



## NGCF SCHOLARSHIP REVIEWER INSTRUCTIONS: COMPLETING CONFLICT OF INTEREST FORM

The entire NGCF Scholarship Review Process will take place online in the NGCF Scholarship Portal. The process includes completing an initial Conflict of Interest form as well as reviewing and scoring the student applications once they are available.


The instructions within this document will serve as a guide to completing the NGCF Scholarship Reviewer Conflict of Interest (COI) form in the NGCF Scholarship Portal. Additional separate instructions are available for student application reviews and scoring.

Completion of the COI form is required to be an NGCF scholarship reviewer and must be submitted by March 1. Completing this initial form within the portal also allows reviewers the opportunity to familiarize (or re-familiarize) themselves with the portal's functionality prior to the time to review and score applications.

### Steps to completing the NGCF Scholarship Reviewer Conflict of Interest form:

All potential scholarship reviewers will be sent the below system generated email to the email address that was initially provided to NGCF.

Click the Link to access our step-by-step video on how to complete your Conflict of Interest form.

 North Georgia  
COMMUNITY FOUNDATION

Thank you for your interest in participating on a 2021 NGCF Scholarship Review Committee! In order to participate in the scholarship application review process, you will need to complete a Conflict of Interest form. When structuring committees, potential conflicts will need to be reviewed and approved. Completing this form will be a good introduction to our online application review process.

**Please follow these instructions for accessing the online portal to complete your Conflict of Interest form:**

- Login to our scholarship portal [HERE](#)
- Enter your email address and click "Forgot Password" to set your permanent password. *Your login will be your email address.*
- Note: If you were forwarded these instructions, you are not yet set-up in our system and will need to contact NGCF at [scholarships@ngcf.org](mailto:scholarships@ngcf.org).

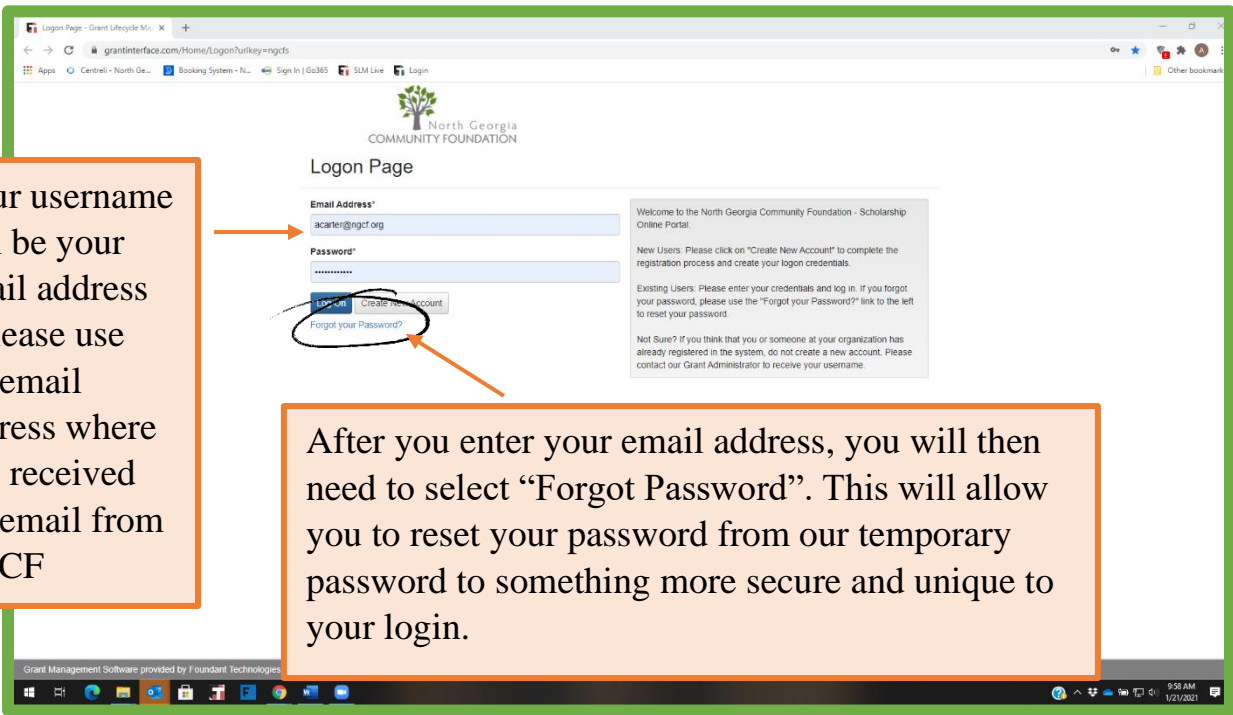
Once in the portal, you will see that you have one evaluation pending - this is your Conflict of Interest form. **To access the evaluation, click on the red exclamation point located at the far right of the page.**

