

The call site, an online application site by SurveyMonkey, is used by IDRC to announce, accept, and review submissions for Competitive Calls. Each program’s individual site is called a Call Site. These sites are set up and run by Call Admins. As a Reviewer, you are responsible for reviewing assigned submissions.

Accessing the Call Site

First Time External Users

1. Reviewer account set up email received from Call Admin with a unique user link to the program’s Call Site¹.
2. Click the link in the email.
3. Enter your first and last names and create a password² on the webform.
4. Click **Submit**.
5. Click **Reviewer** (if applicable).
6. Click **Start** for the desired competition.

Subsequent External Users

1. Go to <https://idrc-crdi.smapply.io/>.
2. Click **Log In**.
3. Select **SurveyMonkey Apply**.
4. Enter your email address and password.
5. Click **LOG IN**.
6. Click **Reviewer** (if applicable).
7. Click **Start** for the desired competition.

Internal Users

1. Go to <https://idrc-crdi.smapply.io/>.
2. Click **Log In**.
3. Select **IDRC Employees / Employés du CRDI**.
4. Enter your network email.
5. Click **Next**.
6. Enter your network password.
7. Click **Sign In**.
8. Click **Stay Signed In**.
9. Click **Reviewer**.
10. Click **Start** for the desired competition.

Resetting Your Password

1. Click **Forgot your password** on the Call Site homepage.
2. Enter the email address associated with your Apply account.
3. Click **Send Instructions** button.
4. Click the link in the received email¹.
5. Create a new password².
6. Click the link to return to the homepage and log in.

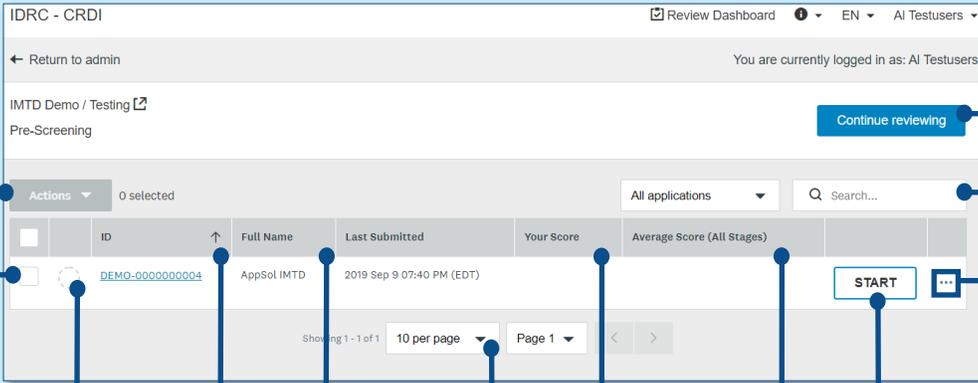
Note:

¹Reviewer account set up and password reset emails can end up in your Spam, Junk, or Quarantined email folders, be sure to check these folders if you do not receive an expected email.

²When creating a password, it must be at least eight characters long and include one uppercase letter, one lowercase letter, one number, and one special character.

Reviewer’s Summary Page

To access your personalized Reviewers Summary page, click **Start** on your **Review Dashboard** next to the competition you wish to start reviewing.



Actions and Selection box: click the selection box for one or more applications to download applications or reviews for selected items, or to export all reviews.

Continue reviewing: click here to pick up where you left off

Search: enter an applicant’s name or ID here to quickly find them.

Ellipses (...): click here to view or download the application, to download your review, or to export all reviews.

Review Status:

- Not started
- Started but not finished
- Finished

ID: find the system generated application ID number here. You can also start a review by clicking the links in this column.

Full Name: this column lists the full name of the applicant.

Click the down arrow to change the number of applications visible per page.

Once you complete a review, the review score will appear here.

When the application is scored over multiple stages, the average score will appear here.

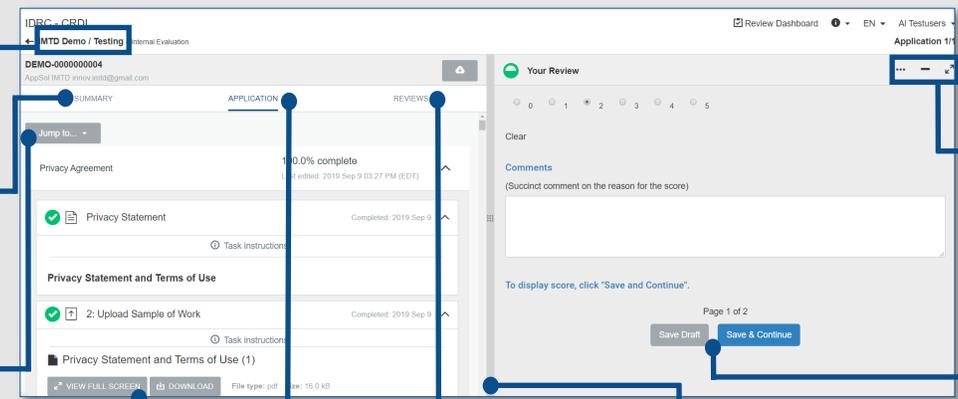
Start: click here to start the review of desired application.

