WA Women's Fdn: Letter of Inquiry (LOI)
Reviewr Instructions
Created 10/25/2021

Thank you for your interest in submitting an LOI to WA Women's Fdn's Collective Grants. The following instructions will guide you on how to use our application portal on Reviewr and will cover the following processes:

- Setting up your account (pg. 1)
- Submitting your LOI (pg. 3)
- Editing your LOI before the deadline (pg. 5)
- Adding other editors to your LOI submission (pg. 7)
- Troubleshooting tips (pg. 9)

If you have any questions, please contact Aviva Stampfer, Senior Grants Program Manager, at aviva@wawomensfdn.org.

NOTE: The following screen captures were taken during the 2022 Collective Grants cycle, and may contain information pertinent to that cycle. Please check the live site for the most up-to-date information, including deadlines and the priority areas.

Setting up your account

1. To set up your account, navigate to our LOI application site from this part of our website: https://wawomensfdn.org/for-nonprofits/letter-of-inquiry/
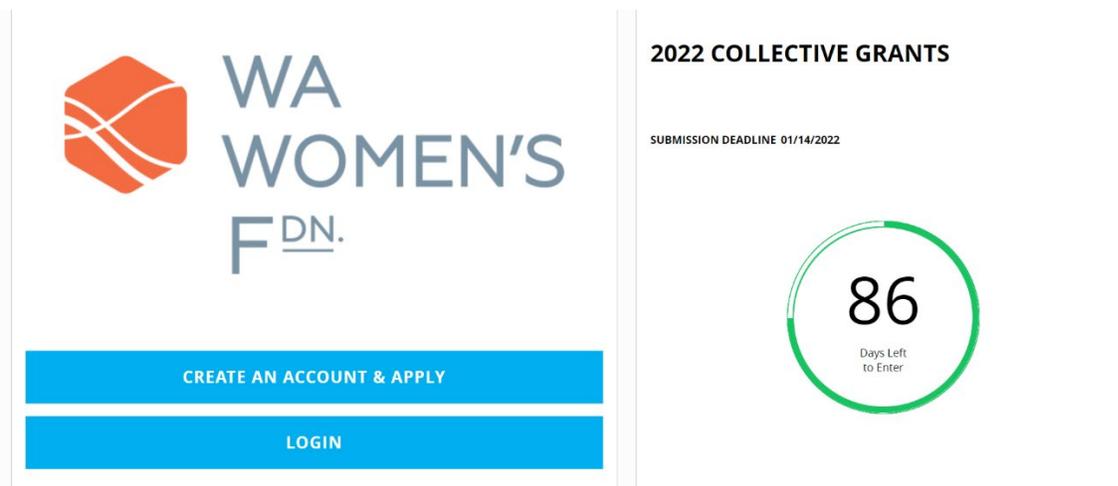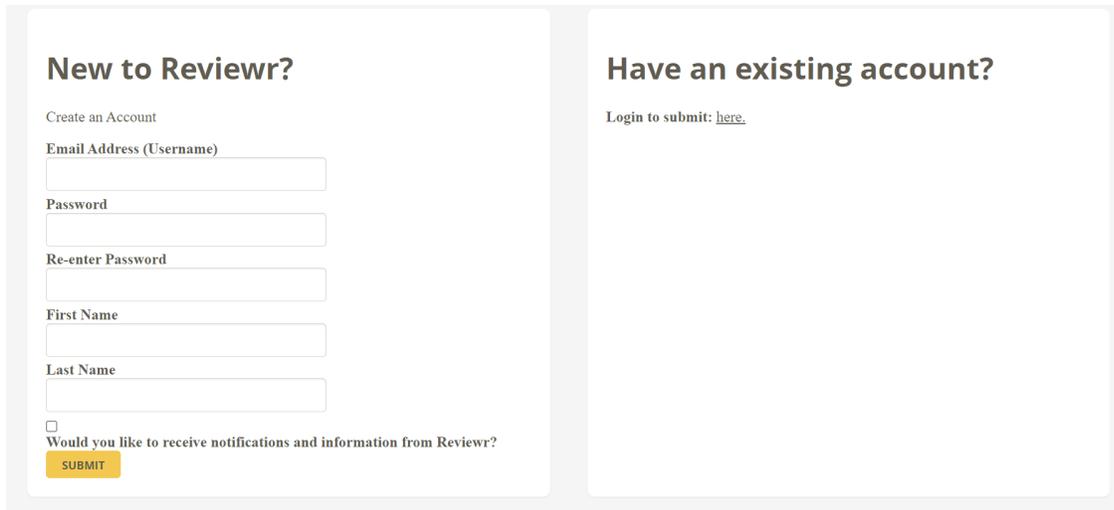

Image description: screen capture of LOI application site. The left-hand column has a "Create an account & apply" button and a "login" button. The right-hand column has a countdown of days until the submission deadline.

