develop

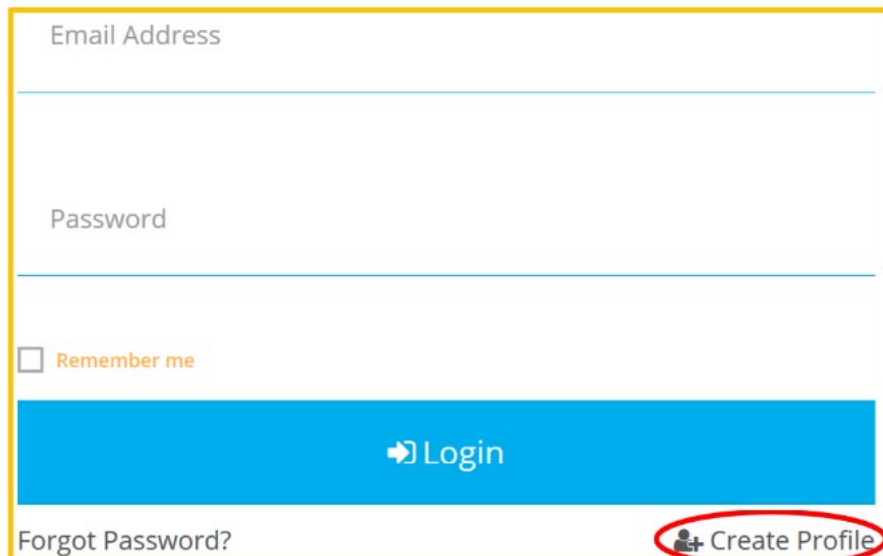The Minnesota Quality Improvement & Registry Tool

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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**.

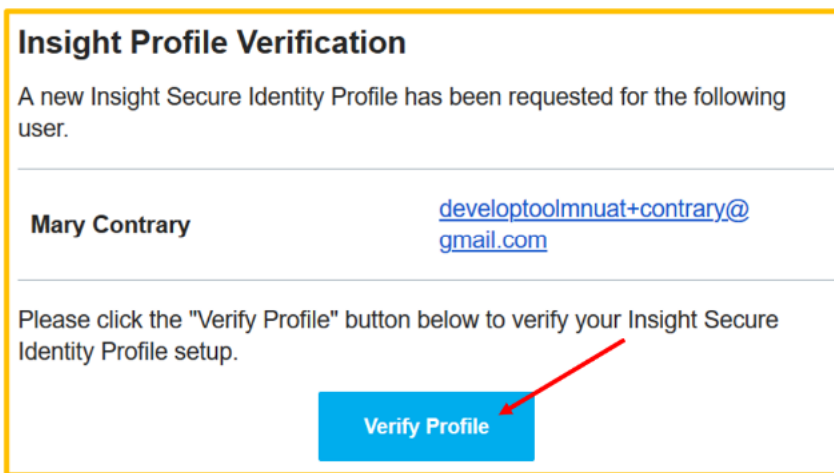3. Enter the requested information and click **Create Profile**.

Regional Grant – Reviewer Instructions

4. 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

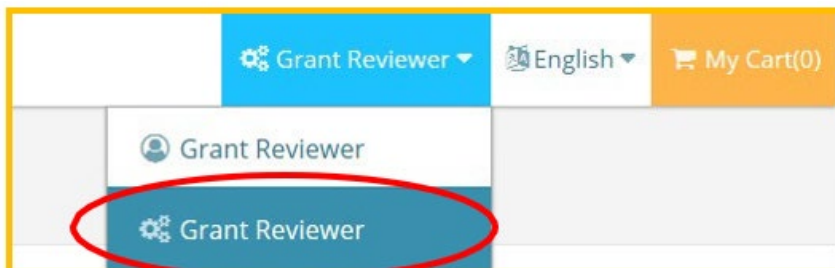5. Click **Verify Profile** in the email. A new browser tab will open.

Insight Profile Verification

A new Insight Secure Identity Profile has been requested for the following user.

Mary Contrary   developtoolmnuat+contrary@gmail.com

Please click the "Verify Profile" button below to verify your Insight Secure Identity Profile setup.

Verify Profile

6. 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.

7. The Develop Profile is complete and can be logged into.

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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**.

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.

DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES
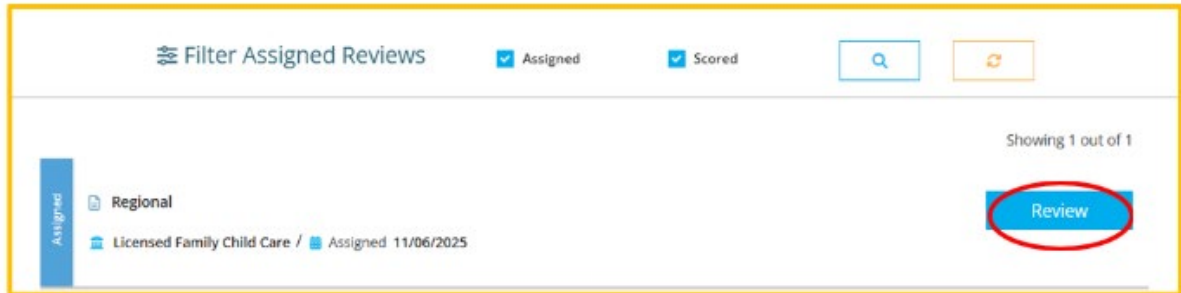
Regional Grant – Reviewer Instructions

4. 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 2025-2026 Grant Priorities (PDF). Please keep these priorities in mind when reviewing the priority questions.

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
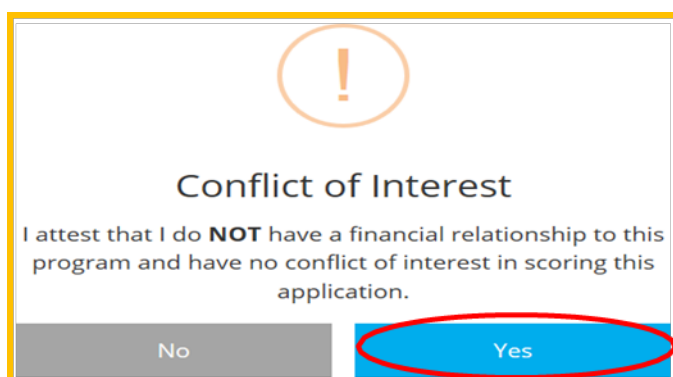
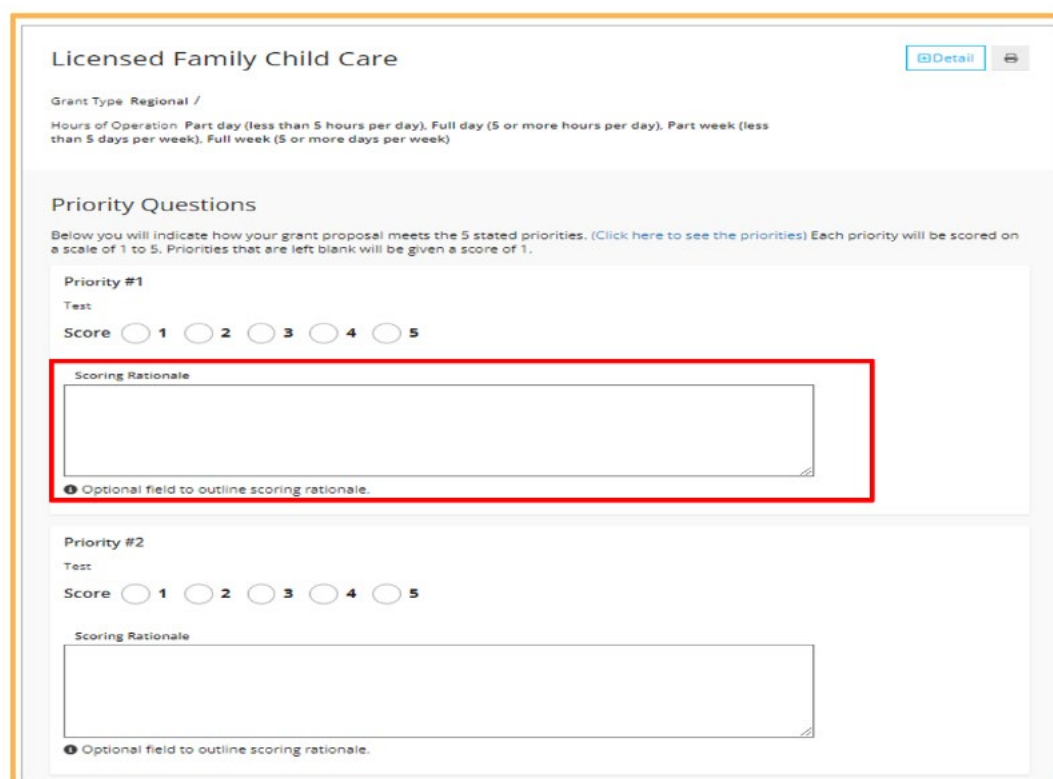✔ Score Application

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

Ready to Score
You may proceed with scoring this application.

