

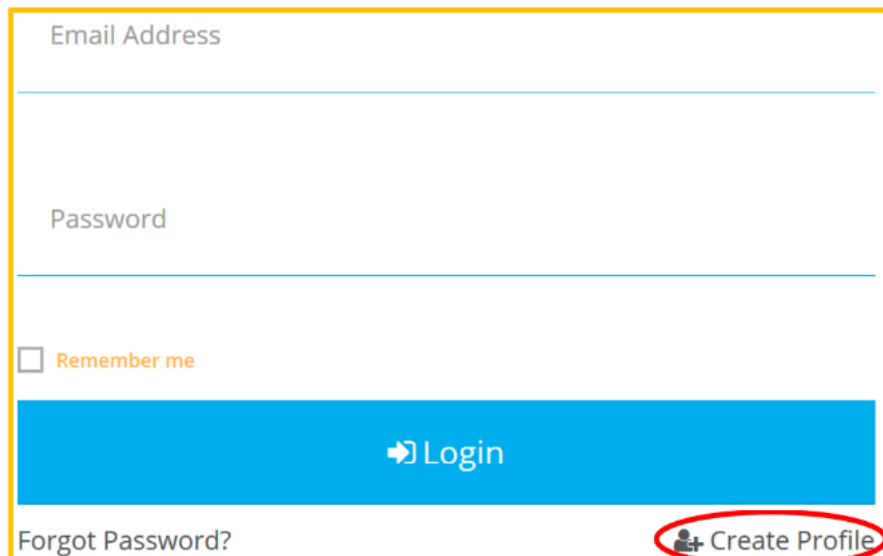
Regional Grant – Reviewer Instructions

This document is intended for Grant Reviewers to use when reviewing and scoring Regional Grant applications. The information is intended to help Grant Reviewers take the necessary steps in Develop, from start to finish.

PART 1: CREATING A GRANT REVIEWER ACCOUNT

A profile in Develop is needed to score Regional grants. Follow steps 1-7 to create a profile if needed. **When creating a profile, use the same email address that was given to the Grant Administrator upon agreeing to be a Grant Reviewer.**

1. Go to www.developtoolmn.org. Click **Register**.
2. Click **Create Profile**.



Email Address

Password

☐ Remember me

➔ Login

Forgot Password?

 Create Profile

3. Enter the requested information and click **Create Profile**.

Regional Grant – Reviewer Instructions

Create Your Insight Profile for Develop

Develop has partnered with Insight Secure Identity to ensure you and your data are protected with the latest in online security measures.

Please enter the required info below to begin creating your secure Insight profile.

First Name

Enter First Name

Middle Name

Enter Middle Name

Last Name

Enter Last Name

Email Address

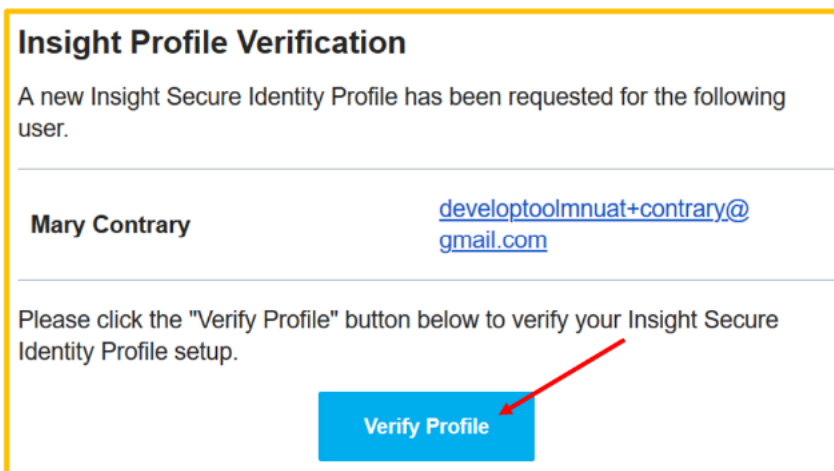
Enter Email Address

Create Profile

- After clicking **Create Profile**, a pop-up window will appear to confirm that an account was created, and a verification email will be sent to the provided address.

Regional Grant – Reviewer Instructions

- Click **Verify Profile** in the email. A new browser tab will open.



- Select a password and enter it twice. Passwords must be at least seven characters and have at least three of the following: uppercase letter, lowercase letter, number, or symbol. Special characters such as '&' or '!' are encouraged but not required.
- The Develop Profile is complete and can be logged into.

Regional Grant – Reviewer Instructions

PART 2: SCORING GRANT APPLICATIONS

1. Log into Develop and select the **Grant Reviewer** profile from the drop-down menu in the upper, right-hand corner of the screen.



2. A data privacy statement will appear. Read the statement and click **Agree**.

Your Responsibility to Protect Data Privacy

Develop
Minnesota's Quality Improvement and Registry Tool
Access to Private and/or Sensitive Data
Terms of Agreement
Last Revised: June 23rd, 2021

Caution! You are about to access private and/or sensitive data!