2. Click on "Create an Account & Apply."

New to Reviewr?

Create an Account

Email Address (Username)

Password

Re-enter Password

First Name

Last Name

☐
Would you like to receive notifications and information from Reviewr?

SUBMIT

Have an existing account?

Login to submit: here.

Image description: screen capture of account sign-in page. The left-hand column has a sign-up form, asking for e-mail address, password, re-entering of password, first and last name. The right-hand column asks if the user already has an existing account.

3. Enter in the requested information. **Please note** the following:

- All correspondence about the LOI will be made to the registered e-mail address. Please make sure that the registered e-mail address belongs to your primary contact.
- Please check the box "Would you like to receive notifications and information from Reviewr" so you can receive our notifications.
- If you have used Reviewr before (even if it was for an application process outside of WA Women's Fdn), you can use that login here.
  - o If you're unsure, you can register your account with your e-mail address. If your e-mail address has been used previously, the system will say that the e-mail is in use. In that case, click the link under "Have an existing account" and follow the process to retrieve a forgotten password.
- **If you are a contract grant writer submitting an LOI on behalf of an organization**, we recommend you create an account using the e-mail address of the staff member that will be the primary contact. You can add your own e-mail to the LOI for editing and review before final submission. (See "Adding other editors to your LOI submission" for more information)

Submitting your LOI

Enter the requested information on each page. Fields indicated with * are required. You cannot progress to the next page of your LOI until all required fields on the page are filled out. Once required information is entered into each page, you can toggle between the three pages.

You may save your LOI at any point. At the top of each page, you will find a "Save & Logout" button. Click the button to save your LOI. You will be logged out of your account, so if you would like to continue working on your LOI, please re-login.

Clicking "Logout" in the upper right corner of the page will _not_ save your work. Please click "Save & Logout" to ensure your work is saved.
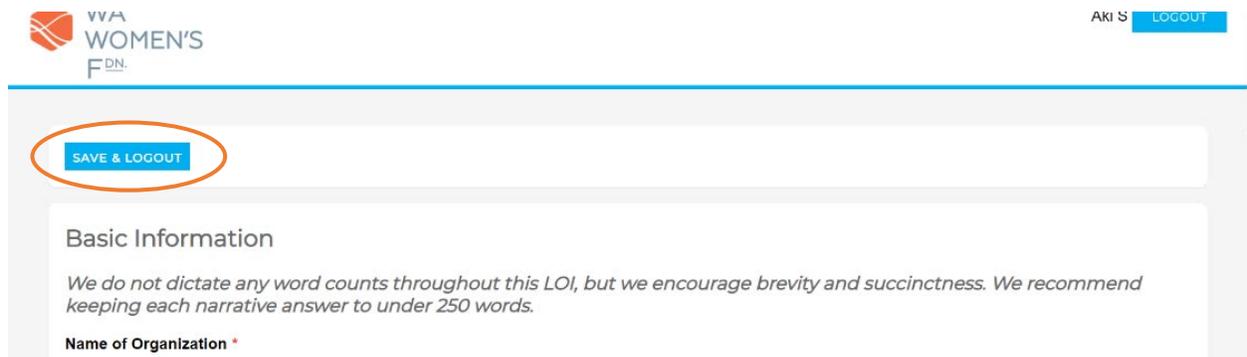
Image description: screen capture of top of first page of LOI. On the left-hand side is a "Save & Logout" button, which users should click if they would like to save their work. In the upper right corner is a "Logout" button. Users who click this button will log out of their application and will not have their work saved.

