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Office of Extramural Research

# Internet Assisted Review (IAR) for Reviewers User Guide

**System Version 4.2.8**

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## CONTACT US

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Document Comments:

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**How are we doing?** The Communications & Documentation Team of the electronic Research Administration (eRA) is dedicated to serving our community and welcomes your feedback to assist us in improving our user guides. Please send comments about the user guide to this address: [eRACommunications@mail.nih.gov](mailto:eRACommunications@mail.nih.gov).

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## DOCUMENT HISTORY

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The most current version of this document will be available on the eRA website: <http://era.nih.gov>.

**IMPORTANT:** Did you know the information in this user guide is available as online help, too? Access the IAR Online Help for Reviewers directly at [http://era.nih.gov/erahelp/iar\\_rev](http://era.nih.gov/erahelp/iar_rev) or click the '?' icon anywhere within IAR for help specific to that screen.

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# 1 Introduction

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Internet Assisted Review (IAR) is an Electronic Research Administration (eRA) module used in tandem with the Peer Review module to help expedite the scientific review of grant applications by providing a standard process for reviewers to submit their critiques, preliminary scores, and final scores and to view grant applications and related meeting materials via the eRA Commons. IAR also has the ability to enable Reviewers to view the critiques of others before the actual meeting (unless conflicts of interest exist). As a result, review meetings can contain more informed discussions.

## 1.1 Scope

The purpose of this document is to assist the Reviewer in navigating the IAR system and completing the tasks related to a review meeting. This document discusses how to utilize IAR during the grant review process.

Additional online material is available as a supplement to this user guide. eRA's Training site has materials posted specific to Reviewers using IAR. This information is located online at [http://era.nih.gov/era\\_training/iar.cfm](http://era.nih.gov/era_training/iar.cfm).

If a more thorough look at the role and responsibilities of a Reviewer is needed, the Center for Scientific Review (CSR) has a vast array of information and training materials for Reviewers. This useful information is located online at <http://public.csr.nih.gov/ReviewerResources/Pages/default.aspx>.

The majority of information contained in this user guide also is available as online help. Access the IAR online help at [http://era.nih.gov/erahelp/IAR\\_Rev](http://era.nih.gov/erahelp/IAR_Rev) or by selecting any of the '?' icons found within the IAR system itself.

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**NOTE:** The help icons on the IAR screens will not be available until July 2013. Until that time, please access the help system using the link above.

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## 1.2 IAR and eRA Commons

IAR is accessed through the eRA Commons, a web-based system that grant applicants and institutions use to participate in the electronic grant administration process. Scientific Review Officers (SRO) use IAR to electronically invite Reviewers to participate in review meetings. This process is called enabling. Once enabled for a meeting, a Reviewer receives an email invitation either providing instructions for establishing an eRA Commons account or, if that Reviewer already has an account, instructions for accessing eRA Commons and IAR with the existing account.

Reviewers use eRA Commons not only to access IAR but also to update their own personal profile information and check on Grant application status as a PI. In order to access IAR, Reviewers must have an eRA Commons account, be listed on the official Meeting Roster, and have a personal

profile with an MLG email address (taken from the **Reviewer Information** section of the eRA Commons Personal Profile). Refer to the section of this document titled *Setting Up and Maintaining the eRA Commons Personal Profile on Page 2* for more information.

This document covers the steps taken by a Reviewer in the IAR module. If additional information specific to eRA Commons is needed, refer to the *eRA Commons User Guide* located online at [http://era.nih.gov/commons/user\\_guide.cfm](http://era.nih.gov/commons/user_guide.cfm).

### 1.2.1 Creating an Account to Access IAR

In order to access IAR, Reviewers must have an eRA Commons account. Reviewers who do not have an eRA Commons account are invited – through a series of emails – to create one when an SRO adds that Reviewer to a meeting. The first email informs the Reviewer that he has been invited to the specified meeting. This first email includes a link for accessing eRA Commons to begin creating the new account.

At the completion of this step in the process, the Reviewer receives a second email confirming the Reviewer's completion of the account creation. NIH Data Quality department evaluates the account request, and when the request is approved, a third and fourth email are sent to the Reviewer.

The third email notifies the Reviewer that his account is active. This email includes the Reviewer's new eRA Commons User ID. For security, the password to this user ID is not included within this email.

A temporary password is assigned to the Reviewer's new account and is emailed to the Reviewer in the fourth email. Reviewers must use this temporary password to log into eRA Commons for the first time. After logging in, the Reviewer is prompted to change the password to one of his choosing.

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**Tip:** For more information and steps for completing the process, refer to the account management online help topic titled [Create Account for IAR Reviewers and Trainees](#).

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After the account is successfully established, the Reviewer should see the **Internet Assisted Review** tab in eRA Commons upon login.

### 1.2.2 Setting Up and Maintaining the eRA Commons Personal Profile

Accurate Reviewer information is essential for successfully using IAR for the review process. A Reviewer must maintain personal information to ensure that it is accurate. The Personal Profile in eRA Commons is the central repository of information for each of the eRA Commons registered users, which includes all Reviewers. It is designed so that individual users hold and maintain ownership over the accuracy of their own profile information. This information is then used in other areas such as IAR and Peer Review. Some examples of the type of data included in the Personal Profile are email address, phone number, employment history, degrees, and addresses.

Maintaining a current eRA Commons Personal Profile is imperative for successfully participating in peer review meetings.

To access the Personal Profile:

Log into eRA Commons (<https://commons.era.nih.gov/commons>) and select the **Personal Profile** tab from the menu structure.



Figure 1: eRA Commons Personal Profile Tab

Review the information within each section of the profile. Take care to update the information in the **Name and ID** and **Reviewer Information** sections. Entering and maintaining valid, current information is essential for successfully using IAR and eRA Commons. The information provided within each section has different purposes, so it is important to enter the correct personal information within the proper section.

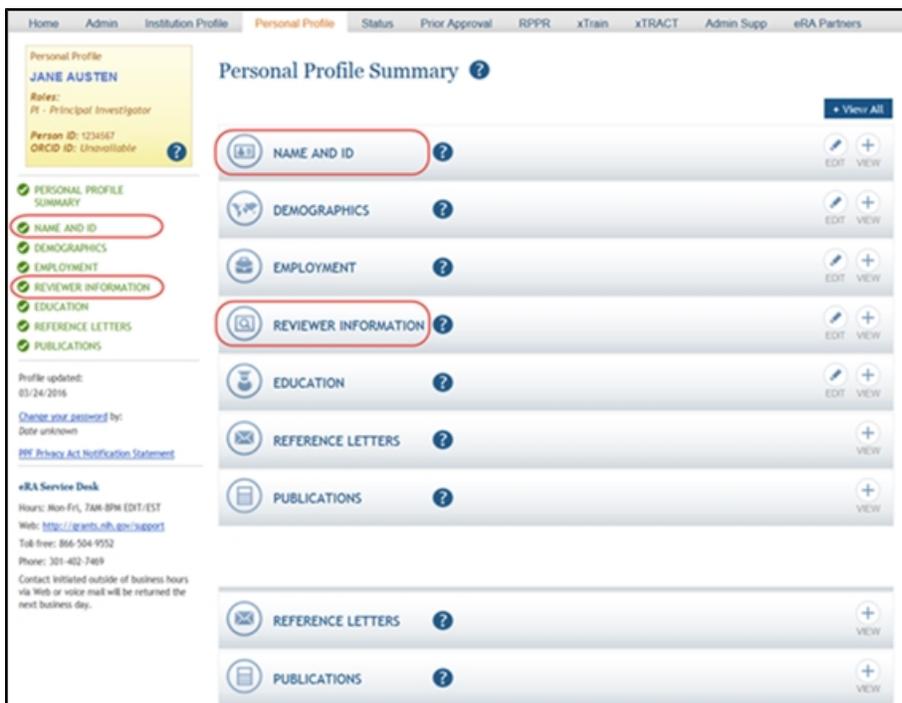


Figure 2: eRA Commons Personal Profile Summary page

Refer to the [Commons Personal Profile online help](#) for more information on and for help completing the different sections of the Personal Profile.

## Name and ID

The information used to identify yourself should you forget your password or if you are seeking a new user role (e.g., PI) is located under the **Name and ID** section.

Steps for completing this section of the profile are found in the [Name and ID help topic](#) in the Personal Profile online help.

## Reviewers Information

A valid email address entered in the **Reviewer Information** section of the Personal Profile is critical for the SRO to electronically invite you as a Reviewer to the meeting. Additionally, the email address entered here is used by the SRO and the IAR system to send emails related to the review meeting. This email address is often referred to as the MLG address. You can enter this email address in the **Email** field under the **Reviewer Communications** area of this section of the profile.

This section also holds your home address and provides access to the Secure Payee Registration System (SPRS) in which you can enter your banking information to receive honoraria for your service on review meetings.

Detailed steps for completing this section of the profile are found in the [Reviewer Information help topic](#) in the Personal Profile online help.

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**Tip:** The **Email Address** field of the Personal Profile **Name and ID** section includes a checkbox titled **Replace other email addresses?** By selecting this checkbox, you can replace the Reviewer Communications email address in your profile with the email address in the **Name and ID** section. This is a useful shortcut if you use the same email address for multiple purposes.

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### **1.2.2.1 How Do I Register For Payments?**

You must register your bank account and other payment information in the Secure Payee Registration System (SPRS) -plus provide Home Address information in your Commons Personal Profile - in order to be paid for service.

The **Reviewer Information** section of the Commons Personal Profile includes a link to the SPRS, however, this link is only accessible when you are in *Edit Mode*. Follow these steps to find the link and access SPRS:

1. Open your Personal Profile in Commons.
2. Select the **Edit** button on the **Reviewer Information** tile. This button is located on the right side of the tile. Selecting the **Edit** button will open the **Reviewer Information** tile in Edit Mode. You must select the **Edit** button in order to see the link to SPRS!



Figure 3: Select the Edit Button to View All Fields of the Reviewer Information

3. With your **Reviewer Information** open for editing, scroll down to the **Reviewer Payments** section - it's below the **Home Address** section. You should see a link to the SRPS system. The link is titled **Go to the Secure Payment Registration System**.

The screenshot shows a web form with two main sections. The first section is titled "Home Address" and contains a paragraph of instructions: "You must provide a home address to be paid for your work as a reviewer. This address should be the same as the one you use for filing your Federal income tax. Once you have entered your address, you will be able to register in the Secure Payment Registration System (SPRS)." Below this are several input fields: "\*Street Address" (52 Memory Lane), "\*City" (Thistown), "\*Country" (UNITED STATES), "\*State" (VIRGINIA), "\*Zip Code" (12345), "\*Phone" (703-555-5678), and "\*Email" (jane@myemail.com). The second section is titled "Reviewer Payments" and contains a paragraph: "Reviewer payments are made through the Secure Payment Registration System (SPRS). You must set up your bank account and other payment information there." Below this is a blue link: "Go to the Secure Payment Registration System »". The third section is titled "Continuous Submission Eligibility Status:" and is currently empty.

Figure 4: Click the Link to Access the Secure Payment Registration System

4. Click the link! The Secure Payment Registration System will open. Fill out and submit the information as requested.

### 1.2.3 Accessing IAR

To access IAR, log into eRA Commons (<https://commons.era.nih.gov/commons>) and select the **Internet Assisted Review** tab from the menu structure.

The screenshot shows the eRA Commons website interface. At the top, there is a header with the U.S. Department of Health & Human Services logo and the eRA Commons logo. The navigation menu includes links for Home, Admin, Institution Profile, Status, RPPR, Internet Assisted Review (highlighted with a red circle), xTrain, xTRACT, and eRA Partners. The main content area is titled 'Welcome to the Commons' and includes a system information message, a list of activities available to the user based on their profile, and a 'What's New' section with links to RPPR and Service Desk System. The 'eRA Service Desk' section provides contact information for the support team.

Figure 5: Internet Assisted Review Tab in eRA Commons

## 1.2.4 Session Timeout Warning

A pop-up message appears on top of any maximized window five minutes before the standard 45-minute IAR session is about to time-out. The pop-up includes a countdown of minutes left before you will be automatically logged off IAR.

If you wish to continue working in your IAR session, select the **Continue** button. This will restart the clock providing an additional 45 minutes.

You can select the **Logout** button if you are no longer working in IAR and would like the system to log you out. If you do opt to logout, please remember to manually close any other pop-up windows that might have been left open.

**NOTE:** eRA currently tests and supports Internet Explorer 8 and 9 and Mozilla Firefox 28+. For those using Safari as your browser, this feature may not work as described above.

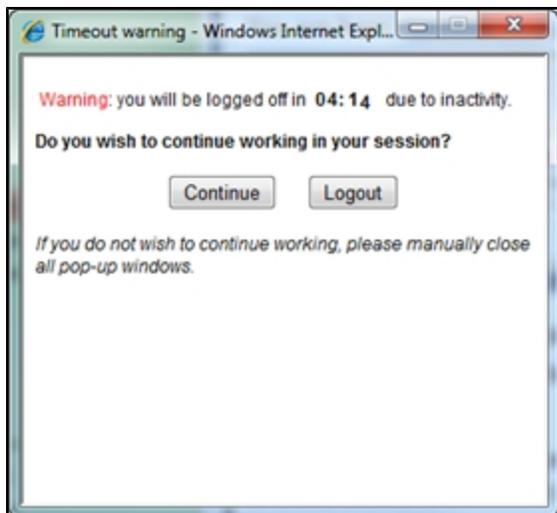


Figure 6: Session Timeout Warning Pop-Up

### 1.2.5 Sample Emails Received by Reviewers

As a Reviewer, you will receive communications (i.e., emails) from eRA Commons containing instructions for creating or setting up your account so that you can access your meetings. These communications vary depending on your current status with the Commons system.

## 1.3 A Current Commons Account Holder

### Email Invitation For IAR Sent to Reviewer with Existing Commons Account

To: <Account holder email>

**Subject - eRA Commons: IAR Reviewer Invitation for meeting <Meeting Identifiers>  
<Meeting Title>**

Dear Reviewer,

This is a system-generated invitation to the eRA Commons Internet Assisted Review (IAR) website in connection with your participation on Special Emphasis Panel/Scientific Review Group [Name of Review Meeting], scheduled for [Dates of Review Meeting].

To submit your preliminary written reviews electronically, you will need to log on to the eRA Commons Internet Assisted Review (IAR) web site with a user name and password. Our records indicate that you have previously established an Internet Assisted Review user account.

Your user name is [Commons user name].

Please open your Web browser and go to the eRA Commons URL [URL Listed Here]. (You can copy and paste this address into the "Location" window of your browser, and press Enter. If the url doesn't work, make sure it is complete and hasn't been broken over multiple lines. If the url spans more than one line, make sure you are entering all of it in the location window of your

browser.) Follow the instructions on the screen to log in to eRA Commons. After successfully logging on, click on Internet Assisted Review on the Commons main menu bar. Please follow "Tips for Reviewers" <[http://era.nih.gov/files/tips\\_processing\\_documents.doc](http://era.nih.gov/files/tips_processing_documents.doc)> for submitting critiques.

Note: To process your reimbursement in a timely manner, please make sure that your banking information is complete. You can enter or update your personal banking information securely from eRA Commons. After you access eRA Commons (as described in the paragraph above) click on Personal Profile on the eRA Commons main menu bar. Then click Edit on the Reviewer Information section. On the Reviewer Payments subsection you will be provided with a link "Go to the Secure Payment Registration System" where you can verify and/or update your personal banking information.

If you have questions or encounter problems accessing Internet Assisted Review, please contact me or call the NIH eRA Service Desk at 301-402-7469 or 866-504-9552.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

**Email Invitation for IAR Sent to Reviewer with Existing Commons Account (*Invitation to Recruitment Phase*)**

**Subject: eRA Commons: IAR Conflict of Interest Check**

Dear Potential Reviewer:

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group [Name of Meeting].

**Purpose of Email**

This system-generated invitation to the eRA Commons Internet Assisted Review (IAR) web site grants you access to the Recruitment Phase of IAR for the purpose of:

- Viewing the list of applications, participating institutions and involved personnel.
- Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR website.
- Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the SRO if you have any questions or would like to discuss particular issues in more depth.

**Identifying Potential Conflicts**

**To indicate COI in IAR:** Log on to the eRA Commons IAR web site with your user name and password. Our records indicate that you have previously established an IAR user account.

Your user name is [Commons User Name]

Please open your Web browser and go to the eRA Commons URL [URL Listed Here]

Follow the instructions on the screen to log in to Commons. After successfully logging on, click on “Internet Assisted Review” on the Commons main screen to view your list of meetings. Read and certify the “Confidentiality Statement” for the meeting listed above to gain access to the IAR Recruitment Phase for indentifying COI.

If you have questions or encounter problems accessing Internet Assisted Review, please call or email the NIH eRA Service Desk at 301-402-7469 or 866-504-9552 or email commons@od.nih.gov.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer’s Name and Contact Information]

## **1.4 New to eRA Commons**

### **Email Invitation for IAR Sent to Reviewer New to Commons**

**To:** <Reviewer email>

**Subject - eRA Commons: IAR Reviewer Invitation for meeting <Meeting Identifiers>  
<Meeting Title>**

Dear Reviewer:

This is a system-generated invitation to the eRA Commons Internet Assisted Review (IAR) website in connection with your participation on Special Emphasis Panel/Scientific Review Group [Name of Review Meeting] scheduled for [Dates for Review Meeting].

To submit your preliminary written reviews electronically, you will need to log on to the eRA Commons Internet Assisted Review (IAR) website with a user name and password. To establish that user name and password, we have set up a special URL (address on the Internet) that is unique to you.

Please visit this web site to create your account as soon as possible or no later than 2 weeks before your reviews are due. Open your Web browser and go to the URL [URL Listed Here] (You can copy and paste this address into the "Location" window of your browser, and press Enter. If the url doesn’t work, make sure it is complete and hasn’t been broken over multiple lines. If the url spans more than one line make sure you are entering all of it in the location window of your browser and that there are no spaces in the address). Follow the instructions on

the screen to enter information about yourself. You will also be asked to verify the public information that NIH has on file to ensure your information is both accurate and complete.

After submitting your registration request, you should receive a notification about your account activation within 2-5 business days; it will contain the URL for the eRA Commons web site. At that time you will be able to access Internet Assisted Review with temporary password which will be sent to you in a separate email. Please note that you cannot use Internet Assisted Review until your account is active.

If you have questions or problems setting up your account, please call or email the NIH eRA Service Desk at 301-402-7469 or 866-504-9552 or commons@od.nih.gov.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

**Email Invitation for IAR Sent to Reviewers New to Commons (*Invitation to Recruitment Phase*)**

**Subject: eRA Commons: IAR Conflict of Interest Check**

Dear Potential Reviewer,

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group **MEETING IDENTIFIER**.

**Purpose of Email**

This system-generated invitation to the eRA Commons Internet Assisted Review (IAR) web site grants you access to the Recruitment Phase of IAR for the purpose of:

- Viewing the list of applications, participating institutions and involved personnel.
- Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR website.
- Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the SRO if you have any questions or would like to discuss particular issues in more depth.

**Identifying Potential Conflicts**

**To indicate any COI in IAR (and to access the full meeting at a later date):** You will need to log on to the eRA Commons Internet Assisted Review (IAR) web site with a user name and password. To establish that user name and password, we have set up a special URL address that is unique to you.

Please visit this web site to create your account as soon as possible so that you can identify any conflicts of interest. Open your Web browser and go to the URL [URL Listed Here].

Follow the instructions on the screen to enter information about yourself. You will also be asked to verify the public information that NIH has on file to ensure your information is both accurate and complete.

After submitting your registration request, you should receive a notification about your account activation within 2-5 business days; it will contain the URL for the eRA Commons web site. At that time you will be able to access Internet Assisted Review with temporary password which will be sent to you in a separate email. Please note that you cannot use Internet Assisted Review until your account is active.

If you have questions or encounter problems accessing Internet Assisted Review, please call or email the NIH eRA Service Desk at 301-402-7469 or 866-504-9552 or email commons@od.nih.gov.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

---

**Account Creation Approval Sent to Reviewers New to Commons**

To: <Reviewer email>

Subject eRA <System Name>: Your reviewer account, <USERNAME>, has been activated

Dear Reviewer:

This is a system-generated invitation to the eRA <System Name> Internet Assisted Review (IAR) website in connection with your participation on Special Emphasis Panel/Scientific Review Group <insert meeting identifier> meeting, scheduled for <insert meeting begin/end dates>.

An eRA <System Name> account has been created for <USERNAME> with this User ID <User\_ID>. This account gives you access to the eRA <System Name>, including Internet Assisted Review (IAR).

This is one of two emails you will receive that contains your login information. In accordance with our security policy, your username and password may not be sent in the same email.

Shortly, you will be receiving the second email from the eRA <System Name> containing your password.

Please open your Web browser and go to the eRA <System Name> URL <Login page> (You can copy and paste this address into the "Location" window of your browser, and press Enter).

Follow the instructions on the screen to log in to eRA <System Name>. After successfully logging on, click on Internet Assisted Review on the <System Name> main menu bar. Please follow “Tips for Reviewers” <[http://era.nih.gov/files/tips\\_processing\\_documents.doc](http://era.nih.gov/files/tips_processing_documents.doc)> for submitting critiques.

Note: To process your reimbursement in a timely manner, please make sure that your banking information is complete. You can enter or update your personal banking information securely from eRA Commons. After you access eRA Commons (as described in the paragraph above) click on Personal Profile on the eRA Commons main menu bar. Then click Edit on the Reviewer Information section. On the Reviewer Payments subsection you will be provided with a link “Go to the Secure Payment Registration System” where you can verify and/or update your personal banking information. In the process of verifying your account, the eRA had the following comments:

<Comments (if any)>

## **1.5 Reviewer's Workflow**

The Reviewer’s workflow includes responsibilities before, during, and after the meeting, spanning the different phases of the meeting. The possible tasks for a Reviewer are as follows:

- Create an eRA Commons account to access IAR
- Access the IAR *List of Meetings* screen
- Electronically sign the *Confidentiality Agreement* and indicate Federal lobbyist status
- Examine assigned applications to determine/disclose any conflicts of interest (COI) and check for appropriateness of assignment for expertise
- Electronically sign the *Pre-Meeting COI Certification*
- Access the grant application electronically
- Find review related materials, such as review guidelines, rosters, etc.
- Find post-submission materials
- Submit critiques and scores
- Read other reviewers’ critiques
- View the *Preliminary Score Matrix*
- Submit final scores (usually during the review meeting)
- Edit critiques and scores
- Electronically sign the *Post-Meeting COI Certification*

## 2 IAR Meeting Phases

---

The process of reviewing applications is broken down into several meeting phases. The SRO creates the 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, the Reviewer must have an active eRA Commons account, and the Reviewer must be enabled for that meeting.

---

**NOTE:** Not all phases are used by every review meeting

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While some meeting phases are required (Submit Phase, Read Phase), others are optional (Recruitment Phase, Edit Phase) at the SRO's discretion. All possible meeting phases are discussed in the sections that follow.

