



## NEA Panelist Instruction Manual

(Note: The NEA-GO system is optimized for use with the following web browsers: [Mozilla Firefox](#), [Safari](#), [Google Chrome](#)). Internet Explorer will also work, but you must have at least version IE 8.

***If you have any questions about the review process or the GO system, please contact your NEA staff member.***

***Before you begin your scoring, please view the online orientation. This will provide important background information for you about the review/panel meeting process. Also, it's critical to this process that you complete your scoring/comments by the deadline given to you by your NEA staff.***

### A. REVIEWING APPLICATIONS AND WORK SAMPLES

1. Log in at: <http://nea.cloud.culturegrants.org> with the credentials provided by the NEA staff, which you should have received in an email. You will be asked to agree to the Terms and Conditions and click "Submit." (The Terms and Conditions refers to the user as "applicant," but it applies to panelists as well.)

ART WORKS. National Endowment for the Arts

Home Help Video Help Sign Up Log In

User Name \* trevorpanelA

Password \* \*\*\*\*\*

[Forgot your password?](#)

Login

General Terms Of Service Privacy Policy

2. Click on the link for your discipline and panel in *My Forms* (the first screen you will land on). If you are serving on more than one panel, they will all be listed here. PLEASE NOTE: The "Help" tab is for applicants, and doesn't currently include information for panelists.

ART WORKS. National Endowment for the Arts

Home Help My Forms Video Help

Click the link below to begin reviewing applications and scoring.

[Presenting Master Panel A1 Review Form](#)

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- You will see all of the applications assigned to your panel, in alphabetical order.

Remember to score and comment on all the applications. You can change the number of applications (records) you see on the page by clicking on the "Records per page" drop down menu at the bottom right of your screen.

My Forms > **Our Town 2013 Review Panel A**

Click this Magnifying glass icon to view the applicant's application and work samples.  
 Click this green arrow pointing down to download one or all of the applicant's work samples for offline viewing.  
 Click the star badge to access the score card to score and leave comments.

2 Applicant Username	4 Field/Discipline	6 Applicant Organization Name	Artistic Excellence	Artistic Merit	Artistic Excellence Comment	Artistic Merit Comment	Actions	Total
GRANT11301201	Design - Our Town	Barter Foundation, Incorporated State Theatre of Virginia						
GRANT11299226	Design - Our Town	Bucknell University						
GRANT11298396	Design - Our Town	Capitol Center for the Arts						
GRANT11300612	Design - Our Town	City of Columbus, Nebraska						
GRANT11301161	Design - Our Town	City of DeLand, Florida						
GRANT11301680	Design - Our Town	City of Hopkinsville, Kentucky						
GRANT11299694	Design - Our Town	Town of Westerly, Rhode Island						
GRANT11299976	Design - Our Town	Town of Wright						
GRANT11300952	Design - Our Town	Village of Saranac Lake						
GRANT11298290	Design - Our Town	WHY Performance Center, Inc.						
GRANT11299906	Design - Our Town	Women's Studio Workshop, Inc.						

Records per page: All

- To see the complete list of applications for your panel, go to the bottom right of your screen, click on the drop down menu for Records per page, and click All.
- You can sort the applications by clicking on the top of a column.
- Toward the top left of the screen, under the list/definition of the icons, you will see a link to the "electronic panel book." If you click on this link, you can download and save a PDF of all the applications. This can be useful if you will be without internet access for an extended period of time.

[My Forms](#) > **Master Panel F - Arts Education FY2014 August Pane**

Click this Magnifying glass icon to view the applicant's application and work samples.  
 Click this green arrow pointing down to download one or all of the applicant's work samples for offline viewing.  
 Click the star badge to access the score card to score and leave comments.

[Arts Education AW14 2F](#)

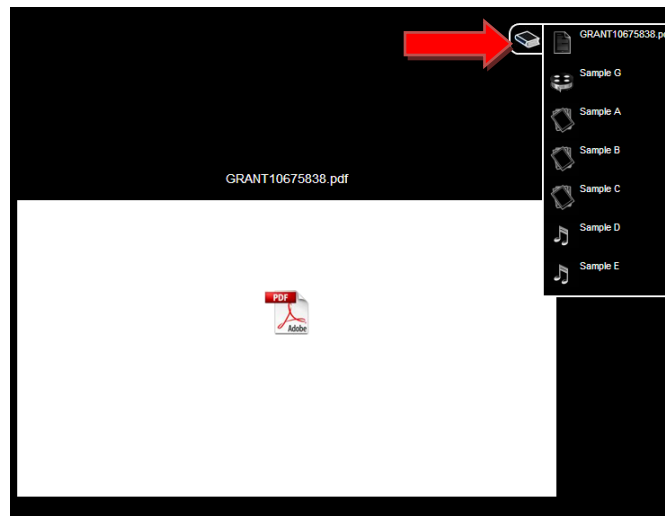
2. Applicant Username	4. Field/Discipline	6. Applicant Organization Name	Artistic Excellence	Artistic Merit	Artistic Excellence Com
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- Under Actions, you have 3 options.
  - The first icon, a green magnifying glass, is View Support Material. This will bring up a new window to view the application and the work samples. We highly recommend that you use this method to review the audio, video, and digital image work samples.

