



How to Review a MSGC Application on Submittable

- ✦ For first time users, you will receive an email from Submittable once added as a reviewer to the MSGC site. The email will contain a link to help you create your account.
- ✦ Once you create your account and log in for the first time a video will pop up that will explain the entire review process.
- ✦ Your main page should be a list of submissions that you have been assigned to. If you need to get back to this list click on the button in the top left of the screen that says “Submissions”. You will also get an email when an application is assigned to you. Only applications that are assigned to you will appear on this page.
- ✦ To view an application, click on the application number which should be highlighted in blue.
- ✦ The application will feature all of the information provided by the applicant. Some of which is not needed to review the application but used for reporting purposes.
- ✦ To the right of the application you will see three headings, “Activity, Review and Messages.” Click on “Review” to access the rubric questions and begin the review.
- ✦ To view the proposal or budget, simply click on the link and a preview will appear. You can download if you prefer but it is not necessary.
- ✦ Before you complete your review make sure to check the “Messages” tab to make sure that nothing has been added or changed during the application process.
- ✦ When the review is complete, click on “Submit” at the bottom of the “Review” tab. After you return to the Submissions page you will now see a score next to the review to let you know that it’s complete.