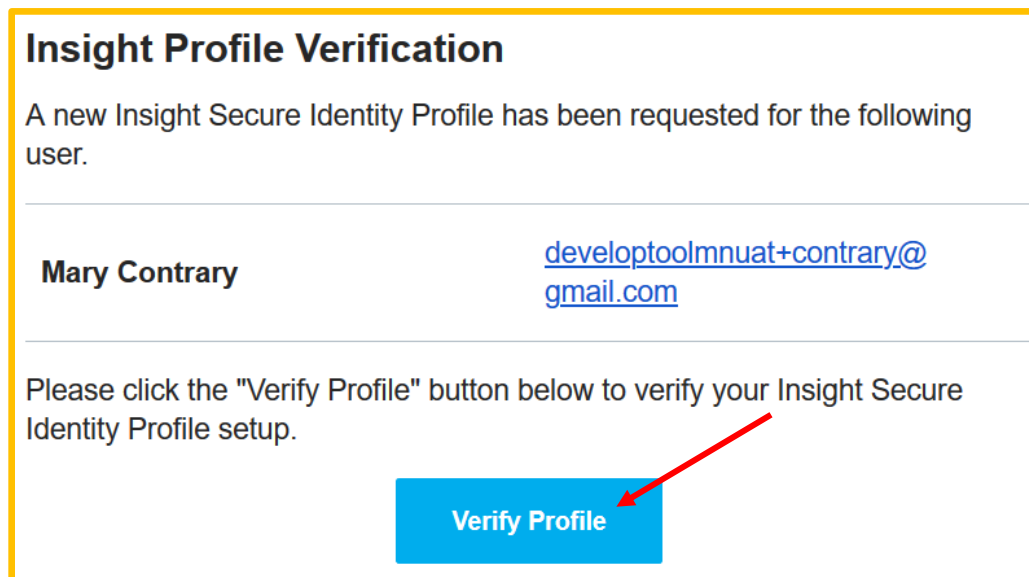
**Last Name**

**Email Address**

[\*\*Create Profile\*\*](#)

4. After clicking Create Profile, a pop-up window will appear to confirm you have created a profile, and a verification email will be send to the address you provided.

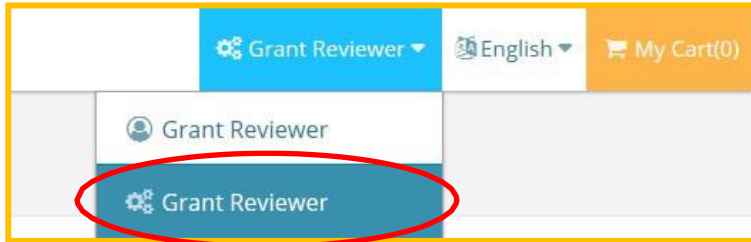
5. Click **Verify Profile** in the email. A new browser tab will open.



6. You will be asked to select a password and enter it twice. Passwords must be at least 7 characters and have at least three of the following: uppercase letter, lowercase letter, number, or symbol. Special characters such as '&' or '!' are encouraged but not required.
7. Your Develop Profile is complete and you can now log in.

## PART 2: SCORING GRANT APPLICATIONS

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



2. You will be presented with a data privacy statement. Read the statement and click **Agree**.

### Your Responsibility to Protect Data Privacy

**Develop**  
**Minnesota's Quality Improvement and Registry Tool**  
**Access to Private and/or Sensitive Data**  
**Terms of Agreement**  
**Last Revised: June 23rd, 2021**

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

**Staff members of the Minnesota Department of Education, Minnesota Department of Human Services, licensors with delegated authority, 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 state grantees and contractors must have a signed User Agreement on file with their employer.

**Training Organizations, Trainers, RBPB Specialists, and Course Writers:** 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.

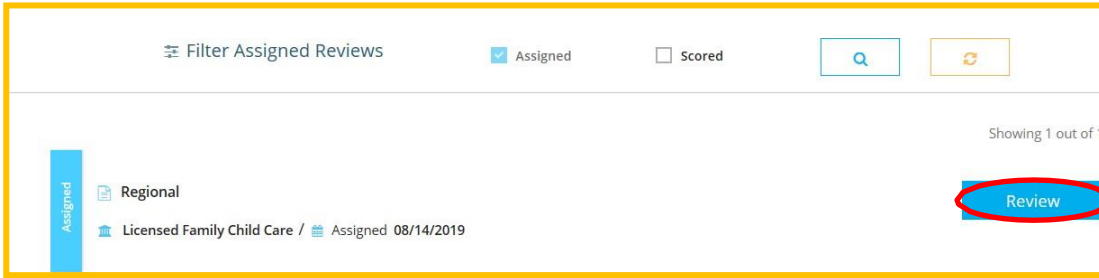
Inappropriate access, disclosure, or other use of Develop data may result in revocation of approval as a Trainer, RBPB Specialist, Training Organization, or Course Writer.

