



HOW TO REVIEW STAFF AND BOARD COMMENTS FROM AN APPROVED APPLICATION

To view the VAWA/SASP Staff and Board Review Reports:

1. Log in to OKGrants
2. Open your Application
3. Select View Forms
4. Select Staff Review or Board Review
5. In the dropdown menu, select Screen
6. Click Execute at the top of the page to view the reviews

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SASP Staff Review

Select an Export type and click "Execute" to see your review data.

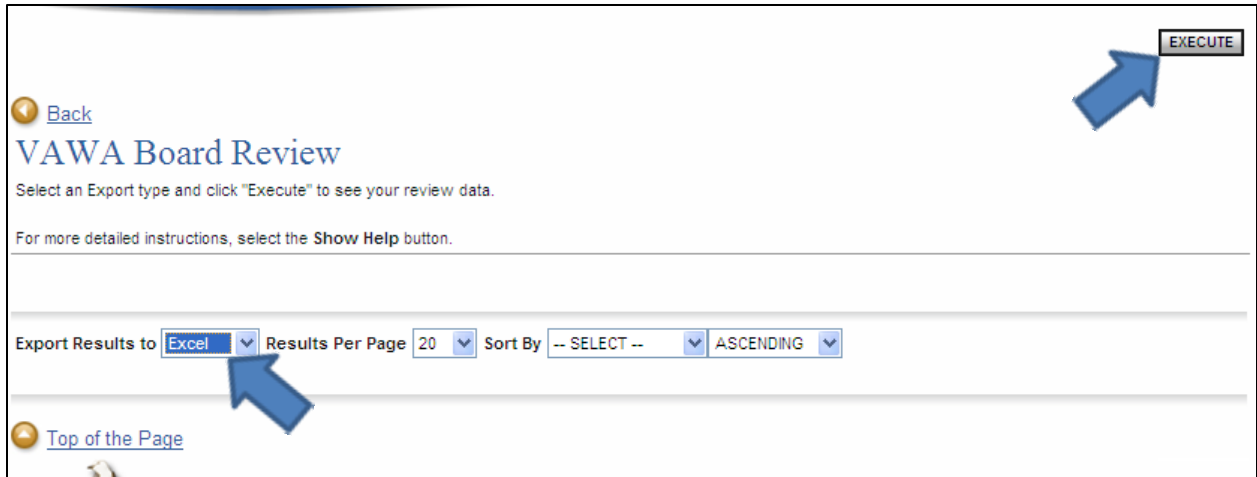
For more detailed instructions, select the [Show Help](#) button.

Export Results to Results Per Page Sort By

*Your screen will have the appropriate application name at the top. This screen shot is an example of an SASP application.

To print out/Save the reviews:

1. Choose Excel from the dropdown menu
2. Click Execute
3. Save it to your computer wherever you want



*Your screen will have the appropriate application name at the top. This screen shot is an example of an VAWA application.

Excel format is the most “viewer-friendly” method of reviewing the comments and scores.