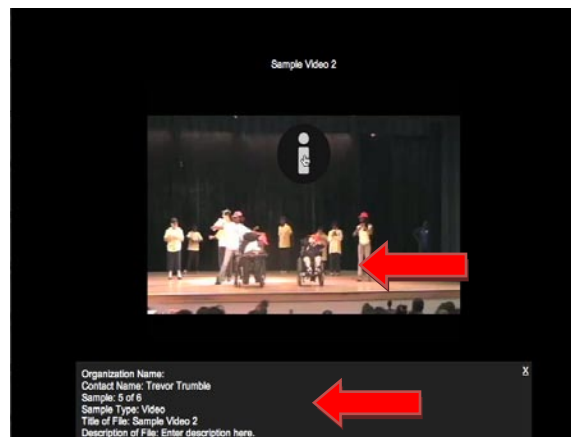
- b. The second icon, an arrow pointing down with a line below it is Download Material. You can select which samples to download by checking the box under the thumbnail for each sample you want to download, then click Download ZIP. You will need to unzip the file after it downloads to view the sample(s), then create your own file names to save the files if you want to use them later. **Be aware that downloading the work samples will be more time consuming than viewing them online in the NEA-GO system. (NOTE: Please remember that if you do download any application-related material, you will need to delete those files immediately after the panel meeting has ended.)**
- c. The third icon, a yellow star, is “Scorecard.” This will take you to the page where you will enter your scores and comments (see *Section B - Entering Scores and Comments* below for instructions on that part of the process).

8. Click on the magnifying glass to begin viewing the application and work samples.

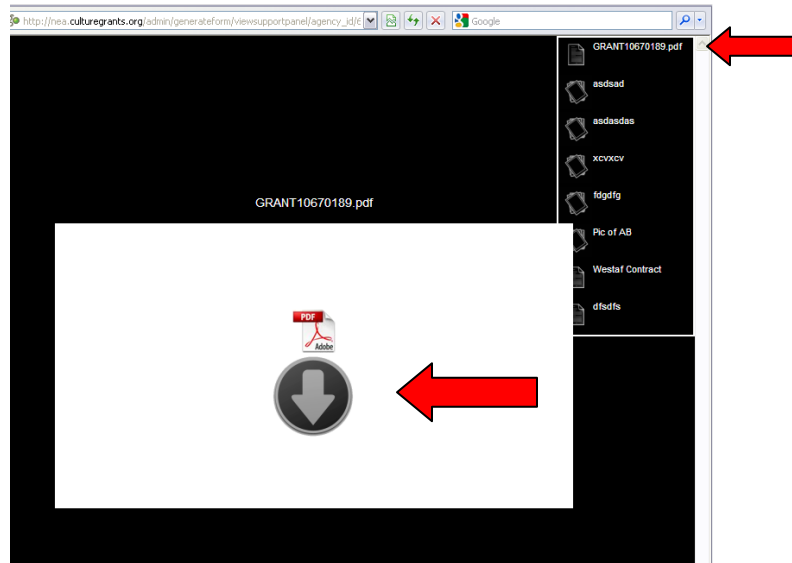
9. Click the Book icon at top right to see a list of the work samples for the application (if there is no book icon, the files will just appear as a list). Click on a work sample to view it. You will notice several different types of icons in these lists – each one designating a different type of sample: slides for images, musical notes for audio, a film reel for video, and a page for PDFs.



10. To see information provided by the applicant about a work sample, hover over the center top of the image (or icon if it is a PDF or audio sample). A large i in a circle will appear. Click the icon to show the information underneath and to the left. To close the information, click on the “x” to the right.



11. To view the application itself, click on the work sample labeled GRANT 1xxxxxxx, (which should be the first one listed) and hover below the PDF icon. A circled arrow pointing down will appear. Click the arrow. You will get a pop-up message: "Do you want to open or save this file?" PDF files must be opened separately to view them (you won't see the opened file in the Jury Slideshow window). You can then keep the PDF file open and minimize it while you review other work samples. Video, audio, and graphic files can be viewed within the GO system.



