

Reviewer Instructions

A step-by-step guide to reviewing IITG/OER Impact Grant proposals

To get into the Foundant reviewing portal, go to:

<https://www.grantinterface.com/Home/Logon?urlkey=suny>

Or if you are on the Academic Innovation Grants website, navigate to “RFP Application Portal”.

The login page for Foundant looks like this:

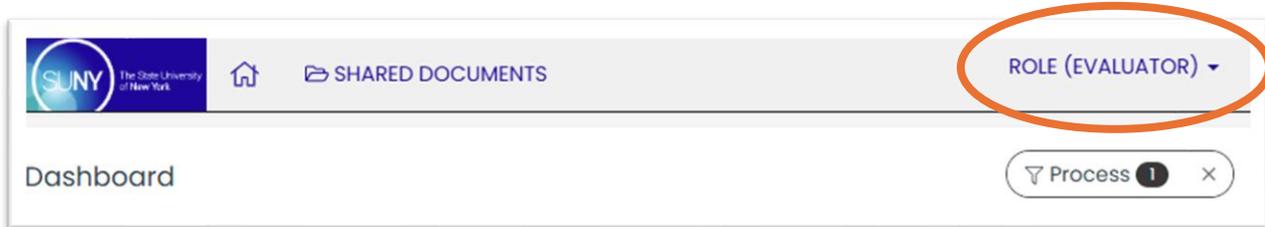
The screenshot shows the login interface for the SUNY Foundant system. At the top, there is a blue header with the SUNY logo and the text "The State University of New York". Below this is a "Logon" section. It includes an "Email Address*" field with the text "cori.wilhelm@suny.edu", a "Password*" field with masked characters, a "Log On" button, and a "Create New Account" button. A "Forgot your Password?" link is located below the password field. To the right of the login fields is a grey box with a welcome message: "Welcome to the online grant management system used by the SUNY Office of Research, Innovation, and Economic Development (ORIED) and SUNY Innovative Instruction Technology Grants (IITG). Please be careful when selecting the appropriate funding programs for which you are applying. Thank you." Two orange arrows point to the email address field and the "Forgot your Password?" link.

If you are a returning Foundant user, you can login with your previous account credentials. If you forgot your password, just click on the “Forgot your Password” link and the system will send your password to the email address on record in the system.

If this is your *first time* logging into the portal, use the email address where this was sent as your username and the default password: **spring2026**

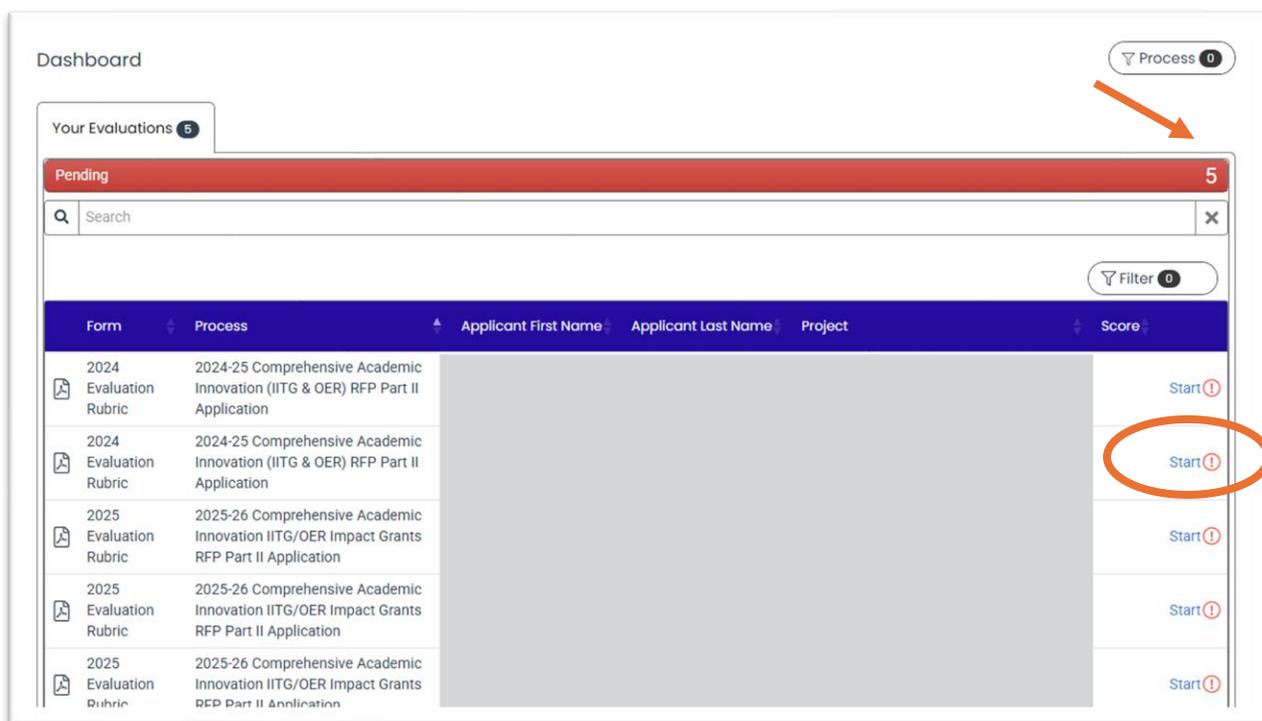
Many reviewers have dual roles both as previous or current applicants, but reviewers have “Evaluator” status.