Your LOI will not be considered complete and submitted until you click the "Submit" button on the last page.
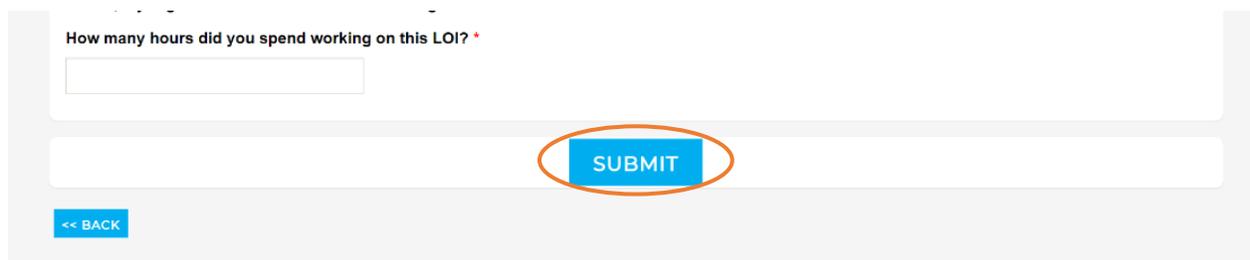
Image description: screen capture of lower half of third page of LOI. In the center is a "Submit" button, which is circled. Users must click this to consider their application completed and submitted.

After you submit your application, a confirmation message should appear on the screen. You also should receive a confirmation e-mail in your inbox. If you do not see the confirmation e-mail in your inbox, please check your Spam/Clutter/Junk inbox. You also can confirm receipt with Aviva Stampfer, Senior Grants Program Manager, at aviva@wawomensfdn.org.

Editing your LOI before the deadline

You can edit your LOI **after** submitting it and **before** the stated deadline (please check our website and communications for details, as the exact date changes each year). **You may edit your LOI as many times as you'd like up until the deadline, but the latest saved version in the submission portal at the time of the deadline will be reviewed as your LOI for the grant committee's consideration.**

If you have successfully submitted your LOI, you will see the following screen the next time you log into your account:
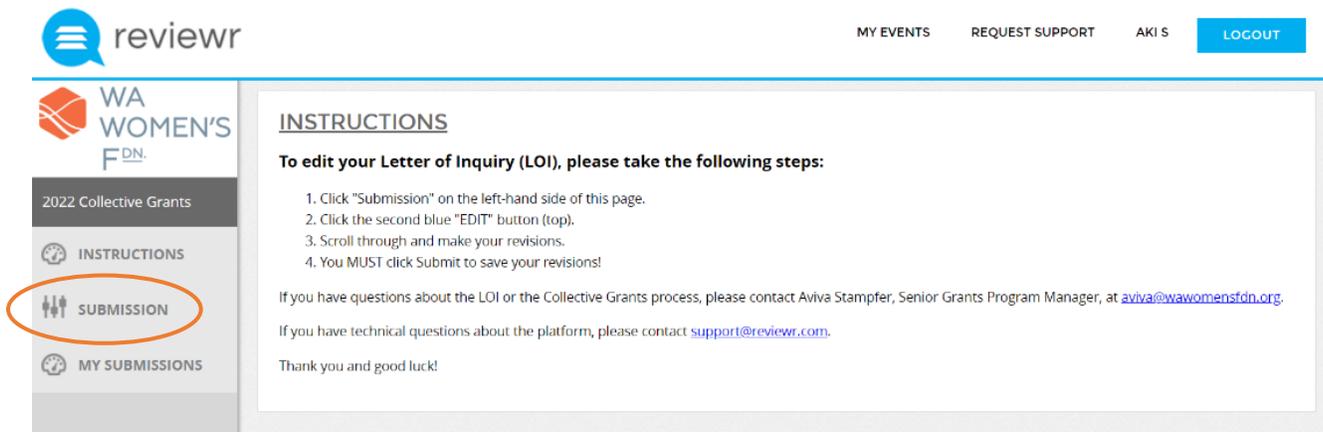
Image description: screen capture of the submission portal once a user has submitted their application. There is a left-side navigation panel with "Instructions," "Submission" (which is circled), and "My Submissions." In the upper right corner, there are options to request support and to log out.

