



Georgia's Innovation and Technology
Agency
Grants Web Portal

Experts
User Manual

The project of design, development and implementation of the Grants Management Web Portal (<https://grants.gov.ge/>) under Georgia's Innovations and Technology Agency, has been funded by the World Bank within the National Innovation Ecosystem Project – GENIE – P152441 – Loan # IBRD – 8595-GE.

The Experts User Manual (of the Grants Management Web Portal) has been prepared by “Idea Design Group” in scope of Georgia's Innovations and Technologies Grants Management Web Portal Development and Implementation Project.

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Part I. Registration

The expert role user is able to register on the grants web portal (<https://grants.gov.ge/>) and create a profile.

Only after registration on the web portal, the expert is able to review and participate in the expert competitions announced by the Georgia's Innovations and Technology Agency. In case of assigning to an application, using the same profile expert will be able to review the application and evaluate it by filling the relevant questionnaire.

In order to create an expert account, the user has to choose "Expert" menu item from the main menu of the Grants web portal (<https://grants.gov.ge/>) and click on the "Registration" button.

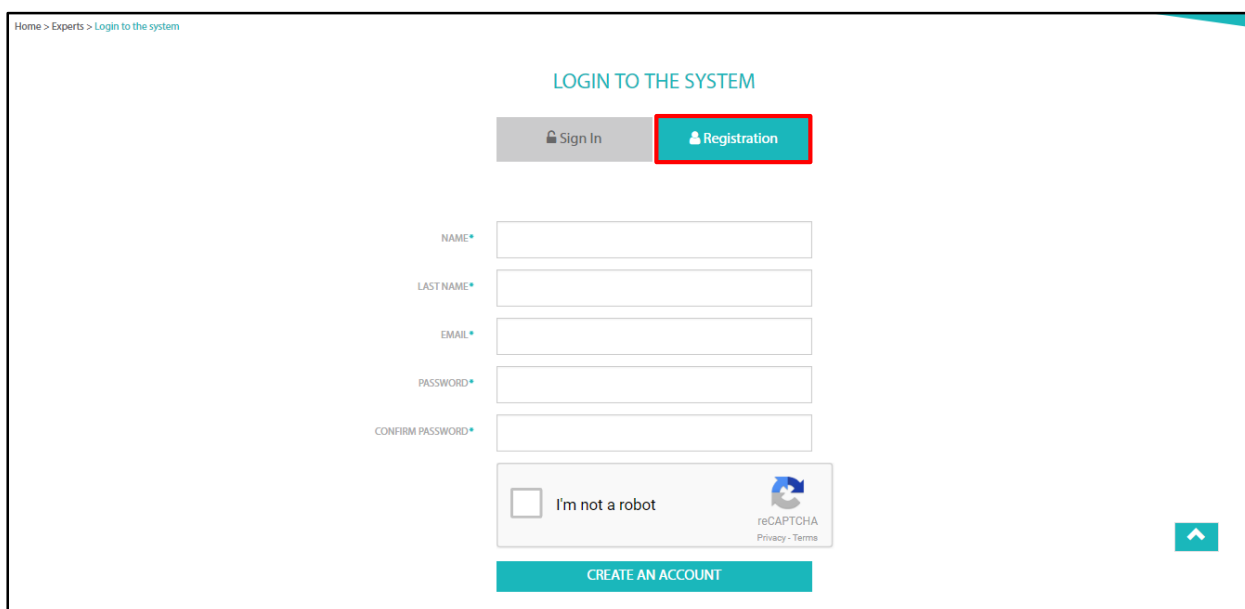


Fig. I.1

Once the user chooses "Expert" from the main menu, expert's authorization and registration webpage will be displayed on the screen. (See Figure I. 1.1)

The process of registering on the web portal has two steps. First, expert should fill in the fields with relevant information. He/she should write: name and surname in the fields of "Name" and "Surname"; valid email - in the field of the "e-mail". Expert should write password twice. Once in the "Password" field and should repeat the same combination in "Confirm Password" field. After that the user should mark "I am not a robot" and click on the "Create an account" button to complete the first stage of the registration on the web portal.

After clicking on "Create an account" button, the email with an activation link will be sent to the indicated email address. Activating profile and authorization is possible only after opening this link. Otherwise it is impossible to use the profile. (See Figure I.1.2). Please kindly note that the activation link received on the email is valid during the next 24 hours.

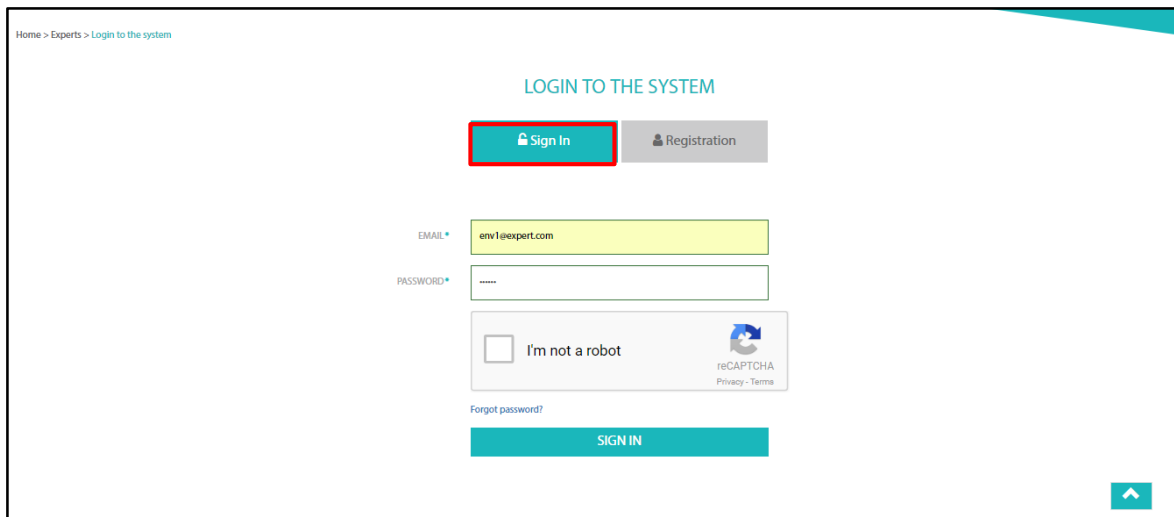


Fig. I.2

Part II. Authorization and Password Recovery

The experts can have access to grants management web portal only after authorization. In order to login on the web portal the expert should enter the expert's login webpage,.

II.1. Authorization

Experts authorization page is shown on the figure number II.1.1. It is necessary to fill the fields with the relevant data, in order to login to user's account.

