

### NEA-GO Reader 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.

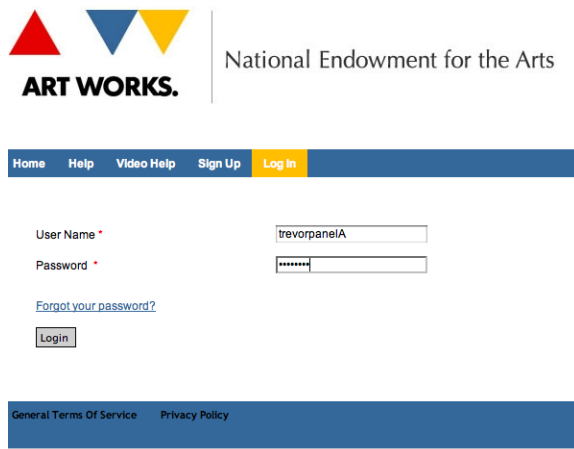
*If you have any questions about the review process or the GO system, please contact the NEA Challenge America staff.*

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

**BE AWARE THAT, IF YOU WATCH OR LISTEN TO WORK SAMPLES FOR MORE THAN 35 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.**

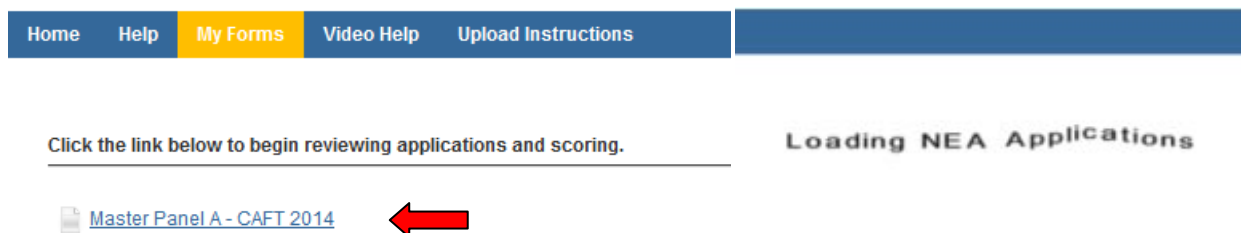
#### A. REVIEWING APPLICATIONS AND WORK SAMPLES

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 Readers as well.)



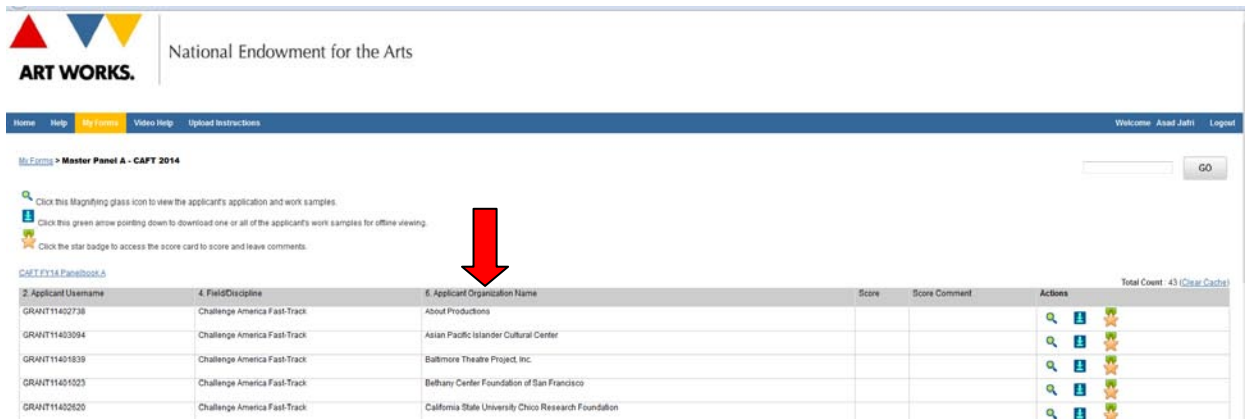
The screenshot shows the NEA ART WORKS login page. At the top, there are three triangles (red, blue, yellow) and the text "ART WORKS." and "National Endowment for the Arts". Below this is a navigation bar with links: Home, Help, Video Help, Sign Up, and Log In. The "Log In" link is highlighted in yellow. Below the navigation bar is a login form with fields for "User Name" (containing "trevorpanelA") and "Password" (containing "\*\*\*\*\*"). There is a "Forgot your password?" link and a "Login" button. At the bottom of the form, there are links for "General Terms Of Service" and "Privacy Policy".