To edit your LOI, click "Submission" on the left navigation panel. You will be directed to the LOI you submitted. It will appear under "My Application."
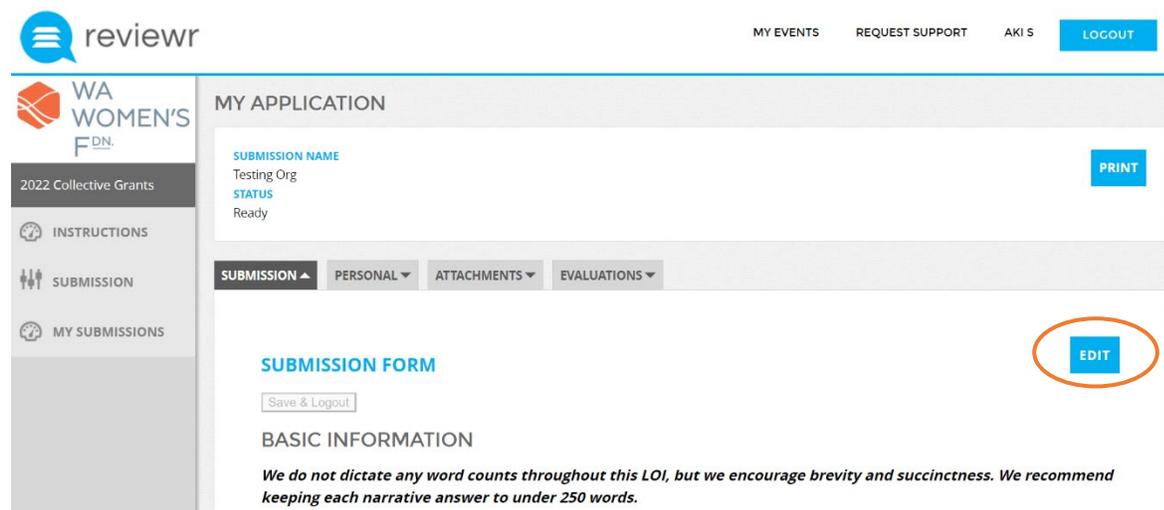
Image description: screen capture of submitted application with editing and printing options.

Click the "Edit" button to edit your LOI.

Like the initial submission, you can edit your LOI page by page and save your progress. However, unlike the initial submission, clicking "Save & Logout" while editing will return you to the "My Application" view (i.e., it will not log you out of your account; see images below).
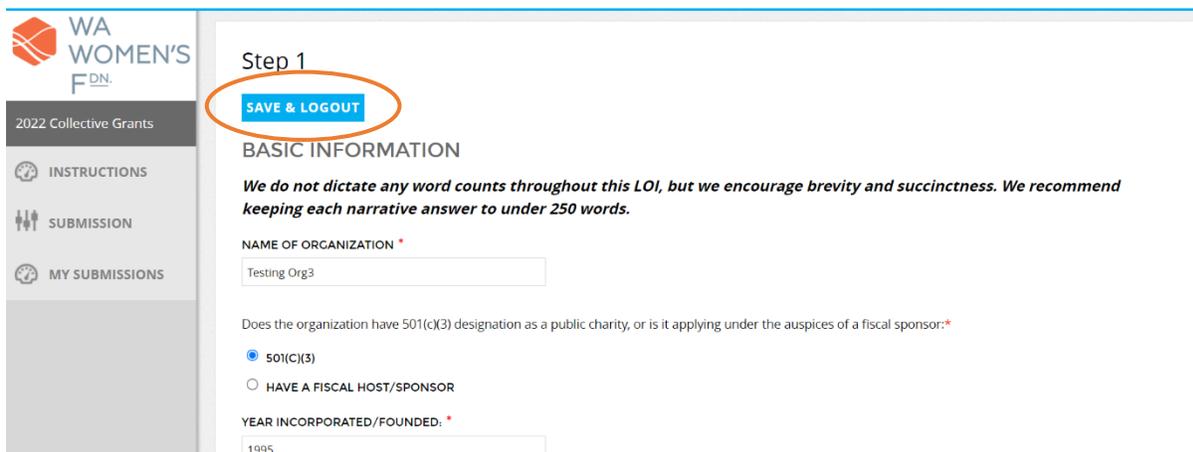
Click the "Save & Logout" button while editing your submitted LOI will return you to this view ("My Application").

Image description: top image show submitted application in editing mode with the "Save & Logout" button circled. A downward arrow indicates that clicking the "Save & Logout" button while in this view will return the user to the "My Application" view. The bottom image shows the "My Application" view.

If you would like to print a paper copy of your submitted LOI, click "Print" in the upper right corner of the screen and follow the prompts.

Adding other editors to your LOI submission

In addition to editing your LOI, you can add other editors or reviewers to your LOI **after** submitting it and **before** the stated deadline (please check our website and communications for details, as the exact date changes each year).

