

The University of Oklahoma Foundation

New Reviewer Request

Electronic Submission Instructions

June 29, 2018

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Login

To begin the process of requesting a new fund Reviewer in the Foundation system, access the Foundation website URL: <http://www.oufoundation.org/Reviewer>.



Manage Fund Reviewers Login

Enter your login credentials.

► Foundation Users: Foundation assigned username and password

Username

8209alex

Password

Show Password

Remember Me

Log in

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Creating a new Reviewer and adding to a Fund

Select + Create New Reviewer.



Manage Fund Reviewers

[Log Off](#) (Leeland N. Alexander)

[+ Create New Reviewer](#)

This system allows you to manage reviewers on open funds within a department and create new users to serve as reviewers. If a new reviewer is needed, click the Create New Reviewer button above.

If the user already exists in the Foundation system, begin typing the fund number or title in the "Select funds to manage..." box below.

Step 1: Select Funds

[Select All](#) [Deselect All](#)

Select funds to manage...

Step 2: Add Reviewers to Funds

To add a new reviewer to the funds selected above, search for the reviewer by typing their name (i.e. FirstName LastName) in the box below. If you cannot find a reviewer, you can create a new one by clicking the Create New Reviewer button above.

NOTE: At least one fund must be selected before you can begin searching for reviewers.

Enter a reviewer's name to add the selected fund(s)...

Fund Account	Title	Name	
No items to display			

Reviewers Add/Remove History

Enter the required information.

NOTE: Use this format when entering the name: FIRST NAME LAST NAME no punctuation.



New Reviewer

Name *

Email *

Campus Address *

Address Line 2 *

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Select Continue.

On the next screen, review the information and click the “I have verified that I am not requesting the creation of a duplicate reviewer” box.

Cancel

Please examine the existing reviewer and/or requests below to be sure that you are not requesting a duplicate reviewer or duplicating a request to create a reviewer. Check the box at the bottom of the grid(s) to acknowledge you are not creating a duplicate.

Existing Reviewer

Reviewer Name	Reviewer Email	Campus Address	Address Line 2
Deborah Marsh	dmarsh@ou.edu	University of Oklahoma Foundation, 100 Timberdell Rd.	Norman, OK 73019

I have verified that I am not requesting the creation of a duplicate reviewer;

New Reviewer

Name *

Deborah Marsh

Email *

debbiemarsh1962@yahoo.com

Campus Address *

Foundation

Address Line 2 *

Norman

Click the Continue Button



Please examine the existing reviewer and/or requests below to be sure that you are not requesting a duplicate reviewer or dup box at the bottom of the grid(s) to acknowledge you are not creating a duplicate.

Existing Reviewer

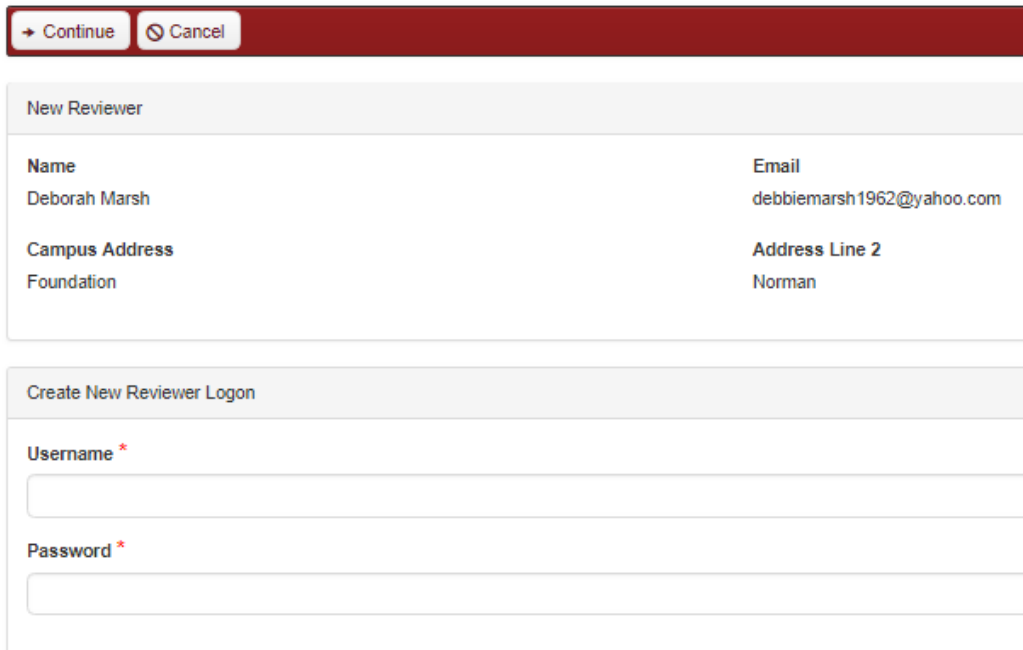
Reviewer Name	Reviewer Email	Campus Address
Deborah Marsh	dmarsh@ou.edu	University of Oklahoma Foundation, 1 Timberdell Rd.