---

**NOTE:** The Chair of a meeting is not granted any special privileges in IAR regarding access to critiques. During the Submit Phase, the Chair will only be able to view critiques for his/her assigned applications. During the Read Phase, the Chair will be able to read all meeting critiques (unless blocked or in conflict). The *List of All Applications* defaults to show a Reviewer's assignment list, 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.

---

### 2.1 Recruitment Phase

The SRO responsible for conducting the review meeting is required to select and assign Reviewers for each application in the meeting. These Reviewers must not have any real or apparent conflicts of interest (COI) with the applications they are reviewing. The Recruitment Phase is a tool available to SROs and used for identifying conflicts before making assignments.

The Recruitment Phase is an optional phase enabled at the discretion of the SRO, usually ending with the start of the meeting or selection of a Reviewer for the Submit Phase. The SRO invites the potential Reviewers to participate in the Recruitment Phase, and when enabled for it, the Reviewers are notified via an email invitation. In this phase, potential Reviewers self-identify any COIs before being selected as Reviewers and being given access to applications in the meeting.

A separate detailed document has been created to describe the steps taken by a Reviewer participating in the Recruitment phase. Please refer to the *Recruitment Phase for Reviewers User Guide* posted online at [http://era.nih.gov/commons/IAR/user\\_guide.cfm](http://era.nih.gov/commons/IAR/user_guide.cfm) for more information.

### 2.2 Submit Phase

During the Submit Phase, Reviewers submit critiques and preliminary scores for their assigned applications. Reviewers can only view critiques and scores that they have submitted and cannot yet read the critiques of other reviewers; however, they may submit critiques for unassigned applications if permitted by the SRO. Access to the critiques of other Reviewers is restricted during

this phase to ensure that Reviewers begin the process with independently developed opinions. These actions are taken using the [List of All Applications](#) screen in IAR, which is discussed later in this document.

The Critique Due Date determines the end of the Submit Phase and is typically a few days to a week before the actual meeting date.

---

**NOTE:** Mail Reviewers can only see their assigned applications regardless of SRO settings.

---

### **2.3 Read Phase**

During the Read Phase of a meeting, Reviewers who have already submitted critiques for their assigned applications can view the critiques and scores of other Reviewers. Reviewers may submit late critiques if they had not done so in the Submit Phase; however, Reviewers cannot modify or resubmit critiques or preliminary scores already submitted during the Read Phase.

Not all Reviewers can view all critiques, for example, Mail Reviewers may only view assigned applications. Reviewers may be blocked by SROs from reviewing others' critiques if their own have not been submitted. Reviewers are also excluded from viewing critiques of applications with which they are in conflict. [Refer to the section of this document titled Viewing Critiques on Page 57](#) for more information.

The Read Phase of the meeting begins immediately at the end of the Submit Phase and ends when the SRO designates, which usually is at the time the actual meeting ends.

### **2.4 Edit Phase**

The Edit Phase is an optional phase enabled at the discretion of the SRO. During the Edit Phase, Reviewers may submit updated critiques for their assigned applications and read critiques posted by themselves and others. Additionally, Reviewers can submit critiques for unassigned applications if permitted by the SRO. As with the other phases, Reviewers cannot submit critiques or view critiques if in conflict with the application.

---

**NOTE:** Preliminary score submission is not permitted in the Edit Phase after the actual meeting is held (start date of the actual meeting has passed). Criteria scores can be modified in this phase.

---

### 3 List of Meetings Screen

The *List of Meetings* screen in IAR is the first screen that Reviewers see once they have accessed IAR. This screen is the starting point from which IAR related meeting information is obtained. Depending on the specific phase of a meeting or status of a Reviewer, various links appear in *List of Meetings* for performing the necessary functions.

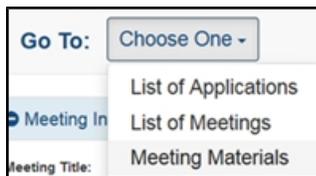
When a Reviewer accesses IAR, the system searches meetings for which the Reviewer is enabled and the meeting phase is active. These meetings display in the *List of Meetings*. If a Reviewer is enabled for special types of meetings, these meetings display in a separate table of meetings, above the regular meetings.

IAR also checks to see if the Reviewer has signed the electronic *Confidentiality Agreement*. Meeting information cannot be displayed to a Reviewer until the *Confidentiality Agreement* is signed. If not signed, the *List of Meetings* displays only the meeting name and the **Confidentiality Statement** link in the **Action** column. The steps for completing the [Confidentiality Agreement](#) are discussed in further detail later in this chapter.

*Figure 7: List of Meetings screen*

#### 3.0.1 Global Navigation

A global navigation menu is present on the following screens: *List of Applications*, *List of Meetings*, *Meeting Materials*, and *Preliminary Score Matrix*. This may change dependent upon the user's role.



*Figure 8: Global navigation menu*

### 3.1 Accessing the List of Meetings Screen

To access the *List of Meetings*:

1. Log into eRA Commons and select the **Internet Assisted Review** tab.

The *List of Meetings* screen displays any meetings having an active phase and for which the Reviewer is enabled. The details of the meeting, such as location and time, are also displayed. An array of links displays in the **Action** column, depending on the current status of the Reviewer and/or meeting (for example, whether the Reviewer has signed the *Confidentiality Agreement*, the current active meeting phase, type of meeting). These links are used for accessing additional meeting information.

2. *First time accessing the meeting only*: Select the **Confidentiality Statement** link in the **Action** column to sign the confidentiality agreement for the meeting. This agreement must be signed once for every meeting accessed by a Reviewer. Refer to the section of this document titled *Confidentiality Agreement on Page 17* for detailed steps on completing this process.

Meeting	Meeting Dates/Location	SRO Name	Action	Phase	Critique Due	Read Phase End	Edit Phase End
2016/08 OA-1 Sample Meeting Name for Online Help	05/04/2016-05/04/2016 Beacon Hotel and Corporate Quarters, Washington, DC	<a href="#">SRO Name</a>	<a href="#">Confidentiality Statement</a>	SUBMIT	04/29/2016 08:00 AM	05/01/2016 08:00 AM	

Figure 9: Confidentiality Statement Link

3. *For Recruitment Phase meetings only*: Select the **Check Conflicts** link in the **Action** column to indicate applications for which a conflict of interest exists. The **Check Conflicts** link displays only for meetings with an enabled Recruitment Phase.

For more information on this process and the Reviewer's responsibilities during Recruitment Phase, refer to the separate *Recruitment Phase for Reviewers User Guide* located online at [http://era.nih.gov/files/RP\\_reviewers\\_user\\_guide.pdf](http://era.nih.gov/files/RP_reviewers_user_guide.pdf).

The *List of Meetings* screen is displayed as a table of information. The columns are as follows:

### Meeting

Displays meeting information such as meeting identifier and title.

### Meeting Dates/Location

Displays the actual meeting dates as well as the location (hotel, city, state) of the review meeting.

### SRO Name

Displays the name, phone number, and email address of the SRO. The SRO's email address is displayed as a hyperlink and can be selected to open your default email provider and send an email to the SRO.

### Action

Displays phase-appropriate links from which a Reviewer can access all information and screens necessary for completing the review assignments in IAR. Not all links are displayed or available at all times or for all Reviewers and vary depending on the active meeting phase and meeting type. The possible links are listed below, but are explained in detail throughout this user guide.

- [Confidentiality Statement](#)

- [Check Conflicts](#)
- [View List of Applications](#)
- [Preliminary Score Matrix](#)
- [SRG Minutes/Budget Form](#)
- [Pre-Meeting COI Certification](#)
- [Post-Meeting COI Certification](#)
- [Meeting Materials](#)
- [View Password for Materials](#)

**Phase**

This is the current IAR phase for the meeting (e.g., Recruitment, Submit, Read, Edit).

**Critique Due**

Displays the date and time at which critiques are due. This date also represents the end of the Submit Phase of the meeting.

**Read Phase End**

Displays the date and time at which the Read Phase ends.

**Edit Phase End**

Displays the date and time at which the Edit Phase ends.

*For special activity codes review, the following columns may be displayed instead of the ones listed above:*

**# Appls**

This column displays the number of applications associated with this meeting.

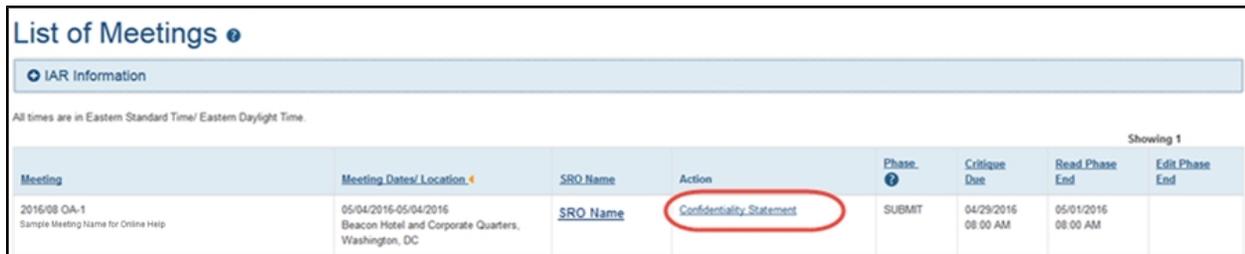
Meeting	Meeting Dates/ Location	SRO Name	Action	Phase	Critique Due	Read Phase End	Edit Phase End
2016/08 OA-1 Sample Meeting Name for Online Help	05/04/2016-05/04/2016 Beacon Hotel and Corporate Quarters, Washington, DC	<a href="#">SRO Name</a>	<a href="#">Confidentiality Statement</a>	SUBMIT	04/29/2016 08:00 AM	05/01/2016 08:00 AM	

Figure 10: List of Meetings Screen

**3.2 Confidentiality Agreement**

[SAMHSA users - click here.](#)

For each meeting for which a Reviewer is enabled, IAR checks to determine if the *Confidentiality Agreement* has been electronically signed. The *Confidentiality Agreement* statement must be signed one time for each meeting, regardless of meeting phase. If the Reviewer has not signed the agreement for a particular meeting, the **Confidentiality Statement** link displays in **Action** column on *List of Meetings*. This link accesses the *Confidentiality Agreement*.



Meeting	Meeting Dates/ Location	SRO Name	Action	Phase	Critique Due	Read Phase End	Edit Phase End
2016/08 OA-1 Sample Meeting Name for Online Help	05/04/2016-05/04/2016 Beacon Hotel and Corporate Quarters, Washington, DC	<a href="#">SRO Name</a>	<a href="#">Confidentiality Statement</a>	SUBMIT	04/29/2016 08:00 AM	05/01/2016 08:00 AM	

Figure 11: Confidentiality Statement Link on the List of Meetings

**NOTE:** The **Confidentiality Statement** link only displays if the Reviewer has not signed the agreement for the meeting. This link is removed once the agreement is signed.

In IAR, Reviewers are required to indicate whether they are federally registered lobbyists before being granted access to a meeting. Office of Management and Budget (OMB) policy requires a ban on the appointment of federally registered lobbyists to federal advisory committees and other boards and commissions. The steps for signing the agreement vary depending on this designation. The *Confidentiality Agreement* explains this process and prompts Reviewers to provide a status before electronically signing the agreement and gaining access to the meeting.

Follow the appropriate steps as indicated in the sections that follow.

### 3.2.1 Reviewer is Not a Federally Registered Lobbyist

To access and sign the *Confidentiality Agreement* and indicate that you are NOT a federally registered lobbyist:

1. Select the **Confidentiality Statement** link from the **Action** column on the *List of Meetings*.

The *Confidentiality Agreement* displays. This screen contains the *NIH Confidentiality and Non Disclosure Rules*. Please read the agreement carefully.

2. Select the radio button indicating **I am NOT a federally registered lobbyist**.
3. Click the **I agree** button at the bottom of the screen.

The *List of Meetings* screen returns with the **Action** links appropriate for the meeting.

**Confidentiality Agreement**

Meeting: 2016/08 OA-1

**Step A: LOBBYIST STATUS**

I am NOT a federally registered lobbyist (See Answer A1 at this site: <http://www.gpo.gov/fdsys/pkg/FR-2014-08-13/pdf/2014-19140.pdf>)

I am a federally registered lobbyist, the meeting date falls within my term.

**Step B: CONFIDENTIALITY AGREEMENT**

**SAMHSA Confidentiality and Nondisclosure Rules:  
Information for Reviewers of SAMHSA Grant Applications and R&D Contract Proposals**

Rules related to the confidentiality of information disclosed to advisory committee members in the course of SAMHSA peer review **prohibit** a peer reviewer serving on a SAMHSA peer review committee from, among other actions:

- Sharing applications, proposals, or meeting materials with anyone who has not been officially designated to participate in the peer review meeting, including but not limited to colleagues, lab members, fellows, students, applicants, offerors or employees of an offeror.
- Granting anyone who has not been officially designated to participate in the peer review process access to any SAMHSA secure computer system or advisory committee meeting using his or her password or credentials, or through shared communication.
- Disclosing, in any manner, information about the committee deliberations, discussions, evaluations, or documents to anyone who has not been officially designated to participate in the peer review meeting, including but not limited to a colleague, lab member, fellow, student, applicant, offeror or employee of an offeror.
- Disclosing, in any manner, information about the committee deliberations, discussions, or evaluations related to an application or proposal to another member who has declared a real or apparent conflict of interest with that application or proposal.
- Using information contained in an application or proposal for his/her personal benefit or making such information available for the personal benefit of any other individual or organization.
- Disclosing procurement information prior to the award of a contract.
- Participating in SAMHSA peer review without signing a confidentiality certification, below.

SAMHSA may take steps in response to a violation of the above rules, in order to preserve the integrity of the SAMHSA review process. Depending on the specific circumstances, such steps may include but not be limited to:

- Notifying or requesting information from a reviewer's institution.
- Terminating a reviewer's service.
- Pursuing a referral for government-wide suspension or debarment.

**Certification**

I certify that I have read, and understand, the "SAMHSA Confidentiality and Non-Disclosure Rules: Information for Reviewers" above. With the understanding that any materially false, fictitious, or fraudulent statement or representation may subject me to criminal, civil, or administrative penalties (18 USC 1001), I certify that I fully understand the confidential nature of the SAMHSA peer review process, including reviewer recruitment, and agree:

(1) to destroy, delete, and/or return all materials related to applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings;

(2) not to grant anyone who has not been officially designated to participate in the peer review meeting access to any NIH secure computer system or peer review meeting;

(3) not to disclose or discuss the applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings with any other individual except as authorized by the SAMHSA Review Officer (SRO) or other designated SAMHSA official;

(4) not to disclose information about the committee deliberations, discussions, or evaluations related to an application or proposal to another member who has declared a real or apparent conflict of interest with that application or proposal;

(5) not to use information contained in an application or proposal for my personal benefit or make such information available for the personal benefit of any other individual or organization;

(6) not to disclose procurement information prior to the award of a contract; and

(7) to refer all inquiries concerning the recruitment or review, including inquiries related to these Confidentiality and Nondisclosure Rules and/or Certification, to the SRO or other designated SAMHSA official.

Figure 12: Confidentiality Agreement - Not a Lobbyist

### 3.2.2 Reviewer is a Federally Registered Lobbyist

A federally registered lobbyist whose term falls within the dates of a review meeting cannot be granted access to the review meeting. A Reviewer's status as a federally registered lobbyist must be indicated on the *Confidentiality Agreement* screen.

To access and sign the *Confidentiality Agreement* and indicate that you ARE a federally registered lobbyist:

1. Select the **Confidentiality Statement** link from the **Action** column of the *List of Meetings*.

The *Confidentiality Agreement* displays. This screen contains the *NIH Confidentiality and Non Disclosure Rules*. Please read the agreement carefully.

2. Select the radio button indicating **I am a federally registered lobbyist, the meeting date falls within my term.**
3. Click the **I agree** button at the bottom of the screen.

## Confidentiality Agreement ⓘ

Meeting: 2016/05 ADDT

Step A: LOBBYIST STATUS

I am NOT a federally registered lobbyist. (See Answer A1 at this site: <http://www.gpo.gov/fdsys/pkg/FR-2014-08-13/pdf/2014-19140.pdf>)

I am a federally registered lobbyist, the meeting date falls within my term.

Step B: CONFIDENTIALITY AGREEMENT

**NIH Confidentiality and Nondisclosure Rules:  
 Information for Reviewers of NIH Grant Applications and R&D Contract Proposals**

Rules related to the confidentiality of information disclosed to advisory committee members in the course of NIH peer review *prohibit* a peer reviewer serving on an NIH peer review committee from, among other actions:

- Sharing applications, proposals, or meeting materials with anyone who has not been officially designated to participate in the peer review meeting, including but not limited to colleagues, lab members, fellows, students, applicants, offerors or employees of an offeror.
- Granting anyone who has not been officially designated to participate in the peer review process access to any NIH secure computer system or advisory committee meeting using his or her password or credentials, or through shared communication.
- Disclosing, in any manner, information about the committee deliberations, discussions, evaluations, or documents to anyone who has not been officially designated to participate in the peer review meeting, including but not limited to a colleague, lab member, fellow, student, applicant, offeror or employee of an offeror.
- Disclosing, in any manner, information about the committee deliberations, discussions, or evaluations related to an application or proposal to another member who has declared a real or apparent conflict of interest (consistent with the NIH peer review regulations at [42 CFR 52h](#)) with that application or proposal.
- Using information contained in an application or proposal for his/her personal benefit or making such information available for the personal benefit of any other individual or organization.
- Disclosing procurement information prior to the award of a contract.
- Participating in NIH peer review without signing a confidentiality certification, below.

The NIH may take steps in response to a violation of the above rules, in order to preserve the integrity of the NIH review process. Depending on the specific circumstances, such steps may include but not be limited to:

- Notifying or requesting information from a reviewer's institution.
- Terminating a reviewer's service.
- Notifying the NIH Office of Management Assessment (OMA) with possible referral to the U.S. Department of Health and Human Services Office of Inspector General (OIG).
- Pursuing a referral for government-wide suspension or debarment.

*Certification*

I certify that I have read, and understand, the "NIH Confidentiality and Non-Disclosure Rules: Information for Reviewers" above. With the understanding that any materially false, fictitious, or fraudulent statement or representation may subject me to criminal, civil, or administrative penalties (18 USC 1001), I certify that I fully understand the confidential nature of the NIH peer review process, including reviewer recruitment, and agree:

- (1) to destroy, delete, and/or return all materials related to applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings;
- (2) not to grant anyone who has not been officially designated to participate in the peer review meeting access to any NIH secure computer system or peer review meeting;
- (3) not to disclose or discuss the applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings with any other individual except as authorized by the Scientific Review Officer (SRO) or other designated NIH official;
- (4) not to disclose information about the committee deliberations, discussions, or evaluations related to an application or proposal to another member who has declared a real or apparent conflict of interest (consistent with the NIH peer review regulations at [42 CFR 52h](#)) with that application or proposal;
- (5) not to use information contained in an application or proposal for my personal benefit or make such information available for the personal benefit of any other individual or organization;
- (6) not to disclose procurement information prior to the award of a contract; and
- (7) to refer all inquiries concerning the recruitment or review, including inquiries related to these Confidentiality and Nondisclosure Rules and/or Certification, to the SRO or other designated NIH official.

Figure 13: Confidentiality Agreement - Lobbyist

The *Registered Lobbyist Verification* screen displays. This screen shows that you have indicated that you are a federally registered lobbyist and explains the purpose for requesting the lobbyist status of Reviewers. The screen provides a link for accessing additional information on this topic.

The *Registered Lobbyist Verification* screen also provides a chance to confirm or cancel this designation.



Figure 14: Registered Lobbyist Verification Screen

**NOTE:** Once you have indicated your status as a federally registered lobbyist, you will be denied access to the meeting. You will not have the ability to reverse the status yourself. If you mistakenly designate yourself as a federally registered lobbyist, you must contact the [eRA Service Desk](#) for assistance.

4. Only if you have accessed this screen and are NOT a federally registered lobbyist: Select the **Cancel/Return** button to return to the *List of Meetings* screen. Refer to the section of this document titled *Reviewer is Not a Federally Registered Lobbyist on Page 18* to continue.
5. Only if you want to continue to confirm your status as a federally registered lobbyist: Select the **Confirm/Continue** button.

The *List of Meetings* screen returns, displaying *Access Denied: Federally Registered Lobbyist* in the **Action** column. The SRO receives an email whenever a potential Reviewer designates himself as a federal lobbyist; however, it is a good idea to contact the SRO directly in this situation.

Meeting	Meeting Dates/Location	SRO Name	Action	Phase	Critique Due	Read Phase End	Edit Phase End
2016/10 HLBP (01) Sample Meeting Name for Online Help	05/16/2016-05/16/2016 Crowne Plaza Washington National Airport, Arlington, VA	SRO Name sRuTest@mail.nih.gov	Access Denied: Federally Registered Lobbyist	RECRUITMENT	05/05/2016 08:00 AM	05/07/2016 08:00 AM	05/08/2016 08:00 AM

Figure 15: Access Denied Due to Lobbyist Status

### 3.3 Conflicts of Interest

The NIH peer review process relies on Reviewers to identify any conflicts of interest (COI) that may affect the integrity of the process. The rules for identifying COIs can be found online at the following site: [http://www.grants.nih.gov/grants/peer/peer\\_coi.htm](http://www.grants.nih.gov/grants/peer/peer_coi.htm).

Reviewers should report to the SRO any conflicts of interest they might have with any of the applications in the meeting. If the meeting has a Recruitment Phase, conflicts can be identified and recorded by selecting the **Check Conflicts** link from the **Action** column on the *List of Meetings*. This link is only available if Recruitment Phase has been enabled for the meeting.

For more information on the Recruitment Phase process and responsibilities, refer to the separate *Recruitment Phase for Reviewers User Guide* located online at [http://era.nih.gov/files/RP\\_reviewers\\_user\\_guide.pdf](http://era.nih.gov/files/RP_reviewers_user_guide.pdf).

Reviewers not participating in Recruitment Phase must report any COIs to the SRO. For phases other than Recruitment, follow the steps below.

1. From the *List of Meetings* screen, select the **List of Applications: By Application** link from the **Action** column.

The *List of All Applications* screen displays, with the Reviewer's assigned applications as the default display.

2. Select the List All Applications link to display all applications in the meeting. This is important for determining if COIs exist for any other applications.

The screenshot displays the 'List of My Assigned Applications' interface. At the top, there is a 'Go To:' dropdown menu set to 'Choose One' and a 'Meeting: 2015/05 ABCD-A1' label. Below this is a 'Meeting Information' section with details like 'Meeting Title: Title of Meeting', 'Meeting Identifier: 2015/05 ABCD-A1', and 'Meeting Dates: 03/03/2016-03/04/2016'. There are also 'View Critique Options' and 'List Application Options' (with 'List All Applications' circled in red) and a 'Final Score Sheet' button. A table shows one application with an average score of 4.0. On the right, a 'Click to submit/view/update critique' table shows scores for Rev 2 and Rev 3.