Reviewing Submissions

Side by Side View (default view)

This view displays a split screen showing the reference material in the left panel and the evaluation form in the right panel.

To access this view click on the submission title link in the **Submission column** on the **Reviewer’s Summary Page**.



Click the name of the competition to return to the **Reviewer’s Summary Page**.

Summary (default): shows a summary of the application/review details.

Jump to (under Application): use this button to move between the application sections.

VIEW FULL SCREEN (under Application): click here to view a specific attachment in full screen mode.

Application: click here to view the application being reviewed.

Reviews: click here to view the reviews already done on this application.

The panels can be resized by clicking and dragging either panel’s inner edge.

Click these icons to change the view of your evaluation form. For more information, click [here](#).

Save and navigate between the evaluation form pages using the **Save Draft** and **Save & Continue** buttons.

When done reviewing, click the **MARK AS COMPLETE** button.

Changing the view of your evaluation form

- Minimize:** Displays a pop-up window of the evaluation form only.
- Expand:** Displays a pop-up window of the evaluation form only.
- Side by side:** displays the application and evaluation form in a side by side view (default view)

Tips for Reviewers

- It is recommended to use the browser **Chrome** when accessing Apply.
- It is advised to use the **Side by Side** review view, as it displays all appropriate materials in one screen.
- Use the **slider bar** (center of the **Side by Side** view) while reading the reference materials to change the size of the viewing panels.
- If you need to temporarily leave the submission you are reviewing to launch another application (Word, Excel), click **Save Draft**. This will allow you to return to where you left off, even if you leave the site, and not lose any scoring and comments made up until that point.
- At any point you can edit or delete your reviews to either change or start over a submission’s evaluation form by clicking on **Edit** or **Delete** on the **Reviewer’s Summary Page**. The original score will be removed and re-calculated based on the new choices in the form.

Downloading from the Call Site

Reviewers that prefer to review the material outside of the Call Site, or if they have dual screens, may download all associated materials for a single submission or all submissions assigned to them.

Download a Single Assigned Application

To download a zip file of all submitted materials of a single application:

1. Go to the **Reviewer's Summary Page**
2. Click on the **ellipses (...)** next to the desired application
3. Select **Download application**
4. Customize your download in the **Download Options** pop-up and then click **Download** when ready
5. Click **Download** in the new window

Download a Specific Application Task

To download a specific application task of the application:

1. Go to the **Reviewer's Summary Page**
2. Click on the **ellipses (...)** next to the desired application
3. Select **Download application**
4. Select **Choose application tasks** in the **Download Options** pop-up and select the task from the drop-down menu on the right
5. Click **Download** in the new window

Download Select Assigned Applications

To download select applications:

1. Go to the **Reviewer's Summary Page**
2. Click the **boxes** next to the submissions to be downloaded (to the left of the **Submission** column)
3. Click on the **Actions** drop down menu
4. Select **Download applications**
5. Customize your download in the **Download Options** pop-up and then click **Download** when ready
6. Click **Download** in the new window

This downloads selected assigned applications into one zip file, each submission will have its own subfolder in the zip.

Download All Assigned Applications

To download all assigned applications:

1. Go to the **Reviewer's Summary Page**
2. Select the box in the table's header to select all applications
3. Click on the **Actions** drop down menu
4. Select **Download applications**
5. Customize your download in the **Download Options** pop-up and then click **Download** when ready
6. Click **Download** in the new window

This downloads all assigned submission into one zip file, each submission will have its own subfolder in the zip file.

Download a Completed Evaluation Form

To download completed evaluation form for one application:

1. Go to the **Reviewer's Summary Page**
2. Click on the **ellipses (...)** next to the desired application
3. Select **Download my review**
4. Click **Download** in the new window

Download All Completed Evaluation Forms

To all completed evaluation forms:

1. Select the box in the table's header to select all applications
2. Click on the **Actions** drop down menu
3. Select **Download my reviews**
4. Click **Download** in the new window

Note: When printing multiple submissions or evaluation forms, it can take a couple minutes to compress all the data if there is a large number of files.