Staff members of the Minnesota Department of Education, Minnesota Department of Human Services, licensors with delegated authority, and state grantees & contractors (including Child Care Aware agencies of Minnesota): By continuing to use this system, you are representing yourself as an authorized user and agree that your access will be limited to the minimum extent required to perform your job duties. Inappropriate access, disclosure, or other use of Develop data may result in disciplinary action including dismissal and/or criminal charges where warranted.

To be an authorized user, you must complete Data Privacy and Security training annually, and state grantees and contractors must have a signed User Agreement on file with their employer.

Training Organizations, Trainers, RBDP Specialists, and Course Writers: Because of your role in Develop, you have access to private and/or sensitive data about Individuals and/or Organizations. By accepting this role, you agree that you are responsible for:

- Using private and/or sensitive data only for the purpose of completing the tasks assigned to you.
- Looking at only the minimum amount of data necessary to complete your task.
- Adhering to the Minnesota Government Data Practices Act and all other relevant laws and statutes.

Please note that you are not permitted to share your login credentials with anyone else nor are you permitted to use anyone else's login credentials. In addition, you are not permitted to share or discuss this information with others, unless doing so is necessary to complete the task assigned to you AND the other person (with whom you are discussing) also has independent access to this data.

Inappropriate access, disclosure, or other use of Develop data may result in revocation of approval as a Trainer, RBDP Specialist, Training Organization, or Course Writer.

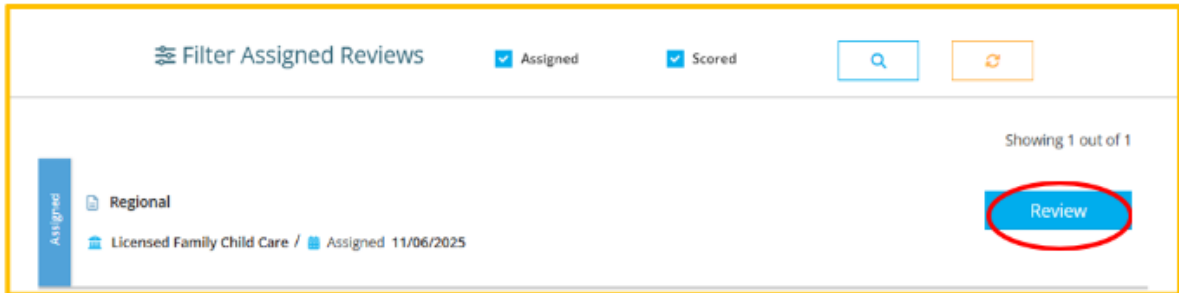
Attention: If you want free help translating this information call the number below:
(651) 999-5835

In order to proceed to the next page, you must indicate that you understand and agree to these terms and conditions.

Agree

Regional Grant – Reviewer Instructions

3. The **Grant Review** page shows grants that are assigned to the Grant Reviewer. Click **Review** to access the application. It may be helpful to review all applications that have been assigned before scoring individual applications.



Regional Grant – Reviewer Instructions

- The information for the grant will be displayed. Having a copy of the grant priorities is helpful to have for scoring. The priorities can be referenced using the [2026-2027 Grant Priorities \(PDF\)](#). Please keep these priorities in mind when reviewing the priority questions.

★ Grant Review

Licensed Child Care Center

Grant Type Regional /

Hours of Operation: Part day (less than 5 hours per day), Full day (5 or more hours per day), Part week (less than 5 days per week), Full week (5 or more days per week), Evenings (after 6pm), Weekends (Saturday and/or Sunday)

Program Capacity

Infants	1	High Needs	1
Toddlers	2	High Needs	2
Preschoolers	3	High Needs	3
School Age	1	High Needs	1
Middle School	0	High Needs	0
Secondary	0	High Needs	0
Adults	0	High Needs	0

Classrooms

Infant

Age Ranges Infants / Room Capacity 28 / Hours Open Per Week NA

Toddler 1

Age Ranges Toddlers / Room Capacity 21 / Hours Open Per Week NA

Preschool A

Age Ranges Preschoolers / Room Capacity 60 / Hours Open Per Week NA

PreKindergarten

Age Ranges Preschoolers / Room Capacity 20 / Hours Open Per Week NA

Regional Grant – Reviewer Instructions

Requested Expenditures

Expenditure Totals

Program Contribution	3%	\$10
Grant Request	97%	\$340
Total Investment		\$350

Breakdown of Investment by Population Served

Infants & Toddlers	26%	\$90
Preschool	100%	\$340
School-Age	26%	\$90
Culturally Responsive	26%	\$90

ⓘ Expenditures can address more than one population, so population percentages will add up to more than 100%. Percentages are calculated as a percent of the Total Amount Requested, not including the Cost to the Program.

Click on Details to see more information.