You must have Adobe Reader on your system in order to access the application and other PDF files. (Mac users should also use Adobe Reader rather than Preview.) *If you don't currently have Adobe Reader or have an older version (less than version 10) and want to make notes on the applications and save them to your own computer, use the following link to download a free copy of the latest version.* <http://get.adobe.com/reader/>. Scroll down until you see the Download button. Click on the button and follow the instructions. If you have trouble, please contact an NEA staff member.

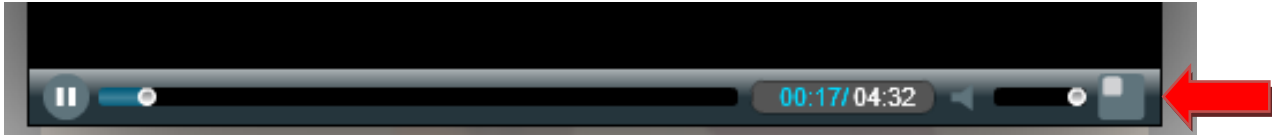
**IMPORTANT:** If, while reading an application, you realize that you may have a potential conflict of interest, please do not score or comment on the application. Notify your staff contact person immediately so that they can address the issue.

You can print out the application after you download it if you wish to.

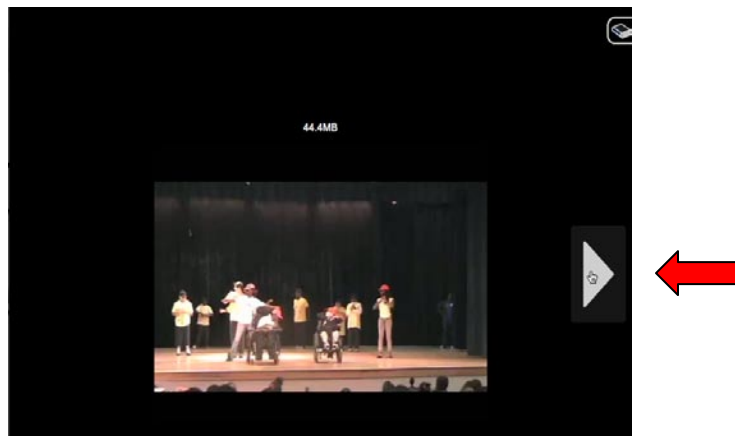
12. To review audio or video samples, click on the sample you want and hover over the center of the image or icon. A play button will appear. Click play to stream the sample.



13. You can seamlessly skip to any point in time by clicking in the scroll bar at the bottom and moving the slider button. Time codes are also included on the bar for both audio and video files.

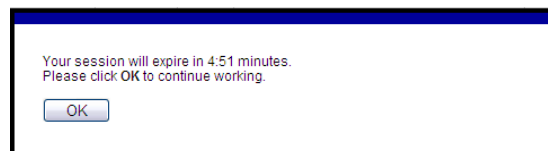


14. You can maximize the image by clicking on the box with the diagonal arrow to the right of the scroll bar. A “Press Escape to Exit Full Screen Mode” message will appear. Hover toward the bottom of the screen to get the scroll bar to reappear. For photos/digital images, you may want to use your browser zoom to enlarge the image.
15. Click the X in a circle at the top right of the image to close the sample.
16. Some applicants submit PDFs of documents or PDFs with links to websites. You should open these the same way that you opened the PDF of the application. You can click on any links in the PDFs to view the additional material included by the applicant. If you use Internet Explorer: When you’ve finished looking at the linked website, click on the back arrow on your browser to go back to the NEA-GO work sample page. If you close it by hitting the “x” you’ll go back to the list of applications.
17. If you hover to the right or left side of the image, a white arrow will display. Click the arrow to scroll back and forth through the work samples in the order intended by the applicant. (NOTE: If the list of work samples is long, you may need to hover on top of the list for the arrow to show up.)



18. When you are done reviewing samples, close the window to return to the list of applications.

***BE AWARE THAT, IF YOU WATCH OR LISTEN TO WORK SAMPLES FOR MORE THAN 30 MINUTES WITHOUT TAKING ANY ACTION IN THE GO SYSTEM, IT WILL TIME OUT AND YOU WILL NEED TO LOG BACK IN. HOWEVER, YOU SHOULD GET A POP-UP MESSAGE AFTER 30 MINUTES THAT WILL ALLOW YOU TO CLICK ON IT TO KEEP THE SYSTEM OPEN.***



## B. COMMENTING & SCORING

**(IF YOU HAVEN'T ALREADY WATCHED THE NEA PANEL ORIENTATION, PLEASE DO SO BEFORE YOU BEGIN YOUR SCORING/COMMENTS. IT CONTAINS INFORMATION AND GUIDANCE THAT IS IMPORTANT FOR YOU TO KNOW.)**

To get to the Comment/Score page, return to the list of applications and, in the Actions column, click on the yellow star icon (Scorecard) next to the application you want to make comments on.