2. Click on the link in *My Forms* (the first screen you will land on). A "Loading NEA Applications" message will appear. (PLEASE NOTE: The "Help" tab is for applicants, and doesn't currently include information for Readers.)

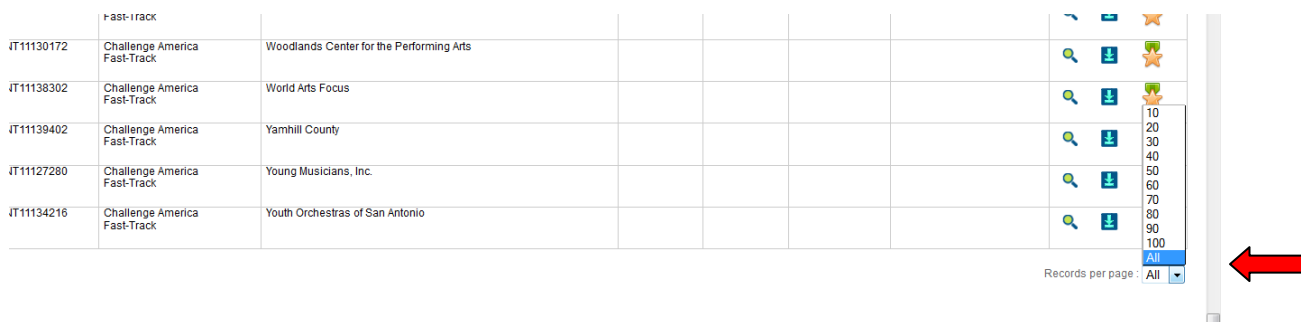


The screenshot shows the NEA GO system interface. At the top, there is a navigation bar with links: Home, Help, My Forms, Video Help, and Upload Instructions. The "My Forms" link is highlighted in yellow. Below the navigation bar is a message: "Click the link below to begin reviewing applications and scoring." followed by a link: [Master Panel A - CAFT 2014](#). To the right of the link is a red arrow pointing left. At the bottom right of the screenshot, there is a message: "Loading NEA Applications".

- You will see all of the Challenge America applications assigned to you, in alphabetical order. Clicking on the top of the Applicant Organization Name column will re-sort the applications in reverse alphabetical order.



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.



All of the applications in your assigned group also are available in one PDF, which you can get to by clicking on the link just underneath the descriptions of the three Action icons on the left toward the top of your screen:

[My Forms](#) > **CAFT Master Panel Review - FY2013**

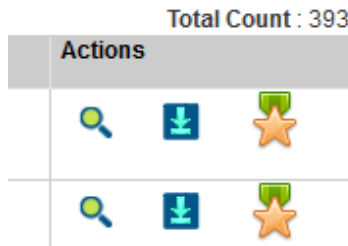
- Click this Magnifying glass icon to view the applicant's application and work samples.
- Click this green arrow pointing down to download one or all of the applicant's work samples for offline viewing.
- Click the star badge to access the score card to score and leave comments.

[CAFT Panelbook](#)

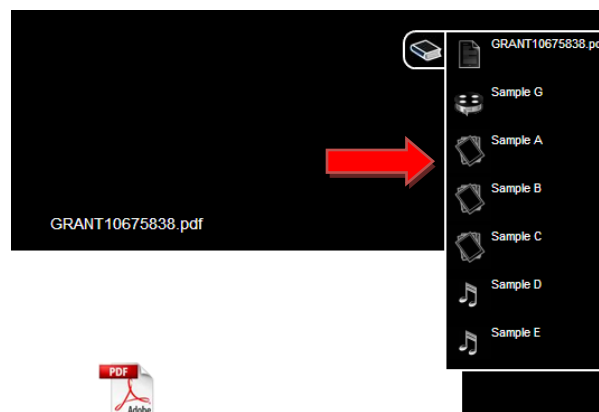
2. Applicant Username      4. Field/Discipline      6. Applicant Organization Name

The columns showing scores and comments will be blank until you have made an entry. Once you start to enter your scores and comments, you'll see them on this screen and be able to tell what you've done and how many of your assigned applications you have left to review.

