

IAR Meeting Phases: A Description

The Scientific Review Officer (SRO) creates phase dates in the IAR Control Center for each meeting. Before Reviewers can see a meeting in IAR, the phases for the meeting must be set, and the Reviewer must have an active account and be enabled for that meeting.

Submit Phase

- The Submit Phase usually ends a few days before the actual meeting.
- Reviewers submit critiques and preliminary scores for their assigned applications.
- Reviewers can only view critiques and scores that they have submitted.
- Reviewers may submit critiques for unassigned applications if permitted by the SRO (Control Center meeting wide option).
- The List of Applications will default to show a Reviewer's assignment list (List Assigned Applications), but Reviewers can see the full meeting list of applications by clicking on the List All Applications link.
- Reviewers who are in conflict with an application may not be able to view the grant application.
- The Critique Due Date (or Submit Phase End Date) determines the end of the Submit Phase.

Read Phase

- Read Phase begins immediately at the end of the Submit Phase and ends when the SRO designates, usually when the actual meeting is held.
- If a Reviewer has not submitted an assigned critique, the SRO may block the Reviewer from reading other critiques on that application until they submit. When blocked, the Reviewer will see an alert on the List of Applications which indicates that he/she must submit before reading. As soon as the Reviewer submits the late critique, the other critiques will be available.
- Reviewers are permitted to read all critiques and see all preliminary scores (unless blocked or in conflict).
- Reviewers cannot view critiques or scores on applications with which they are in conflict.
- Reviewers cannot modify or resubmit critiques or preliminary scores. The only exception is for a blocked Reviewer submitting a late critique.
- Reviewers may view the Score Matrix which indicates streamlined or lower-half applications as designated by the SRO. These lower-half applications may not be discussed at the actual meeting.
- The List of Applications will default to show a Reviewer's assignment list (List My Assignments Only), but Reviewers can see the full meeting list of applications by clicking on the List All Applications link.
- Reviewers have several options for viewing critiques: One at a time through the View action link for each application; View My Critiques link that creates a PDF file of all critiques submitted by the Reviewer; View All Critiques for Assigned Applications link that creates a PDF file of all critiques for the Reviewer's assigned applications; and View All Meeting Critiques sorted by Application or sorted by PI name.

Edit Phase

- This phase is optional at the SRO's discretion and is usually open for a few days to a week after the actual meeting.
- Reviewers may submit updated critiques for their assigned applications and read critiques posted by themselves and others.
- Reviewers can submit critiques for unassigned applications if permitted by the SRO (Control Center meeting wide option).
- Reviewers cannot view critiques or scores on applications with which they are in conflict.
- Score submission is not permitted after the actual meeting is held.

Recruitment Phase

- This phase is optional at the SRO's discretion and usually ends with the start of the meeting.

- SRO initiates this phase in IAR Control Center and manages aspects of this phase via an additional Recruitment Control Center interface in Peer Review.
- Potential Reviewers self-identify Conflicts of Interest (COI) before they are given access to applications in a meeting.
- Potential Reviewers can inform the SRO of a desire to discuss details of COI.
- When SRO acknowledges valid COIs, the system automatically creates user-defined conflicts in Peer Review module.
- At SRO's discretion applications' abstracts can be displayed to potential reviewers during Recruitment Phase.

Additional Note:

Meeting Chairperson: The Chair of a meeting is not granted any special privileges in IAR regarding access to critiques and is treated as a regular reviewer. During Submit Phase, like other reviewers, the Chair will only be able to view critiques for his/her assigned applications. During the Read Phase, like other reviewers, the Chair will be able to read all meeting critiques (unless blocked or in conflict). The List of Applications will default to show a reviewer's assignment list (List My Assignments Only), but the reviewers can see the full meeting list of applications by clicking on the List All Applications link. If a Chair has no assignments, he/she will need to click on List All Applications link to view all meeting critiques.