Reviewer Order	Application Act/CS/Serial/CS/Serial	PI Name (Parent Application PI) PI Name	ES	NI	Title [Latest +Additions Date]	Average Score	Rate/Score/Action	Collapse All
	1R12345678-01 RFAPR [26, 14, 09] My Assignment Rate: Rev 2 View All Critiques - [20]	PI Name			Title of grant application	4.0		

Rate	Final Score	Action
Rev 2		Updated [Date]
Rev 3		

Figure 16: Viewing All Applications in the Meeting

1. Examine the applications:
  - a. Select the grant number – displayed as a hyperlink – to open the *Grant Folder* for the application.
  - b. From within *Grant Folder*, select the **e-Application** link to access the application.
  - c. Look over the names of PIs and all Senior/Key personnel to identify any conflict.
  - d. Repeat this process for all applications in the meeting.
  - e. Notify your SRO of any conflicts identified.

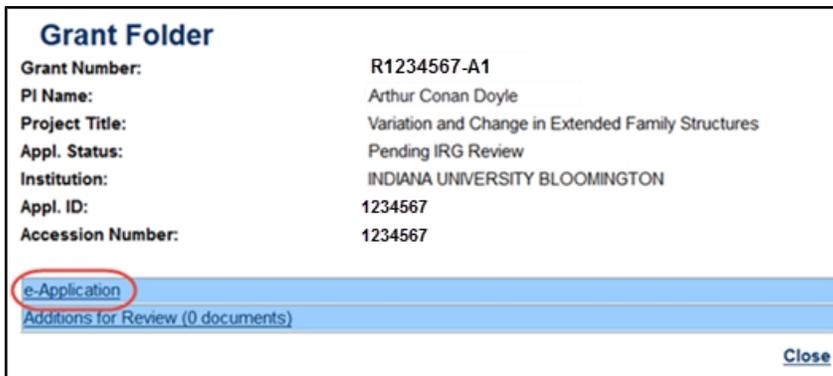


Figure 17: Grant Folder e-Application Link

## **4.1 Control Center**

## 4 List of All Applications Screen

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[SAMHSA users - click here.](#)

The *List of All Applications* screen lets Reviewers view information about the applications in the meeting and provides access to such actions as submitting and viewing scores and critiques. The information shown on this page is customized based on the current meeting phase and on the meeting permissions set by the SRO. Available information also varies depending on the Reviewer type and a Reviewer's conflicts of interest.

### 4.1.1 Global Navigation

A global navigation menu is present on the following screens: *List of Applications*, *List of Meetings*, *Meeting Materials*, and *Preliminary Score Matrix*. The list of links may change, dependent upon the user's role.

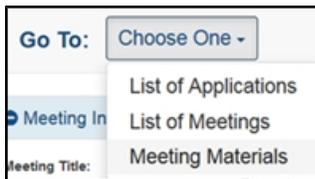


Figure 18: Global navigation menu

## 4.2 Accessing the List of All Applications Screen

[SAMHSA users - click here.](#)

To access the *List of All Applications* after signing the confidentiality agreement ([Refer to the section of this document titled Confidentiality Agreement on Page 17](#)):

1. Log into eRA Commons and select the **Internet Assisted Review** tab.

The *List of Meetings* screen displays. If accessible, the **View List of Applications** link is displayed in the **Action** column.

2. Select the **View List of Applications** link.

The screenshot shows a web interface titled "List of Meetings" with a sub-header "IAR Information". Below this, it states "All times are in Eastern Standard Time/ Eastern Daylight Time." and "Showing 1 - 1 of total 1". A table with 8 columns is displayed:

Meeting	Meeting Dates/ Location	SRO Name	Action	Phase	Critique Due	Read Phase End	Edit Phase End
201605 DPR Sample Meeting Name for Online Help	03/01/2016-03/01/2016 Hilton Washington/Rockville, Rockville, MD	Arthur Conan Doyle 301-436-4982 aRATest@mail.nih.gov	View List of Applications View Minutes/Budget Form Post-Meeting COI Certification Meeting Materials View Password for Materials	READ	03/26/2016 11:59 PM	05/01/2016 11:59 AM	05/07/2016 11:59 PM

Figure 19: Accessing the View List of All Applications Screen

By default, the *List of Applications: By Application* screen initially shows only the applications assigned to the Reviewer; however, in later phases of the meeting, IAR provides access via this screen for viewing all applications in the meeting if the SRO has opened the meeting for unassigned critiques.

To view all applications in the meeting, select the **List All Applications** link. To determine which is the current view, look for the orange triangle icon () next to either the link for **List All**

**Applications** or the **List My Assignments Only** link. The current view is indicated by this triangle icon.

---

**NOTE:** Mail Reviewers are only able to see applications to which they are assigned and can only view their own critiques.

---

Both views display information for the applications in the meeting. The meeting title, identifier, and phase as well as meeting dates and critique dates display above the list of applications.

Below this information are links for **List of Meetings**, **View Meeting Materials**, and links for viewing critiques, which vary from phase to phase. These links are discussed later.

The table displayed on the screen is the list of My Assigned applications. This list includes columns of information for **Review Order**; **Application** (including the application number and RFA/PA associated with the application); **PI Name** (parent application PI); Early Stage Investigator (**ESI**) indicator; New Investigator (**NI**) indicator; the **Title** of the application; **Assignment Role** of the Reviewer; **Prelim. Score**; the **Submitted Date** of critiques; and the available **Action** options for the Reviewer.

If a column name is displayed as a link (e.g., **PI Name**), the information in the table can be sorted by the column by selecting that link. An orange triangle icon next to the column name indicates the current sort.

**List of All Applications**

Go To:  Meeting: 2016/05 CHHD-W 1

**Meeting Information**

Meeting Title: Sample Meeting Name for Online Help Meeting Dates: 04/11/2016-04/19/2016  
 Meeting Identifier: 2016/05 CHHD-W 1 Critiques Due: 03/29/2016 09:00 AM  
 Meeting Phase: EDT Eastern Standard Time / Eastern Daylight Time

View Critique Options: View All Meeting Critiques: By Appl. By PI View My Critiques View All Critiques for Assigned Applications  
 List Application Options: List All Applications List My Assignments Only Final Score Sheet (Created only during Final Score)

Filter:

Showing 1 - 27 of total 27

Reviewer Order	Application Act/Serial# K2Serial#	PI Name [Parent Application PI] PI Name	LSI	NI	Title [Latest eAdditions Date]	Average Score	Role/Score/Action Expand All
	1 R01 A1224567-01 RFA/PA 06.13.204	PI Name			Title of Grant Application [ Additional Materials... 04/02/2016 03:15 PM ]	3.0	<a href="#">Click to submit/view/update critique</a>

[View All Critiques - \[00\]](#)

Figure 20: List of All Applications

The application number is displayed as a hyperlink. Selecting this link opens the application *Grant Folder*, from which several other options are available for viewing including the e-application, prior summary statements (if existing), and any e-additions that have been added for the application.

**Action** options include **[submit]**, **[view]**, and **[delete]** depending on whether a Reviewer is allowed to submit or has already submitted a critique.

The **Submitted Date** column shows the latest date when the critique for an application was (re) submitted.

The **Assignment Role** for an application displays *COI* if the Reviewer has a conflict of interest with personnel of the application. Links for submitting, viewing, and deleting critiques are not displayed for these applications. In addition, the existence of a specific type of conflict (CD Conflict) will suppress the link to the application's *Grant Folder*.

The *List of All Applications* screen (among others) provides access to the tools necessary for completing tasks in each phase. As such, the look and functionality of this screen may vary depending on a Reviewer's role and the current meeting phase.

Please refer to the other sections within this chapter for details on the links and actions available from this screen for each specific meeting phase.

The following links display on the *List of All Applications* screen regardless of the current meeting phase:

Figure 21: Cross-meeting Common Links on List of All Applications Screen

#### 4.2.0.1 Global Navigation

A global navigation menu is present on the following screens: *List of Applications*, *List of Meetings*, *Meeting Materials*, and *Preliminary Score Matrix*. This may change dependent upon the user's role.

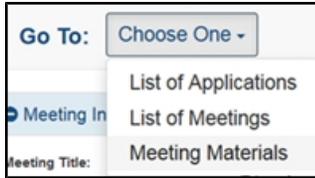


Figure 22: Global navigation menu

### List of Applications

Updates the screen to show all the applications in the meeting, regardless of the current Reviewer's assignments. This is not available for Mail Reviewers and Reviewers blocked by the SRO from viewing others' critiques before submitting their own. The orange triangle icon next to the link indicates that this is the current view.

### List of Meetings

Returns the user to the *List of Meetings* screen.

### View Meeting Materials

An SRO can provide Reviewers with links and documents containing relevant information for the review meeting. If the SRO has provided materials, they are accessible through this link.

### Preliminary Score Matrix

The [Preliminary Score Matrix](#) screen option is only visible in **Read** phase. It allows a Reviewer to see the preliminary overall/impact scores assigned by other Reviewers for all applications in which the Reviewer is not in conflict.

Each page includes a number of links specific to that page.

The other links include links to critiques and application options:

### View Critique Options

#### View My Critiques

Opens a PDF document containing all of a Reviewer's preliminary critiques and scores.

#### View Critiques by:

Opens critiques by **Application**, **PI name**, **All the Reviewers' critiques** and by **Assigned Applications**.

**List Applications Options** (Submit Phase) or **List My Assignments Only** (Read and Edit Phases)

Updates the screen to show only: **List all Applications**, or the applications **assigned to the Reviewer**. This is the default view of the screen. The orange triangle (🚩) icon next to a link indicates this is the current view.

### Column Headings

The column headings bar contains new functionality, including:

- Where headings are underlined, this indicates that they can be sorted.
- If they contain orange triangle icons, this indicates this is the current view.
- The Collapse All heading

DO 🚩	<u>Application Act/IC/Serial#</u> IC/Serial#	<u>PI Name</u> [Parent Application PI] PI Name	ESI	NI	<u>Title</u> [Latest eAdditions Date]	Average Score	Role/Score/Action	<u>Collapse All</u>
------	---	--	-----	----	--	---------------	-------------------	---------------------

### Additional Materials

The Additional Materials link displays within the **Title** column (beneath the application title) if the application has at least one eAddition in its *Grant Folder*. The link opens the Additions for Review section of the Grant Folder.

**Tip:** To keep track of any additional material added without checking back every time, simply look for the date displayed within the link. This represents the Latest eAdditions Date.

Review Order 🚩	<u>Application Act/IC/Serial#</u> IC/Serial#	<u>PI Name</u> [Parent Application PI] PI Name	ESI	NI	<u>Title</u> [Latest eAdditions Date]
417	1R001001001.01 RFAPA: <a href="#">EM-13-002</a> My Assignment Role: Mail 2 <a href="#">View All Critiques - [PDF]</a>	W.H. Auden	Y	Y	Title of Grant Application <a href="#">[ Additional Materials - 01/05/2016 10:55 AM ]</a>

Figure 23: Additional Materials Link

Additions for Review 🚩		<a href="#">Back to Grant Folder</a>
Grant Number	1 A02 000000 01	
PI Name(s)	W.H. Auden	
Project Title	Title of Project	
Appl. Status	Pending IRG Review	
Institution	UNIVERSITY OF WISCONSIN-MADISON	
Appl ID	1234567	
DP200022586-01 /		
Group	Document	Date
Accepted Publication	Publication Update	01/05/2016 10:55 AM

Figure 24: Additions for Review

### Final Score Sheet (button)

Opens the Final Score Sheet for entering final impact scores as well as criterion scores. This button is only enabled during the period of final scoring as entered by the SRO in IAR and may not be applicable to all meetings. The button is visible, but disabled outside of final scoring or if final scoring is not used for a meeting.

**NOTE:** The **Final Score Sheet** button does not display on your *List of All Applications* if you are a Mail Reviewer.

### 4.3 List of All Applications in Submit Phase

During the Submit Phase of a meeting, Reviewers perform their initial submission of critiques. They may also modify critiques and preliminary scores during the Submit Phase. Viewing all applications and submitting critiques as an unassigned Reviewer may be permitted by the SRO; however the ability to view others' critiques is not available during this phase.

The *List of All Applications* screen is the portal for allowing Reviewers to submit critiques and preliminary scores, as well as view meeting materials. The screen either lists only applications assigned to the Reviewer (**List Assigned Applications** link and default view) or lists all applications in the meeting (**List All Applications** link) unless the Reviewer is a Mail Reviewer. Mail Reviewers can only see applications for which they are assigned.

Review Order	Application AppID/Serial# CO/Serial#	PI Name (Parent Application PI) PI Name	ES	NI	Title [Latest eAdditions Date]	Assignment Rate	Prelim Score	Top 5	Submitted Date	Action
2	1.R10.AB122456-01 RFAFA 08.13.303	Joanna Rowling			Title of Grant Application	Rev 1	3		04/01/2016 03:45 PM	submit view delete
9	1.R10.AB122456-02 RFAFA 08.13.303	Virginia Wolf			Title of Grant Application	Rev 2	3		03/14/2016 02:03 PM	submit view delete
15	1.R10.AB122456-03 RFAFA 08.13.302	Rehmal Compton	Y	Y	Title of Grant Application					submit

Figure 25: Default View of the List of All Applications During the Submit Phase

The options in the **Action** column for the Submit Phase include the **[submit]**, **[view]**, and **[delete]** links. The **[submit]** option is only available if a Reviewer has not submitted a critique or scores; once a critique is submitted, the options become **[view]** or **[delete]**. Refer to the section of this document titled *Submitting Critiques and Scores on Page 40* for steps on performing this function.

If the SRO allows it, Reviewers may see the **[submit]** link for unassigned applications (via the **List All Applications** view). In this case, Reviewers can submit critiques for these unassigned applications, unless there is a conflict of interest. If conflicts exist for any of the applications, *COI*

displays in the **Assignment Role** column, and critiques for this application cannot be viewed or submitted.

**List of All Applications**

Go To:  Meeting: 2016/05 ACE

**Meeting Information**

Meeting Title: 2016/05 ACE  
 Meeting Identifier: SUBMIT  
 Meeting Dates: 05/05/2016-05/16/2016  
 Critiques Due: 04/19/2016 11:30 PM Eastern Standard Time / Eastern Daylight Time

Final Score Sheet (Enabled only during Final Scoring) [List All Applications](#) [List Assigned Applications](#) [View My Critiques](#)

Review Order	Application Acct/Serial/IC/Serial	PI Name (Parent Application PI) PI Name	ESI	NI	Title [Latest eAdditions Date]	Assignment Role	Prelim Score	Top 5	Submitted Date	Action
2	1 R10 AB123456-01 RFAFA 08.13.302	Joanna Rowling			Title of Grant Application	Rev 1	3		04/01/2016 03:45 PM	<a href="#">submit</a> <a href="#">view</a> <a href="#">delete</a>
9	1 R10 AB123456-02 RFAFA 08.13.303	Virginia Wolf			Title of Grant Application	Rev 2	3		03/14/2016 02:03 PM	<a href="#">submit</a> <a href="#">view</a> <a href="#">delete</a>
15	1 R10 AB123456-03 RFAFA 08.13.302	Richmal Compton	Y	Y	Title of Grant Application					<a href="#">submit</a>

Figure 26: List All Applications View Includes Unassigned and COI Applications

**NOTE:** In all meeting phases, for specific types of review, if the SRO has opted to display only applications selected for Phase 2 review, the *List of All Applications* screen reflects this choice and displays only Phase 2 applications. The screen name is displayed as *List of All Applications – Phase 2 Only* in this scenario.

#### 4.4 List of All Applications in Read Phase

Typically, Reviewers are able to view the critiques of other Reviewers during the Read Phase. As in other phases, any applications with a conflict are blocked and display *COI* as the Assignment Role. By default, only the Reviewers' application assignments are displayed in the list; however, selecting the **List All Applications** link presents a view of all applications in the meeting.

**NOTE:** To return to a view of only assigned applications, select the **List My Assignments Only** link. An orange triangle icon () next to this link (or next to the **List All Applications** link) is an indicator of which of these two options is the current view.

### List of My Assigned Applications Meeting: 2016/05 ABC1-02

Go To: Choose One -

---

**Meeting Information**

<b>Meeting Title:</b>	Meeting Title: 2016/05 ZRG1 VH-N (02) S	<b>Meeting Dates:</b>	04/05/2016-04/05/2016
<b>Meeting Identifier:</b>		<b>Critiques Due:</b>	03/28/2016 11:59 PM
<b>Meeting Phase:</b>	READ <span style="font-size: small;">?</span>		Eastern Standard Time / Eastern Daylight Time

View Critique Options: [View My Critiques](#)

List Application Options: [List All Applications](#) [List My Assignments Only](#) Final Score Sheet

Showing 1 - 4 of total 4

Review Order	Application Act/IC/Serial# IC/Serial#	PI Name [Parent Application PI] PI Name <span style="font-size: small;">?</span>	ESI	NI	Title [Latest eAdditions Date]	Average Score	Role/Score/Action	<a href="#">Collapse All</a>
1	1.R01.1234567-01 RFA/PA <a href="#">PA-13-302</a> My Assignment Role: Rev 3	Ravi Shankar			Nitrite in Protection against Anthracycline Toxicity  You must submit your critique before you can read others.		<a href="#">[Submit]</a>	
2	1.R01.1234567-01 RFA/PA <a href="#">PA-13-302</a> My Assignment Role: Rev 3	Mahatma Gandhi			Macrophage Inflammation, Metabolism and Cardiovascular Stress  You must submit your critique before you can read others.		<a href="#">[Submit]</a>	
3	1.R01.1234567-01 RFA/PA <a href="#">PA-13-302</a> My Assignment Role: Rev 1	Rupa Bajwa			M2 Macrophages in Cardiac Protection  You must submit your critique before you can read others.		<a href="#">[Submit]</a>	

Contact [SRO/ESA](#) if you identify any conflicts or assignment discrepancies with Internet Assisted Review

Figure 27: List of All Applications During the Read Phase for Reviewer's Applications Only

If the Reviewer has submitted scores for an application, the **View All Critiques – [PDF]** link displays in the **Application** column for that application. This link can be used to access a PDF file of all Reviewer's critiques for this application. When setting up the meeting, the SRO can choose to block a Reviewer from viewing the critiques of others if that Reviewer has not yet submitted his own scores. If the SRO chooses not to block the Reviewer, this link displays whether the Reviewer has submitted his own scores or not.

When the block option is enabled by the SRO and a Reviewer has not submitted critique and preliminary scores, the following message displays under the application **Title** column: *You must submit your critique before you can read others.* The **View All Critiques – [PDF]** link will not display until the Reviewer submits his own scores. Additional links on this screen for viewing critiques also do not function if a blocked Reviewer has not submitted his own scores and/or critique.

The options displayed in the **Action** column for the Read Phase may differ from those displayed during the Submit Phase. They may also vary within the Read Phase itself depending on the settings of the meeting and whether the Reviewer has submitted scores. If a Reviewer has not yet submitted scores, the **[submit]** link displays in the **Action** column, otherwise the **[view]** link is displayed for viewing only. If a critique is submitted, the **[view]** link is also present for other reviews not submitted by the Reviewer.

Refer to the section of this document titled [Viewing Critiques on Page 57](#) for more information on the methods for viewing critiques within each phase of the meeting.

During the Read Phase of the meeting, the **Prelim. Score** column lists each application’s preliminary score per Reviewer Role. The **Average** score is displayed beneath these scores. Reviewers may also view scores via the *Preliminary Score Matrix*, accessible via the **Preliminary Score Matrix** link. Refer to the section of this document titled *Preliminary Score Matrix on Page 64* for more information.

Reviewer Order	Application Act/IC/Serial# IC/Serial#	PI Name [Parent Application PI] PI Name	NI	Title [Latest eAdditions Date]	Role	Prelim. Score	Action
16	1.R01.A123456-01 RFA/PA: EAO0-000	AUDEN, W.H.		The Age of Anxiety Disorders [ Additional Materials - 10/25/2012 11:35 AM ]	Rev 1 Rev 2 Rev 3	3 4	[critique]
						Average: 3.5	
22	1.R01.A123456-01 RFA/PA: EAO0-000 My Assignment Role: Rev 2	AUSTEN, JANE		Pride & Prejudice and the Human Psyche	Rev 1 Rev 2 Rev 3	2 3 4	[critique]
						Average: 3.0	
17	1.R01.A123456-01 RFA/PA: EAO0-000	BARRIE, J.M.		Peter Pan Syndrome	Rev 1 Rev 2 Rev 3	2 1	[critique]
						Average: 1.5	
18	1.R01.A123456-01 RFA/PA: EAO0-000 My Assignment Role: Rev 2	CRANE, STEPHEN		The Red Badge of Courage and Other Skin	Rev 1 Rev 2 Rev 3	3 2	[critique]
						Average: 2.5	
19	1.R01.A123456-01 RFA/PA: EAO0-000 My Assignment Role: COI	DOYLE, ARTHUR CONAN		A Study in Scarlet Fever			
20	1.R01.A123456-01 RFA/PA: EAO0-000 My Assignment Role: COI	GOLDING, WILLIAM		The Lord of the Flies and Other Disease Carrying Insects			
21	1.R01.A123456-01 RFA/PA: EAO0-000	HEMINGWAY, ERNEST		A Farewell to Arms and Legs and Other Body Parts	Rev 1 Rev 2 Rev 3	3 2	[critique]
						Average: 2.5	
13	1.R01.A123456-01 RFA/PA: EAO0-000 My Assignment Role: Rev 2	LEE, HARPER		To Kill a Mockingbird with Various Diseases			[submit]
							You must submit your critique before you can read others.
14	1.R01.A123456-01 RFA/PA: EAO0-000 My Assignment Role: Rev 1	FOE, EDGAR ALLAN		The Tell-tale Heart Disease	Rev 1 Rev 2 Rev 3	1 2 2	[critique]
						Average: 1.7	

Figure 28: List of All Applications in Read Phase for All Applications

### 4.5 List of All Applications in Edit Phase

The Edit Phase is an optional meeting phase, usually after the actual meeting – determined by the SRO – the main purpose of which is to allow Reviewers to update their criterion scores and/or to upload their modified critiques after editing. In the Edit Phase of a meeting, the *List of All Applications* screen provides the basic information about the applications in the meeting, access to the *Grant Folder*, the list of all applications, critiques posted by the Reviewer, and critiques posted by all Reviewers for applications to which the Reviewer is assigned.

The screen either lists applications assigned to the Reviewer (**List My Assignments Only** link and default view) or lists all applications in the meeting (**List All Applications** link) unless the Reviewer is a Mail Reviewer. Mail Reviewers can only see applications for which they are assigned.

Figure 29: List of All Applications During Edit Phase for Reviewer's Applications Only

The options in the **Action** column for the Edit Phase vary depending on the settings of the meeting and whether the Reviewer has submitted scores, with the possible options of **[submit]**, **[view]**, and **[update]** links. The **[submit]** option is only available if a Reviewer has not submitted a critique or scores. Refer to the section of this document titled *Submitting Critiques and Scores on Page 40* for steps on performing this function.