Home > Experts > Login to the system


LOGIN TO THE SYSTEM

EMAIL*

This is a required field

PASSWORD*

This is a required field

☐ I'm not a robot
 

reCAPTCHA
Privacy - Terms

[Forgot password?](#)

Fig. II.1.1

II.2. Password Recovery

If the user forgot the password, it can be restored from the authorization page (see Figure II.2.1) using "Forgot Password?" Link. After clicking on it, the password reset page appears on the screen.

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Home > Experts > Login to the system

FORGOT PASSWORD?

Email

Fig. II. 2.1

It is necessary to indicate expert's email in the field and press "Send" button (See Figure II.2.2), in order to restore the password. If the email address is valid, a message with the relevant link will be sent on it. After opening this link, expert will be able to indicate new password. Changing password link is active for 24 hours, since the receiving it on the email.

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HOME PROGRAMS FUNDING EVENTS EXPERTS Q&A MEDIACENTER CONTACT APPLICANT

CHANGE PASSWORD

Password

Confirm Password

SAVE

Fig. II.2.2

In order to create a new password, expert should enter new password in “new password” field, then repeat the same symbols combination in the "Repeat password" field and press the "Save" button.

The user is also able change the password after login the web portal using the "Change Password" function (See Figure II.2.3).

In order to change password, expert should choose “Change Password” menu, then fill boxes with an appropriate fields: “Current Password” – enter the password that is active while authorization, “Password” – enter new password, “Confirm Password” – enter the same combination of symbols inserted in “Password” field. At the end expert should press the button “Save” (See Figure II.2.3).

DASHBOARD

Profile ✓

Apply for the Call

Grant Applications

Inbox (1)

Change Password

CURRENT PASSWORD

PASSWORD

CONFIRM PASSWORD

SAVE CANCEL

Fig. II.2.3

Part III. Expert's Cabinet Menu

This part describes the features and capabilities of the Expert's Cabinet (left-hand) menu.

III.1. Profile

After login, the profile page will be displayed. There is information about the Identified / authorized user.

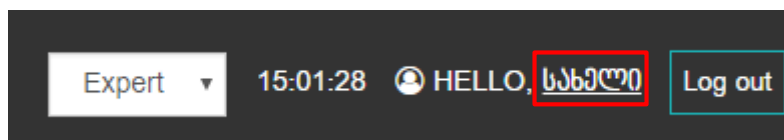
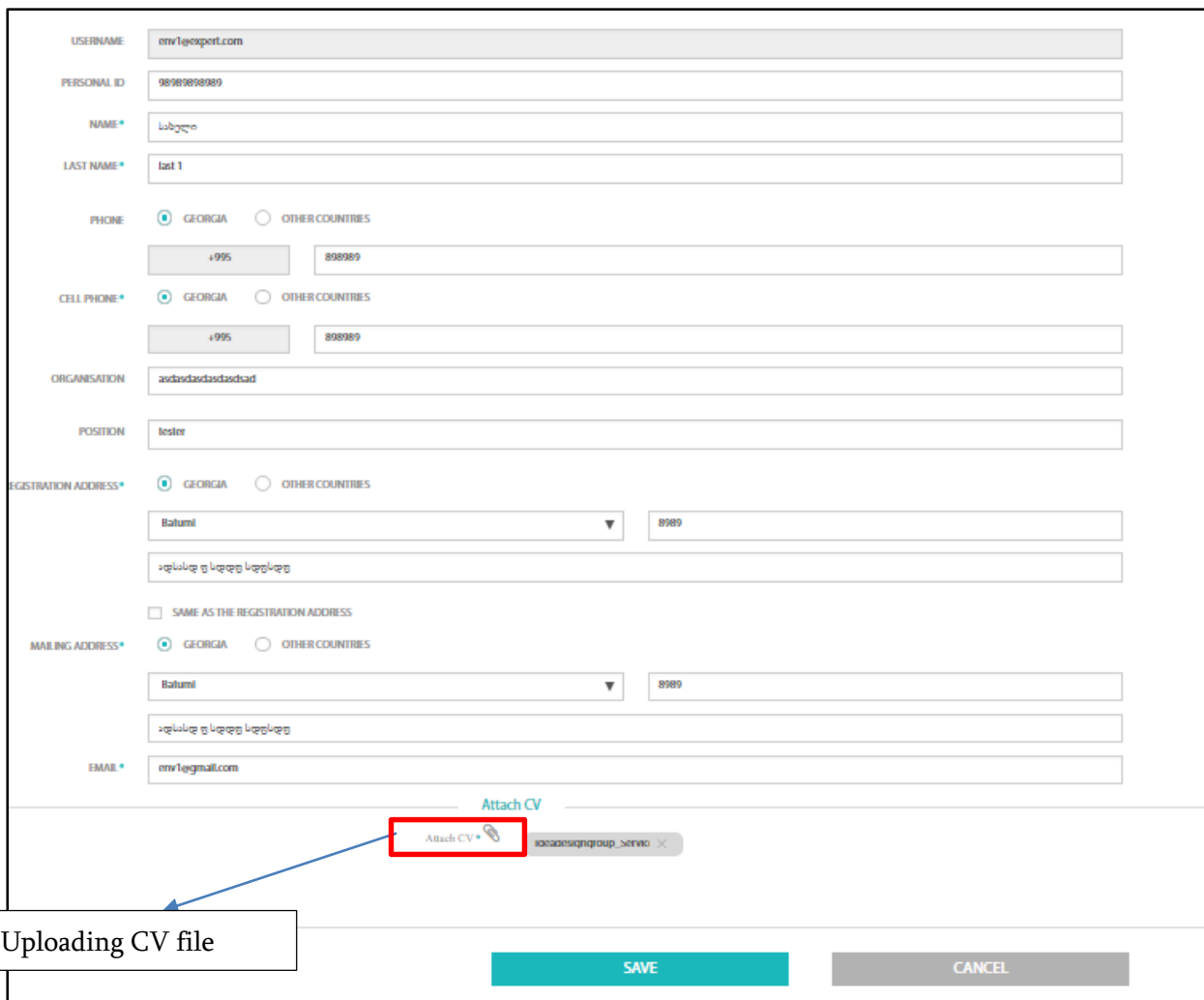


Fig. III.1.1

When the user is logged in in the web portal, the profile buttons appear in the upper right corner of the screen directly after authorization. By clicking the “Log out” button, the expert profile closes and the user will be redirected to the public page of the website (see Figure III.1.1).

Please kindly note that authorized users, except for their own cabinet, can also see different sections of the website. In order to return to expert’s cabinet, the user should click on his/her own name in the upper right corner of the website (see Figure III.1.1).



