How to use the Jury Evaluation / Feedback Tool (for jury members only)

- First Login
- Assess Proposals

First Login

1. Login at https://fundingportal.wwtf.at with the credentials sent to you via email
2. Fill out the required data in "My Profile" and agree (checkbox) to the *WWTF's Data Privacy Statement - Registration*
3. Click "Save" (green button)

> You can also change your password there!

Assess Proposals

1. Login with you credentials (if you aren't logged in) at https://fundingportal.wwtf.at
2. Go to the menu "JURY"
3. Upon first use: check "I confirm the *Jury Standing Orders for {Call}*". This is the document "Jury Standing Orders" that was already sent to you (and which you already signed)

> A list of the proposals will appear.

On the page that lists all proposals you can:

- Display all proposals or only those allocated to you (dropdown menu at the top)
- Download all proposals as zip
- Download the Book of Abstracts
- Download the Jury Briefing
- Download the Jury Standing Orders

> Click on the **"evaluate"** button for the assessment of a specific proposal. You can only click to evaluate only those allocated to you.

1. Fill out the assessment form. You can read/download the proposal by clicking on the grey "Proposal" button.
   - We recommend bullet points with key statements rather than extensive sentences and long paragraphs.
2. Save the assessment whenever you see fit.

> We recommend to click the green button "Send evaluation" only after you have done all your assessments when you are sure that you will not make any changes to them anymore. After sending, the form will be inaccessible for further edits. Assessments can then be downloaded as PDF after "Send evaluation".