



Scholarships

GIPSFUNDATION



Kneale Administration Building
123 South Webb Road
Grand Island, NE 68803
(308) 385-5900 • gipsfoundation.org

Online Scholarship Recommendation Review

Master Reviewer List



- All of the **qualified applications** for your assigned scholarships to review are listed.
- **NOTE:** The applications listed may qualify for one or more of the scholarships assigned to you to review. The Scholarship Reviewer List must be selected to view **ONLY** the qualified applications.



Select Scholarship Reviewer List



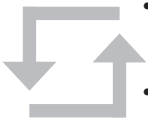
- Each scholarship has a unique scholarship reviewer list. The list has the scholarship filter embedded. Reviewers do not need to select a filter. This is done automatically.
- Important to **review one scholarship at a time** and verify you have the correct list applied.

Sort Applications



- Sort the list by clicking on the column titles (like a spreadsheet).
- The sort feature is useful when there is a large list of applications.

Review Applications and Select Recommendations



- **REVIEW:** Use the **Score Sheet** and any other document pages needed to review the application. See review tips in orientation materials.
- **RECOMMEND:** If you feel the application should be considered for the scholarship, **click the box** next to the scholarship name you are currently reviewing. Ignore the Rank field in this step. You will use this field once the recommendations are done.
- Continue the Review/Recommend process until all applications in filter are reviewed.

Rank Recommendations



- Sort the applications by recommendation by clicking on the column header. All the applications with a check (recommended) will sort to the top of the list.
- Rank each recommended application. **ONLY use one type of rank choice** (except Lower Rank).
- Each scholarship **MUST** have **ALL** rank choice type used (1-5 ranked, 1-10 ranked, or 1-15 ranked). This is extremely important. Ranks cannot be used if they are not complete.

Select another Scholarship Reviewer List

- After ranking all recommended applications is complete, select another scholarship reviewer list.
- Start the review process again with another scholarship.



GRAND ISLAND PUBLIC SCHOOLS FOUNDATION

Traci Skalberg, Executive Director • 308-385-5900 • tskalberg@gips.org • www.gipsfoundation.org