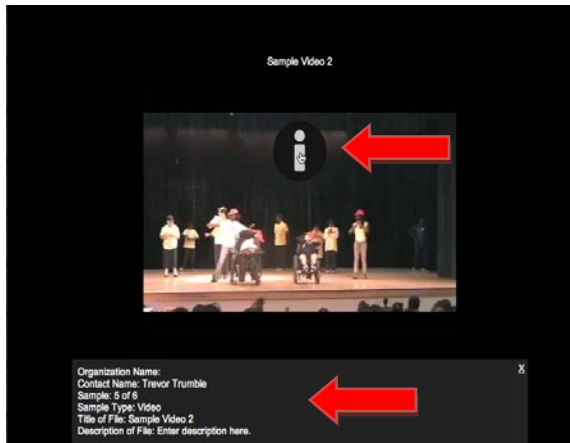
- Under Actions, you have 3 options.



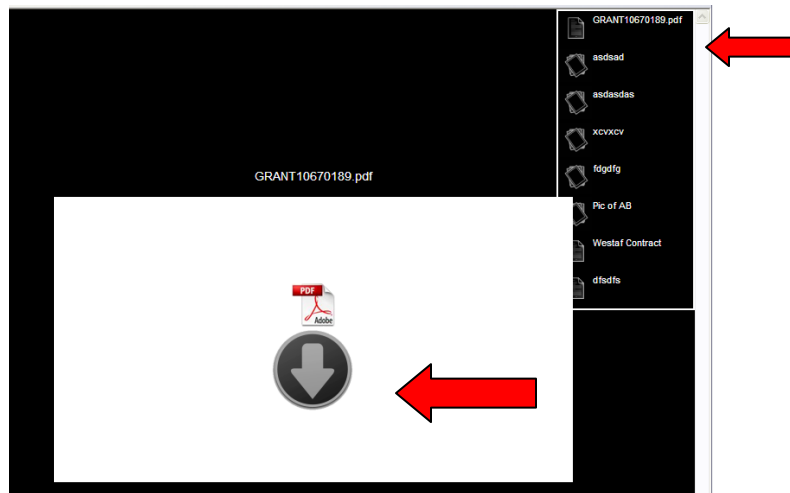
- a. The first icon, a green magnifying glass, is View Support Material. This will bring up a new window ("Jury Slideshow") to view the application and the work samples. We highly recommend that you use this method to review the audio, video, and digital image work samples.
  - b. The second icon, an 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 review period has ended.)**
  - c. The third icon, a yellow star, is "Scorecard." This will take you to the page where you will enter your score and comments (see *Section B - Entering Scores and Comments* below for instructions on that part of the process).
5. Click on the magnifying glass to begin viewing the application and work samples.
  6. 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.



7. 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.



8. To view the application itself, click on the work sample labeled GRANT 1xxxxxx, (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.

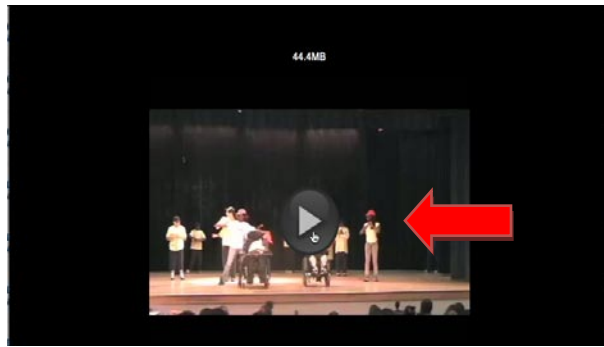


You must have Adobe Reader on your system in order to access the application and other PDF files. (Mac users should also use Adobe Reader rather than Preview.) *If you don’t currently have Adobe Reader or have an older version (less than version 10) and want to make notes on the applications and save 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.

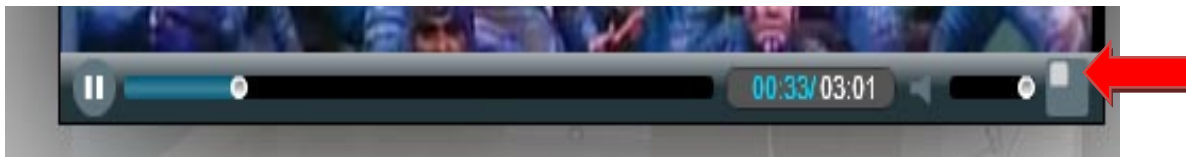
**IMPORTANT:** If, while reading an application, you realize that you may have a potential conflict of interest, please do not score or comment on the application. Notify your staff contact person immediately so that they can address the issue.

