

Reviewing a Grant Application for Fight for Sight via Benefactor Cloud

Guidance for peer reviewers, lived experience reviewers, finance approvers and mentors (for Zakarian applicants)

Step 1: Accessing the system

- If you have been approached for a peer review, lived experience review or for a finance office approval or mentor approval of a grant application, you will receive an automated email from noreply@fightforsight.org.uk.
- The email will contain an invite link, which will take you to the Benefactor Cloud system.

Dear {ReviewUserContact.FullName}

As an authorised signatory, your details have been provided to authorise a grant application to Fight for Sight.

The title of the application is: _____ and
has been submitted by Principal Investigator

Please [click here](#) to follow this link for registration and completion of the approval form.

Many thanks

The Fight for Sight Grants Team

- If you don't already have an account, you will be asked to register. You will then receive a confirmation email containing another link. Please follow this back to the Benefactor Cloud site.
- You will then be able to login to your account to access the reviews.

Hello

Please confirm your email by [clicking here](#).
Thank you.
The Fight for Sight Grants Team

Step 2: Completing the review

- Once logged in, you will be able to choose whether to accept or reject the invite. You will then be able to see all of your "invites to review".

Invitation to Review (Finance approvals) Request #110

You have been asked to review an application by **Miss Ella Hoskings Hoskings**

Request details		
Request ID: 110	Request title: Epidemiology of Trachoma in South Sudan	Applicant: Miss Ella Hoskings Hoskings

If you believe you have a conflict of interest or would rather not provide the review, please reject this invite.

- Once accepted, you will be able to see your "active reviews" all in one place. To continue with a review, press the continue button to keep working.

Active reviews

You have 1 open review that requires completion.

Request ID	Applicant	Req. Title	Status	Deadline	Step	Score	Started	Last Updated	
110	Miss Ella Hos...	Epidemiology...	Open		Finance appr...	0 / 100	09/02/26	09/02/26 13:40	Continue

- If you are an external reviewer or lived experience reviewer, you will be given the option to select which type of reviewer you are:

? Reviewer Type

Reviewer type ?

This answer will determine the questions that appear to you.

Please select what kind of reviewer you are

☒ External peer reviewer
☐ Lived Experience Reviewer

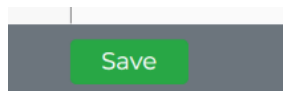
Review Questions and Scoring

Review and Submit

- You will then be able to complete the correct review form, with access to the application form, supporting documentation and any other relevant information specific to your type of review.

[Application form](#)
[Supporting documentation](#)

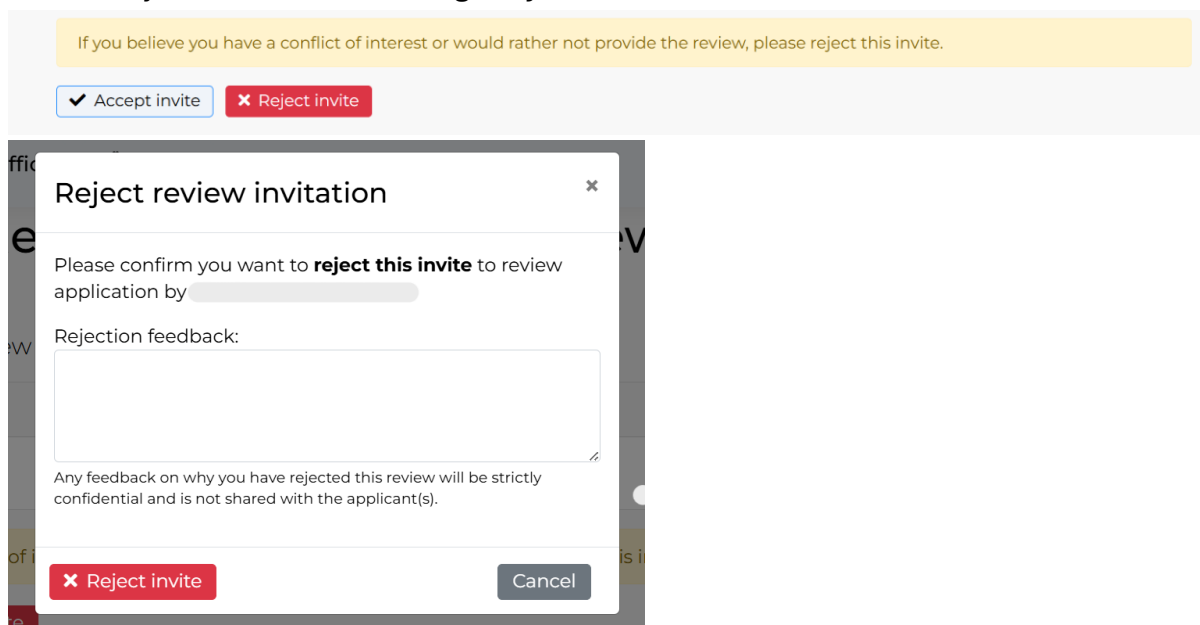
- We recommend that you complete the review offline on MS Word or similar and then copy and paste it into Benefactor. **It is essential that you press "save" while you are working through your review before clicking on a different tab, for example, to view the application form. If you don't, your review will be lost.** Please also note that Benefactor does not like bullet points so please refrain from using these in your review.



- Once you have completed your review, press the **"Review and Submit"** tab at the bottom of the page.

What to do if you cannot complete a review

- If you cannot complete a review, you can reject the invite by following the link in the email you receive and clicking **"Reject invite"**.



- If you accept the invite and subsequently discover a conflict of interest, or that you can no longer complete the review, please contact grants@fightforsight.org.uk as soon as possible to inform us of this. Once you have accepted and started a review, there is no way for you to decline on the system.

Need Help?

- If you have any questions or run into any issues, please contact us at grantsadmin@fightforsight.org.uk or call 020 7620 2066 and ask for the **Impact Team**.
- Once you have submitted your application, you will be able to message the team directly through the portal.