USERNAME:
 PERSONAL ID:
 NAME*:
 LAST NAME*:
 PHONE: ☒ GEORGIA ☐ OTHER COUNTRIES

 CELL PHONE*: ☒ GEORGIA ☐ OTHER COUNTRIES

 ORGANISATION:
 POSITION:
 REGISTRATION ADDRESS*: ☒ GEORGIA ☐ OTHER COUNTRIES

☐ SAME AS THE REGISTRATION ADDRESS
 MAILING ADDRESS*: ☒ GEORGIA ☐ OTHER COUNTRIES


 EMAIL*:
 Attach CV
 Attach CV* 
 SAVE CANCEL

Fig. III.1.2

Profile is the first menu item in the Experts Cabinet and includes data about the user. There are mandatory (marked as " * ") and optional fields as well.

| Nº | Data | Description |
|----|------------------|---|
| | USERNAME | The Email is always automatically filled. Please kindly note that changing the e-mail indicated during registration by the user, is no longer possible since it is the username of the Expert. |
| 1. | Personal ID | Personal ID (optional) of The Expert |
| 2. | Name | Expert's name according to the ID card |
| 3. | Last Name | Expert's last name according to the ID card |
| 4. | Phone/Cell Phone | The Expert's contact phone numbers. |

| | | |
|----|----------------------|--|
| | | <p>First of all, should be checked "Georgia" or "other countries".</p> <p>In case of choosing "Georgia", the country's telephone index will automatically be filled and the rest of number should be combined with 9 digits.</p> <p>In case of "other countries", it is necessary to insert the full telephone number in one general field.</p> |
| 5. | Organization | Organization name (optional), which represent the expert |
| 6. | Position | Experts' position (optional) in the above mentioned organization |
| 7. | Registration Address | <p>Registration address of the Expert.</p> <p>First of all, it should checked "Georgia" or "other countries".</p> <p>In case of selecting "Georgia", user should indicate the city from the dropdown field on the right side and appropriate postal code.</p> <p>In the next text field, it is necessary to enter detail address.</p> <p>If "other countries" checked, it is necessary to enter the full address including city, postal code and detailed address in the general text field.</p> |
| | Mailing Address | <p>This is an actual address of the Expert.</p> <p>Please kindly note that Mailing address fields should be filled in the same way as the registration address.</p> <p>If these two addresses are identical, it is enough to mark "Same Address" check box.</p> |
| 6. | Email | Expert's alternative email address |

There are two buttons, "Save" and "Cancel" in the bottom on the webpage.



Fig. III.1.3

The "Save" button keeps the information stored in the database. Information can be saved even if the data on the profile is incomplete (See Figure III.1.3).


The "Cancel" button ignores the changes that the user has made after he last click on the "Save" button.

It should be noted that the expert can participate in special calls for the experts. For this the expert profile should be filled in completely.

III.2 Apply for the Call





The next menu item of the expert's cabinet is "Apply for the Call", which has two submenu items "Call for Experts" and "My Applications".

III.2.1 Call for Experts

When selecting "Call for Experts", the announced calls list appears in the central part of the screen. In the upper part of the expert calls table is the filter bar, which allows the user to find calls according to the Grant ID, Role, Start date and Deadline. At the end of the filter bar is the "Clear" button - . If you click on it, all the filter parameters will be cleared.

Filter Parameters

Home > Expert > Call for Experts

| Grant ID | Role | Start Date | Deadline | |
|----------|--------------------------------|------------|---------------------|---|
| ST_EX_27 | Intellectual Property Reviewer | 2017-12-05 | 2017-12-12 11:13:41 |   |
| ST_EX_19 | Intellectual Property Reviewer | 2017-12-09 | 2017-12-12 00:01:00 |   |

Total: 2

Fig. III.2.1.1

Each line of the call list might have two buttons:



1. The "View" button is always available at the end of each record and after clicking on it the user is redirected to the detail call webpage (see Figure III. 2. 1. 2).

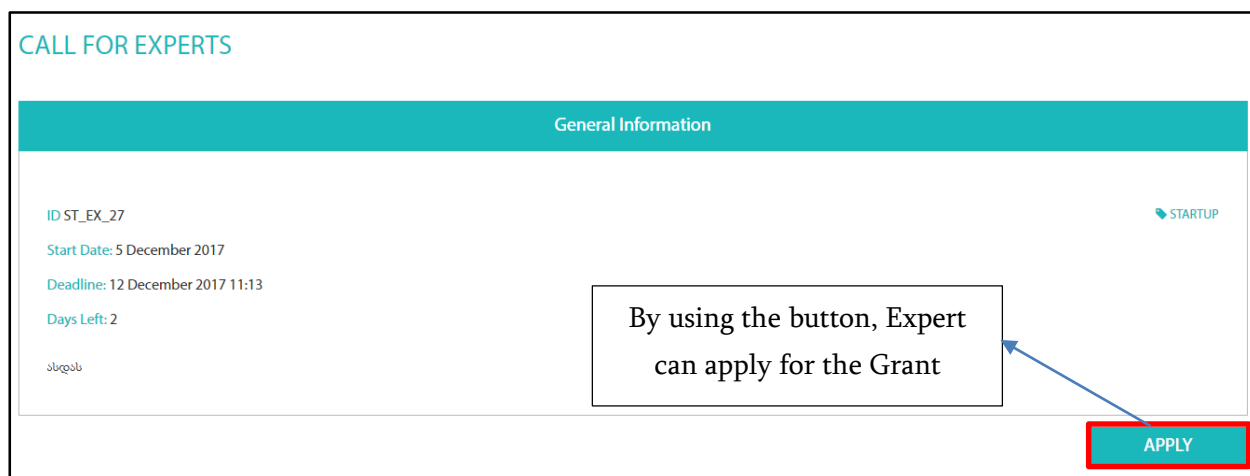


Fig. III. 2.1. 2

If the application is required to fill out using any template form, it will be uploaded in the lower part of the page and it will be possible to download it.

1. The "Apply" button is available only for the active calls and by clicking on it the user is redirected to the application submission page.