**For step-by-step instructions on how to complete your form, we have created this [short video](#) to walk you through the process, or you can review the step-by-step PDF guide [HERE](#).**

[Click Here for Video](#)

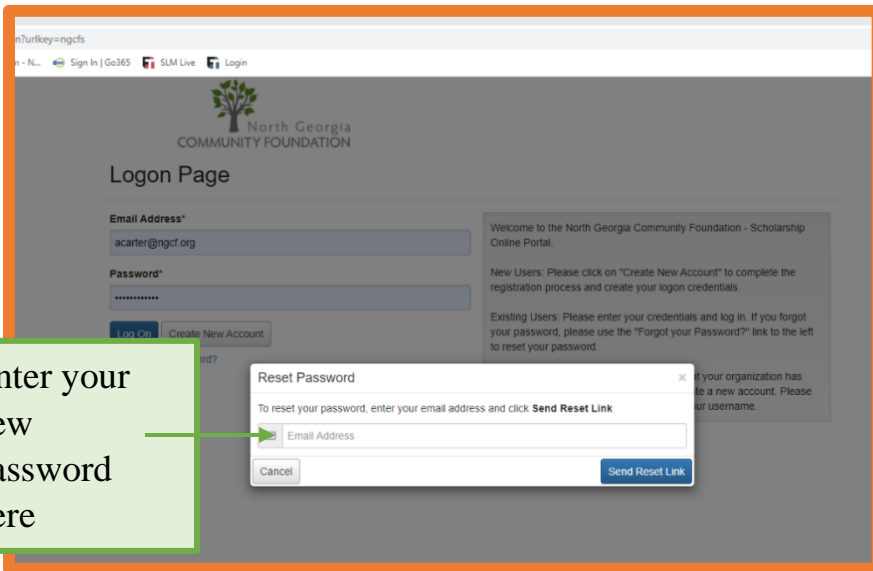
You will be contacted once your Conflict of Interest form has been received, and you are approved as a reviewer. **Please remember: All Conflict of Interest forms are due back no later than March 1.**

Click this Link to Access the Scholarship Portal



Your username will be your email address – please use the email address where you received the email from NGCF

After you enter your email address, you will then need to select “Forgot Password”. This will allow you to reset your password from our temporary password to something more secure and unique to your login.



Enter your new password here

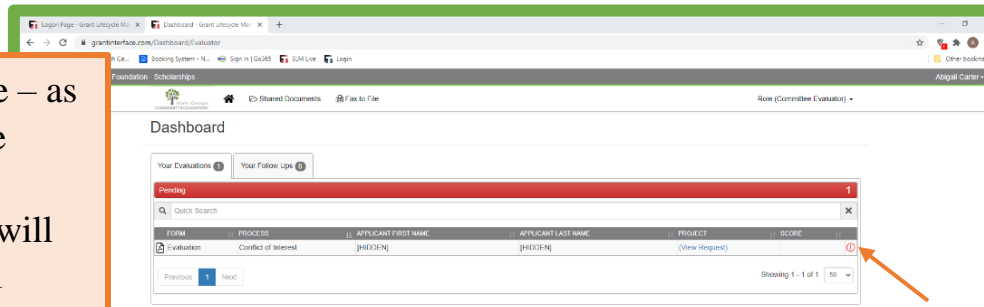
Be sure to note your new password, as you will use this same login throughout the review process.