If you are *both an applicant and reviewer*, make sure you select “Evaluator” to see the proposals you have to review.



The number of reviews you have will appear in the red “pending” bar.

To begin a review, click on “Start”.



You will now see “Your Evaluation” in one box, and “Application” in another.

You can view the application by scrolling through the box, or by clicking the “Application Packet” icon, which will open the full application in another tab.

To complete the review, please scroll through the questions and select your rating from 1-5 for each section. There is also space for optional comments.

Your Evaluation

Proposed Innovation*
To what extent does the proposed innovation meet at least **one IITG/OER objective** as outlined in the RFP?
Objectives:

- Enhance teaching and learning by providing affordable, open, innovative, and flexible education in a full range of instructional formats
- Develop instructional talent by creating and supporting communities of practice across disciplines and institutions
- Support, monitor and embrace research on pedagogical practices to continually improve the instructional practices of SUNY faculty
- Extend teaching and learning environments to provide new avenues for development and delivery of collaborative content, courses, and programs in New York and across the globe

1 2 3 4 5

Teaching & Learning Impact*
Is this a **novel approach** with a good use of technology in service of pedagogy?

1 2 3 4 5

Application

General Guidance regarding the IITG Online Application Form:
Character Countdown functions the same as Twitter. Some overhead has been built in to compensate for cutting and pasting text from different types of word processors.
File Upload Size is displayed. Please use common file formats (PDF, Word, Excel). If you need to delete or replace an uploaded file, click on **Save as Draft** at the bottom of the page. Then delete and re-upload the correct file.
WARNING: It's a good idea to "save as draft" periodically at the bottom of the form, but **DO NOT "submit" until you are satisfied the application is complete.**

(Text Calculator = 2 pages /1,000 words)

Principal Investigator (PI) or Project Lead Biographical Sketch
Please upload a brief (one page) biographical sketch. If more detail is necessary, you may include a link in the sketch to a CV or Resume (in a Google Doc or other

After you complete the required evaluation questions and save them, the review dashboard will show that review as complete. You will be able to make changes to your completed reviews until the review deadline.

Dashboard

Role (Board Member)

Process 1

Your Evaluations 3 Closed Evaluations 0

Pending 2 Complete 1

Quick Search

FORM	PROCESS	APPLICANT FIRST NAME	APPLICANT LAST NAME	PROJECT	SCORE	
2023 Evaluation Rubric	IITG 2023 Application				100%	Update ✓
2023 Evaluation Rubric	IITG 2023 Application					Start ⚠
2023 Evaluation Rubric	IITG 2023 Application					Start ⚠