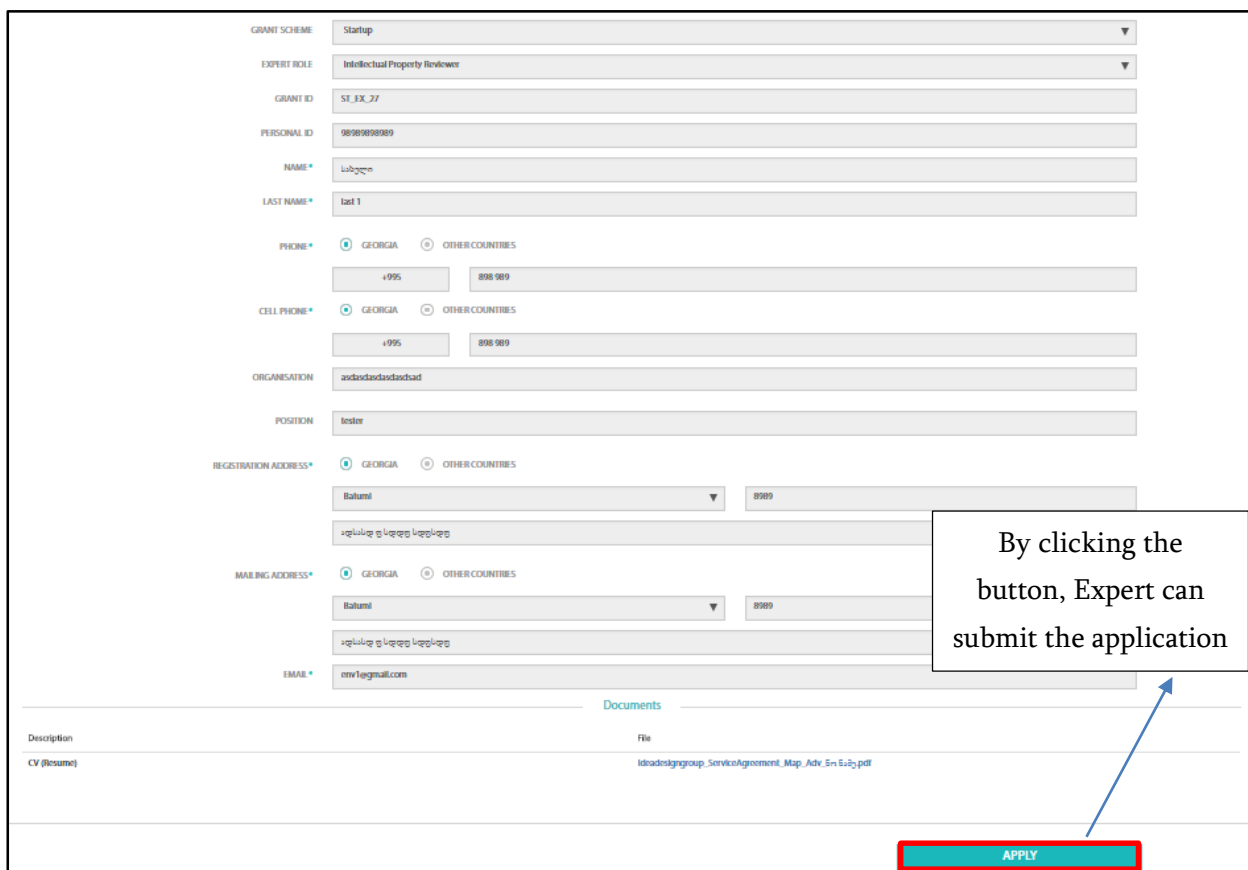



Fig. III. 2.1.3

On the the application submission page, there is an entire information filled from the expert's "Profile" page, including Expert's autobiography (CV) file.

In the lower part of the application submission page, there is a button  that allows expert to upload additional requested file (if any).

Expert can submit his/her application by using "Apply" button.

III.2.2 My Applications

The next submenu item under the "Apply for the Call" menu is "My Applications", which contains the applications that have already been sent. Applications are added to the table of my applications, as soon as the application is sent for any call. Please kindly note that It's impossible for expert to send more then one application to the same call.

On the top of my application's list there is the filter bar and the "View" button at the end of each line.

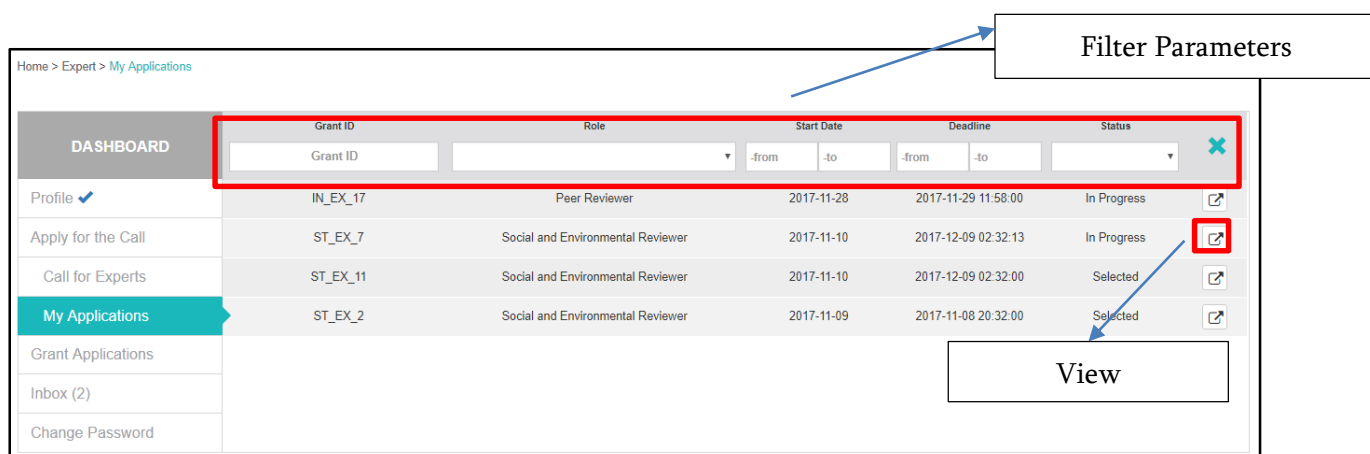


Fig. III.2.2.1

By the filter parameters the expert can filter the applications according to the status ("Requested", "Rejected" and "Confirmed") (see Figure 2. 2. 2.2). According to the status of the expert, he/she will Find out the result of his/her application review.

