



School Innovation Fund (2) Applicant Submission Instructions

- By going to the website <https://nysed-sif2rfp.myreviewroom.com/>, you will be able to create your application account. Click “Sign Up” on the right hand side of the landing page and you will be sent to the account creation page. Once you have created your account, you will receive an email confirmation with instructions.
- Once you have created your account, you will be directed to your main dashboard where you may find additional instructions if provided by the ReviewRoom Administrator as well as any tasks that you need to complete in order to submit your application. You will be able to sign in and out of the room as much or as little as desired.
- To log back into your account in the future, go to <https://nysed-sif2rfp.myreviewroom.com/>, and sign in using the email address and the password you (previously) created.
- If any additional resources and/or information about the application process have been provided, you may access these resources with a click on the “Resources” link in the upper right hand corner of your main dashboard.
- To complete a task, you must simply click on it and the task will open for you. From there, you will upload the required documents. Once you have completed a task, you may preview your submission or download it for your files.
- Once you have completed all of the required tasks you must click on the Submit button at the bottom of the page to have your application sent onto the review panel. Here, you may also download the entire document for your files.