Once a critique is submitted, the options become **[view]** and **[update]** for a Reviewer's own critiques and **[view]** for the critiques of other Reviewers.

**NOTE:** If not blocked by the SRO, the Reviewer also sees the **[view]** link for viewing others' critiques even if that Reviewer has not submitted his own.

If conflicts exist for any of the applications, *COI* displays as the Assignment Role, and critiques for this application cannot be viewed or submitted.

If the Reviewer has submitted scores for an application, the **View All Critiques – [PDF]** link displays in the **Application** column for that application and provides access to a PDF file of all Reviewer's critiques for this application. When setting up the meeting, the SRO can choose to block a Reviewer from viewing the critiques of others if that Reviewer has not yet submitted his own scores. If the SRO chooses not to block the Reviewer, this link displays whether the Reviewer has submitted his own scores or not.

**NOTE:** When final scoring is enabled for a meeting, the **Final Score** column displays on the *List of All Applications* during the Edit phase.

The screenshot displays the 'List of My Assigned Applications' interface. At the top, there is a 'Go To:' dropdown set to 'Choose One -' and a meeting identifier 'Meeting: 2016/05 CHHD-B 1'. Below this is a 'Meeting Information' section showing the meeting title, identifier, phase (EDIT), dates, and time zone. A 'View Critique Options' section includes links for 'View My Critiques', 'List All Applications', 'List My Assignments Only', and 'Final Score Sheet'. The main table lists three applications, each with a 'Click to submit/view/update critique' button and a small table for reviewer scores and actions.

Review Order	Application Ac15C/Serial# IC/Serial#	PI Name [Parent Application PI] PI Name	LSI	NI	Title [Latest eAdditions Date]	Average Score	Role/Score/Action Collapse All												
	1.R01.123456-01 RFAP#: Du.13-304 My Assignment Role: Rev 2 View All Critiques - [PDF]	PI Name			Title of Application	3.0	Click to submit/view/update critique <table border="1"> <thead> <tr> <th>Role</th> <th>Final Score</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Rev 1</td> <td></td> <td></td> </tr> <tr> <td>Rev 2</td> <td></td> <td>[Update/ Delete]</td> </tr> <tr> <td>Rev 3</td> <td></td> <td></td> </tr> </tbody> </table>	Role	Final Score	Action	Rev 1			Rev 2		[Update/ Delete]	Rev 3		
Role	Final Score	Action																	
Rev 1																			
Rev 2		[Update/ Delete]																	
Rev 3																			
	1.R01.123456-02 RFAP#: Du.13-304 My Assignment Role: Rev 3 View All Critiques - [PDF]	PI Name			Title of Application	3.0	Click to submit/view/update critique <table border="1"> <thead> <tr> <th>Role</th> <th>Final Score</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Rev 1</td> <td></td> <td></td> </tr> <tr> <td>Rev 2</td> <td></td> <td></td> </tr> <tr> <td>Rev 3</td> <td></td> <td>[Update/ Delete]</td> </tr> </tbody> </table>	Role	Final Score	Action	Rev 1			Rev 2			Rev 3		[Update/ Delete]
Role	Final Score	Action																	
Rev 1																			
Rev 2																			
Rev 3		[Update/ Delete]																	
	1.R01.123456-03 RFAP#: Du.14-046 My Assignment Role: Rev 3 View All Critiques - [PDF]	PI Name			Title of Application		Click to submit/view/update critique <table border="1"> <thead> <tr> <th>Role</th> <th>Final Score</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Rev 1</td> <td></td> <td></td> </tr> <tr> <td>Rev 2</td> <td></td> <td></td> </tr> </tbody> </table>	Role	Final Score	Action	Rev 1			Rev 2					
Role	Final Score	Action																	
Rev 1																			
Rev 2																			

Figure 30: List of All Applications in Edit Phase for All Applications

When the block option is enabled by the SRO and a Reviewer has not submitted scores, the following message displays under the application **Title** column: *You must submit your critique before you can read others.* The **View All Critiques – [PDF]** link will not display until the Reviewer submits his own scores.

To update scores or critiques during the Edit Phase:

1. Select the **[Update]** link from the **Action** column for the application in the *List of All Applications* screen.
2. *Optional:* Enter the revised criterion scores as appropriate.
3. *Optional:* Browse and attach a new critique. To view the existing critique first, select the **View Existing Critique** link.

4. Select the **Submit** button.
5. From the confirmation screen, select the **Confirm** button.

## 5 Meeting Materials

An SRO can provide Reviewers with materials containing relevant information for the review meeting. If the SRO has provided any materials, they are viewable via the *Meeting Materials* screen.

To view any of the available materials on the *List of Meetings* screen, select the **Meeting Materials** link from the **Action** column.

Meeting	Meeting Dates/ Location	SRO Name	Action	Phase	Critique Due	Read Phase End	Edit Phase End
201605 CHHD-B 1 Meeting Title	03/01/2016-03/01/2016 Hilton Washington/Rockville, Rockville, MD	SRO Name	<a href="#">View List of Applications</a> <a href="#">SRO Minutes/Budget Form</a> <a href="#">Pre-Meeting COI Certification</a> <a href="#">Post-Meeting COI Certification</a> <a href="#">Meeting Materials</a> <a href="#">View Password for Materials</a>	READ	03/26/2016 11:59 PM	05/01/2016 11:59 AM	05/07/2016 11:59 PM

Figure 31: Access Meeting Materials topic from List of Meetings screen

The Meeting Materials screen displays.

Order	Name	Description	PI Name -Grant Application	Modified	Action
11	Scoring Table			04/01/2016 04:06 PM	<a href="#">View</a>
12	Scoring system and procedures			04/01/2016 04:06 PM	<a href="#">View</a>
32	Reviewer Orientation	Information about review-premeeting, meeting and post-meeting activities		04/22/2016 01:48 PM	<a href="#">View</a>
34	Definition of Criteria	Definition of Criteria for R01, R21, R03 and R15 critiques		04/22/2016 01:48 PM	<a href="#">View</a>
35	Review Criteria	definitions of each of the review criteria		04/25/2016 07:40 AM	<a href="#">View</a>
36	Scoring Guidance: Fellowships etc.	description of the 1-9 scoring system and procedures for entering in IAR		04/25/2016 07:40 AM	<a href="#">View</a>

Figure 32: Meeting Materials Screen

The *Meeting Materials* screen can be accessed:

- By selecting the **Meeting Materials** link in the **Action** column of the *List of Meetings* screen
- By selecting **Meeting Materials** from the **Go To:** drop down menu

**Tip:** The order of the names of the meeting materials can now be changed by using drag and drop on the list.

To exit *Meeting Materials*, select either the **List of Meetings** or **List of Applications** link from the **Go To:** menu to return to the corresponding screen.

---

**NOTE:** Additional material that may not show up under *Meeting Materials* can be viewed by selecting the **Additional Materials** link under the **Title Column** on the *List of Applications*. The link only displays when at least one eAddition exists for an application. For more information, refer to the [Additional Materials](#) section of the *Accessing the List of Applications Screen* topic.

---

### 5.0.1 Global Navigation

A global navigation menu is present on the following screens: *List of Applications*, *List of Meetings*, *Meeting Materials*, and *Preliminary Score Matrix*. The list of links may change, dependent upon the user's role.

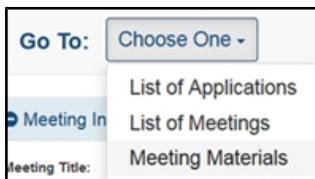


Figure 33: Global navigation menu

### 5.1 View the Meeting Materials Password

Some SROs set passwords to the meeting materials provided to reviewers. Reviewers can retrieve the password on the *View Meeting Materials Password* screen in IAR. Using these features creates a secure communication device for letting reviewers know the password.

To view the password select the **View Password for Materials** link from the **Action** column on the *List of Meetings*.

The *View Password for Meeting Materials* pop up window opens displaying the password.

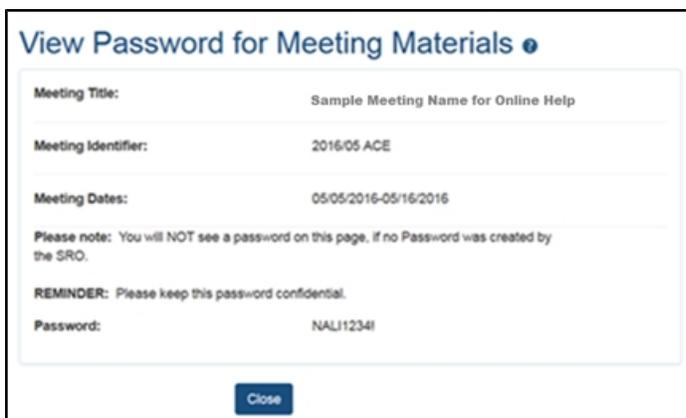


Figure 34: View Password for Meeting Materials

**NOTE:** If a password does not display, this means the SRO has not set one for the meeting.

---

## 6 Submitting Critiques and Scores

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IAR allows Reviewers to submit or re-submit critiques and scores for assigned applications during the Submit and Edit Phases. During the Read Phase, Reviewers who have missed the due date and have not posted a critique or criterion scores for an assigned application are still able to post critiques and criterion scores; however, they will not be able to view the other critiques for this application until they have posted their own.

Before submitting critiques and scores for an application, the Reviewer can view additional information about the application by accessing the application *Grant Folder*. From the *Grant Folder*, several options are available for viewing including the e-application, prior summary statements (if existing), and any e-additions that have been added for the application. To view the *Grant Folder*, click the application number displayed as a hyperlink. Select the appropriate link from within the *Grant Folder* to view additional information.

The manner in which critiques and scores are recorded may differ depending on the type of review meeting in which you are participating. NIH business processes differ from those of other agencies and therefore require a different set of rules. Pioneer, New Innovator, and pre-applications review meetings may also have varying steps in their review process. The sections that follow outline steps specific to the type of meeting or business process and are not applicable to all Reviewers.

[Click here to see SAMHSA-only Critique submission](#)

### 6.1 Review with Scored Criteria (NIH Review Business Process)

#### 6.1.1 Preliminary Scores and Critiques

For the Scoring System and Procedure for NIH guidance only, select the following link:[http://grants.nih.gov/grants/peer/guidelines\\_general/scoring\\_system\\_and\\_procedure.pdf](http://grants.nih.gov/grants/peer/guidelines_general/scoring_system_and_procedure.pdf).

For the Additional Scoring Guidance for Research Applications, select the following link:[http://grants.nih.gov/grants/peer/guidelines\\_general/scoring\\_guidance\\_research.pdf](http://grants.nih.gov/grants/peer/guidelines_general/scoring_guidance_research.pdf).

NIH and the majority of Operating Divisions (OpDivs) followed the Enhancing Peer Review initiative, characterized by the existence of scored review criteria and a score scale of 1–9. While there may be more than five review criteria, only five need to be scored in IAR according to scientific and technical merit. These categories differ depending on the Funding Opportunity Announcement (FOA) and activity code of the applications. Reviewers provide separate scores for each category on a scale of 1 to 9, where 1 is exceptional and 9 is poor.

This section discusses submitting scores and critiques and may not be applicable to all Reviewers.

To submit critiques and scores:

1. Select the **View List of Applications** link from the *List of Meetings* screen for the specific meeting.

The *List of All Applications* screen displays, showing only the applications assigned to the Reviewer.

2. *Optional:* Select the **List All Applications** link to display all applications in the meeting.
3. Select the **[submit]** link from the **Action** column for the application being reviewed.

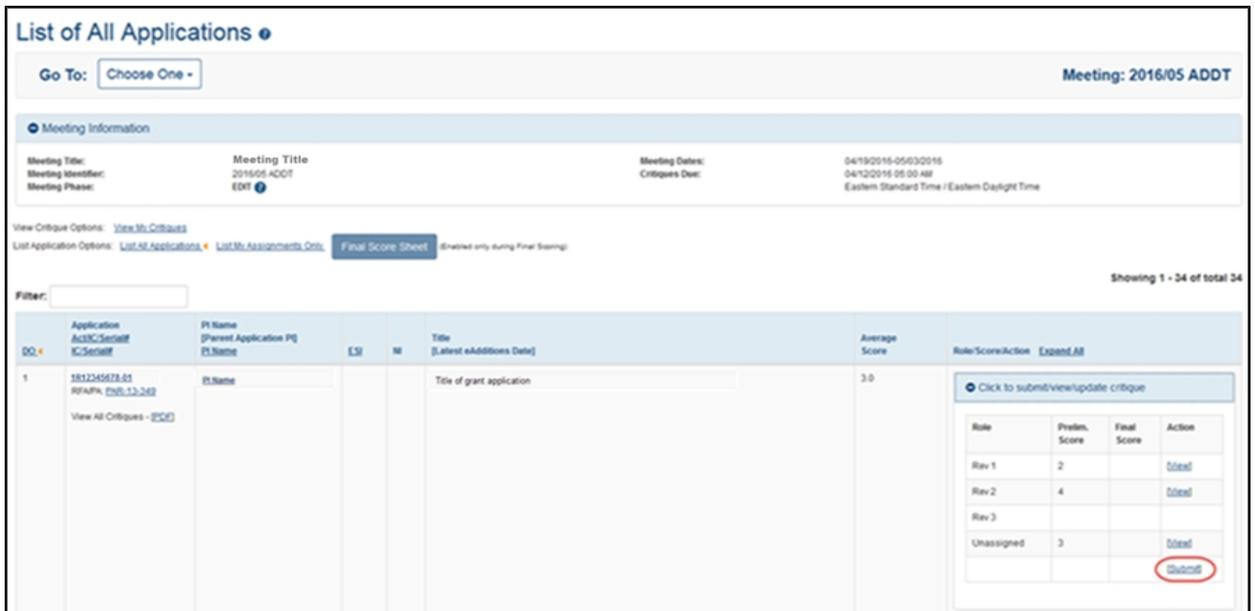


Figure 35: List of Applications - [submit] Link

The *Submit Critique and Preliminary Score* screen displays for entering scores and uploading a critique. To exit the screen without entering scores or critique, select the **Back to List of Applications** link at the top of the screen.

Figure 36: Submit Critique and Preliminary Score Screen

**NOTE:** During the final scoring and the Edit Phase of a meeting, the preliminary overall/impact score is displayed as read-only; however, the criterion scores and critique file can still be modified. For meetings allowing final scoring, the **Final Score** also displays during the Edit phase, as read-only above the **Critique File**.

4. *Optional:* Select a criterion score (1–9) from the drop-down lists for each of the five categories. These categories are determined by the RFA/PA associated with the application.
5. *Optional:* Select a preliminary score (1–9) from the drop-down list for the **Preliminary Overall/Impact**.
6. *Optional and Only if Top 5 Designation is applicable:* Select the **Top 5** checkbox to designate the application as one of the top 5. This checkbox is located next to the **Preliminary Overall/Impact** field only if enabled by the SRO.

Figure 37: Top 5 Checkbox

If 5 other applications have already been designated as Top 5, IAR displays the following error: *You have already designated 5 applications in the Top 5 category. Please clear the Top 5 designation from existing application(s) to designate this application as Top 5.* In this

case, access the other Top 5 applications via the *List of All Applications* screen and uncheck the **Top 5** checkbox as appropriate.

When designating an application as Top 5, you must also submit a critique for that application.

7. Upload a critique file by selecting the **Browse** button, searching for the file, and selecting. You can only upload MS Word or Text files (.doc, .docx., .txt).
8. Select the **Submit** button.

Figure 38: Submitting Preliminary Score and Critique

**NOTE:** Selecting the **Reset** button clears the fields.

The *Submit Critique and Preliminary Score* screen then displays as read-only and prompts for a confirmation. The entered information can be cancelled by selecting the **Cancel** button. Selecting **Cancel** returns the screen to an edit view on which scores can be re-entered and/or a new critique file attached.

The score and/or critique are not saved until the action is confirmed on this screen.

If IAR cannot upload the selected critique (e.g., the file is an invalid format or a virus has been identified on the file), an error displays.

9. Select the **Confirm** button to continue uploading the scores and critique.

### Submit Critique and Preliminary Score

• Important Note: Your critique and/or score are not saved until you press Confirm below. Please verify the following data and press Confirm to save your information (critique and/or score). Otherwise, press Cancel.

Application:	2 PO1 AB12345-21.Project-001
Title:	Title of grant application
PI Name:	PI Name
Assignment Role:	Rev 1
Significance	9
testing	9
Innovation	3
Approach	9
Environment	1
Preliminary Overall Impact	9
Critique File:	e PO1 project 1-R1-revised.docx
Submitted Date:	04/05/2016 01:51 PM EDT

**Before Submitting:**

- Ensure that your critique file is not password protected
- If applicable, accept all track changes, save and turn Track Changes OFF before uploading your critique
- Please close the critique file on your computer

Figure 39: Confirming Preliminary Score and Critique

The *Submit Critique and Preliminary Score* screen displays again as read-only, indicating that the information was successfully submitted. The critique file can be viewed on this screen by selecting the **View this submitted critique** link next to the file name.

10. Select the **Back to List of Applications** link to exit this screen.

### Submit Critique and Preliminary Score

[Back to List of Applications](#)

The following information has been successfully submitted.

Application:	1 PO1 AB1 AB000-21.Project-001
Title:	Title of grant application
PI Name:	PI Name
Assignment Role:	Rev 1
Significance	9
testing	9
Innovation	3
Approach	9
Environment	1
Preliminary Overall Impact	9
Critique File:	e PO1 project 1 R1 revised.docx <a href="#">View this submitted critique</a>
Submitted Date:	04/05/2016 01:54 PM EDT

**Before Submitting:**

- Ensure that your critique file is not password protected
- If applicable, accept all track changes, save and turn Track Changes OFF before uploading your critique
- Please close the critique file on your computer

Figure 40: Successfully Submitted Critique and Preliminary Score

When returned to the *List of All Applications*, the **Action** column displays the **[submit]**, **[view]**, and **[delete]** links.

**List of All Applications**

Go To:  Meeting: 2016/05 ADO

**Meeting Information**

Meeting Title: Sample Meeting Topic for Online Help Meeting Dates: 04/19/2016-05/03/2016  
 Meeting Identifier: 2016/05 ADO Critique Due: 04/12/2016 05:00 AM  
 Meeting Phase: EDIT Eastern Standard Time / Eastern Daylight Time

View Critique Options: [View My Critiques](#)  
 List Application Options: [List All Applications](#) [List My Assignments Only](#) **Final Score Sheet** (Enabled only during Final Scoring)

Filter:

Showing 1 - 34 of total 34

App	Application Acct/Serial/IC/Serial	PI Name (Parent Application PI PI Name)	ESI	NI	Title (Last 4-Address Date)	Average Score	Role/Score/Action	Expand All																				
1	1 R01 A123456-01 RFA/PA 150-11-343 <a href="#">View All Critiques - (0)</a>	PI Name			Sample Meeting Title for Online Help	3.0	Click to submit/view/update critique <table border="1"> <thead> <tr> <th>Role</th> <th>Prelim. Score</th> <th>Final Score</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Rev 1</td> <td>2</td> <td></td> <td><a href="#">Detail</a></td> </tr> <tr> <td>Rev 2</td> <td>4</td> <td></td> <td><a href="#">Detail</a></td> </tr> <tr> <td>Rev 3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Unassigned</td> <td>3</td> <td></td> <td><a href="#">Detail</a></td> </tr> </tbody> </table>	Role	Prelim. Score	Final Score	Action	Rev 1	2		<a href="#">Detail</a>	Rev 2	4		<a href="#">Detail</a>	Rev 3				Unassigned	3		<a href="#">Detail</a>	
Role	Prelim. Score	Final Score	Action																									
Rev 1	2		<a href="#">Detail</a>																									
Rev 2	4		<a href="#">Detail</a>																									
Rev 3																												
Unassigned	3		<a href="#">Detail</a>																									

Figure 41: Preliminary Score, Submitted Date, and New Actions for Submitted Critique

Reviewers may view their own critiques and scores as well as those of other Reviewers (when permitted) once they have uploaded them. The manner in which critiques are viewed differs from phase to phase. Refer to the section of this document titled *Viewing Critiques* on Page 57 for a description of the phase-specific method of viewing critiques.

**NOTE:** If the pre-meeting COI certification has not been signed, a warning displays on the *Submit Critique and Preliminary Score* screen as follows: *Please sign your pre-meeting Conflict of Interest Certification in IAR system.* Refer to the section of this document titled *Signing the Meeting Conflict of Interest Certifications* on Page 91 for more information.

### 6.1.2 Final Score Sheet (formerly called Voter Sheet)

If allowed by the SRO, Reviewers (other than Mail Reviewers) are able to submit final scores electronically in IAR within the score entry date and time range determined by the SRO for the meeting. These final scores are entered using the *Final Score Sheet*. The *Final Score Sheet* allows Reviewers to enter their final impact scores as well as criterion scores (if permitted by the SRO) if they changed as a result of the discussion. Scores may be entered for assigned and unassigned applications; however, the system does not allow entry of scores for any application with which a Reviewer is in conflict.

At the time of the final scoring, the **Final Score Sheet** button becomes enabled on the *List of All Applications* screen.

**NOTE:** Mail Reviewers are not allowed to submit final scores, and the **Final Score Sheet** button is not visible to these Reviewers.

**List of All Applications**

Go To:  Meeting: 2016/05 CHHD-W 1

**Meeting Information**

Meeting Title: Sample Meeting Title for Online Help  
 Meeting Identifier: 2016/05 CHHD-W 1  
 Meeting Phase: READ

Meeting Dates: 03/03/2016-03/04/2016  
 Critiques Due: 03/29/2016 09:00 AM  
 Eastern Standard Time / Eastern Daylight Time

View Critique Options: [View My Critiques](#)  
 List Application Options: [List All Applications](#) [List My Assignments Only](#) **Final Score Sheet**

Showing 1 - 27 of total 27

Filter:

Review Order	Application Act/IC/Serial#	PI Name [Parent Application PI] PI Name	ES	NI	Title [Latest eAdditions Date]	Average Score	Role/Score/Action								
	1 R01 A123456-01 RFA/PA: 06.13.2014 <a href="#">View All Critiques - PDF</a>	<a href="#">PI Name</a>			Title of Grant Application	3.0	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Click to submit/view/update critique</p> <table border="1"> <thead> <tr> <th>Role</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Rev 1</td> <td><a href="#">View</a></td> </tr> <tr> <td>Rev 2</td> <td></td> </tr> <tr> <td>Rev 3</td> <td></td> </tr> </tbody> </table> </div>	Role	Action	Rev 1	<a href="#">View</a>	Rev 2		Rev 3	
Role	Action														
Rev 1	<a href="#">View</a>														
Rev 2															
Rev 3															

Contact [SRO/ESA](#) if you identify any conflicts or assignment discrepancies with Internet Assisted Review

Figure 42: **Final Score Sheet** Button

To submit final scores:

1. Access the *List of All Applications* screen in IAR.
2. Select the **Final Score Sheet** button. This button is displayed on the screen only for Reviewers allowed to submit final scores and only during the score entry date range for the meeting.