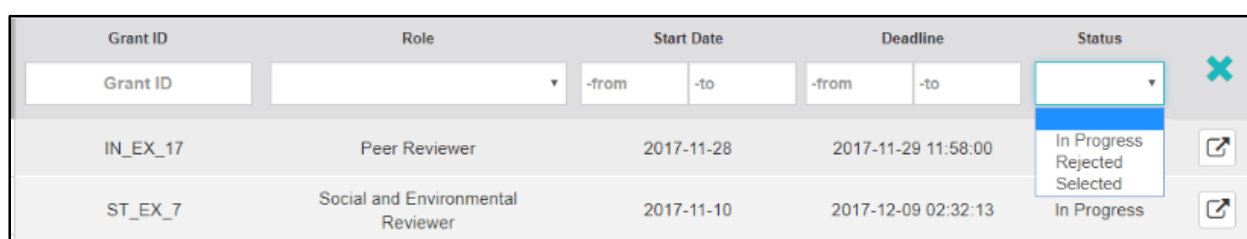


Fig. III. 2. 2.2

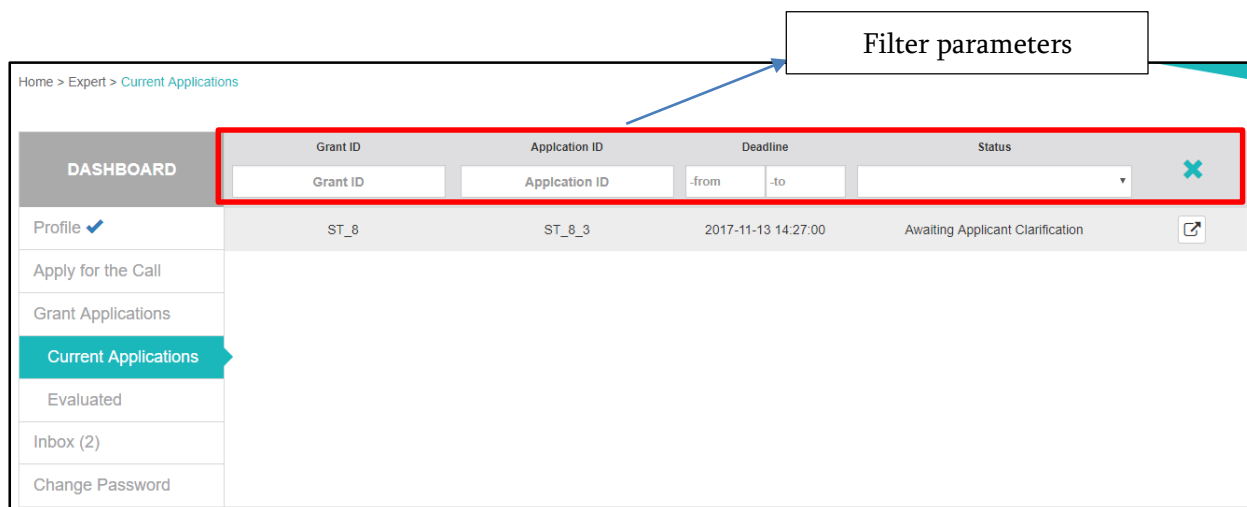
III.3 Grant Applications

The next menu item of the Expert's Cabinet is "Grant Applications", which has two sub-points: "Current Applications" and "Evaluated". Expert is able to find the applications submitted for evaluation to the "Current Applications" page and all evaluated applications on the "Evaluated" page.

There is a Filter bar in both sub-points, with which the expert is able to find desired applications easily.

III.3.1 Current Application

After choosing “Current Applications” menu item, the expert is transferred directly to the “Current Applications” page, where he/she is able to review all the applications waited for evaluation.



სურ. III.3.1.1

Applications appeared in the “Current Applications” list may be followed by the three buttons:



1

2

3

1. The application is followed by the "clarify" button if the Secretary asks the expert to specify any detail about this application.
2. The application is followed by the “evaluate” button if the process of the evaluation by expert is not finished. After clicking on this button, the tab of the application evaluation grid will be displayed on the screen. The Expert also is able to click on the other tabs of the detail application page in order to review any information. (see III.3.1.2)

DASHBOARD

Profile

Apply for the Call

Grant Applications

Current Applications

Evaluated

Inbox (1)

Change Password

Project | Business Plan | Questionnaire | Files | Evaluate

Application ID: ST_12_2

Project Title:

Applicant: oggi qerfauib xgcygn

INSTRUCTION

| QUESTION | ANSWER | COMMENT |
|--|--|---------|
| Title... Questionnaire: 2 Block: 1 | | |
| Question1 Questionnaire: 2 Block: 1 | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A | |
| Question2 Questionnaire: 2 Block: 1 | <input type="radio"/> Yes <input type="radio"/> No | |
| Description... Questionnaire: 2 Block: 1 | | |
| Title... Questionnaire: 2 Block: 2 | | |
| Question1 Questionnaire: 2 Block: 2 | <input type="radio"/> Yes <input type="radio"/> No | |
| Question2 Questionnaire: 2 Block: 2 | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A | |
| Description... Questionnaire: 2 Block: 2 | | |

RECOMMENDATION

SUGGESTED ACTION

REQUEST FOR CLARIFICATION

Cancel

SAVE

Submit

Fig. III.3.1.2

In the upper left side of the evaluation tab is placed the following information:

- Application ID
- Project Title
- The applicant's full name. Also, the name of the organization, if the applicant has completed the information about the organization

After viewing the detailed data of the application, the expert is obliged to fill out a special evaluation grid (questionnaire) (Fig. III.3.1.2).

Please kindly note that due to different grant schemes and specifications, the expert might be asked to fill the different questionnaires at different times.

The questionnaires consist of questions (which can be grouped in blocks) where the expert chooses the relevant answer from the options. He can describe his answer in the "comment" (optional) field.

There are some additional fields under the grid (see Figure III. 3. 1. 3).

| | |
|--|--|
| RECOMMENDATION | <input type="text"/> |
| SUGGESTED ACTION | <input type="text"/> <div> Reject Select </div> |
| REQUEST FOR CLARIFICATION | <input type="text"/> |
| <div> <input type="button" value="Cancel"/> <input type="button" value="SAVE"/> <input type="button" value="Submit"/> </div> | |

Fig. III. 3. 1. 3

In the "Recommendation" field, an expert is able to indicate a comment about the application that may be helpful in the current period or in the future of application evaluation stage.

After selecting "Suggested Action" dropdown menu, the expert can choose "Reject" or "Select" or he/she can leave the application without status and ask for clarification.

It is noteworthy that the questions of the questionnaires may be drawn so that the selection of any of the answers might automatically cause an application fail. This information will definitely be indicated near the question.

Please kindly note that field for recommendation and clarification may be available for each block of questions:

| QUESTION | SCORE | COMMENT |
|---|----------------------|----------------------|
| INNOVATION AND CONTENT | | |
| 1. Degree of Innovativeness: New or significantly improved product, service process, or technology | 4 ▼ | <input type="text"/> |
| 2. Feasibility of proposed methodology and innovation content | 4 ▼ | <input type="text"/> |
| 3. Geographical impact/potential of the proposed innovation (local sub-regional, regional, global) | 4 ▼ | <input type="text"/> |
| 4. Difficulty of replication | 4 ▼ | <input type="text"/> |
| 5. Level of readiness of innovation for the market introduction | 4 ▼ | <input type="text"/> |
| For question 4 - Difficult-to-copy innovations shall score higher. Patent protected or invention qualifying for patent protection scores 5. | | |
| SUB-TOTAL SCORE: | 20 | |
| WEIGHT: | 30.00 | |
| RECOMMENDATION: | <input type="text"/> | |
| MARKET AND COMMERCIALIZATION | | |
| 1. Application and market demand: Product provides a solution to an existing problem by addressing a market demand or creates a new demand. | 3 ▼ | <input type="text"/> |
| 2. Market size, needs and growth: | 4 ▼ | <input type="text"/> |
| 3. Customers and potential customers; competitors, quasi-competitors, and potential competitors | 3 ▼ | <input type="text"/> |
| 4. Go-to-market strategy, time to market (TTM), product introduction risks and opportunities addressed | 4 ▼ | <input type="text"/> |

The expert can ask the secretary for the clarification about specific application. The secretary will receive this request as the notification and will return the answer to the expert related to the requested clarification. The secretary's answer will be reflected in the Inbox as the notification from the secretary.