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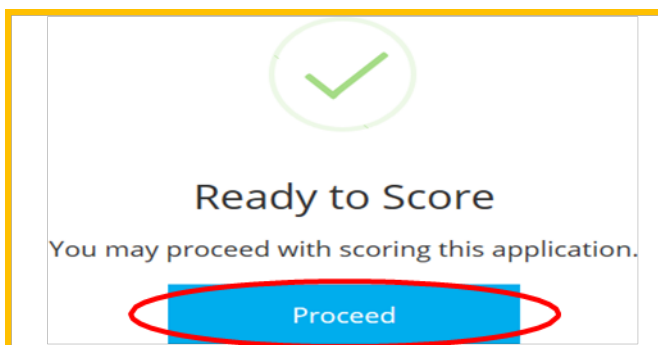
7. Answer yes or no for the **Conflict of Interest** question.
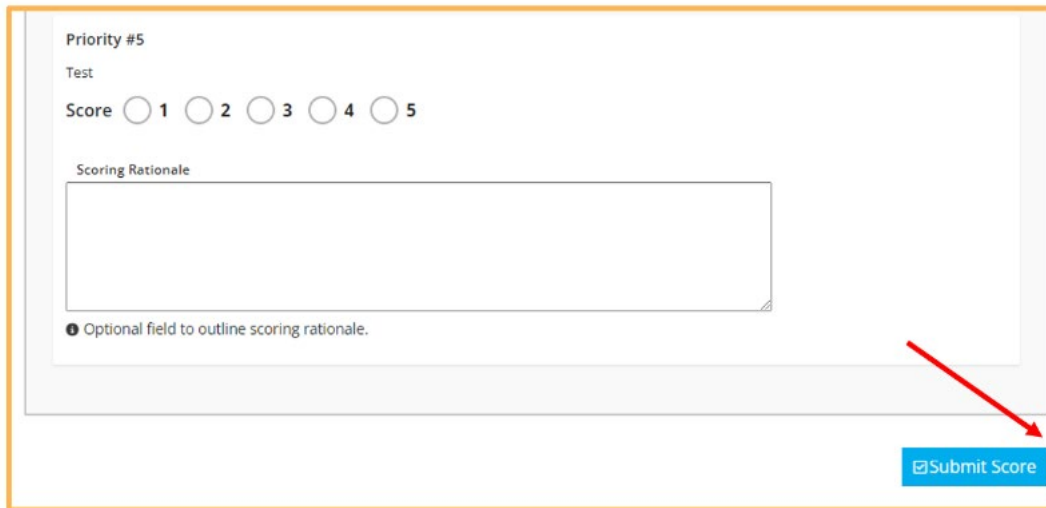

Regional Grant – Reviewer Instructions

8. When ready start scoring the grant application.

   a. *If a program indicated "Not Applicable" or "N/A" for apriority, 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.*

DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

Regional Grant – Reviewer Instructions

9. When finished, click **Submit Score**.
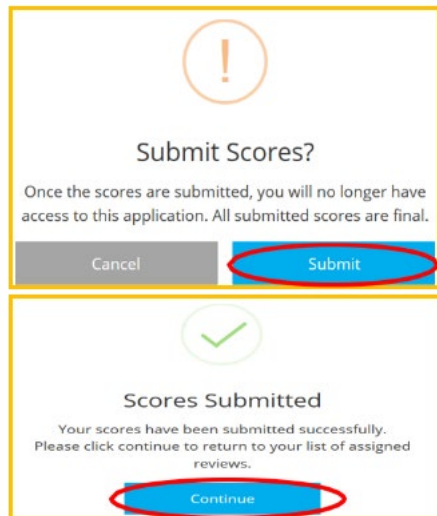
10. Applications that have been scored are available in the dashboard, and Grant Reviewers can select another assigned application to score from the dashboard.