The *Final Score Sheet* screen opens for all applications in the meeting, showing **Review Order**, **Application Number**, **PI Name**, **Assignment Role** (of the Reviewer), **Criterion Scores** (if available), and **Final Score** fields. The information in the table can be sorted by selecting the hyperlinked column name of the information being sorted by. An orange triangle () icon displays next to the column heading of the current sort.

Figure 43: *Final Score Sheet* screen

**NOTE:** When applicable, if the SRO has opted to display only Phase 2 applications, the *Final Score Sheet* includes only those applications and the title displays as *Final Score Sheet – Phase 2 Applications Only*.

The **Criterion Scores Label Report** link opens the *Review Criteria Score Labels* report for the meeting. This report displays all applications per each RFA/PA in the meeting with a key

defining the scores for each of the RFA/PAs (e.g., Score 1 – Significance; Score 2 – Investigator(s), Score 3 – Innovation, etc.).

Final Scores may be entered for all applications in the meeting, assigned or unassigned; however, for applications with which a Reviewer is in conflict, the **Final Score** field displays a read-only *CF* and this final score cannot be updated. Deferred applications (those marked as *DF*) also display with their **Final Score** field as read-only as soon as the score is saved.

The ability to update criterion scores varies and may not be available for all applications. SROs must set up the meeting to allow criterion scores to display. Additionally, several business rules are in place to ensure that the criterion scores are only displayed based on the meeting settings configured by the SRO.

The rules for displaying criterion scores are as follows:

- If the assigned Reviewer has not submitted a critique before final scoring, criterion score fields are not displayed.
- If unassigned Reviewers are permitted to submit scores (i.e., only scores – no critiques), the criterion score fields are displayed and editable.
- If unassigned Reviewers are permitted to submit scores with a critique required as backup, but have not submitted their required critique before final scoring, criterion score fields are not displayed.
- If unassigned Reviewers are permitted to submit scores with a critique required as backup and have submitted their required critique, criterion score fields are displayed and editable.
- If a Discussant is required to submit a critique to support criterion scores and has not submitted the required critique before final scoring, the criterion score fields are not displayed.
- If a Discussant is required to submit a critique to support criterion scores and has submitted the critique before final scoring, criterion score fields are displayed and editable.
- If a Reviewer is in conflict with an application, criterion score fields are not displayed.
- If an application already is scored as *DF*, criterion score fields are not displayed.

---

**NOTE:** The SRO determines whether to show subproject applications during final scoring. If the SRO has allowed subprojects to be scored, these applications display on the *Final Score Sheet* screen.

---

3. *Optional:* Update the existing **Criterion Scores** as needed.
4. Enter a **Final Score** for each application.

Final scores may be entered numerically as 1 to 9 –or– with one of the following score codes below:

**ND** – Not Discussed: All applications in a meeting are required to receive scores. Applications lacking the quality necessary to be discussed at review meetings should be designated as ND.

**NR** – Not Recommended: Applications marked NR are not recommended for further consideration.

**DF** – Deferred: Applications marked deferred are moved to the next council round.

**NP** – Not Present: The Reviewer was not present at the meeting when the application was discussed and is unable to give a score.

**AB** – Abstain: The Reviewer is abstaining from scoring the application.

**Final Score Sheet**

**Meeting Information**

Meeting Title: Title of Grant Application  
 Meeting Identifier: 2016/05 AB12 ABC  
 Meeting Phase: REAC  
 Final Score Entry: OPEN

Meeting Dates: 03/03/2016-03/04/2016  
 Critiques Due: 03/29/2016 09:00 AM  
 Final Score Entry Duration: 04/06/2016 08:00 AM to 04/11/2016 05:00 PM  
 Eastern Standard Time / Eastern Daylight Time

**Criterion Scores Label Report**

Reviewer Name: Emma Reader

Review Order	Application Number Act/IC/Serial# IC/Serial#	PI Name [Conflicts] [Parent Application PI] Activity PI Name PI Name	Assignment Role	Criterion Scores					Final Score (1 to 9), ND, NR, DF, NP, AB	Action
				1	2	3	4	5		
	R01.A12345678.01	W H Auden	Unassigned							Save All
	R01.A12345678.02	Jane Austen	Unassigned							Save All
	R01.A12345678.03	J M Barrie	Conflict						CF	Save All
	R01.A12345678.04	Arthur Conan Doyle	Rev 2	3	3	2	4	8		Save All
	R01.A12345678.05	William Golding	Unassigned							Save All
	R01.A12345678.06	Ernest Hemingway	Unassigned							Save All
	R01.A12345678.07	Edgar Allen Poe	Rev 3							Save All
	R01.A12345678.08	John Steinbeck	Unassigned							Save All
	R01.A12345678.09	Jules Verne	Unassigned							Save All
	R01.A12345678.10	Oscar Wilde	Conflict						CF	Save All

Save All Save All and Return Cancel

Figure 44: Reviewer's Final Score Sheet

5. Select the **Save All** link from the **Action** column or the **Save All** button at the bottom of the screen to save the changes. All updated information is saved by selecting either **Save All** feature.

Selecting the **Cancel** button at any time ignores the unsaved changes and closes the *Final Score Sheet* screen.

6. To save changes and leave the screen, select the **Save All and Return** button.

### 6.1.3 Review Criteria Score Labels Report

For reviews using scored criteria, the *Review Criteria Score Labels* report provides a key to the scores as defined by the different RFAs/PAs in the meeting (e.g., Score 1 – Significance; Score 2 – Investigator(s), Score 3 – Innovation, etc.). The report is divided by RFA/PA, showing the score definition as well as the applications submitted under that opportunity.

You can access the report by selecting the **Criterion Scores Label Report** link on the *Final Score Sheet*, which opens the report as a PDF in a separate window.



## 6.2 Review Without Scored Criteria

### 6.2.1 Preliminary Scores

Some Operating Divisions (OpDivs) utilize the Review Business Process with no scored criteria, which differs from the NIH Review Business Process in that it does not use criterion scores, only a Preliminary Score, followed by final scoring. Scores consist of numeric values from 1.0 to 5.0 and/or non-numeric scores.

For meetings using the Review Business Process with no scored criteria, unassigned Reviewers can only submit critiques and cannot enter scores.

This section discusses submitting scores and critiques for the Review Business Process with no scored criteria and may not be applicable to all Reviewers.

To submit critiques and scores using the Review Business Process with no scored criteria:

1. Select the **View List of Applications** link from the *List of Meetings* screen for the specific meeting.

The *List of All Applications* screen displays, showing only the applications assigned to the Reviewer.

2. *Optional:* Select the **List All Applications** link to display all applications in the meeting.
3. Select the **[submit]** link from the **Action** column for the application being reviewed.

The screenshot displays the 'List of All Applications' interface. At the top, there is a 'Go To:' dropdown menu set to 'Choose One -' and the meeting identifier 'Meeting: 2016/05 ABC-A1'. Below this is a 'Meeting Information' section with details such as Meeting Title, Meeting Identifier (2016/05 ABC), Meeting Phase (READ), Meeting Dates (03/03/2016-03/04/2016), and Critiques Due (03/29/2016 09:00 AM Eastern Standard Time / Eastern Daylight Time). There are also links for 'View Critique Options' and 'List Application Options'. A table of applications is shown below, with columns for Reviewer Order, Application, PI Name, ESI, NI, Title, Average Score, and Role/Score/Action. The 'Submit' link in the 'Role/Score/Action' column is circled in red. A message at the bottom of the table states: 'You must submit your critique before you can read others.'

Reviewer Order	Application App/IC/Serial# IC/Serial#	PI Name [Parent Application PI] PI Name	ESI	NI	Title [Latest eAdditions Date]	Average Score	Role/Score/Action	Expand All
	R01 1234567-001 RFAPA 06.14.044 My Assignment Role: Rev 3	James Joyce			Sample Meeting Name for Online Help		[Submit]	

Figure 47: List of Applications - [submit] Link

The *Submit Critique and Preliminary Score* screen displays for entering a preliminary score and uploading a critique. To exit the screen without entering scores or critique, select the **Back to List of Applications** link.

---

**NOTE:** During the Edit Phase of a meeting, scores are displayed as read-only; however, a critique file can still be uploaded.

---

4. *Optional and Only if Top 5 Designation is applicable:* Select the **Top 5** checkbox to designate the application as one of the top 5. This checkbox is located next to the **Preliminary Overall/Impact** field only if enabled by the SRO.

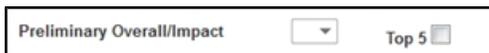


Figure 48: Top 5 Checkbox

If 5 other applications have already been designated as Top 5, IAR displays the following error: *You have already designated 5 applications in the Top 5 category. Please clear the Top 5 designation from existing application(s) to designate this application as Top 5.* In this case, access the other Top 5 applications via the *List of All Applications* screen and uncheck the **Top 5** checkbox as appropriate.

When designating an application as Top 5, you must also submit a critique for that application.

5. Upload a critique file by selecting the **Browse** button, searching for the file, and selecting.
6. Enter a score of **1.0–5.0** in the **Preliminary Score** field.
7. Select the **Submit** button.

Figure 49: Submitting Critique and Preliminary Score - Review Process With No Scored Criteria

---

**NOTE:** Selecting the **Reset** button clears the fields.

---

The *Submit Critique and Preliminary Score* screen displays as read-only and prompts for a confirmation. The entered information can be canceled by selecting the **Cancel** button. Selecting **Cancel** returns the screen to an edit view on which scores can be re-entered and/or a new critique file attached.

The score and/or critique are not saved until the action is confirmed on this screen.

---

**NOTE:** If the pre-meeting COI certification has not been signed, a warning displays as follows: *Please sign your pre-meeting Conflict of Interest certification in IAR system. Refer to the section of this document titled [Signing the Meeting Conflict of Interest Certifications on Page 91](#) for more information.*

---

If IAR cannot upload the selected critique (e.g., the file is an invalid format or a virus has been identified on the file), an error displays.

8. Select the **Confirm** button to continue uploading the scores and critique.

The *Submit Critique and Preliminary Score* screen displays again as read-only, indicating that the information was successfully submitted. The critique file can be viewed on this screen by selecting the **View this submitted critique** link next to the file name.

9. Select the **Back to List of Applications** link to exit this screen.

- When returned to the *List of All Applications*, the **Action** column displays the **[submit]**, **[view]**, and **[delete]** links.

Reviewers may view their own critiques and scores as well as those of other Reviewers (when permitted) once they have uploaded them. The manner in which critiques are viewed differs from phase to phase. Refer to the section of this document titled *Viewing Critiques on Page 57* for a description of the phase-specific method of viewing critiques.

### 6.2.2 Final Score Sheet (previously called Voter Sheet)

If allowed by the SRO, Reviewers (other than Mail Reviewers) are able to submit final scores electronically in IAR within the score entry date range determined by the SRO for the meeting. These final scores are entered using the *Final Score Sheet*. Scores may be entered for assigned and unassigned applications; however, the system does not allow entry of scores for any application with which a Reviewer is in conflict.

At the time of the final scoring, the **Final Score Sheet** button becomes enabled on the *List of All Applications* screen.

**NOTE:** Mail Reviewers are not allowed to submit final scores, and the **Final Score Sheet** button is not visible to these Reviewers.

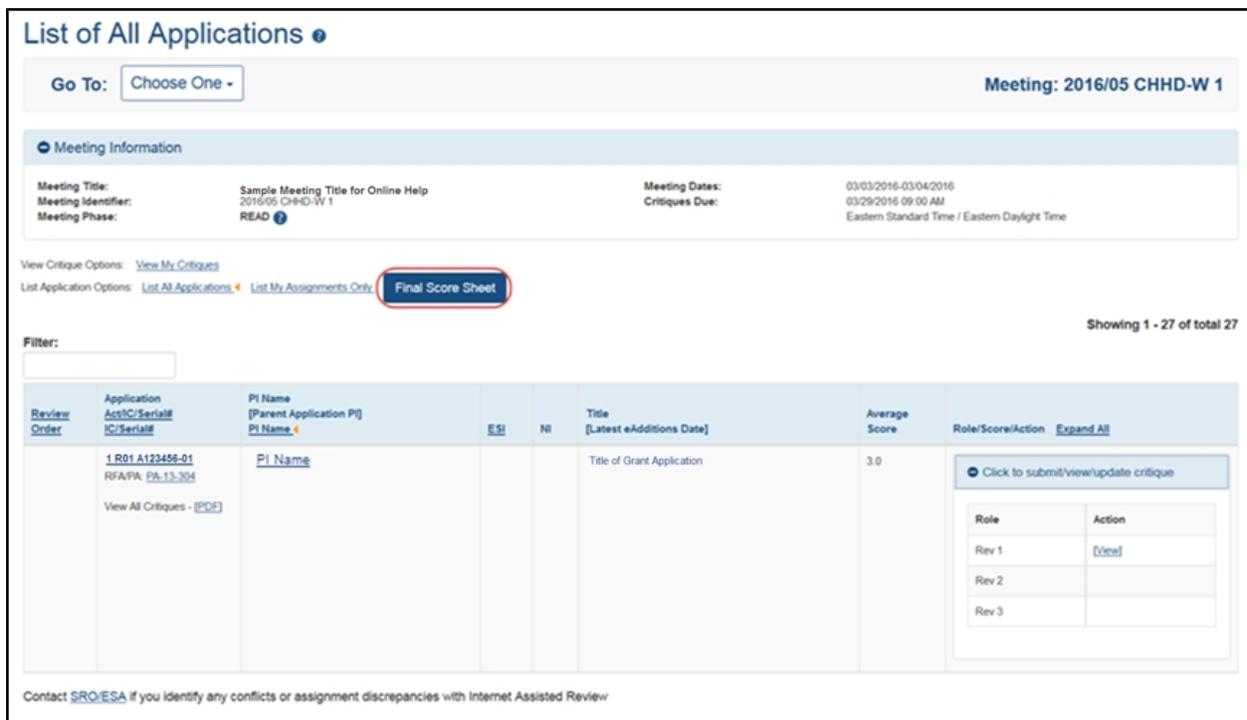


Figure 50: Final Score Sheet Button

To submit final scores:

1. Access the *List of All Applications* screen in IAR.
2. Select the **Final Score Sheet** button. This button is displayed on the screen only for Reviewers capable of submitting final scores and only during the score entry date range for the meeting.

The *Final Score Sheet* screen opens for all applications in the meeting, showing **Review Order**, **Application Number**, **PI Name**, **Assignment Role** (of the Reviewer), and **Final Score** fields. The information in the table can be sorted by selecting the hyperlinked column name of the information being sorted by. An orange triangle () icon displays next to the column heading of the current sort.

---

**NOTE:** When applicable, if the SRO has opted to display only Phase 2 applications, the *Final Score Sheet* includes only those applications and the title displays as *Final Score Sheet – Phase 2 Applications Only*.

---

Final Scores may be entered for all applications in the meeting, assigned or unassigned; however, for applications with which a Reviewer is in conflict, the **Final Score** field displays a read-only *CF* and this final score cannot be updated. Deferred applications (those marked as *DF*) also display with their **Final Score** field as read-only.

---

**NOTE:** The SRO determines whether to show subproject applications during scoring. If the SRO has allowed subprojects to be scored, these applications display on the *Final Score Sheet* screen.

---

3. Enter a **Final Score** for each application.

Final scores may be entered numerically as 1.0 to 5.0 –or– with one of the following score codes below:

**UN** – Unscored: All applications in a meeting are required to receive scores. Applications lacking the quality necessary to be discussed at review meetings should be designated as UN.

**NR** – Not Recommended: Applications marked NR are not recommended for further consideration.

**DF** – Deferred: Applications marked deferred are moved to the next council round.

**NP** – Not Present: The Reviewer was not present at the meeting when the application was discussed and is unable to give a score.

**AB** – Abstain: The Reviewer is abstaining from scoring the application.

4. Select the **Save All** link from the **Action** column or the **Save All** button at the bottom of the screen to save the changes. All updated information is saved by selecting either **Save All** feature.

Selecting the **Cancel** button at any time ignores the unsaved changes and closes the *Final Score Sheet* screen.

### Final Score Sheet

Meeting Information

Meeting Title:	Title of Grant Application	Meeting Dates:	03/03/2016-03/04/2016
Meeting Identifier:	2016/05 AB12 ABC	Critiques Due:	03/29/2016 09:00 AM
Meeting Phase:	READ	Final Score Entry Duration:	04/06/2016 08:00 AM to 04/11/2016 05:00 PM Eastern Standard Time / Eastern Daylight Time
Final Score Entry:	OPEN		

Criterion Scores Label Report

Reviewer Name: Emma Reader

Review Order	Application Number Act(IC)/Serial# IC/Serial#	PI Name [Conflicts] [Parent Application PI] Activity PI Name PI Name	Assignment Role	Criterion Scores					Final Score (1 to 9), ND, NR, DF, NP, AB	Action
				1	2	3	4	5		
	R01.A12345678.01	W H Auden	Unassigned							Save All
	R01.A12345678.02	Jane Austen	Unassigned							Save All
	R01.A12345678.03	J M Barrie	Conflict						CF	Save All
	R01.A12345678.04	Arthur Conan Doyle	Rev 2	3	3	2	4	8		Save All
	R01.A12345678.05	William Golding	Unassigned							Save All
	R01.A12345678.06	Ernest Hemingway	Unassigned							Save All
	R01.A12345678.07	Edgar Allen Poe	Rev 3							Save All
	R01.A12345678.08	John Steinbeck	Unassigned							Save All
	R01.A12345678.09	Jules Verne	Unassigned							Save All
	R01.A12345678.10	Oscar Wilde	Conflict						CF	Save All

Save All Save All and Return Cancel

Figure 51: Final Score Sheet for Review Process With No Scored Criteria

5. To save changes and leave the screen, select the **Save All and Return** button.

### 6.3 Viewing Critiques

Reviewers have the ability to view critiques in IAR for all applications in a meeting. This ability may vary depending on the type of Reviewer, the status of the Reviewer's own critique submission, the SRO's meeting settings, or the IAR phase of the meeting. For example, a Reviewer cannot view the critiques of any application with which he is in conflict; Mail Reviewers can only view their own critiques; and SROs can block the view of others' critiques if a Reviewer has not submitted his own.

The list below describes the various ways – for each meeting phase – in which critiques may be viewed in IAR.

---

**NOTE:** All methods may not be available to all Reviewers.

---

### **Submit Phase**

During the Submit Phase, Reviewers can view their own critiques one by one via the *List of All Applications* screen by selecting the **[view]** option in the **Action** column of an individual application. Selecting this option opens a PDF document of the Reviewer's critique for the specified application.

### **Read and Edit Phases**

During the Read and Edit Phases, a Reviewer may be able to view his own critiques for each application in the meeting individually; all meeting critiques merged into one file; all critiques for a specific application merged into one file; all of his submitted critiques merged into one file; or all critiques for a Reviewer's assigned applications merged into one file.

The following is a list of possible methods for viewing critiques while in the Read and Edit Phases. It should not be assumed that all methods are available to all Reviewers.

- **[view]** option in the **Action** column of an individual application

Selecting this option opens a PDF document of a Reviewer's critique for the specified application. A **[view]** link is provided for each available Reviewer's critique. Missing links indicate that a critique is not available or that the Reviewer does not have access to it.

- **View All Meeting Critiques: By Appl** link

Displayed only if the SRO has unblocked the Reviewer in the meeting *Control Center*.

Selecting this option opens a PDF document of all critiques for all applications in the meeting – not just those submitted by the Reviewer or applications assigned to the Reviewer. The critiques are ordered by application number, with a secondary sort by Reviewer role. If the Reviewer is in conflict with an application, the critiques for that application are omitted from the document.

- **View All Meeting Critiques: By PI** link

Displayed only if the SRO has unblocked the Reviewer in the meeting *Control Center*.

Selecting this option opens a PDF document of all critiques for all applications in the meeting – not just those submitted by the Reviewer or applications assigned to the Reviewer.

The critiques are ordered by the last name of the applications' PIs, with a secondary sort on the reviewer assignment role. Multi-project applications are sorted by the parent application's PI. If the Reviewer is in conflict with an application, the critiques for that application are omitted from the document.

- **View My Critiques** link

Selecting this option opens a PDF document of all critiques submitted by the Reviewer, regardless of assignment.

- **View All Critiques for Assigned Applications** link

Displayed only if the SRO has unblocked the Reviewer in the meeting *Control Center*.

Selecting this option opens a PDF document of all critiques submitted for applications assigned to the Reviewer. This includes the critiques of other Reviewers for these applications.

- **View All Critiques – [PDF]** link

Selecting this option opens a PDF document of all critiques from all Reviewers for the specified application. The critiques are ordered by the reviewer assignment role. If the Reviewer is in conflict with an application, this link is not displayed.

**List of All Applications**

Go To:  Meeting: 2016-05 ABCD-A1

**Meeting Information**

Meeting Title: Meeting Title Meeting Dates: 03/03/2016-03/04/2016  
 Meeting Identifier: 2016/05 ABCD-A1 Critiques Due: 03/29/2016 09:00 AM  
 Meeting Phase: READ Eastern Standard Time / Eastern Daylight Time

View Critique Options: [View My Critiques](#)  
 List Application Options: [List All Applications](#) [List My Assignments Only](#) [Final Score Sheet](#)

Showing 1 - 27 of total 27

Filter:

Review Order	Application App/IC/Serial# IC/Serial#	PI Name [Parent Application PI] PI Name	ESI	NI	Title [Latest eAdditions Date]	Average Score	Role/Score/Action <a href="#">Expand All</a>								
	1.R01.AB1234566-01 RFAPA PA-13-300	Jane Austen			Title of Grant Application	3.0	Click to submit/view/update critique <table border="1"> <thead> <tr> <th>Role</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Rev 1</td> <td><a href="#">[view]</a></td> </tr> <tr> <td>Rev 2</td> <td></td> </tr> <tr> <td>Rev 3</td> <td></td> </tr> </tbody> </table>	Role	Action	Rev 1	<a href="#">[view]</a>	Rev 2		Rev 3	
Role	Action														
Rev 1	<a href="#">[view]</a>														
Rev 2															
Rev 3															

Figure 52: Viewing Critiques During the Read and Edit Phases

If the Reviewer has not submitted scores, and the SRO has enabled the block feature for the Reviewer, the **[view]** link is not present in the **Action** column and the **View All Critiques – [PDF]** link is not displayed. These links also are not available when a Reviewer is in conflict with an application.