By clicking the "Cancel" button, the last changes made on the Expert Evaluation page will be ignored.

By clicking on the "Save" button, the expert keeps changes in the evaluation form.

By using the "Submit" button, the expert can send the evaluation if all the questions are answered and the requested clarification's box is empty. Thus the evaluation will be sent to the secretary and the expert can no longer change the evaluation data.

If the expert finds that the data in the application is insufficient for evaluation, he / she is able to request clarification. If the clarification request field is filled in, the system will not check all the questions are answered or not and request for clarification will be sent to the secretary as the notification.

3. The "View" button allows the expert to view the entire application by clicking on tabs (Project, Business plan, Questionnaire, Files).

პირველი ჩანართია „პროექტი“, რომელზე გადასვლითაც ექსპერტი ეცნობა ზოგად ინფორმაციას განაცხადის შესახებ (იხ. სურ. III. 3. 1. 5).

The first tab on the application detail page is the "Project" with which expert gets the general information about the application. (See Figure III 3. 1. 5).

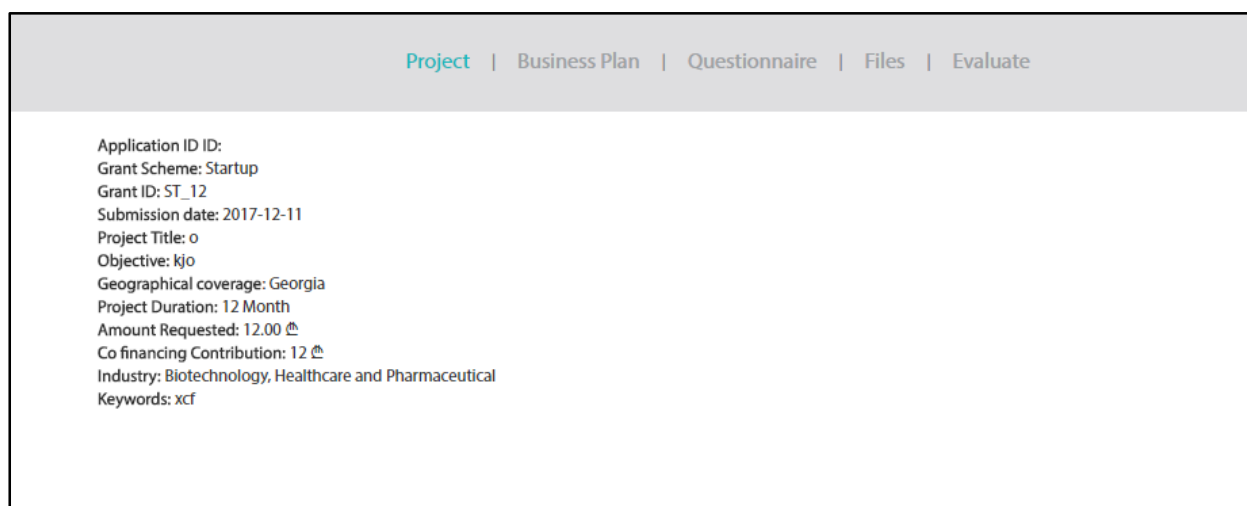


Fig. III. 3. 1. 5

The next tab is a "Business Plan" where information is available about the applicant's business plan, activities and their implementation timeline. (See Figure 3. 3).

Fig. III. 3. 1. 7

Expert is able to view the files attached within this application in the tab "Files". (Figure III 3. 3. 8).

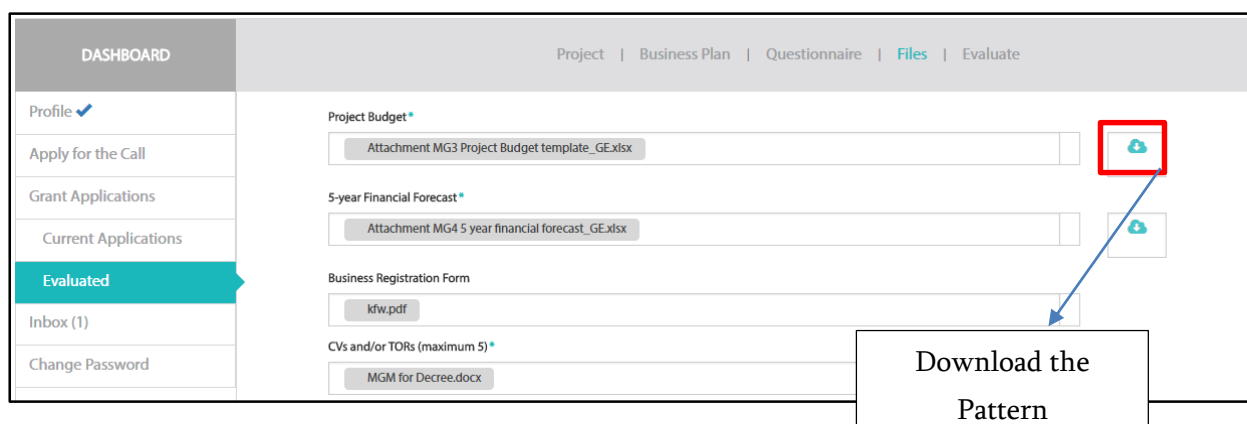



Fig. III. 3. 1. 8

The expert can download each file by clicking on its name and also download the requested template by "Download Pattern"  button as well.