6. Applicant Organization Name	2. Applicant Username	Lead Panelist	Artistic Excellence	Artistic Merit	Artistic Excellence Comment	Artistic Merit Comment	Actions	Total Count: 19
aYerba Buena Center for the Artsa	GRANT88888888		6	7	Yadda yadda yadda	Yadda 2, yadda 2, yadda 2		
bMiami Dade College Test1b	GRANT99999999		9	5	All applicants to the Art Works and Challenge America Fast-Track categories will upload their work samples electronically. This will eliminate the need to mail work samples to the Arts Endowment after completing the Grants.gov application process. To upload work samples, you will use the NEA GrantsOnline™ System (NEA-	All applicants to the Art Works and Challenge America Fast-Track categories will upload their work samples electronically. This will eliminate the need to mail work samples to the Arts Endowment after completing the Grants.gov application process. 1) You will complete the		

1. Check the applicant name at the top of the page to make sure you are commenting/scoring the correct application.
2. Click on Select to drop down the scoring menu.

Artistic Excellence

Select

- Quality of the artists, arts organizations, arts educators, works of art, or services that the project will involve, as appropriate.
- Artistic significance of the project.

Comment

Artistic Merit

Select

3. Select the score you want to give to the criterion.

Artistic Excellence

Select

- Quality of the artists, arts organizations, arts educators, works of art, or services that the project will involve, as appropriate.
- Artistic significance of the project.

Comment

Artistic Merit

Select

4. You can refer to the breakdown of scores in the upper left.


Home Help **My Forms** Portfolio Video Help Upload Instructions Calendar Manage Account

User Details: Silvio Lim (Association of Performing Arts Presenters, Inc.)  
 Grant Name: Art Works Test > Art Works FY2012 Test

[My Forms](#) > [Test Master Panel A1 Review Form 2012](#) > [Art Works FY2012 Test](#) > [Test Master Panel A1 Scoring Formset - Folk](#) [ Table of Contents ]

**Master Panel A Scoring Schema**

Scoring Breakdown:  
 10 Outstanding  
 8-9 Excellent  
 6-7 Good  
 4-5 Fair  
 2-3 Poor  
 1 Not Competitive.



I have a conflict of interest with this user.

Criteria	Score
Artistic Excellence	<input type="text" value="3"/>

- Quality of the artists, arts organizations, arts educators, works of art, or services that the project will involve, as appropriate.
- Artistic significance of the project.

Comment  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin orci enim, vehicula sed euismod eu, pellentesque vel lorem. Aenean sollicitudin purus eros. In mattis egestas odio ut dignissim. Maecenas tincidunt nibh et sem pellentesque lacinia. Cras venenatis, est et volutpat pellentesque, laet fames congue elit. sed varius mi magna id curus. In sagittis molestie nuncum. Donec arcu vixit

- Add your comments on the strengths and weaknesses of the application addressing each of the criteria. Please do not begin any of your comments with a symbol – use words only. You can also use these comment boxes to make your own additional notes to use during the meeting.

**PLEASE BE AWARE THAT, FOR SECURITY PURPOSES, NEA-GO TIMES OUT AFTER 30 MINUTES. IF YOU READ THE APPLICATION OR VIEW WORK SAMPLES WHILE THE SCORING PAGE IS OPEN, YOU ARE NOT ACTIVE IN NEA-GO AND THE SYSTEM MAY TIME YOU OUT. IF YOU HAVE ENTERED SCORES AND COMMENTS BUT HAVE NOT CLICKED ON SUBMIT, YOUR WORK WILL NOT BE SAVED.**

- If you think you may have a conflict, please contact staff before you check the “I have a conflict of interest” box.
- Click Submit to submit your scores and comments (disregard the Tags field).

Tags	<input type="text"/>
Total Score	<input type="text" value="0"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	



You will be able to come back to each scoring page and change your scores and/or change or add to your comments at any time until your deadline, even if you’ve already clicked the “Submit” button. Just remember to click “Submit” again if you’ve made any changes.

You will also use this page for scoring during the meeting.

**Remember to click “log out” (toward the top right of your screen) when you have completed each session.**

**IF YOU HAVE QUESTIONS AT ANY TIME DURING YOUR REVIEW, PLEASE DON’T HESITATE TO CONTACT NEA STAFF.**