19	1.R01.A12345677-01 RFAPA PA-13-300 My Assignment Role: Rev 3 View All Critiques - [PDF]	PI Name	Sample Meeting Name for Online Help				Click to submit/view/update critique <table border="1"> <thead> <tr> <th>Role</th> <th>Final Score</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Rev 1</td> <td></td> <td></td> </tr> <tr> <td>Rev 2</td> <td></td> <td></td> </tr> <tr> <td>Rev 3</td> <td></td> <td><a href="#">[update]</a> <a href="#">[view]</a></td> </tr> </tbody> </table>	Role	Final Score	Action	Rev 1			Rev 2			Rev 3		<a href="#">[update]</a> <a href="#">[view]</a>
Role	Final Score	Action																	
Rev 1																			
Rev 2																			
Rev 3		<a href="#">[update]</a> <a href="#">[view]</a>																	
21	1.R01.A12345677-02 RFAPA PA-15-272 My Assignment Role: Dis 2	PI Name	Sample Meeting Name for Online Help	You must submit your critique before you can read others.			Click to submit/view/update critique <table border="1"> <thead> <tr> <th>Role</th> <th>Final Score</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td><a href="#">[submit]</a></td> </tr> </tbody> </table>	Role	Final Score	Action						<a href="#">[submit]</a>			
Role	Final Score	Action																	
		<a href="#">[submit]</a>																	

Figure 53: Missing [view] Links for Applications with COI and with No Submitted Critique

## 6.4 Deleting Scores and Critiques

During the Submit Phase of a meeting, Reviewers possess the ability to delete their own previously submitted critiques or scores. This is particularly useful in the event that a critique and/or scores were entered for the wrong application or need to be revised.

**IMPORTANT:** The **Delete** link should only be used when the Reviewer needs to remove both the critique and criteria scores. Reviewers may not realize that deleting the critique also deletes the criteria scores, which the system does not allow to exist without a critique.

If only the critique needs to be replaced, it is not necessary to follow the deletion steps below. Deleting the critique is not necessary before submitting a new one. If only the critique needs replacing, the **[submit]** link on the *List of All Applications* screen should be used. Refer to the section of this document titled *Submitting Critiques and Scores on Page 40* for more information.

**NOTE:** During the Edit Phase, scores and critiques can be modified using the **[update]** link. Refer to the section of this document titled *List of All Applications in Edit Phase on Page 33* for more information.

To delete critiques and/or scores:

1. Access the *List of All Applications* screen for the meeting.
2. Locate the application from the list, and select the **[delete]** link from the **Action** column.

Title [Latest eAdditions Date]	Reviewer	Role	Prelim. Score AVG	Submitted Date	Action
Title of Grant Application	Jules Verne	Rev 1	8	01/31/2016 06:43 PM	<a href="#">submit</a> <a href="#">view</a> <a href="#">delete</a>
	H G Wells	Rev 2			<a href="#">submit</a>
	Arthur C Clarke	Rev 3			<a href="#">submit</a>
	Average:			8.0	
Title of Grant Application	Isaac Azimov	Rev 1	7	01/08/2016 01:31 PM	<a href="#">submit</a> <a href="#">view</a> <a href="#">delete</a>
	Peter F Hamilton	Rev 2			<a href="#">submit</a>
	Frank Herbert	Rev 3			<a href="#">submit</a>
	William Gibson	Mail 1	3	02/01/2016 10:48 PM	<a href="#">submit</a> <a href="#">view</a> <a href="#">delete</a>
	Average:			5.0	

Figure 54: List of All Applications - Delete Option

The *Delete Critique/Score* screen displays options for deleting (refer to the Note below):

- Critique and Top 5 designation (if any)
- Score and Top 5 designation (if any)
- Critique, Score, and Top 5 designation (if any)

**NOTE:** Based on business rules in place, the **Critique and Top 5 designation (if any)** option may or may not be available for meetings following the NIH review business process (i.e., using scored criteria). The ability to delete only critiques is available if the assigned Reviewer is a Discussant and the SRO has set the option to allow Discussants to submit scores without critiques –or– if the Reviewer is an Unassigned Reviewer and the SRO has set the option to allow Unassigned Reviewers to submit scores without critiques. For agencies outside of NIH (i.e., those following the old business process without scored criteria), the option is always available.

3. Select the radio button for the appropriate delete action and select the **Submit** button.

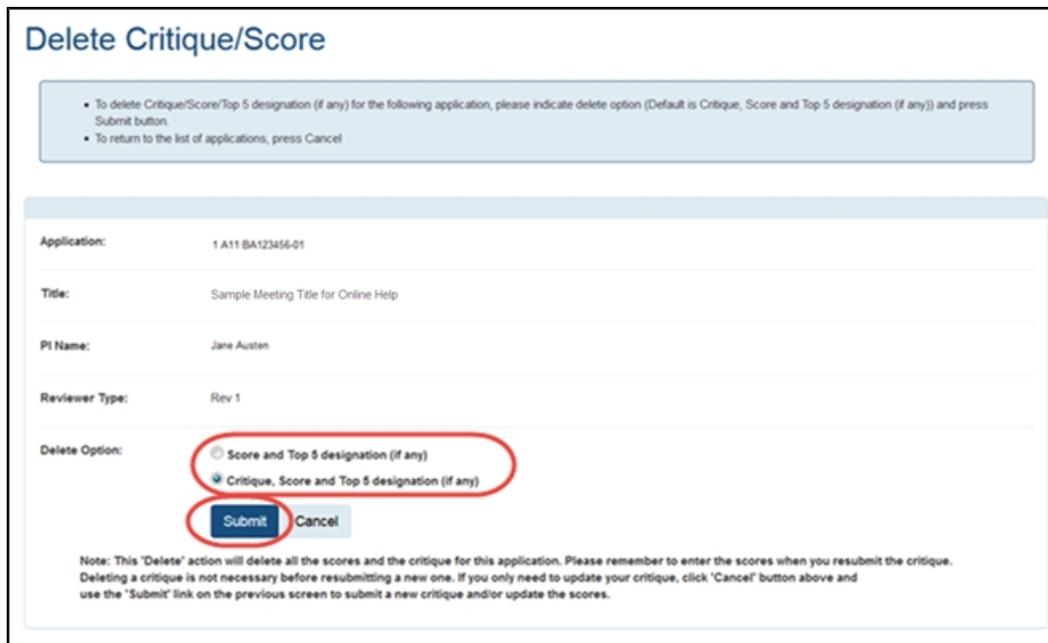


Figure 55: Delete Critique/Score Screen

A confirmation screen displays before the delete is committed. The Note on the screen indicates what will happen if the action is continued. Review this information to make sure the correct option has been selected and that the correct data is being removed.

4. Select the **Continue** button to continue the action. Selecting **Cancel** will abort the deletion.

## Delete Critique/Score

- The following information is selected to delete Critique/Score/Top 5 designation (if any).
- Press Cancel to change Delete Options, otherwise - Continue.

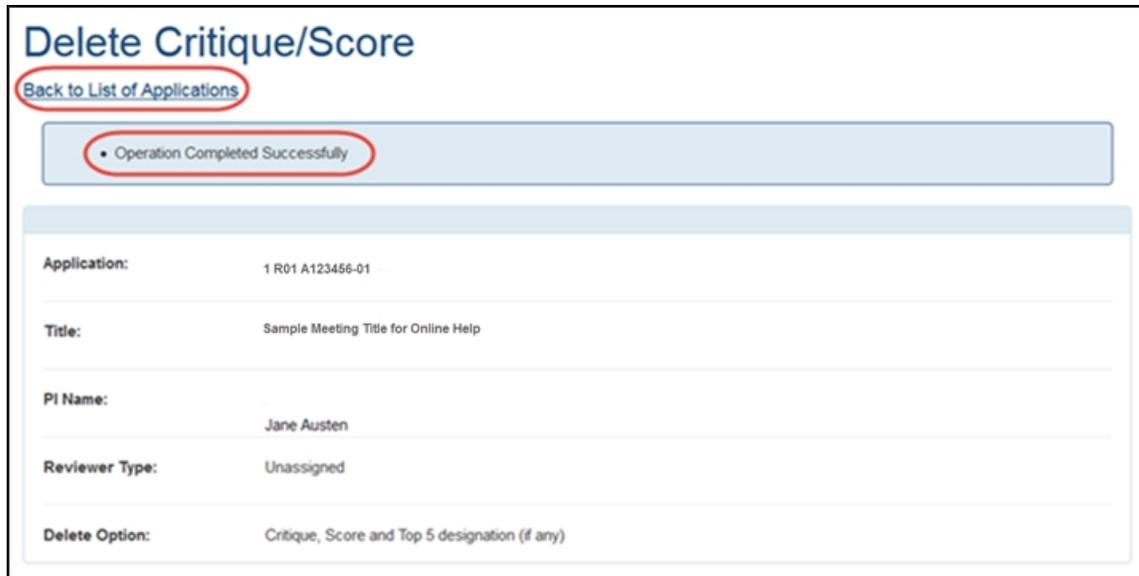
Application:	1 R21 AI126609-01
Title:	Sample Meeting Title for Online Help
PI Name:	Jane Austen
Reviewer Type:	Rev 1
Delete Option:	Critique, Score and Top 5 designation (if any)

Note: This 'Delete' action will delete all the scores and the critique for this application. Please remember to enter the scores when you resubmit the critique. Deleting a critique is not necessary before resubmitting a new one. If you only need to update your critique, click 'Cancel' button above and use the 'Submit' link on the previous screen to submit a new critique and/or update the scores.

Figure 56: Delete Critique/Scores Confirmation

When continued, IAR displays a confirmation of what has been deleted. The top of the screen displays *Operation Completed Successfully*. Scores are removed and/or the uploaded PDF of the critique is deleted as appropriate, based on the delete option selected. If a critique is deleted, the Preliminary Summary Statement is updated with the deleted critique removed. In the event that only scores have been deleted, the critique PDF document is updated to reflect the change in scores.

5. Select the **Back to List of Applications** link to return to the list of applications.



The screenshot shows a web interface titled "Delete Critique/Score". At the top left, there is a link "Back to List of Applications" circled in red. Below it, a light blue message box contains the text "• Operation Completed Successfully", also circled in red. The main content area displays application details in a table-like format:

Application:	1 R01 A123456-01
Title:	Sample Meeting Title for Online Help
PI Name:	Jane Austen
Reviewer Type:	Unassigned
Delete Option:	Critique, Score and Top 5 designation (if any)

Figure 57: Deletion Successfully Completed

## 6.5 Preliminary Score Matrix

Based on preliminary/overall impact scores entered by Reviewers, the SRO designates applications for the SRG to consider for streamlining.

In the *Preliminary Score Matrix*, a Reviewer can see the preliminary overall/impact scores assigned by other Reviewers for all applications in which the Reviewer is not in conflict. The *Preliminary Score Matrix* also provides a means for viewing only those lower half applications as designated by the SRO. The *Preliminary Score Matrix* is available during the Read Phase from the *List of All Applications* screen by selecting the **Preliminary Score Matrix** link from the Go To: menu.

---

**NOTE:** Mail Reviewers cannot access the *Preliminary Score Matrix*.

---

**List of All Applications**

Go To: **Choose One -** Meeting: 2016/05 CHHD-W 1

- List of Applications
- List of Meetings
- Meeting Materials
- Preliminary Score Matrix**

Meeting Title: subcommittee Meeting Dates: 04/11/2016-04/19/2016  
 Meeting Identifier: Meeting Identifiers Critiques Due: 03/29/2016 09:00 AM  
 Meeting Phase: Eastern Standard Time / Eastern Daylight Time

View Critique Options: View All Meeting Critiques: [By Appl.](#) [By PI](#) [View My Critiques](#) [View All Critiques for Assigned Applications](#)

List Application Options: [List All Applications](#) [List My Assignments Only](#) [Final Score Sheet](#)

Showing 1 - 27 of total 27

Filter:

Review Order	Application Act/IC/Serial# IC/Serial#	PI Name [Parent Application PI] PI Name	ES	NI	Title [Latest #Additions Date]	Average Score	Role/Score/Action <a href="#">Expand All</a>
	1.R01.A1234567-01 RFAPA PA-12-304 <a href="#">View All Critiques - [PDF]</a>	Jane Austen			Sample Meeting Title	3.0	<a href="#">Click to submit/view/update critique</a>

Figure 58: Preliminary Score Matrix Link

For each application in the meeting, the *Preliminary Score Matrix* displays all preliminary overall/impact scores from worst to best score as well as average score. If a Reviewer has not submitted scores and the SRO has blocked access to Reviewers who have not submitted scores, IAR blocks the scores for these applications in the **AVG** and **Preliminary Overall/Impact Scores [Worst to Best]** columns. A message *You are blocked from seeing scores* displays in the **Preliminary Overall/Impact Scores [Worst to Best]** column instead.

**Preliminary Score Matrix**

Go To: **Choose One -** Meeting: 2016/05 ABCD-W1

Meeting Information

Meeting Title: Population Sciences Subcommittee Meeting Dates: 04/11/2016-04/19/2016  
 Meeting Identifier: 2016/05 ABCD-W1 Critiques Due: 03/29/2016 09:00 AM  
 Meeting Phase: READ Eastern Standard Time / Eastern Daylight Time

[Show All Applications](#) [Show Lower Half Applications Only](#) [Export to Excel](#)

Showing 1 - 24 of total 24

Filter:

Review Order	Application Number Act/IC/Serial# IC/Serial#	PI Name [Conflicts] [Parent Application PI] Active/PI Name PI Name	Lower Half LHI/Act/PI/AVG LHI/PI/AVG	AVG (Assigned Reviewers only)	Preliminary Overall/Impact Scores [Worst to Best]
	1.R01.HD123456-01	Jane Austen		3.0	3
	1.R01.HD123456-02	Jonathan Swift			
	1.R01.HD123456-03	Jules Verne		4.0	4
	1.R01.HD123456-04	Oscar Wilde			

Note: If at least one of the scores for the application is not numeric (such as NR, UNND or DF), the average is not computed.

Figure 59: Preliminary Score Matrix Screen (default view)

The information on the screen can be sorted by either **Review Order**, **Application Number**, **PI Name**, **Lower Half** designation, or **AVG** (average score of assigned Reviewers). Select the hyperlink in the column title to specify the sort.

**NOTE:** In the case of Pioneer Meetings, if the SRO has indicated that only Phase 2 applications should be displayed, then the *Preliminary Score Matrix* displays only Phase 2 applications. In this case, the title of the screen reads as *Preliminary Score Matrix – Phase 2 Only*.

The *Preliminary Score Matrix* includes specific links for navigating away from the screen or for changing the view of the information on the screen. The links are as follows:

### Show Lower Half Only

Select this link to view only those applications designated as lower half. The lower half applications display in a Worst to Best order.

### Export to Excel

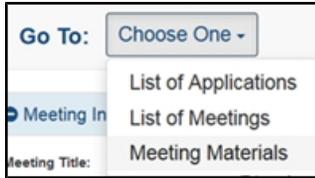
Select this link to export the *Preliminary Score Matrix* to Microsoft Excel. The Excel version opens in a separate window with the same data as displayed on the screen in IAR.

The screenshot shows the 'Preliminary Score Matrix' interface. At the top, there is a 'Go To:' dropdown menu set to 'Choose One'. To the right, two meeting identifiers are displayed: 'Meeting: 2016/05 ABCD-A1' and 'Meeting: 2016/05 CHHD-W 1'. Below this is a 'Meeting Information' section with the following details: Meeting Title: Population Sciences Subcommittee; Meeting Identifier: 2016-05 ABCD-A1; Meeting Phase: READ; Meeting Dates: 04/11/2016-04/19/2016; Critiques Due: 03/29/2016 09:00 AM Eastern Standard Time / Eastern Daylight Time. Below the meeting information, there are three links: 'Show All Applications', 'Show Lower Half Applications Only', and 'Export to Excel'. The 'Export to Excel' link is circled in red. Below the links, a table displays application data. The table has five columns: 'Review Order', 'Application Number Act/IC/Serial# IC/Serial#', 'PI Name [Conflicts] [Parent Application PI] Activity/PI Name PI Name', 'AVG (Assigned Reviewers only)', and 'Preliminary Overall/Impact Scores [Worst to Best]'. The table shows four rows of data for applications 1 A01 AB0123456-01 through 1 A01 AB0123456-04, with PI names J M Barrie, Oscar Wilde, P D James, and Virginia Wolf. The bottom right corner of the table area indicates 'Showing 1 - 4 of total 4'.

Figure 60: Preliminary Score Matrix - Lower Half Applications Only

### 6.5.0.1 Global Navigation

A global navigation menu is present on the following screens: *List of Applications*, *List of Meetings*, *Meeting Materials*, and *Preliminary Score Matrix*. The list of links may change, dependent upon the user's role.



*Figure 61: Global navigation menu*

## 6 SAMHSA-Only Topics

The collection of topics contained within the SAMHSA-Only Topics group provide steps for completing SAMHSA review meeting activities where these functions are specific to SAMHSA review meeting processes. These are SAMHSA-specific processes; for other steps, please follow the general NIH processes outlined in the online help.

The following link to specific SAMHSA-only topics.

- [SAMHSA Meeting: Reviewers' Workflow](#)
- [SAMHSA - Confidentiality Agreement](#)
  - SAMHSA - Reviewer is a Lobbyist
  - SAMHSA - Reviewer is NOT a Lobbyist
- [SAMHSA - List of All Applications](#)
- [SAMHSA - Applying Critiques and Scores](#)
  - [Submitting SAMHSA Scores and Critiques](#)
  - [SAMHSA - Qualitative Assessment Definitions](#)

### 6.6 Submitting Scores and Critiques

To submit critiques and scores:

1. Locate the application from the list of **Assigned** applications and select the **Submit** link.

The screenshot displays the 'List of My Assigned Applications' interface. At the top, there is a 'Go To' dropdown menu set to 'Choose One -' and a meeting identifier 'Meeting: 2016/05 SAMS-1'. Below this is a 'Meeting Information' section with details: Meeting Title (SAMHSA TEST COMMITTEE), Meeting Identifier (2016/05 SAMS-1), Meeting Phase (EDIT), Meeting Dates (05/05/2016-05/17/2016), and Critiques Due (04/21/2016 08:00 PM Eastern Standard Time / Eastern Daylight Time). There are links for 'View Critique Options' and 'List Application Options'. A table shows one application with columns for Review Order, Application Act/IC/Serial#, PI Name, ESI, NI, and Title. The application details include '1\_A12\_AB123456-01', 'RFA/PA, PA-60-665', and 'My Assignment Role: Rev 1'. A modal window is open on the right, titled 'Click to submit/view/update critique', with a table showing 'Rev 1' and a 'Submit' link circled in red.

Review Order	Application Act/IC/Serial#	PI Name [Parent Application P]	ESI	NI	Title [Latest eAdditions Date]	Role/Score/Action				
	1_A12_AB123456-01 RFA/PA, PA-60-665 My Assignment Role: Rev 1 View All Critiques - [EDE]	PI Name			Title of Grant Application	Click to submit/view/update critique <table border="1"> <thead> <tr> <th>Role</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Rev 1</td> <td>[Submit] [View] [Delete]</td> </tr> </tbody> </table> Lower Half	Role	Action	Rev 1	[Submit] [View] [Delete]
Role	Action									
Rev 1	[Submit] [View] [Delete]									

Figure 62: Sample Submit Link on List of All Applications Screen

The *Submit Critiques and Scores* screen displays for the Reviewer. Use the **Back to List of Applications** link if you wish to exit the screen without making changes.

**Submit Critiques and Scores**

[Back to List of Applications](#)

**Instructions**

Application: 1 R1 AB1234567-01

Title: SAMHSA Grant Application

Business Official: Jane Eyre

Assignment Role: Pii 1

Enter scores below:	Score	CRITERION POINT VALUE CHART					
		Criterion Point Value	Outstanding	Very Good	Acceptable	Marginal	Unacceptable
Review Criterion ONE	8	10	10 - 9	8	7	6	5 - 0
Review Criterion TWO	19	20	20 - 18	17 - 16	15 - 14	13 - 12	11 - 0
Review Criterion THREE	28	30	30 - 27	26 - 24	23 - 21	20 - 18	17 - 0
Review Criterion FOUR	29	35	35 - 32	31 - 28	27 - 25	24 - 21	20 - 0
Review Criterion FIVE	2	5	5	4	3	2	1 - 0
Raw Score	86	<a href="#">Qualitative Assessment Definitions</a>					

Critique File:  Assessment\_Form.docx  
[\[View Existing Critique\]](#)

**Before Submitting:**

- Ensure that your critique file is not password protected
- If applicable, accept all track changes, save and turn Track Changes OFF before uploading your critique
- Please close the critique file on your computer

**Important Reminders**

Please be sure that your review has included, in separate sections, discussion of the following topics, when applicable\*:

**PROTECTION OF HUMAN SUBJECTS FROM RESEARCH RISK:**

**INCLUSION OF WOMEN PLAN:**

**INCLUSION OF MINORITIES PLAN:**

**INCLUSION OF CHILDREN PLAN:**

**VERTEBRATE ANIMALS:**

**BIOHAZARD:**

**FOREIGN INSTITUTION:**  
 (e.g., Scientific advantages, any special or unique attributes, and necessity for the proposed work to be done in a foreign country.)

**FOREIGN TRAINING:**  
 (e.g., Scientific advantages of the proposed training in a foreign country. Include for Fellowship applications.)

**MODEL ORGANISM SHARING PLAN:**  
 (Evaluate if, e.g., a new knockout is to be produced.)

**DATA SHARING PLAN:**  
 (For any application > \$500,000, or as specified in RFA.)

**BUDGET:**

**BUDGETARY OVERLAP:**  
 (e.g., There is potential overlap with other existing grants and/or pending applications.)

\* NOTE - This list is not all inclusive. Please see the review guidelines for the specific type of application you are reviewing, and look for guidance from your SRA.

Figure 63: Sample Submit Critiques and Scores Screen

Figure 64: For more information on applying scores, see [Applying SAMHSA Scores](#).

2. **Enter scores:** Enter a score in the corresponding field of the Score column. Scores can range from 0 to the criterion's point value.

**Tip:** If re-entering scores, you can use the **Reset** button to first clear the criterion fields.

3. **Upload a critique file:** by selecting the **Browse** button, searching for the file and selecting. You can upload MS Word or Text files (.doc, .docx, .txt). Instructions for upload are available in the first accordion on the screen named Instructions. It is collapsed by default, but can be expanded by clicking on the horizontal bar.

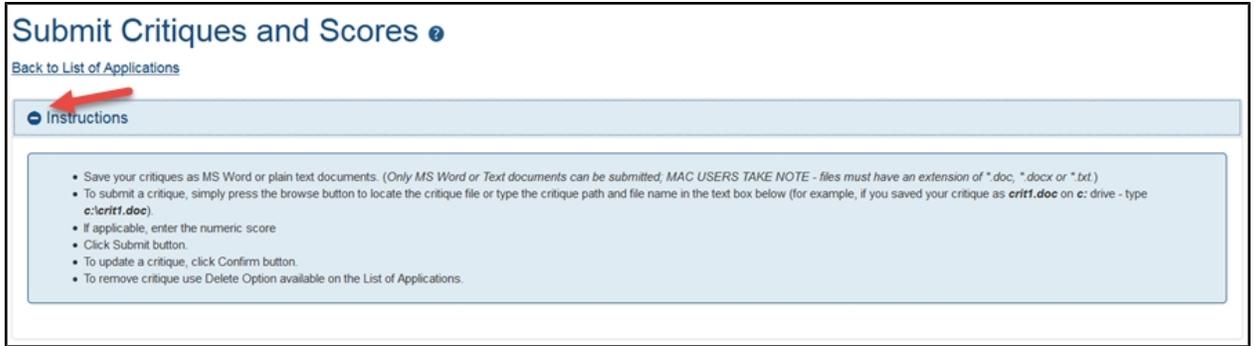


Figure 65: Upload Critique Instructions

---

**NOTE:** If an uploaded critique already exists, the **View Existing Critique** link displays under the **Browse** button. It opens a PDF version of your assessment of that application.