III.3.2 Evaluated (applications)

The second sub-menu item of the “Grant Applications” is "Evaluated", which reflect the list of the applications already evaluated by the expert. (see Figure III. 3. 2. 1)






| DASHBOARD | Grant ID | Application ID | Deadline | | Role | |
|----------------------|----------|----------------|------------|----------|-----------------------------------|---|
| | Grant ID | Application ID | -from | -to | | |
| Profile ✓ | ST_10 | ST_10_2 | 2017-12-05 | 16:44:00 | Social and Environmental Reviewer |  |
| Apply for the Call | ST_10 | ST_10_2 | 2017-12-05 | 16:44:00 | Investment Committee Members |  |
| Grant Applications | ST_10 | ST_10_2 | 2017-12-05 | 16:44:00 | Intellectual Property Reviewer |  |
| Current Applications | ST_10 | ST_10_2 | 2017-12-05 | 16:44:00 | Eligibility Reviewer |  |
| Evaluated | ST_10 | ST_10_1 | 2017-12-05 | 16:44:00 | Investment Committee Members |  |
| Inbox (1) | ST_10 | ST_10_1 | 2017-12-05 | 16:44:00 | Intellectual Property Reviewer |  |
| Change Password | ST_10 | ST_10_3 | 2017-12-05 | 16:44:00 | Eligibility Reviewer |  |
| | ST_10 | ST_10_3 | 2017-12-05 | 16:44:00 | Intellectual Property Reviewer |  |
| | ST_10 | ST_10_3 | 2017-12-05 | 16:44:00 | Social and Environmental Reviewer |  |

Fig. III. 3. 2. 1


The list of Evaluated Applications also have the filter parameter bar that allows an expert to easily find any the desired application.










Each application record has the “View” button in the end of the line - . After clicking on the button , system goes to the detailed application page including evaluation tab.



DASHBOARD
Profile ✓
Apply for the Call
Grant Applications
Current Applications
Evaluated
Inbox (1)
Change Password

Project | Business Plan | Questionnaire | Files | **Evaluate**

Application ID: ST_10_3
Project Title: puma
Applicant: temo surguladze

INSTRUCTION 

| QUESTION | ANSWER | COMMENT |
|---|--|---|
| The correct and complete grant application form (business plan) has been submitted | <input type="radio"/> Yes <input type="radio"/> No |  |
| The proposal is typed and is in English and Georgian | <input type="radio"/> Yes <input type="radio"/> No |  |
| The budget is submitted, presented in the format requested | <input type="radio"/> Yes <input type="radio"/> No |  |
| The five year financial forecast submitted, presented in the format requested | <input type="radio"/> Yes <input type="radio"/> No |  |
| If applicable, company registration certificate (if applicable) has been submitted (to be submitted for all applicants in case of consortium) | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A |  |
| CVs of personnel involved in the project and/or TORs for key positions of the project. | <input type="radio"/> Yes <input type="radio"/> No |  |
| If applicable, applicant's latest accounts from the revenue services or the notification on VAT has been submitted | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A |  |
| The applicant satisfies the eligibility criteria laid down in section 2.1 of matching grants manual | <input checked="" type="radio"/> Yes <input type="radio"/> No |  |
| The duration of the project does not exceed 1 year period | <input type="radio"/> Yes <input type="radio"/> No |  |

RECOMMENDATION 
SUGGESTED ACTION 

სურ. III. 3. 2. 2

III.4 Inbox

The next menu item in the Expert Cabinet is “Inbox”. There are all the notifications sent to the expert. To find any notification is possible through the filter parameters bar.

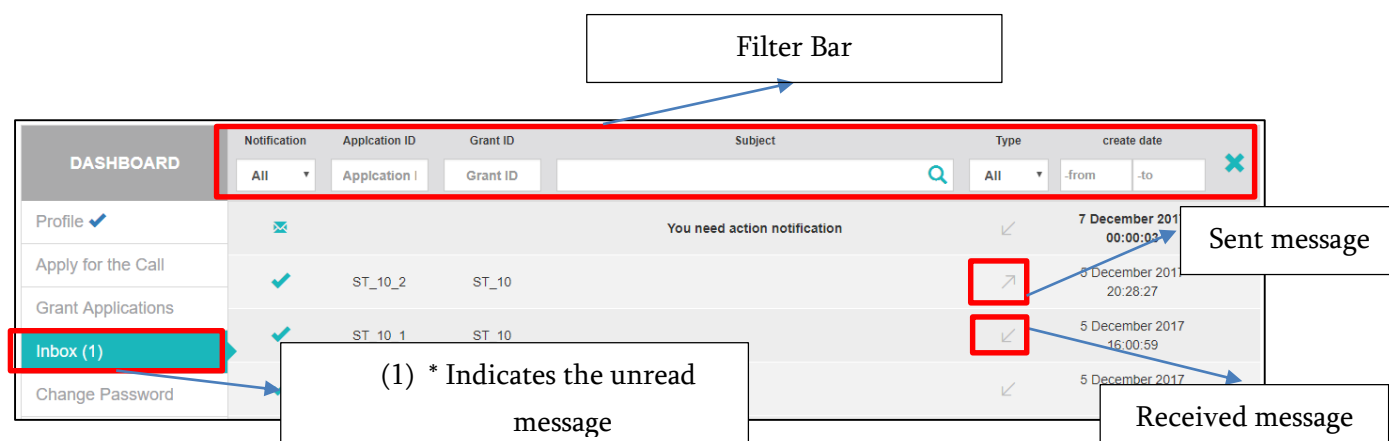


Fig. III. 4. 1

The filter parameters are used to find the messages by the : Status (see Figure 3, 3), Grant or Application ID, Notification subject, the status of Received or Sent messages.

Also, messages can be filtered according to the timeframe of response (See Figure III.4.2).

