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## GOapply REVIEWER BEST PRACTICES

PRESENTED BY  
ZOEY FIFE

# REVIEWER

- Options and Setup
- Forms
- Scoring

# REVIEW GROUPS

- Reviewer is broken into review groups
- Each review group can have its own settings, scoring, due date, and reviewers
  - For example: Each scholarship award may be a review group, even if you have a general application
- Note: Applications can be added to multiple review groups
  - Applications cannot be added to the same review group more than once

# REVIEW GROUP SETUP

- While an application and phase value are required, not all applications in the review group must be from the same application or phase
- **KEY CONCEPT:** If the GOapply Status Tracking is submitted, it can be added to a review group

# REVIEW GROUP SETUP

- Review group settings control the visibility of review comments, as well as the conflict-of-interest option
- Additionally, review group settings are where you select the scoring type
- There are two types of scoring available: Weighted Average and Sum (total score)

# SCORING TYPES - WEIGHTED AVERAGE

**Weighted Average:** Used to assign values or scores to different criteria or factors in a way that reflects their relative importance, it helps decision-makers prioritize certain aspects of the application based on their significance.

Example: Evaluating the application on 3 criteria impact, feasibility and sustainability. Each criteria can have a different “importance” assigned to it when calculating the final score.

Impact = 40%

Feasibility = 30%

Sustainability = 30%

Each question scored 1-10

Criteria	Score	Weight	Weighted Score
Impact	8	40%	3.2
Feasibility	6	30%	1.8
Sustainability	7	30%	2.1
TOTAL WEIGHTED AVERAGE:			7.1

# SCORING TYPES - SUM (TOTAL SCORE)

**Sum (total score):** Used to provide a total score for the application. Great option for more straightforward scoring.

Example: Evaluating the application on 5 criteria:

- Impact
- Feasibility
- Sustainability
- Need
- Capacity

Each question scored 1-10

Criteria	Score	Max
Impact	8	10
Feasibility	6	10
Sustainability	7	10
Need	6	10
Capacity	8	10
Sum (total score)	35	50

# REVIEW FORMS

- Use the form editor to build review forms
- KEY CONCEPT: Each review group must have a form definition

# REVIEW FORMS

- Limited to these question types:
  - Single text
  - Radio group
  - Dropdown
  - Long text
- Only 1 page allowed
- Dropdown questions can be scored

# SCORING

AkoyaGO

Weight

50

Public

Choices

Form Entry Fast Entry

	Value	Text	
<input type="checkbox"/> Edit	Strongly Agree::	Strongly Agree	✕
<input type="checkbox"/> Edit	Agree::75	Agree	✕
<input type="checkbox"/> Edit	Somewhat Agree	Somewhat Agree	✕
<input type="checkbox"/> Edit	Disagree::25	Disagree	✕

Add New Remove All

**For drop down questions:** If using weighted average scoring the weight is **REQUIRED**.

**Scoring Choices:** Value is the display name of the choice **TWO** colons and the score value.

EXAMPLE:

Value	Text
Strongly Agree::100	Strongly Agree
Agree::75	Agree
Somewhat Agree:: 50	Somewhat Agree
Disagree:: 25	Disagree

# REVIEW GROUP APPLICATIONS

GOapply review groups are related to GOapply Status Tracking records via “Review Group Applications”

GOapply Status Tracking Records can be added to review groups 4 ways:

1. FLOW on Review Group: GOapply Add all applications to review group
  - Adds all submitted applications matching the application and phase value in the review group
2. FLOW on Request: GOapply Add Request to Review Group.
  - Prompts for group name, can multi-select requests as needed
3. FLOW on GOapply Status Tracking: GOapply Add to Review Group.
  - Prompts for group name, can multi-select records as needed.
4. Manually create review group application as needed.

# REVIEWERS

- Each reviewer must have an GOapply account before being added to a review group
- In the reviewer record, you can see associated individual responses and scores

000001006 - Saved 000001006  
Reviewer Reviewer No

General Responses Scores Internal Related

Review Group	*  General Application Reviewer Group
Reviewer	*  gail@akoyago.com
Review Complete	Yes
Lead Reviewer	No
Owner	*  NA Testing Team User (Offline)

# THANK YOU

Presented By

**Zoey Fife**

Support Tech Tier III



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