---

4. Select the Submit button.

The screen updates to display read-only scores and critique file. This serves as a confirmation to submit the scores and critique.

Selecting **Cancel** at this point will cancel the submission.

5. Select the **Confirm** button to continue submitting.
6. The screen updates to display read-only scores and critique file. This serves as a confirmation to submit the scores and critique. Selecting **Cancel** at this point will cancel the submission.

7. Select the **Confirm** button to continue submitting.

**Submit Critique and Scores**

• Important Note: Your critique and/or score are not saved until you press Confirm below. Please verify the following data and press Confirm to save your information (critique and/or score). Otherwise, press Cancel.

Application:	1 R12 AB1234567-01
Title:	Title of Grant Application
Business Official:	
Assignment Role:	Rev 1
Review Criterion 1	4
Review Criterion 2	10
Review Criterion 3	14
Review Criterion 4	19
Review Criterion 5	49
Raw Score	96
Critique File:	ACR_RN_v3.1.1.4_101912.docx
Submitted Date:	04/15/2016 02:17 PM EDT

**Before Submitting:**

- Ensure that your critique file is not password protected
- If applicable, accept all track changes, save and turn Track Changes OFF before uploading your critique
- Please close the critique file on your computer

**Confirm** **Cancel**

Figure 66: Submit Critique and Preliminary Score Confirmation

If submitting is successful, the screen updates to display the message *The following information has been successfully submitted:* with the read-only scores and critique file information below it. The **View Existing Critique** link displays below the Critique File field.

If unsuccessful, the screen will display an error message.

**Click here to view all error messages.**

- Criterion Score must be less than or equal to the criterion's Point Value
  - Critique is required when submitting scores. Please upload a critique file for this application.
  - Screen accepts only critique templates file types meeting current system requirements on NIH Submit Critique and Preliminary Score screen (.dco, .docx, .txt and any other file types currently accepted)
  - Although you did not enter a score with your critique, you may do so at any time during the Submit phase. Simply click Submit from the List of Applications and enter only your scores. Your previously submitted critique will be retained.
  - Critique cannot be processed. Possible cause: file is password protected. Please remove password protection and upload critique again.
  - Critique cannot be processed. Possible cause: file is corrupt. Please verify the file can be opened without errors in Microsoft Word. If you continue having problems please contact Commons help desk.
  - Critique cannot be processed. The file you are attempting to upload is OPEN BY ANOTHER APPLICATION. Please close the file and try uploading again
  - Critique cannot be processed. Please accept all changes before uploading.
  - Critique cannot be processed. Please contact the **eRA Service Desk**.
  - You must select a score for every criterion before you can submit.
8. Select the **Back to List of Applications** link at the top of the screen to exit.

The Reviewer information is updated for the application. Once the critique and scores are submitted, the options in the **Action** column on the list of applications will display **[submit]**, **[view]** (only if critique exists), and **[delete]** links.

Review Order	Application Act/IC/Serial# IC/Serial#	PI Name (Parent Application PI) PI Name	ESI	NI	Title (Latest eAdditions Date)	Assignment Role	Submitted Date	Action
					1 U48 SM056864-01			
1 A23 AB0123546-01	RFA/PA: PA-51-U48	PI			Title of Grant Application	PI 2	04/13/2016 09:30 AM	submit view delete

Figure 67: Updated Information for the Reviewer

### 6.6.1 SAMHSA Critiques and Scores

The *Submit Critiques and Scores* screen enables SAMHSA reviewers to submit critiques and apply scores to an application during the Submit and Edit phases of the meeting.

SAMHSA's reviewers will score applications based on criteria with point values, depending on the assessment of the application as outstanding through unacceptable. The weights - called **Criterion Point Values** - are a percentage of 100 with the sum of all criteria weights totalling 100.

Reviewers of SAMHSA score applications based on categories called criteria. Each criterion is assigned a point value, which translates to a percentage of 100, and the criteria differ depending on the Funding Opportunity Announcement for which the application was submitted. Reviewers provide scores for each individual criterion not to exceed the criterion's point value.

The criteria are displayed on the screen along with the following:

- Score column for entering each criterion's score
- Criterion Point Value, which represents the max number of points that can be assigned to the criterion
- Criterion Point Value ranges, which indicates the range of value points associated with each qualitative assessment (e.g., Outstanding, Very Good, etc.)

---

**NOTE:** For the definition of the qualitative assessment values, select the "?" next to the Qualitative Assessment Definitions label.

---

The SAMHSA *Submit Critique and Scores* screen allows Reviewers to:

- see the application information, including number, title, business official, and your assignment role
- view a Criterion Point Value Chart specific to the point values of the application's criteria
- enter criterion scores based on the specific point value of each criterion
- see the current Raw Score
- search and select attach a critique file (i.e., assessment form) from your local device for uploading
- view an attached critique file
- link to the Qualitative Assessment Definitions
- see Important Reminders
- submit critique and scores
- reset the scores

### 6.6.1.1 Criterion Scores

A criterion's score must be between 0 (minimum) and its Criterion Point Value as the maximum.

Click here to view the Criterion Point Value Chart (without half points).

<b>If the <u>total</u> point value for a Review Criterion is:</b>	<b>The point range for Outstanding is:</b>	<b>The point range for <u>Very Good</u> is:</b>	<b>The point range for <u>Acceptable</u> is:</b>	<b>The point range for <u>Marginal</u> is:</b>	<b>The point range for <u>Unacceptable</u> is:</b>
5	5	4	3	2	1-0

If the <u>total</u> point value for a Review Criterion is:	The point range for Outstanding is:	The point range for <u>Very</u> <u>Good</u> is:	The point range for <u>Acceptable</u> is:	The point range for <u>Marginal</u> is:	The point range for <u>Unacceptable</u> is:
10	10-9	8	7	6	5-0
15	15-14	13-12	11	10-9	8-0
20	20-18	17-16	15-14	13-12	11-0
25	25-23	22-20	19-18	17-15	14-0
30	30-27	26-24	23-21	20-18	17-0
35	35-32	31-28	27-25	24-21	20-0
40	40-36	35-32	31-28	27-24	23-0
45	45-41	40-36	35-32	31-27	26-0
50	50-45	44-40	39-35	34-30	29-0
100	100-90	89-80	79-70	69-60	59-0

Figure 66. The Criterion Point Value Chart

An explanation of the Quantitative Assessment Definitions can be found [here](#).

## 6.6.2 SAMHSA - Qualitative Assessment Definitions

Qualitative Assessment	Definition
Outstanding	<p>All criteria are thoroughly addressed, strongly developed, and well-supported.</p> <p>Documentation and required information are specific and comprehensive.</p> <p>Application is extremely strong with insignificant weaknesses.</p> <p>Weaknesses identified will likely have no impact on the successful implementation of the proposed project. Criteria are thoroughly addressed with necessary detail and clearly supported.</p>
Very Good	<p>Documentation and required information are specific and feasible.</p> <p>Application is very strong with only some minor weaknesses.</p> <p>Weaknesses identified will likely have minor impact on the successful implementation of the proposed project. Criteria are addressed, but do not contain necessary detail and/or support.</p>
Acceptable	<p>Criteria are addressed, but do not contain necessary detail and/or support.</p>

	<p>Most documentation and required information are present and sufficient, although some are deficient or missing.</p> <p>Application has some strengths but with at least one major weakness.</p> <p>Weaknesses identified will likely have moderate impact on the successful implementation of proposed project. Some criteria are addressed, although when addressed, do not contain necessary detail and/or support.</p> <p>Some documentation and required information are missing or deficient.</p>
Marginal	<p>Application has a few strengths and a few major weaknesses.</p> <p>Weaknesses identified will like impact the successful implementation of the proposed project. Few, if any, criteria are addressed.</p> <p>Documentation and required information are missing.</p>
Unacceptable	<p>Application has very few strengths and numerous major weaknesses.</p> <p>Weaknesses identified will likely prevent the successful implementation of the proposed project.</p>

### 6.6.3 Submitting Scores and Critiques

To submit critiques and scores:

1. Locate the application from the list of **Assigned** applications and select the **Submit** link.

**List of My Assigned Applications**

Go To:  Meeting: 2016/05 SAMS-1

**Meeting Information**

Meeting Title: SAMHSA TEST COMMITTEE Meeting Dates: 05/05/2016-05/17/2016  
 Meeting Identifier: 2016-05 SAMS-1 Critiques Due: 04/21/2016 08:00 PM  
 Meeting Phase: EDIT Eastern Standard Time / Eastern Daylight Time

View Critique Options: [View My Critiques](#)  
 List Application Options: [List My Assignments Only](#)

Showing 1 - 1 of total 1

Reviewer Order	Application Acct#/Serial# IC/Serial#	PI Name [Parent Application PI] PI Name	ESI	NI	Title [Latest oAdditions Date] Title of Grant Application	Role/Score/Action	Collapse All
	1 A12 AB123456-01 RFA/PA: PA-60-665 My Assignment Role: Rev 1 View All Critiques - [EDF]	PI Name			Title of Grant Application	Rev 1 (Submit) View Delete	Lower Half

Click to submit/view/update critique

Figure 69: Sample Submit Link on List of All Applications Screen

The *Submit Critiques and Scores* screen displays for the Reviewer. Use the **Back to List of Applications** link if you wish to exit the screen without making changes.

## Submit Critiques and Scores

[Back to List of Applications](#)

**Instructions**

Application: 1 R1 AB1234567-01

Title: SAMHSA Grant Application

Business Official: Jane Eyre

Assignment Role: Pii 1

CRITERION POINT VALUE CHART							
Enter scores below:	Score	Criterion Point Value	Outstanding	Very Good	Acceptable	Marginal	Unacceptable
Review Criterion ONE	<input type="text" value="8"/>	10	10 - 9	8	7	6	5 - 0
Review Criterion TWO	<input type="text" value="19"/>	20	20 - 18	17 - 16	15 - 14	13 - 12	11 - 0
Review Criterion THREE	<input type="text" value="28"/>	30	30 - 27	26 - 24	23 - 21	20 - 18	17 - 0
Review Criterion FOUR	<input type="text" value="29"/>	35	35 - 32	31 - 28	27 - 25	24 - 21	20 - 0
Review Criterion FIVE	<input type="text" value="2"/>	5	5	4	3	2	1 - 0
Raw Score	<input type="text" value="96"/>	<a href="#">Qualitative Assessment Definitions</a>					

Critique File:  Assessment\_Form.docx  
[\[View Existing Critique\]](#)

**Before Submitting:**

- Ensure that your critique file is not password protected
- If applicable, accept all track changes, save and turn Track Changes OFF before uploading your critique
- Please close the critique file on your computer

**Important Reminders**

Please be sure that your review has included, in separate sections, discussion of the following topics, when applicable\*:

**PROTECTION OF HUMAN SUBJECTS FROM RESEARCH RISK:**

**INCLUSION OF WOMEN PLAN:**

**INCLUSION OF MINORITIES PLAN:**

**INCLUSION OF CHILDREN PLAN:**

**VERTEBRATE ANIMALS:**

**BIOHAZARD:**

**FOREIGN INSTITUTION:**  
(e.g., Scientific advantages, any special or unique attributes, and necessity for the proposed work to be done in a foreign country.)

**FOREIGN TRAINING:**  
(e.g., Scientific advantages of the proposed training in a foreign country. Include for [Fellowship](#) applications)

**MODEL ORGANISM SHARING PLAN:**  
(Evaluate if, e.g., a new knockout is to be produced.)

**DATA SHARING PLAN:**  
(For any application > \$500,000, or as specified in RFA.)

**BUDGET:**

**BUDGETARY OVERLAP:**  
(e.g., There is potential overlap with other existing grants and/or pending applications.)

\* NOTE - This list is not all inclusive. Please see the review guidelines for the specific type of application you are reviewing, and look for guidance from your SRA.

Figure 70: Sample Submit Critiques and Scores Screen

Figure 71: For more information on applying scores, see [Applying SAMHSA Scores](#).

2. **Enter scores:** Enter a score in the corresponding field of the Score column. Scores can range from 0 to the criterion's point value.

**Tip:** If re-entering scores, you can use the **Reset** button to first clear the criterion fields.

3. **Upload a critique file:** by selecting the **Browse** button, searching for the file and selecting. You can upload MS Word or Text files (.doc, .docx, .txt). Instructions for upload are available in the first accordion on the screen named Instructions. It is collapsed by default, but can be expanded by clicking on the horizontal bar.

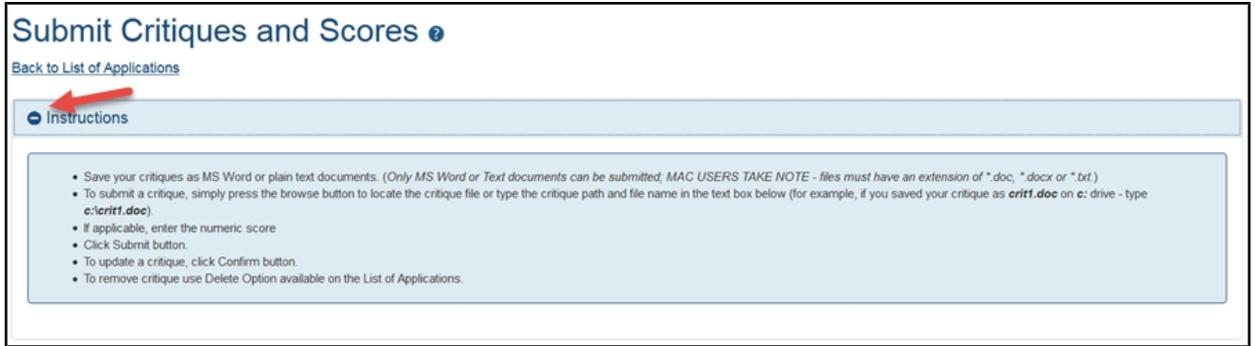


Figure 72: Upload Critique Instructions

---

**NOTE:** If an uploaded critique already exists, the **View Existing Critique** link displays under the **Browse** button. It opens a PDF version of your assessment of that application.

---

4. Select the Submit button.

The screen updates to display read-only scores and critique file. This serves as a confirmation to submit the scores and critique.

Selecting **Cancel** at this point will cancel the submission.

5. Select the **Confirm** button to continue submitting.
6. The screen updates to display read-only scores and critique file. This serves as a confirmation to submit the scores and critique. Selecting **Cancel** at this point will cancel the submission.

7. Select the **Confirm** button to continue submitting.

**Submit Critique and Scores**

• Important Note: Your critique and/or score are not saved until you press Confirm below. Please verify the following data and press Confirm to save your information (critique and/or score). Otherwise, press Cancel.

Application:	1 R12 AB1234567-01
Title:	Title of Grant Application
Business Official:	
Assignment Role:	Rev 1
Review Criterion 1	4
Review Criterion 2	10
Review Criterion 3	14
Review Criterion 4	19
Review Criterion 5	49
Raw Score	96
Critique File:	ACR_RN_v3.1.1.4_101912.docx
Submitted Date:	04/15/2016 02:17 PM EDT

**Before Submitting:**

- Ensure that your critique file is not password protected
- If applicable, accept all track changes, save and turn Track Changes OFF before uploading your critique
- Please close the critique file on your computer

**Confirm** **Cancel**

Figure 73: Submit Critique and Preliminary Score Confirmation

If submitting is successful, the screen updates to display the message *The following information has been successfully submitted:* with the read-only scores and critique file information below it. The **View Existing Critique** link displays below the Critique File field.

If unsuccessful, the screen will display an error message.

**Click here to view all error messages.**

- Criterion Score must be less than or equal to the criterion's Point Value
  - Critique is required when submitting scores. Please upload a critique file for this application.
  - Screen accepts only critique templates file types meeting current system requirements on NIH Submit Critique and Preliminary Score screen (.dco, .docx, .txt and any other file types currently accepted)
  - Although you did not enter a score with your critique, you may do so at any time during the Submit phase. Simply click Submit from the List of Applications and enter only your scores. Your previously submitted critique will be retained.
  - Critique cannot be processed. Possible cause: file is password protected. Please remove password protection and upload critique again.
  - Critique cannot be processed. Possible cause: file is corrupt. Please verify the file can be opened without errors in Microsoft Word. If you continue having problems please contact Commons help desk.
  - Critique cannot be processed. The file you are attempting to upload is OPEN BY ANOTHER APPLICATION. Please close the file and try uploading again
  - Critique cannot be processed. Please accept all changes before uploading.
  - Critique cannot be processed. Please contact the **eRA Service Desk**.
  - You must select a score for every criterion before you can submit.
8. Select the **Back to List of Applications** link at the top of the screen to exit.

The Reviewer information is updated for the application. Once the critique and scores are submitted, the options in the **Action** column on the list of applications will display **[submit]**, **[view]** (only if critique exists), and **[delete]** links.

Review Order	Application Act/IC/Serial# IC/Serial#	PI Name (Parent Application PI) PI Name	ESI	NI	Title (Latest eAdditions Date)	Assignment Role	Submitted Date	Action
					1 U48 SM056864.01			
1 A23	AB0123546-01 RFA/PA: PA-51-U48	PI			Title of Grant Application	PI 2	04/13/2016 09:36 AM	submit view delete

Figure 74: Updated Information for the Reviewer

## 6.7 Confidentiality Statement

For each meeting for which a Reviewer is enabled, IAR checks to determine if the *Confidentiality Agreement* has electronically signed the *Confidentiality Agreement*.

The *Confidentiality Agreement* statement must be signed one time for each meeting, regardless of meeting phase. If the Reviewer has not signed the agreement for a particular meeting, the

**Confidentiality Statement** link displays in **Action** column on *List of Meetings*. This link accesses the *Confidentiality Agreement*.

Click here for a sample image.

Meeting	Meeting Dates/ Location	SRO Name	Action	Phase	Critique Due	Read Phase End	Edit Phase End
2016/10 SAMS-1 (01) SAMHSA TEST COMMITTEE	05/31/2016-05/31/2016 Carlton Hotel, Washington, DC	Jane Eyre jane.eyre@mail.nh.gov	<a href="#">Confidentiality Statement</a>	SUBMIT	04/22/2016 08:00 PM	04/29/2016 08:00 PM	05/06/2016 08:00 PM

Figure 75: Confidentiality Statement Link on the List of Meetings

**NOTE:** The **Confidentiality Statement** link only displays if the Reviewer has not signed the agreement for the meeting. This link is removed once the agreement is signed.

In IAR, Reviewers are required to indicate whether they are federally registered lobbyists before being granted access to a meeting. Office of Management and Budget (OMB) policy requires a ban on the appointment of federally registered lobbyists to federal advisory committees and other boards and commissions. The steps for signing the agreement vary depending on this designation. The *Confidentiality Agreement* explains this process before electronically signing the agreement and gaining access to the meeting.

### Reviewer is a Federally Registered Lobbyist

A federally registered lobbyist whose term falls within the dates of a review meeting cannot be granted access to the review meeting. A Reviewer’s status as a federally registered lobbyist must be indicated on the *Confidentiality Agreement* screen.

To access and sign the *Confidentiality Agreement* and indicate that you ARE a federally registered lobbyist:

1. Select the Confidentiality Statement link from the Action column of the List of Meetings.  
Click here for a sample image.

Meeting	Meeting Dates/ Location	SRO Name	Action	Phase	Critique Due	Read Phase End	Edit Phase End
2016/10 SAMS-1 (01) SAMHSA TEST COMMITTEE	05/31/2016-05/31/2016 Carlton Hotel, Washington, DC	Jane Eyre jane.eyre@mail.nh.gov	<a href="#">Confidentiality Statement</a>	SUBMIT	04/22/2016 08:00 PM	04/29/2016 08:00 PM	05/06/2016 08:00 PM

The *Confidentiality Agreement* displays. This screen contains the *SAMHSA Confidentiality and Nondisclosure Rules*. Please read the agreement carefully.

## Confidentiality Agreement ●

Meeting: 2016/05 ADDT

Step A: LOBBYIST STATUS

I am NOT a federally registered lobbyist. (See Answer A1 at this site: <http://www.gpo.gov/fdsys/pkg/FR-2014-08-13/pdf/2014-19140.pdf>)

I am a federally registered lobbyist, the meeting date falls within my term.

Step B: CONFIDENTIALITY AGREEMENT

**NIH Confidentiality and Nondisclosure Rules:  
Information for Reviewers of NIH Grant Applications and R&D Contract Proposals**

Rules related to the confidentiality of information disclosed to advisory committee members in the course of NIH peer review *prohibit* a peer reviewer serving on an NIH peer review committee from, among other actions:

- Sharing applications, proposals, or meeting materials with anyone who has not been officially designated to participate in the peer review meeting, including but not limited to colleagues, lab members, fellows, students, applicants, offerors or employees of an offeror.
- Granting anyone who has not been officially designated to participate in the peer review process access to any NIH secure computer system or advisory committee meeting using his or her password or credentials, or through shared communication.
- Disclosing, in any manner, information about the committee deliberations, discussions, evaluations, or documents to anyone who has not been officially designated to participate in the peer review meeting, including but not limited to a colleague, lab member, fellow, student, applicant, offeror or employee of an offeror.
- Disclosing, in any manner, information about the committee deliberations, discussions, or evaluations related to an application or proposal to another member who has declared a real or apparent conflict of interest (consistent with the NIH peer review regulations at [42 CFR 52h](#)) with that application or proposal.
- Using information contained in an application or proposal for his/her personal benefit or making such information available for the personal benefit of any other individual or organization.
- Disclosing procurement information prior to the award of a contract.
- Participating in NIH peer review without signing a confidentiality certification, below.

The NIH may take steps in response to a violation of the above rules, in order to preserve the integrity of the NIH review process. Depending on the specific circumstances, such steps may include but not be limited to:

- Notifying or requesting information from a reviewer's institution.
- Terminating a reviewer's service.
- Notifying the NIH Office of Management Assessment (OMA) with possible referral to the U.S. Department of Health and Human Services Office of Inspector General (OIG).
- Pursuing a referral for government-wide suspension or debarment.