*But don't worry if you ever forget your password! You can always click “Forgot Password” or contact our office for assistance.*

Once you have logged in to the scholarship portal you will be taken to your “Dashboard” where you will find your evaluations for review.

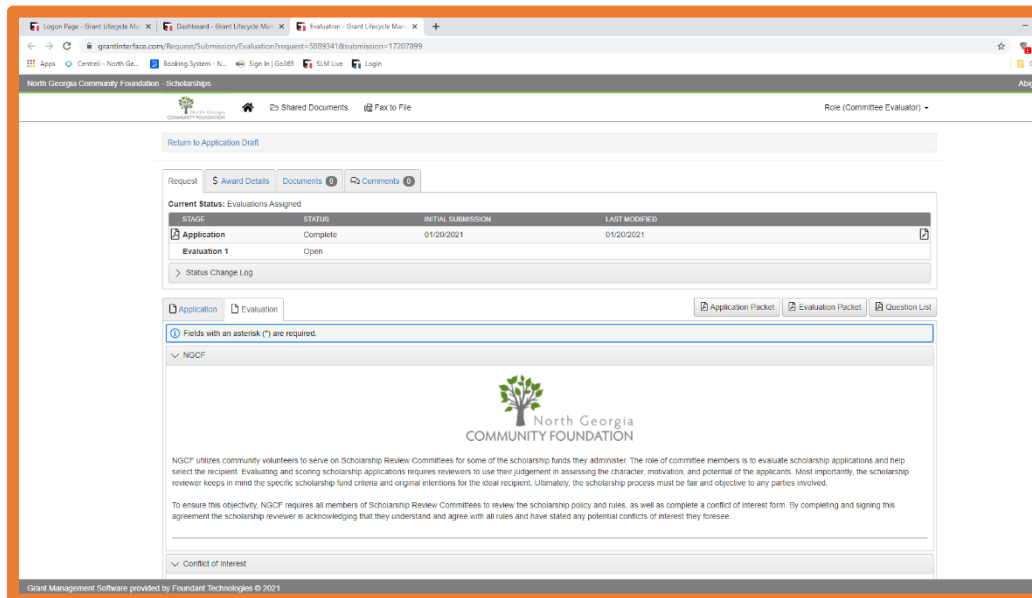
To begin completing your Conflict of Interest form, look down at the next line where you see the process listed. On the portal, the process will refer to the name of Scholarship or form that you were assigned. *Note: You will not be able to see the Applicant Name as this process is anonymous.*

At this time – as you can see here, your dashboard will only have 1 evaluation listed in the large red block marked *pending*.



To complete the form, click on the red exclamation button with a circle around it, located on the far right of the page.

**Please read this form carefully prior to filling it out.**



The first question you will encounter will be asking if you have any specific conflicts of interest. As you can see, we give examples such as a child or grandchild graduating from a specific high school.

Please note that it is okay to have conflicts, it does not mean you are not allowed to participate in the scholarship review process. It simply makes us aware not to match

you to review a scholarship that could potentially have an applicant you are related to. (For example: if you have a niece graduating from Gainesville High School this year, that we won't assign you any Gainesville High School specific scholarships to review.

This step ensures that even though applicant names have been removed, it meets IRS regulations of objectivity, while still allowing your niece to apply for our scholarships and you to participate on a review committee. By selecting "Yes", you will be prompted to list the conflict(s) including the school(s) to help us when we assign scholarships for all reviewers.