I have verified that I am not requesting the creation of a duplicate reviewer.

A User Id must be created at this stage, 8-character limit, case sensitive. It is recommended that the alias from the Global Address Book be used. You can find this by accessing the Address Book in the Outlook email system, searching for the person and double clicking on his/her name. The popup dialogue box has a place where you can see the alias.

Passwords must have a minimum of 8 characters and maximum of 12 characters. Password must also meet 3 of 4 requirements: 1.) at least 1 upper case character, 2.) at least 1 lower case character, 3.) at least 1 numerical character, 4.) at least 1 special character.

Enter a Username and Password.



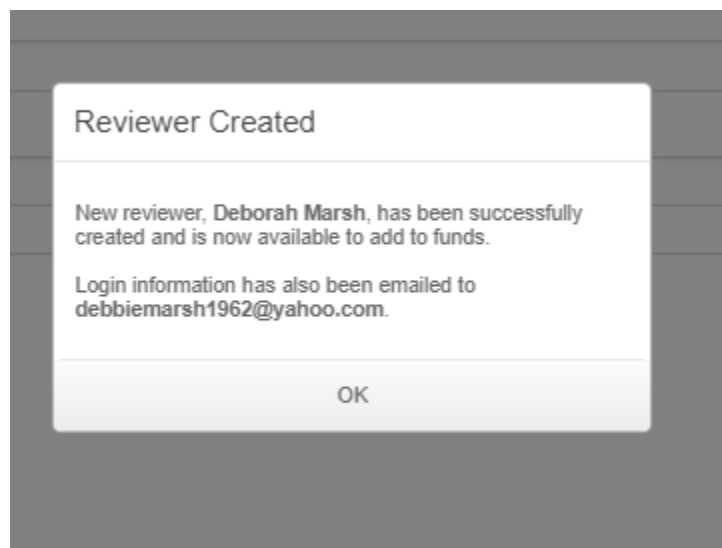
The screenshot shows a web form titled "New Reviewer" with a dark red header bar containing "Continue" and "Cancel" buttons. The form is divided into two sections. The first section, "New Reviewer", contains a table with the following information:

Name	Email
Deborah Marsh	debbiemarsh1962@yahoo.com
Campus Address	Address Line 2
Foundation	Norman

The second section, "Create New Reviewer Logon", contains two input fields: "Username *" and "Password *", both of which are currently empty.

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Press Continue. A confirmation popup box will appear



Next, choose the fund or funds for review. Multiple funds may be selected by clicking on each or using Select All.

[+ Create New Reviewer](#)

This system allows you to manage reviewers on open funds within a department and create new users to serve as reviewers. If a new reviewer is needed, click the Create New Reviewer button above.

If the user already exists in the Foundation system, begin typing the fund number or title in the "Select funds to manage..." box below.

Step 1: Select Funds

Select All Deselect All

OUT OU-TULSA

0050848 - School of Community Medicine Student Academy

0050768 - Schusterman Second Gift - Cancer & Diabetes Center

0050682 - OU-Tulsa T-Cell Research

0050747 - OU-Tulsa Dermatology

0050622 - Heinz Martens Memorial Research Foundation

0031538 - Associates Tulsa School of Community Medicine

SCHOOL OF COMMUNITY MEDICINE

SCHOOL OF COMMUNITY MEDICINE

Enter a reviewer's name to add the selected fund(s)...

To add the new reviewer to the fund(s) you selected, search for the reviewer by typing their name in the search box. Begin typing a sponsor's name, the menu will auto-populate the full name. You must click with your mouse on the name to select the correct sponsor. Typing in the name and tabbing to the next field will not select the correct person.

Step 2: Add Reviewers to Funds

To add a new reviewer to the funds selected above, search for the reviewer by typing their name (i.e. FirstName LastName) in the box below. If you cannot find a reviewer, you can create a new one by clicking the Create New Reviewer button above.