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

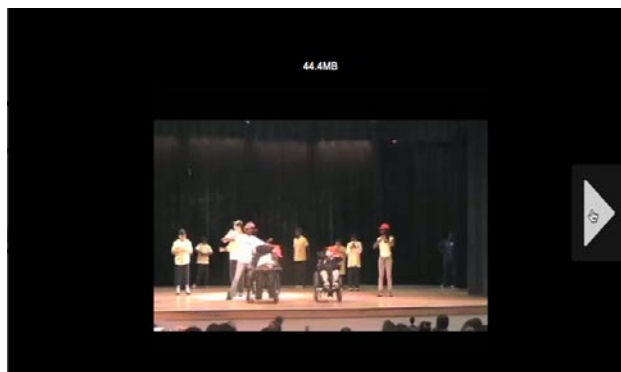
9. To review audio or video samples, click on the sample you want and hover over the center of the image or icon. A play button will appear. Click play to stream the sample.



10. You can seamlessly skip to any point in time by clicking in the scroll bar at the bottom and moving the slider button. (NOTE: Audio and video files include time codes on the bar.)

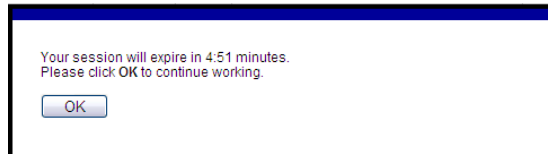


11. You can maximize the image by clicking on the box to the right of the scroll bar. A "Press Escape to Exit Full Screen Mode" message will appear. Hover toward the bottom of the screen to get the scroll bar to reappear. For photos/digital images, you may want to use your browser zoom to enlarge the image.
12. Click the X in a circle at the top right of the image to close the sample.
13. 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. (NOTE: If a link doesn't work properly, try copying the link and pasting it into your browser.)
14. 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.)



15. 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**

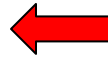
***(IF YOU HAVEN'T ALREADY WATCHED THE READER ORIENTATION VIDEO ON THIS SITE, PLEASE DO SO BEFORE YOU BEGIN YOUR SCORING/COMMENTS. IT CONTAINS INFORMATION AND GUIDANCE THAT IS IMPORTANT FOR YOU TO KNOW.)***

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.

1. Check the applicant name at the top of the page to make sure you are commenting/scoring the correct application.



User Details : Theresa Chavez (About Productions) CAFT1400245  
Grant Name : Challenge America Fast Track > CAFT FY14  
Cycle Attempt : 1



[My Forms](#) > [Master Panel A - CAFT 2014](#) > [CAFT FY14](#) > [Master Panel A - CAFT 2014 Scoring Formset](#) [ [Table of Contents](#) ]

**Master Panel A - CAFT 2014 Scoring Schema**

Scoring

8 - High

5 - Medium

2. Click on Select to drop down the scoring menu.

2 - Low


I have a conflict of interest with this user. <input type="checkbox"/>	
<b>Criteria</b>	<b>Score</b>
Challenge America Fast-Track	<div style="border: 1px solid black; padding: 2px;"><span>Select</span> ▼ <span>Select</span> 0 1 2 3 4 5 6 7 8 9 10</div>
<b>Comment</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	

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

User Details : Nicole Gordillo (18th Street Arts Complex)  
Grant Name : Challenge America Fast Track > Challenge America  
[My Forms](#) > [CAFT Master Panel Review - FY2013](#) > [Challenge Ar](#)

**CAFT Scoring Schema FY2013**

Scoring

8 - High 


5 - Medium

2 - Low

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4. Select the score you want to give the application. **Please note that, although the drop-down menu includes the full range of numbers from 0 – 10, you should select ONLY 8 (High), 5 (Medium), or 2 (Low).**
5. Add your comments on the strengths and weaknesses of the application addressing the criteria. Please do not begin any of your comments with a symbol – use words only.
6. If you think you may have a conflict, please contact staff before you check the “I have a conflict of interest” box.
7. Click Submit to submit your scores and comments (disregard the Tags field)

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



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.

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

**IMPORTANT NOTE: REMEMBER THAT THE NEA-GO SYSTEM TIMES OUT AFTER 35 MINUTES FOR SECURITY REASONS. IF YOU HAVE NOT SAVED (SUBMITTED) YOUR SCORES AND COMMENTS THEY WILL BE LOST. THE POP-UP REMINDER WILL GIVE YOU A FIVE-MINUTE WARNING. YOU CAN CLICK IT TO STOP THE TIME OUT, BUT IF YOU DON'T, NEA-GO WILL LOG YOU OUT AND YOU WILL NEED TO LOG BACK IN.**

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