[Details](#)

#1802

Category Teaching and Relationships with Children

Total Cost \$100 / Grant Request \$90 /

Program Contribution \$10

#1802

[Details](#)

Category Teaching and Relationships with Children

Total Cost \$100 / Grant Request \$90 /

Program Contribution \$10

Type Materials / Indicator T1.2 Lesson plans

Population Served Infants & Toddlers, Preschool, School-Age / Cultural Inclusion Culturally Responsive

Description of Purchase

Please indicate how your grant proposal meets the State Priority as outlined by the MN Department of Human Services. Click here to find out what the State Priority is this year.

Goal

Please indicate how your grant proposal meets the State Priority as outlined by the MN Department of Human Services. Click here to find out what the State Priority is this year.

Strategy

Regional Grant – Reviewer Instructions

5. Review the priority answers for the grant. When finished, click **Score Application**.

The scores given on a grant application should be based on how the applicant answers the questions about meeting priorities – not on requested purchases, etc.

Priority Questions

Below you will indicate how your grant proposal meets the 5 stated priorities (click here to see the priorities). Each priority will be scored on a scale of 1 to 5. Priorities that are left blank will be given a score of 1.

Priority #1

test

Priority #2

test

Priority #3

test

Priority #4

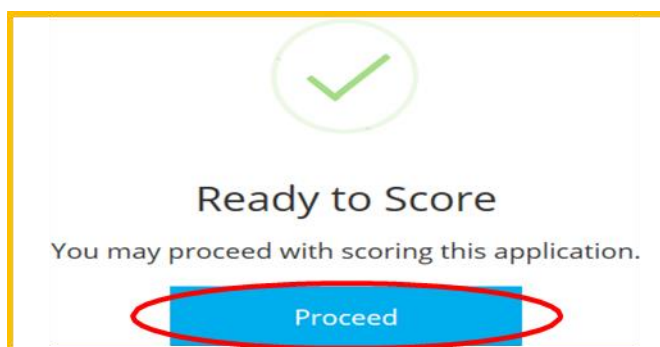
test

Priority #5

test

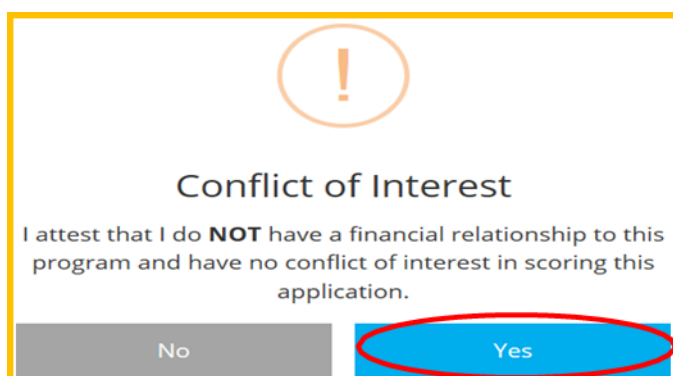
✓ Score Application

6. When ready to score click **Proceed**.



7. Answer yes or no for the **Conflict of Interest** question.

Regional Grant – Reviewer Instructions



A conflict of interest declaration form. At the top is an orange circle with an exclamation mark. Below it, the title "Conflict of Interest" is centered. The text reads: "I attest that I do **NOT** have a financial relationship to this program and have no conflict of interest in scoring this application." At the bottom are two buttons: a grey "No" button and a blue "Yes" button. The "Yes" button is circled in red.

8. When ready start scoring the grant application.
 - a. If a program indicated "Not Applicable" or "N/A" for a priority, give that priority a score of 1.
 - b. They may add a note to each question so that the Grant Admin can review those notes. Notes are optional.



A screenshot of the "Priority Questions" section of a grant application review interface. The title "Licensed Family Child Care" is at the top right, with a "Detail" button and a printer icon. Below the title, it says "Grant Type: Regional /" and "Hours of Operation: Part day (less than 5 hours per day), Full day (5 or more hours per day), Part week (less than 5 days per week), Full week (5 or more days per week)". The "Priority Questions" section contains instructions: "Below you will indicate how your grant proposal meets the 5 stated priorities. (Click here to see the priorities) Each priority will be scored on a scale of 1 to 5. Priorities that are left blank will be given a score of 1." There are two priority sections. "Priority #1" has a "Test" label and a "Score" section with radio buttons for 1, 2, 3, 4, and 5. Below the score is a "Scoring Rationale" text area, which is highlighted with a red rectangle. A note below the text area says "Optional field to outline scoring rationale." "Priority #2" has a similar layout with a "Test" label, a "Score" section with radio buttons for 1, 2, 3, 4, and 5, and a "Scoring Rationale" text area with a note below it saying "Optional field to outline scoring rationale."

Regional Grant – Reviewer Instructions

- When finished, click **Submit Score**.

Priority #5

Test

Score ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Scoring Rationale

Optional field to outline scoring rationale.

Submit Scores?

Once the scores are submitted, you will no longer have access to this application. All submitted scores are final.

Scores Submitted

Your scores have been submitted successfully. Please click continue to return to your list of assigned reviews.

- Applications that have been scored are available in the dashboard, and Grant Reviewers can select another assigned application to score from the dashboard.