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

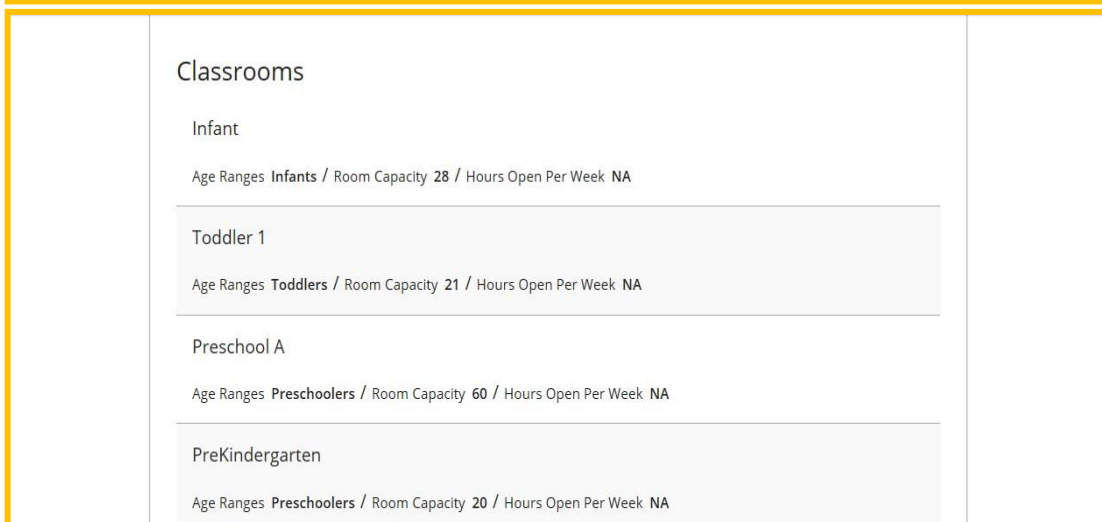
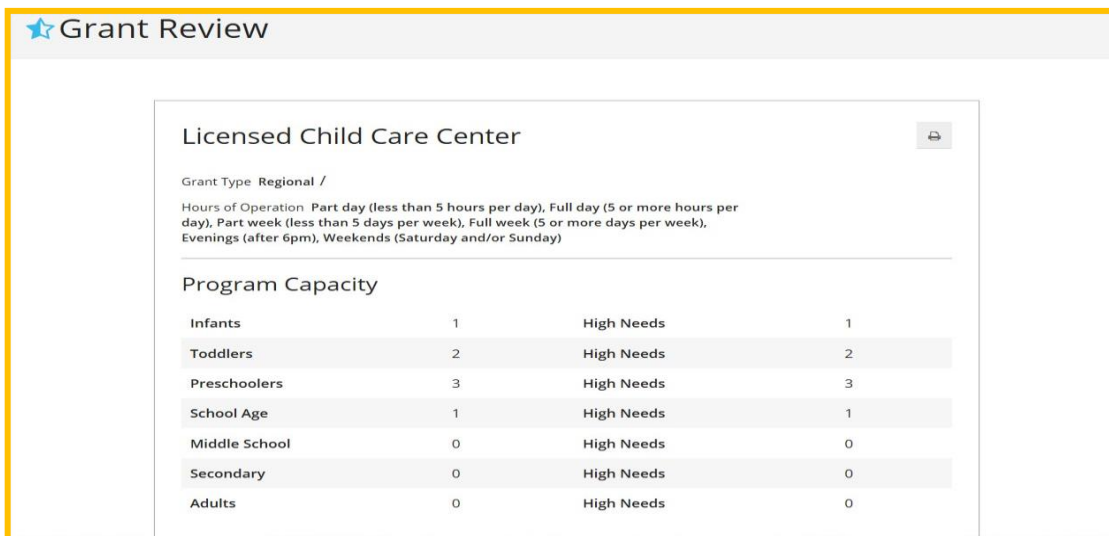
**In order to proceed to the next page, you must indicate that you understand and agree to these terms and conditions.**

Agree

- 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 grant. The priorities can be found [2021-Grant-Priorities\\_FINAL.pdf \(childcareawaremn.org\)](#). Please keep these priorities in mind as you review the expenditures that the program is requesting.