To do this, navigate to your LOI by clicking "Submission" on the left navigation panel. Click the "Personal" tab.
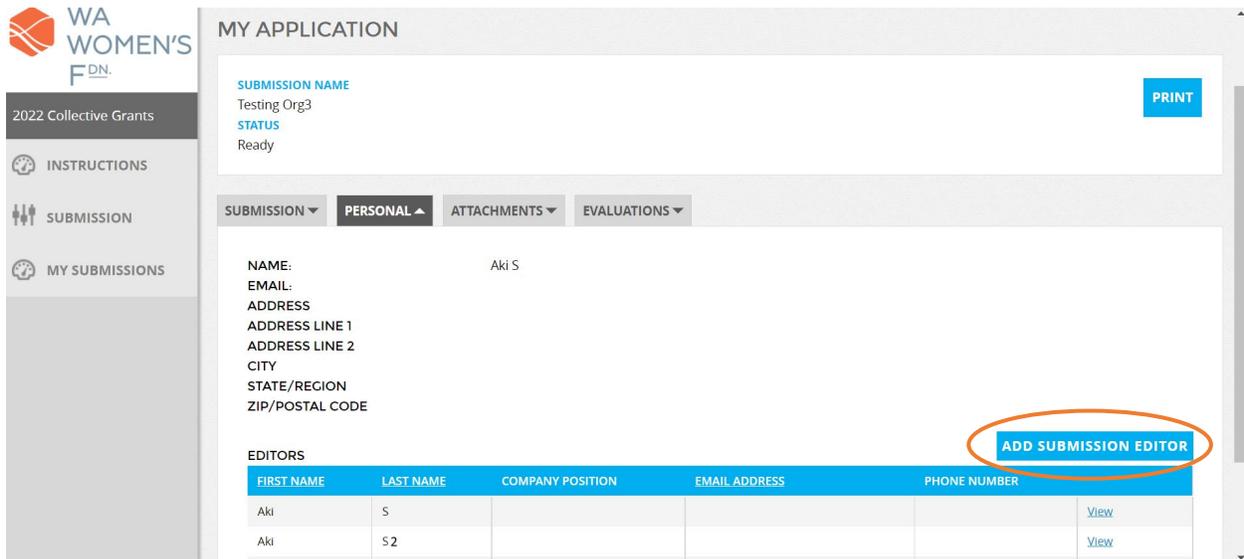

Image description: screen capture of the submission portal with the "Personal" tab selected. On the right-hand side of the screen, there is an "Add Submission Editor" button (which is circled).

Click the "Add Submission Editor" button and fill out, at a minimum, the fields for the individual's name and e-mail address.
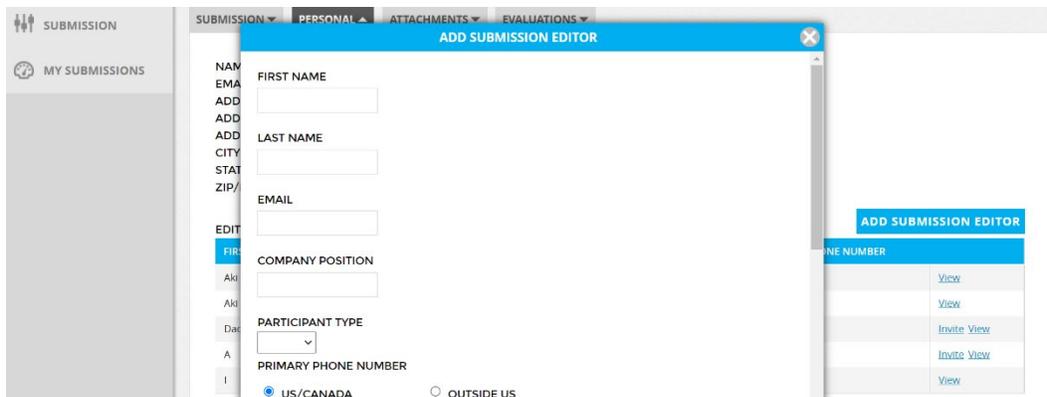

Image description: screen capture of the "Add Submission Editor" fields.

After entering and saving the information, an "Invite" link should appear next to the "View" link on the corresponding editor line. Click "Invite" to have the editor/viewer create a Reviewr account to access the LOI.