**Examples of Specific Conflicts:**

*My child/grandchild is a graduating Senior at \_\_\_\_\_ High School.*

*I am employed by the owner of an NGCF Scholarship Fund and my title/position in the company is.*

The screenshot shows a web browser window displaying a 'Conflict of Interest' form. The form title is 'Conflict of Interest'. Below the title, there is a definition of conflict of interest and a list of bullet points. A section titled 'Do you have a Conflict of Interest?' has a 'Yes' radio button selected. Below this, there is a section for 'Conflict of Interest Description' with a text area containing the text 'My grandson is graduating from Gainesville High School'. At the bottom of the form, there is a '145 characters left of 200' indicator and an 'Administrator Comments' field.

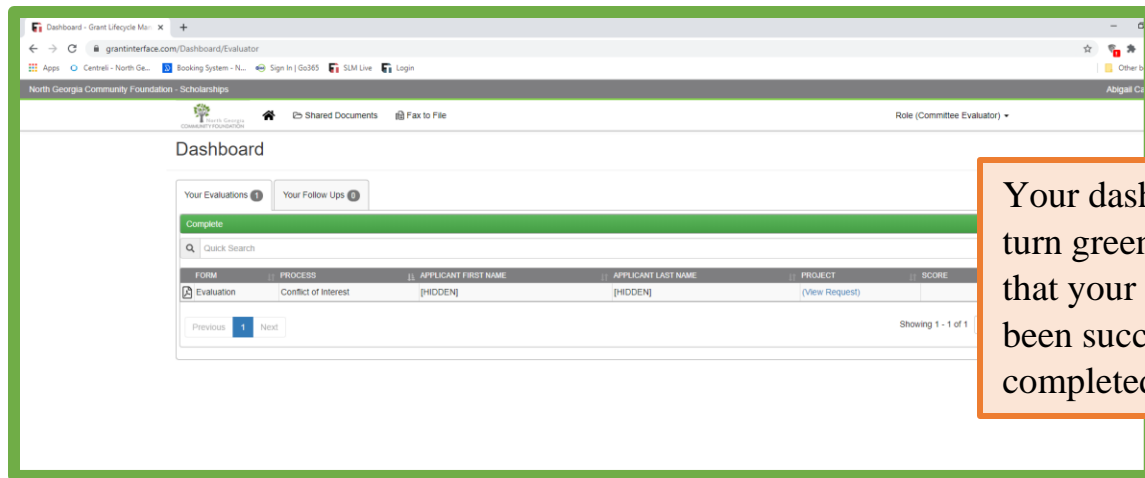
Please describe any potential conflicts here. Be sure to include the relationship and schools that the conflict pertains to.

Example:  
My nephew attends Gainesville High School.

Additionally, you will be asked to read and confirm our confidentiality statement. And then you are ready to submit!

The screenshot shows a web browser window displaying a 'Confirmation Page'. At the top, there is a green notification bar that says 'Your Evaluation has been saved.' Below this, there are two buttons: 'Return to Dashboard' and 'Next Pending Evaluation'.

Once you have submitted this Conflict of Interest form, it will show you it was submitted at the top of the page.



Your Conflict of Interest form will be reviewed by NGCF staff. The NGCF scholarship team will contact you if we have any additional questions.

*In order to participate in the 2021 scholarship review process, your Conflict of Interest form must be turned in by 5:00 p.m. on March 1<sup>st</sup>. We would appreciate your help in completing this form promptly, as it will help us start evaluating potential conflicts, and assigning scholarships for review.*

Scholarships applications for students will also close on March 1<sup>st</sup> and we will be assigning applications to committees as soon as possible after the close of the scholarship cycle. You will receive your applications to review no later than March 15<sup>th</sup>. Once they are ready to review, the system will alert you via email.

**Mark your calendar for Wednesday, February 24<sup>th</sup> at 3:00 p.m.!**

**NGCF will be hosting a live tutorial on how to access your evaluations and submit your scoring. We hope that you will join us for this informative session, but if you cannot, we will record the tutorial to share with you!**

We look forward to an exciting 2021 scholarship season and appreciate your willingness to serve as a scholarship reviewer!

If you have any questions about this Conflict of Interest form or the process itself, please feel free to reach out to the scholarship team at NGCF at 770-535-7880 or [scholarships@ngcf.org](mailto:scholarships@ngcf.org).