# Grants – Reviewer Instructions

## Requested Expenditures

Program	Contribution	Amount
Program Contribution	3%	\$10
Grant Request	97%	\$340
<b>Total Investment</b>		<b>\$350</b>

Population Served	Percentage	Amount
Infants & Toddlers	26%	\$90
Preschool	100%	\$340
School-Age	26%	\$90
Culturally Responsive	26%	\$90

ⓘ Expenditures can address more than one population, so population percentages will add up to more than 100%. Percentages are calculated as a percent of the Total Amount Requested, not including the Cost to the Program.

#1802

Category Teaching and Relationships with Children

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

Click on Details to see more information. [Details](#)

#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**

## Grants – Reviewer Instructions

5. Review the priority answers for the grant. When finished, click **Score Application**.

The scores you give a grant application should be based on how the applicant answers the questions about meeting priorities – not on requested purchases, etc.

### Priority Questions

Below you will indicate how your grant proposal meets the 5 stated priorities (click here to see the priorities). Each priority will be scored on a scale of 1 to 5. Priorities that are left blank will be given a score of 1.

Priority #1  
test

Priority #2  
test

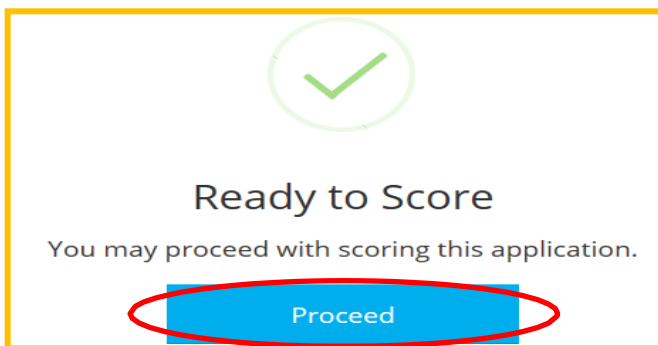
Priority #3  
test

Priority #4  
test

Priority #5  
test

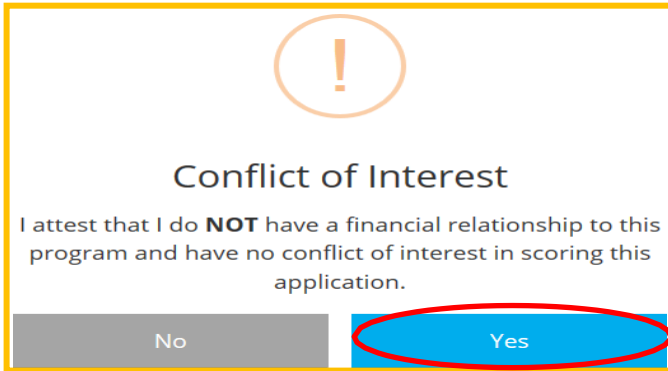
[✓ Score Application](#)

