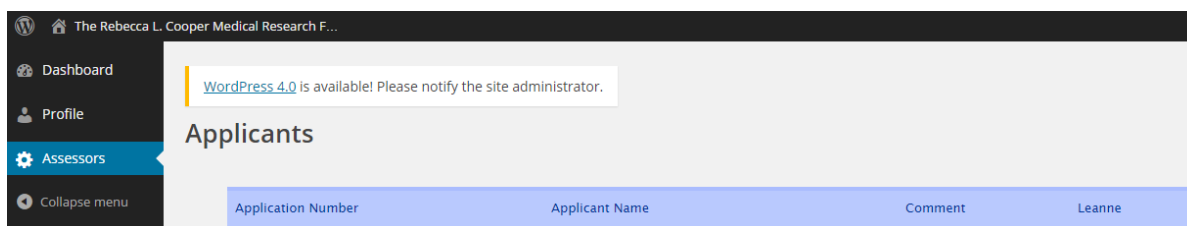


Instructions for Online Assessors Portal

The Online Assessors Portal can be accessed via <http://cooperfoundation.org.au/Fellowship/wp-admin>

Your login details have been sent to you by email. Please contact info@cooperfoundation.org.au if you have not received your login details.

When you log into the portal, you will arrive at the Assessors homepage (see image below) where you will see a list of the applications you will be assessing.



To open an application, click on the application number.

A new screen will open as shown below. From this screen you can:

- access the detailed grant application by clicking “Click here to view application”
- score the application on rating scale of 0-100 (Future vision_45 points; Personal Achievements / Track Record_35 points; Research significance_20 points);
- enter a comment about the application (comments are used to inform decision making. Feedback on applications or discussion concerning the outcome applications is not provided to applicants); and
- tick if you have a conflict of interest (if you do have a COI, please notify the Leanne Arber so that the application can be re-allocated)

Once you have finished scoring the application, click the “Save Score” button. You can now return to the homepage by clicking the “x” in the bottom right-hand corner. Your score and comments for the application should now be displayed on the homepage dashboard.

Application Number 20012 [Click here to view application](#)

Assessor: Leanne

Score (0-100):

Comment:

Conflict of Interest:

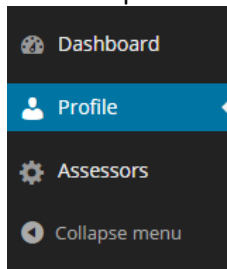
Save Score

Homer Defined



Changing your login password:

Once you have logged in for the first time, you can change your password via the “Profile” tab on the left-hand panel.



Logging out

To log out, hover over the “Howdy, Name” located in the upper right-hand side of the webpage, then click on “Log Out”.