NOTE: At least one fund must be selected before you can begin searching for reviewers.

Enter a reviewer's name to add the selected fund(s)...

Fund Account	Title	Name	
0050848	School of Community Medicine Student Academy	Angela Majed	X Remove
0050848	School of Community Medicine Student Academy	Deborah Marsh	X Remove
0050848	School of Community Medicine Student Academy	Jonathan F. Joiner	X Remove



Once you've selected the user, an updated list of Reviewers for the fund(s) will appear in the grid. Funds are listed in numerical order and existing reviewer information is also shown.

Step 2: Add Reviewers to Funds

To add a new reviewer to the funds selected above, search for the reviewer by typing their name (i.e. FirstName LastName) in the box below. If you cannot find a reviewer, you can create a new one by clicking the **Create New Reviewer** button above.

NOTE: At least one fund must be selected before you can begin searching for reviewers.

Fund Account	Title	Name	
0050848	School of Community Medicine Student Academy	Angela Majed	X Remove
0050848	School of Community Medicine Student Academy	Deborah Marsh	X Remove
0050848	School of Community Medicine Student Academy	Jonathan E. Joiner	X Remove
0050848	School of Community Medicine Student Academy	Kathy Frost	X Remove
0050848	School of Community Medicine Student Academy	Khanh Luong	X Remove
0050848	School of Community Medicine Student Academy	Leeland N. Alexander	X Remove
0050848	School of Community Medicine Student Academy	Linda Macon	X Remove

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1 - 7 of 7 items

Adding an already existing Reviewer to a Fund

If a user already exists in the Foundation system, begin typing the fund number or click your mouse cursor in the “Select funds to manage...” box below.



Manage Fund Reviewers

[Log Off \(Leeland N. Alexander\)](#)

[+ Create New Reviewer](#)

This system allows you to manage reviewers on open funds within a department and create new users to serve as reviewers. If a new reviewer is needed, click the Create New Reviewer button above.

If the user already exists in the Foundation system, begin typing the fund number or title in the "Select funds to manage..." box below.

Step 1: Select Funds

[Select All](#) [Deselect All](#)

Select funds to manage...

Step 2: Add Reviewers to Funds

To add a new reviewer to the funds selected above, search for the reviewer by typing their name (i.e. FirstName LastName) in the box below. If you cannot find a reviewer, you can create a new one by clicking the Create New Reviewer button above.

NOTE: At least one fund must be selected before you can begin searching for reviewers.

Enter a reviewer's name to add the selected fund(s)...

Fund Account	Title	Name
No items to display		

1

Reviewers Add/Remove History

Next, choose the fund or funds for review. Multiple funds may be selected by clicking on each or using Select All.

Manage Fund Reviewers

Log Off (Leeland N. Alexander)

+ Create New Reviewer

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Step 1: Select Funds

Select All
Deselect All

0050848 - School of Community Medicine Student Academy
OUT OU-TULSA

0050768 - Schusterman Second Gift - Cancer & Diabetes Center
0050682 - OU-Tulsa T-Cell Research
0050747 - OU-Tulsa Dermatology
0050622 - Heinz Martens Memorial Research Foundation
0031538 - Associates Tulsa School of Community Medicine
0050730 - Family Medicine Residency Program

SCHOOL OF COMMUNITY MEDICINE
SCHOOL OF COMMUNITY MEDICINE

Enter a reviewer's name to add the selected fund(s)...

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0050848	School of Community Medicine Student Academy	Jonathan F. Joiner	X Remove

- Deborah I. Snider
- Deborah Imel Nelson
- Deborah Marsh
- Deborah Olson
- Deborah Rodgers

Once you've selected the user, an updated list of Reviewers for the fund(s) will appear in the grid. Funds are listed in numerical and existing reviewer information is also shown.

Step 2: Add Reviewers to Funds

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Deborah Marsh

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0050848	School of Community Medicine Student Academy	Deborah Marsh	X Remove
0050848	School of Community Medicine Student Academy	Jonathan E. Joiner	X Remove
0050848	School of Community Medicine Student Academy	Kathy Frost	X Remove
0050848	School of Community Medicine Student Academy	Khanh Luong	X Remove
0050848	School of Community Medicine Student Academy	Leeland N. Alexander	X Remove
0050848	School of Community Medicine Student Academy	Linda Macon	X Remove

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1 - 7 of 7 items