If the editor/viewer has a Reviewr account already, they can log into their account and navigate to "My Submissions" to see your LOI.
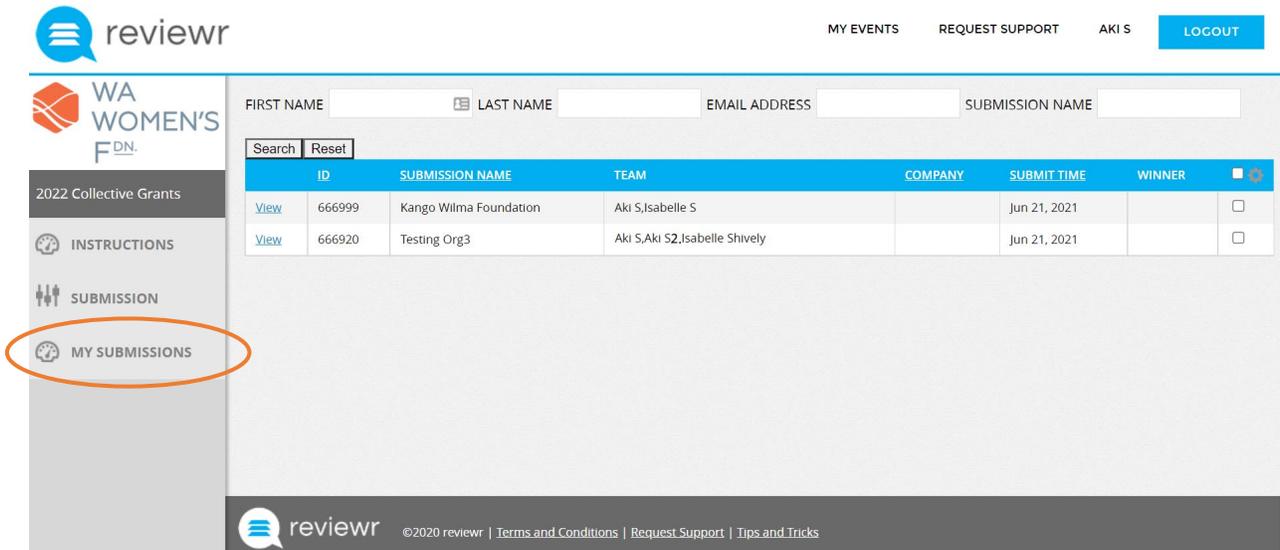

Image description: screen capture of view in submission portal if user clicks "My Submissions" on left-side navigation panel. "My Submissions" is under other options, "Instructions" and "Submission."

NOTE: All notifications will go to all team members added to the application. If you'd like only one person or fewer people to receive emails, please send an e-mail to Aviva Stampfer (aviva@wawomensfdn.org) specifying which team member(s) to remove.

Troubleshooting tips

1. **I did not receive a confirmation e-mail after I submitted my LOI.**

   Please double check your Junk/Spam/Clutter inbox. The e-mail will have come from Aviva Stampfer, our Senior Grants Program Manager (aviva@wawomensfdn.org).

2. **I am having technical difficulties with submitting my application. (e.g., a button/link is not working, I cannot submit my application, the page says there's an error but I don't know what it is, etc.).**

   Scroll to the bottom of the screen of the LOI form and click "Request Support" to submit a support ticket to Reviewr. Please be as detailed as possible when describing your error; attaching a screen capture of the issue is recommended. Once a support ticket has been submitted, you will receive a confirmation email to the email on your account. The Reviewr Support Team will respond to you by email.

Image description: screen capture of footer of LOI form. From left to right, the footer navigation menu reads: "Terms and Conditions," "Request Support" (which is circled), and "Tips and Tricks."

If you have already submitted your application and need technical support while editing it, you can click the "Request Support link at the top of the submission portal.
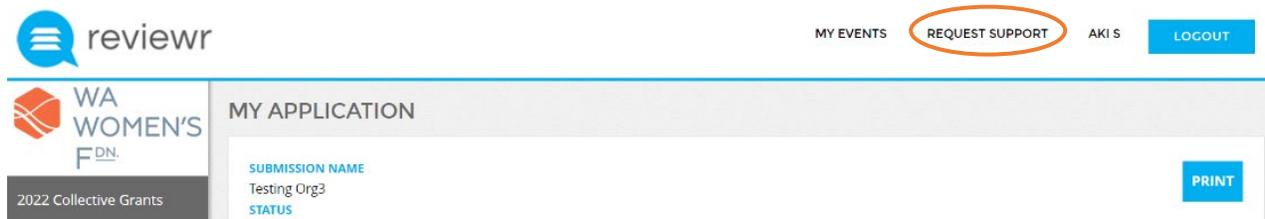

Image description: screen capture of top navigational menu of submission portal. In the upper right corner of the screen, reading from left to right, the links read: "My Events," "Request Support" (which is circled)", the user's name, and "Logout."

You can also send an email to the Reviewr Support Team at support@reviewr.com.