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



# Grants – Reviewer Instructions

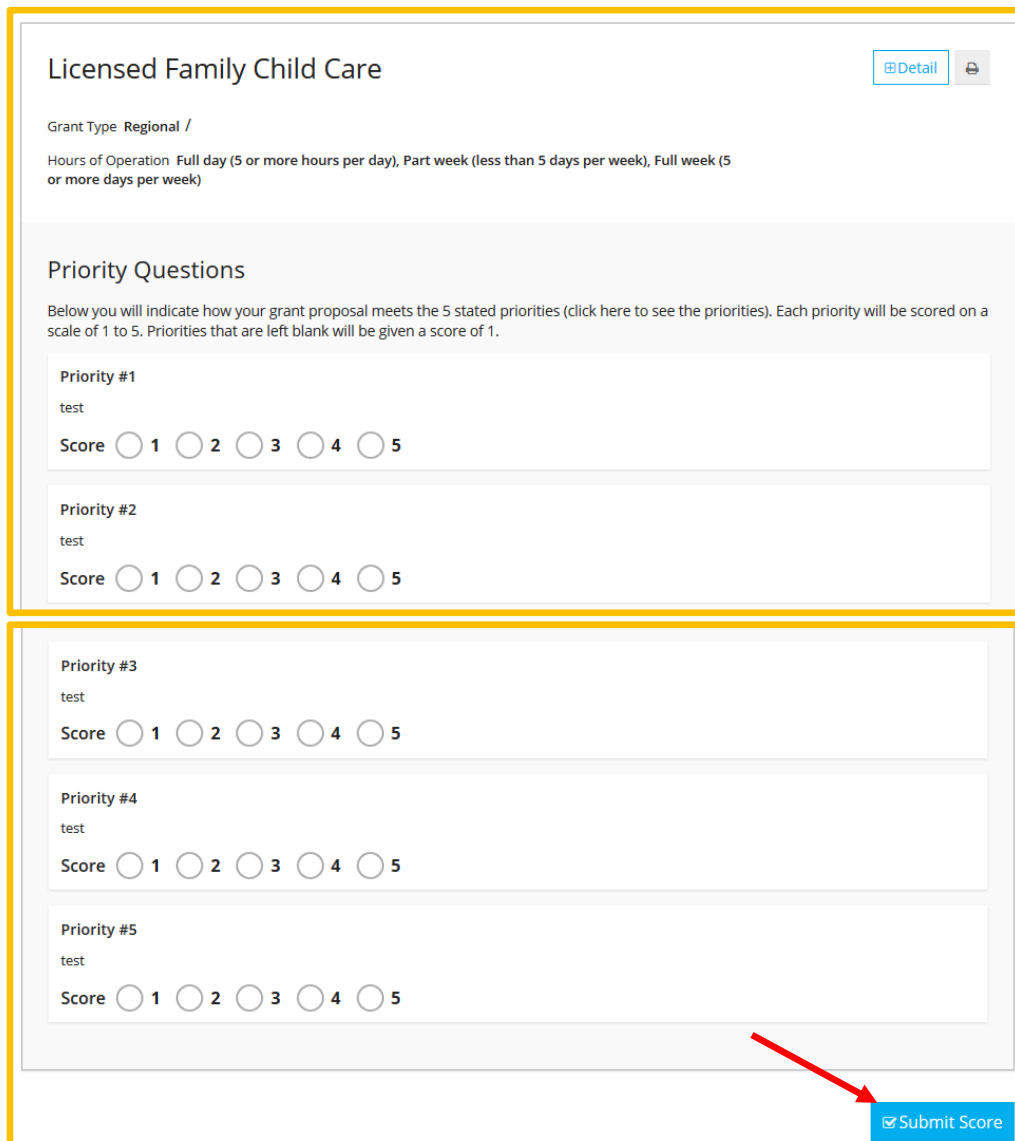
7. Answer yes or no for the **Conflict of Interest** question.



A screenshot of a "Conflict of Interest" question form. At the top center is an orange circle containing a white exclamation mark. Below this is the title "Conflict of Interest" in bold. The text reads: "I attest that I do **NOT** have a financial relationship to this program and have no conflict of interest in scoring this application." At the bottom, there are two buttons: a grey "No" button on the left and a blue "Yes" button on the right. The "Yes" button is circled in red.

8. You are now ready to start scoring the grant application.

a. *If a program left a priority blank, give that priority a score of 1.*



A screenshot of a grant application scoring interface. The title is "Licensed Family Child Care" with a "Detail" button and a lock icon. Below the title, it says "Grant Type: Regional /" and "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)". The section is titled "Priority Questions" and includes the instruction: "Below you will indicate how your grant proposal meets the 5 stated priorities (click here to see the priorities). Each priority will be scored on a scale of 1 to 5. Priorities that are left blank will be given a score of 1." There are five priority question boxes, each containing "test" and a "Score" field with radio buttons for 1, 2, 3, 4, and 5. A red arrow points to a blue "Submit Score" button at the bottom right.



## Grants – Reviewer Instructions

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

The first screenshot shows a warning icon (exclamation mark in a circle) at the top. Below it is the heading "Submit Scores?". The text reads: "Once the scores are submitted, you will no longer have access to this application. All submitted scores are final." At the bottom, there are two buttons: a grey "Cancel" button and a blue "Submit" button. The "Submit" button is circled in red.

The second screenshot shows a success icon (checkmark in a circle) at the top. Below it is the heading "Scores Submitted". The text reads: "Your scores have been submitted successfully. Please click continue to return to your list of assigned reviews." At the bottom, there is a blue "Continue" button, which is circled in red.

10. When you return to the dashboard, you will see the status of the applications that have been scored and be able to select another application to score, if more have been assigned to you.