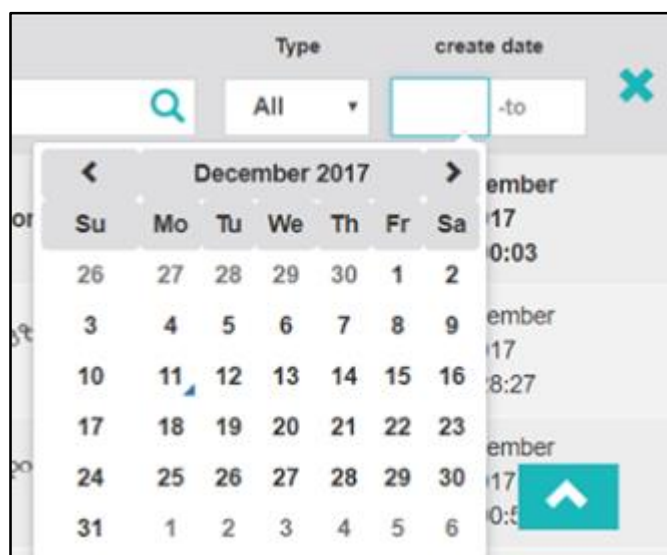


Fig. III. 4. 2

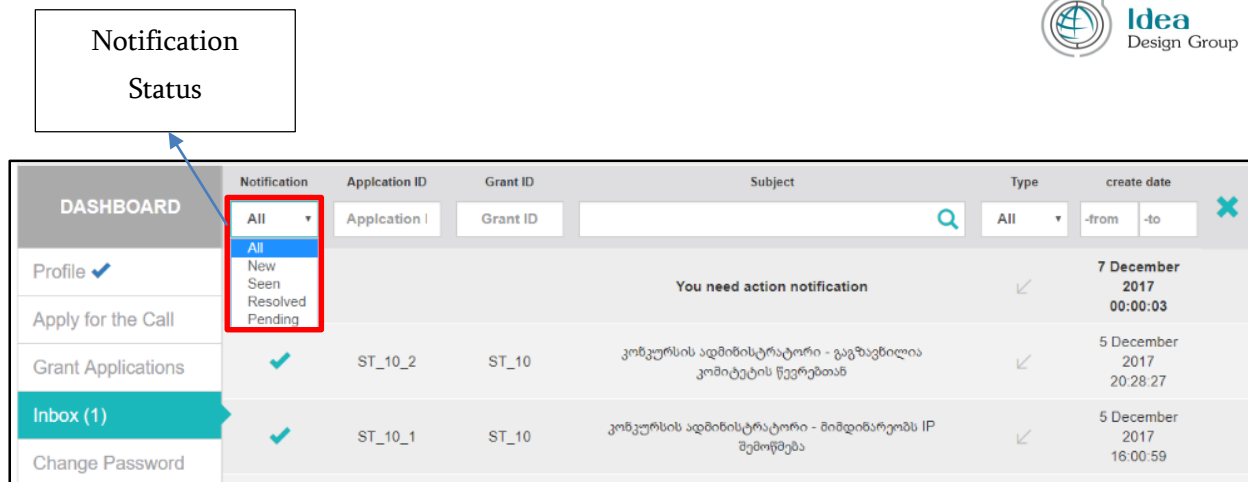





Fig. III. 4. 3

Expert may receive various notifications. For example: Message from the secretary in response to the clarification request or the automatic message that the expert was assigned to the application for evaluation.

All the notifications that expert has received but has not seen yet is marked by the symbol - .

If the notification received according the clarification requested message and the expert only opens this message, but will not responds, then the following symbol . In all other cases seen notifications will be marked by the symbol .

After clicking on the message, the system moves to the detailed page of the notifications, in the lower part of which is the full correspondence of this particular application. An expert can move to the detailed page of application by clicking the “view application” link (see Figure 4.4).

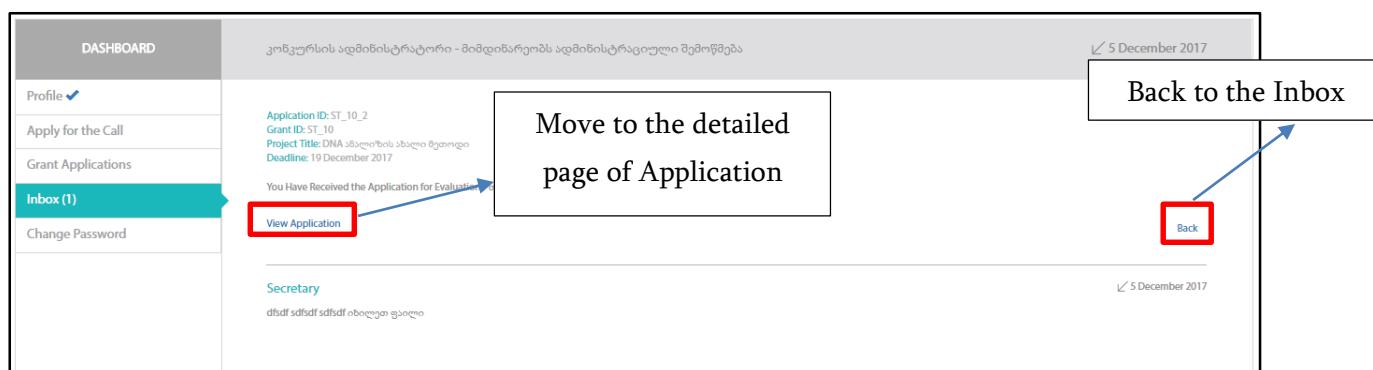
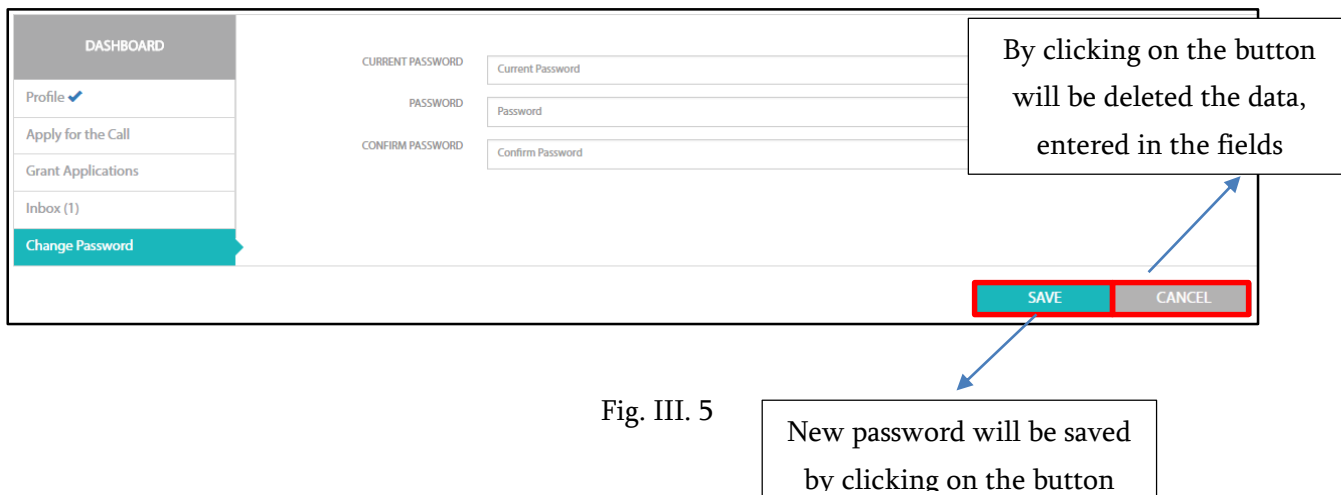


Fig. III. 4. 4

III. 5 Change Password

The last menu item of the Expert's Cabinet is "Change Password". After clicking on "Change Password", system moves to the changing password webpage (see Figure III.5).



By clicking on the button will be deleted the data, entered in the fields

SAVE CANCEL

New password will be saved by clicking on the button

Fig. III. 5

In order to change the user password, the applicant must fill the fields as written below: current password should be entered in the "Current Password" field, new password should be entered twice, in the field of "Password" and "Confirm Password" fields. At the end the user should press "Save" button.

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In case of any questions or misunderstanding about the usage of an Applicant's Cabinet, please ask for detailed information through the Grants web portal contact page.

Web-portal management team will definitely return with detailed answers.