**Certification**

I certify that I have read, and understand, the "NIH Confidentiality and Non-Disclosure Rules: Information for Reviewers" above. With the understanding that any materially false, fictitious, or fraudulent statement or representation may subject me to criminal, civil, or administrative penalties (18 USC 1001), I certify that I fully understand the confidential nature of the NIH peer review process, including reviewer recruitment, and agree:

- (1) to destroy, delete, and/or return all materials related to applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings;
- (2) not to grant anyone who has not been officially designated to participate in the peer review meeting access to any NIH secure computer system or peer review meeting;
- (3) not to disclose or discuss the applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings with any other individual except as authorized by the Scientific Review Officer (SRO) or other designated NIH official;
- (4) not to disclose information about the committee deliberations, discussions, or evaluations related to an application or proposal to another member who has declared a real or apparent conflict of interest (consistent with the NIH peer review regulations at [42 CFR 52h](#)) with that application or proposal;
- (5) not to use information contained in an application or proposal for my personal benefit or make such information available for the personal benefit of any other individual or organization;
- (6) not to disclose procurement information prior to the award of a contract; and
- (7) to refer all inquiries concerning the recruitment or review, including inquiries related to these Confidentiality and Nondisclosure Rules and/or Certification, to the SRO or other designated NIH official.

Figure 76: Confidentiality Agreement - Lobbyist

2. Select the radio button indicating **I am a federally registered lobbyist, the meeting date falls within my term.**
3. Click the **I agree** button at the bottom of the screen.

The *Registered Lobbyist Verification* screen displays. This screen shows that you have indicated that you are a federally registered lobbyist and explains the purpose for requesting the lobbyist status of Reviewers. The screen provides a link for accessing additional information on this topic.

The *Registered Lobbyist Verification* screen also provides a chance to confirm or cancel this designation.

**Registered Lobbyist Verification**

Meeting: 2016/10 SAMS-1 (01)

On June 18, 2010, President Barack Obama issued a Presidential Memorandum announcing a continued commitment to reduce the influence of special interests by keeping federal advisory committees and boards free of federally registered lobbyists. The Office of Management and Budget (OMB) was directed to issue final guidance to implement this directive following a public comment period. On October 5, 2011, OMB published "Final Guidance on Appointment of Lobbyists to Federal Boards and Commissions." The prohibition on the appointment of federal registered lobbyists applies to appointments and re-appointments made after June 18, 2010.

You have designated that you are a federally registered lobbyist (See Answers A1 at this site:  
<http://www.gpo.gov/fdsys/pkg/FR-2014-08-13/pdf/2014-19140.pdf> )

If this is correct, select Confirm/Continue below. You will not be able to participate as a reviewer for this meeting and your access to this meeting in IAR will be removed.

**Confirm/Continue**

If this is incorrect, choose Cancel/Return below. You will be given an opportunity to correct your designation.

Cancel/Return

Figure 77: Registered Lobbyist Verification Screen

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**NOTE:** Once you have indicated your status as a federally registered lobbyist, you will be denied access to the meeting. You will not have the ability to reverse the status yourself. If you mistakenly designate yourself as a federally registered lobbyist, you must contact the [eRA Service Desk](#) for assistance.

---

4. *Only if you have accessed this screen and are NOT a federally registered lobbyist:* Select the **Cancel/Return** button to return to the *List of Meetings* screen. Refer to the section of this document titled *Reviewer is Not a Federally Registered Lobbyist on Page 18* to continue.
5. *Only if you want to continue to confirm your status as a federally registered lobbyist:* Select the **Confirm/ Continue** button.

The *List of Meetings* screen returns, displaying *Access Denied: Federally Registered Lobbyist* in the **Action** column. The Review Administrator receives an email whenever a potential Reviewer designates himself as a federal lobbyist; however, it is a good idea to contact the Review Administrator directly in this situation.

**List of Meetings** ⓘ

⊕ IAR Information

All times are in Eastern Standard Time/ Eastern Daylight Time.

Showing 1 - 3 of total 3

Meeting	Meeting Dates/ Location	SRO Name	Action	Phase	Critique Due	Read Phase End	Edit Phase End
2016/10 SAMS-1 (01) SAMHSA TEST COMMITTEE	05/31/2016-05/31/2016 Carlton Hotel, Washington, DC	Jane Eyre <a href="mailto:jane.eyre@mail.nih.gov">jane.eyre@mail.nih.gov</a>	Access Denied: Federally Registered Lobbyist.	SUBMIT	04/22/2016 08:00 PM	04/29/2016 08:00 PM	05/06/2016 08:00 PM

Figure 78: Access Denied Due to Lobbyist Status

### Reviewer is Not a Federally Registered Lobbyist

To access and sign the *Confidentiality Agreement* and indicate that you are NOT a federally registered lobbyist:

1. Select the **Confidentiality Statement** link from the **Action** column on the *List of Meetings*.

The *Confidentiality Agreement* displays. This screen contains the *SAMHSA Confidentiality and Non-Disclosure Rules*. Please read the agreement carefully. Click here for a sample image.

1. Select the radio button indicating **I am NOT a federally registered lobbyist**.
2. Click the **I agree** button at the bottom of the screen.

The *List of Meetings* screen returns with the **Action** links appropriate for the meeting.

**Confidentiality Agreement**

Meeting: 2016/08 OA-1

**Step A: LOBBYIST STATUS**

I am NOT a federally registered lobbyist. (See Answer A1 at this site: <http://www.gpo.gov/fdsys/pkg/FR-2014-08-13/pdf/2014-19140.pdf>)

I am a federally registered lobbyist, the meeting date falls within my term.

**Step B: CONFIDENTIALITY AGREEMENT**

**SAMHSA Confidentiality and Nondisclosure Rules:  
Information for Reviewers of SAMHSA Grant Applications and R&D Contract Proposals**

Rules related to the confidentiality of information disclosed to advisory committee members in the course of SAMHSA peer review **prohibit** a peer reviewer serving on a SAMHSA peer review committee from, among other actions:

- Sharing applications, proposals, or meeting materials with anyone who has not been officially designated to participate in the peer review meeting, including but not limited to colleagues, lab members, fellows, students, applicants, offerors or employees of an offeror.
- Granting anyone who has not been officially designated to participate in the peer review process access to any SAMHSA secure computer system or advisory committee meeting using his or her password or credentials, or through shared communication.
- Disclosing, in any manner, information about the committee deliberations, discussions, evaluations, or documents to anyone who has not been officially designated to participate in the peer review meeting, including but not limited to a colleague, lab member, fellow, student, applicant, offeror or employee of an offeror.
- Disclosing, in any manner, information about the committee deliberations, discussions, or evaluations related to an application or proposal to another member who has declared a real or apparent conflict of interest with that application or proposal.
- Using information contained in an application or proposal for his/her personal benefit or making such information available for the personal benefit of any other individual or organization.
- Disclosing procurement information prior to the award of a contract.
- Participating in SAMHSA peer review without signing a confidentiality certification, below.

SAMHSA may take steps in response to a violation of the above rules, in order to preserve the integrity of the SAMHSA review process. Depending on the specific circumstances, such steps may include but not be limited to:

- Notifying or requesting information from a reviewer's institution.
- Terminating a reviewer's service.
- Pursuing a referral for government-wide suspension or debarment.

**Certification**

I certify that I have read, and understand, the "SAMHSA Confidentiality and Non-Disclosure Rules: Information for Reviewers" above. With the understanding that any materially false, fictitious, or fraudulent statement or representation may subject me to criminal, civil, or administrative penalties (18 USC 1001), I certify that I fully understand the confidential nature of the SAMHSA peer review process, including reviewer recruitment, and agree:

- (1) to destroy, delete, and/or return all materials related to applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings;
- (2) not to grant anyone who has not been officially designated to participate in the peer review meeting access to any IHS secure computer system or peer review meeting;
- (3) not to disclose or discuss the applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings with any other individual except as authorized by the SAMHSA Review Officer (SRO) or other designated SAMHSA official;
- (4) not to disclose information about the committee deliberations, discussions, or evaluations related to an application or proposal to another member who has declared a real or apparent conflict of interest with that application or proposal;
- (5) not to use information contained in an application or proposal for my personal benefit or make such information available for the personal benefit of any other individual or organization;
- (6) not to disclose procurement information prior to the award of a contract; and
- (7) to refer all inquiries concerning the recruitment or review, including inquiries related to these Confidentiality and Nondisclosure Rules and/or Certification, to the SRO or other designated SAMHSA official.

Figure 79: Confidentiality Agreement - Not a Lobbyist

## 6.8 SAMHSA - List of All Applications

The *List of All Applications* screen lets Reviewers view information about the applications in the meeting and provides access to such actions as submitting and viewing scores and critiques. The information shown on this page is customized based on the current meeting phase and on the meeting permissions set by the SRA. Available information also varies depending on the Reviewer type and a Reviewer's conflicts of interest.

### 6.8.1 Accessing the List of All Applications Screen

To access the *List of All Applications* after signing the confidentiality agreement (refer to [SAMHSA Confidentiality Agreement](#)):

1. Log into eRA Commons and select **the Internet Assisted Review** tab.

The List of Meetings screen displays. If accessible, the **View List of Applications** link is displayed in the **Action** column.

2. Select the **View List of Applications** link.

Meeting	Meeting Dates/ Location	SRO Name	Action	Phase	Critique Due	Read Phase End	Edit Phase End
2016/05 SAMS-1 SAMHSA TEST COMMITTEE	04/19/2016-04/26/2016 Churchill Hotel, Washington, DC	Jane Eyre <a href="mailto:jane.eyre@mail.nih.gov">jane.eyre@mail.nih.gov</a>	<a href="#">View List of Applications</a> <a href="#">SRG Minutes/Budget Form</a> <a href="#">Pre-Meeting COI Certification</a> <a href="#">Post-Meeting COI Certification</a> <a href="#">Meeting Materials</a> <a href="#">View Password for Materials</a>	SUBMIT	04/21/2016 08:00 PM	04/25/2016 08:00 PM	04/29/2016 08:00 PM

Figure 80: View List of Applications link in List of Meetings screen

By default, the List of All Applications screen initially shows only the applications assigned to the Reviewer; however, in later phases of the meeting, IAR provides access via this screen for viewing all applications in the meeting if the SRO has opened the meeting for unassigned critiques. To view all applications in the meeting, select the **List All Applications** link. To determine which is the current view, look for the yellow triangle ( ) icon next to either the link for List All

Applications or the List Assigned Applications link. The current view is indicated by the triangle icon.

Both views display information for the applications in the meeting. The meeting title, identifier, and phase as well as meeting dates and critique dates display above the list of applications.

Below this information are links for **View Critique Options**, and **List Application Options**, which vary from phase to phase.

The table displayed on the screen is the list of applications. This list includes columns of information for **Review Order**; **Application** (including the application number); **PI Name** (parent application Program Director); **Early Stage Investigator** (ESI) indicator; **New Investigator** (NI) indicator; the **Title** of the application; **Assignment Role** of the Reviewer; the **Submitted Date** of critiques; and the available **Action** options for the Reviewer.

If a column name is displayed as a link (e.g., **PI Name**), the information in the table can be sorted by the column by selecting that link. A yellow triangle icon next to the column name indicates the current sort.

Click here for an image of **the List of All Applications** default view.

**List of All Applications**

Go To:  Meeting: 2016/05 CHHD-W 1

**Meeting Information**

Meeting Title: Population Sciences Subcommittee  
 Meeting Identifier: 2016/05 CHHD-W 1  
 Meeting Phase: EDIT

Meeting Dates: 04/11/2016-04/19/2016  
 Critiques Due: 03/29/2016 09:00 AM  
 Eastern Standard Time / Eastern Daylight Time

View Critique Options: View All Meeting Critiques: [By Appl.](#) [By PI](#) [View My Critiques](#) [View All Critiques for Assigned Applications](#)

List Application Options: [List All Applications](#) [List My Assignments Only](#) [Final Score Sheet](#) (Enabled only during Final Scoring)

Showing 1 - 27 of total 27

Filter:

Review Order	Application App/IC/Serial# IC/Serial#	PI Name (Parent Application PI) PI Name	E/I	NI	Title [Latest eAdditions Date]	Average Score	Role/Score/Action <a href="#">Expand All</a>															
	<a href="#">R12 A1234567-01</a> <a href="#">RFAPA PA-13-304</a> <a href="#">View All Critiques - [CO]</a>	Charlotte Bronte			Sample Meeting Title <a href="#">[Additional Materials - 04/07/2016 03:15 PM]</a>	3.0	<input type="button" value="Click to submit/view/update critique"/> <table border="1"> <thead> <tr> <th>Role</th> <th>Final Score</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Rev 1</td> <td></td> <td><a href="#">[View]</a></td> </tr> <tr> <td>Rev 2</td> <td></td> <td></td> </tr> <tr> <td>Rev 3</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td><a href="#">[Submit]</a></td> </tr> </tbody> </table>	Role	Final Score	Action	Rev 1		<a href="#">[View]</a>	Rev 2			Rev 3					<a href="#">[Submit]</a>
Role	Final Score	Action																				
Rev 1		<a href="#">[View]</a>																				
Rev 2																						
Rev 3																						
		<a href="#">[Submit]</a>																				
	<a href="#">1X09JH0088543-01</a> <a href="#">RFAPA PA-15-083</a>	Heathcliff Lockwood			Examination of Adolescent Latinas' Sexual Health and Sexual Healthcare Needs in Central Alabama <a href="#">[Additional Materials - 04/09/2016 10:54 AM]</a>		<input type="button" value="Click to submit/view/update critique"/>															

Figure 81: List All Applications default view

The application number is displayed as a hyperlink. Selecting this link opens the application Grant Folder, from which several other options are available for viewing including the e-application, prior summary statements (if existing), and any e-additions that have been added for the application.

**Action** options include **[submit]**, **[view]**, and **[delete]** depending on whether a Reviewer is allowed to submit or has already submitted a critique.

The **Assignment Role** for an application displays COI if the Reviewer has a conflict of interest with personnel of the application. Links for submitting, viewing, and deleting critiques are not displayed for these applications. In addition, the existence of a specific type of conflict (CD Conflict) will suppress the link to the application’s Grant Folder.

The *List of All Applications* screen provides access to the tools necessary for completing tasks in each phase. As such, the look and functionality of this screen may vary depending on a Reviewer’s role and the current meeting phase.

The following links display on the List of All Applications screen regardless of the current meeting phase:

Figure 82: List of All Applications with outlined links

## List of Meetings

Returns the user to the *List of Meetings* screen.

## List All Applications

Updates the screen to show all the applications in the meeting, regardless of the current Reviewer's assignments. This is not available for Mail Reviewers and Reviewers blocked by the SRO from viewing others' critiques before submitting their own. The yellow triangle (  ) icon next to the link

indicates that this is the current view.

**List Assigned Applications** (Submit Phase) or **List My Assignments Only** (Read and Edit Phases)

Updates the screen to show only the applications assigned to the Reviewer. This is the default view of the screen. The yellow triangle (  ) icon next to the link indicates that this is the current view.

## View My Critiques / View All Critiques for Assigned Applications

Opens a PDF document containing all of a Reviewer's preliminary critiques and scores.

## Additional Materials

The Additional Materials link displays within the Title column (beneath the application title) if the application has at least one eAddition in its Grant Folder. The link opens the Additions for Review section of the Grant Folder.

Additions for Review 		<a href="#">Back to Grant Folder</a>
Grant Number	1 R12 AB0123456-01	
PI Name(s)	CreatedForNonResearchApp, PlaceholderProfileForPI	
Project Title	Title of Grant Application	
Appl. Status	Pending Council Review	
Institution	UNIVERSITY OF CALIFORNIA SAN DIEGO	
Appl ID	9215218	
U48SM056863-01 /		
Group	Document	Date
Supplemental Material	<a href="#">1R12AA01235-01.docx</a>	04/04/2016 5:12 PM

**Tip:** To keep track of any additional material added without checking back every time, simply look for the date displayed within the link. This represents the Latest eAdditions Date.

### Final Score Sheet (button)

This button is not applicable to SAMHSA users.

## 6.9 SAMHSA Meeting - Reviewers' Workflow

Reviewers attending SAMHSA's initial review group meetings have responsibilities before, during, and after the meeting, spanning the different phases of the meeting. The following outlines a high level process for a SAMHSA meeting reviewer and the links to the appropriate online help topic.

- [Create an eRA Commons account to access IAR](#)
- [Access the IAR List of Meetings screen](#)
- [Electronically sign the Confidentiality Agreement and indicate Federal lobbyist status](#)
- [Find review-related materials, such as review guidelines, rosters, etc.](#)
- [Access the applications](#)
- [Submit critiques and scores](#)
- [Read other reviewers' critiques](#)
- [Edit critiques and scores](#)

Refer to these other SAMHSA-specific help topics for more information:

- [SAMHSA - Confidentiality Agreement](#)
  - SAMHSA - Reviewer is a Lobbyist
  - SAMHSA - Reviewer is NOT a Lobbyist
- [SAMHSA - List of All Applications](#)

- [SAMHSA - Applying Critiques and Scores](#)
  - [Submitting SAMHSA Scores and Critiques](#)
  - [SAMHSA - Qualitative Assessment Definitions](#)

## 7 Signing the Meeting Conflict of Interest Certifications

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Reviewers can sign electronic Conflict of Interest (eCOI) certifications via IAR from the *List of Meetings* screen for the particular meeting. There is a pre-meeting eCOI certification as well as a post-meeting eCOI certification (to be signed after the meeting has ended).

eCOI certifications are only available to Reviewers if the SRO has chosen to allow eCOI submission for the meeting. Once signed, the eCOI certifications are kept in the eRA database for 10 years.

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**NOTE:** Non-NIH reviews might use a different COI certification. The Reviewer needs to contact the SRO of the meeting if the electronic COI link is not available in IAR.

---

### 7.1 Pre Meeting Conflict of Interest Certification

The NIH peer review process relies on Reviewers to identify any conflicts of interest (COI) that may affect the integrity of the process. The rules for identifying COIs can be found online at the following site: [http://www.grants.nih.gov/grants/peer/peer\\_coi.htm](http://www.grants.nih.gov/grants/peer/peer_coi.htm).

Reviewers sign the *Pre Meeting Certification* before participating in the review meeting. The purpose of the certification is to confirm that the Reviewer will not participate in discussions surrounding applications with which that Reviewer is in conflict.

To sign the eCOI certification:

1. Access the *List of Meetings* screen.
2. Select the **Pre-Meeting COI Certification** link from the **Action** column of the specific meeting.

The *Pre Meeting Certification* displays. Before displaying the screen, IAR checks to see if the Reviewer has any conflicts of interest. If conflicts are found, the corresponding applications display in the mid-section of the screen. If no conflicts are found, this section displays the message *There are no applications with conflict of interest*.

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**NOTE:** The displayed certification differs for Reviewers depending on whether they are Federal or non-Federal staff.

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3. *Optional:* Select the **List of Meetings** link to return to the *List of Meetings* without signing the certification.
4. *Optional:* Select the **NIH Conflict of Interest Rules** link to read COI certification rules and information. This link displays with a **-Fed** suffix when the Reviewer is a federal employee

as specified in the Committee Management system. The link displays with a suffix of **-Non-Fed** if the Reviewer is not a federal employee.

5. Non-Federal Reviewers: Select the radio button appropriate for the meeting:
  - **For applications or contract proposals: I do not have a conflict of interest and do not present the appearance of conflict of interest with any of the applications/proposals to be reviewed.**
  - **For grant applications: I have a conflict of interest or present the appearance of a conflict of interest with the specific applications listed below and hereby recuse myself from their review.**
  - **For contract proposals: I have a conflict of interest or present the appearance of a conflict of interest with the proposals listed below, and hereby recuse myself from their review. I understand that a waiver is required for me to participate in this review meeting.**
  
6. Select the **I Certify** button.

**Pre Meeting Certification**

[List of Meetings](#) [NIH Conflict of Interest Rules - Non-Fed](#)

**NIH PRE-REVIEW CERTIFICATION REGARDING  
CONFLICT OF INTEREST FOR  
NON-FEDERAL AND FEDERAL REVIEWERS  
OF GRANT APPLICATIONS AND R&D CONTRACT PROPOSALS**

Reviewer Name PI Name

Address (employment):  
DEPARTMENT OF MICROBIOLOGY, IMMUNOLOGY  
AND PATHOLOGY  
COLORADO STATE UNIVERSITY  
FORT COLLINS, CO 80523-1619

Scientific Review Group: ADDT  
Date(s) of review: April 19, 2016 - May 03, 2016

**Check only one:**

I have read the NIH Conflict of Interest Rules: Information for Reviewers of NIH Applications and R&D Contract Proposals, and examined the list of applications/contract proposals to be reviewed.

**Non-Federal Reviewer** - I hereby certify that, based on the information provided:

For applications or contract proposals: I do not have a conflict of interest and do not present the appearance of conflict of interest with any of the applications/proposals to be reviewed.

For grant applications: I have a conflict of interest or present the appearance of a conflict of interest with the specific applications listed below and hereby recuse myself from their review.

For contract proposals: I have a conflict of interest or present the appearance of a conflict of interest with the proposals listed below, and hereby recuse myself from their review. I understand that a waiver is required for me to participate in this review meeting.

I have a conflict of interest, or present the appearance of a conflict of interest, with the following application(s) or proposal(s) (identify applications by number and proposals by the name of the offeror):

1 R12 A123456-01A1 - Federal Reviewer

**Federal Reviewer** - I hereby certify that, based on the information provided:

I have complied with my agency's financial disclosure and ethical conduct requirements associated with service as a reviewer and understand I must recuse from any review if I have a conflict of interest or apparent conflict of interest unless a waiver or authorizations is granted by or in consultation with my ethics official.

**Certification**

I certify that I have read the attached "NIH Conflict of Interest Rules: Information for Reviewers of NIH Applications and R&D Contract Proposals" Under penalty of perjury (US Code Title 18 chapter 47 section 1001), I certify that to the best of my knowledge I have disclosed all conflicts of interest that I may have with the applications or R&D contract proposals and I fully understand the confidential nature of the review process and agree: (1) to destroy or return all materials related to it; (2) not to disclose or discuss the materials associated with the review, my evaluation, or the review meeting with any other individual except as authorized by the Scientific Review Officer (SRO) or other designated NIH official; (3) not to disclose procurement information prior to the award of a contract; and (4) to refer all inquiries concerning the review to the SRO or other designated NIH official.

**Signature:**  
Electronically signed by [PI Name ] via Internet Assisted Review on  
03/16/2016 10:32 AM

Figure 83: Selecting a COI Option

When the certification is submitted, IAR performs several system checks to verify the entries. If applications with conflicts are displayed on the screen, but the radio button for no conflict is chosen, a warning message displays indicating that one or more conflicts may exist. Reviewers can either go back (**Go Back** button) and update the selection or choose the **Certify No Conflicts** button to continue.

**Pre Meeting Certification - Warning**

**For Non-Federal Reviewer:** One or more grant applications are shown on the form, indicating you may have a conflict of interest with key personnel of these applications. Are you sure you want to certify no conflicts?

**For Federal Reviewer:** Please click "Go back", Clear Selection, and certify the Conflict of Interest form.

Figure 84: Pre Meeting Certification - Warning

If the non-federal Reviewer has not selected one of the three radio button options but selects the **I Certify** button, a message displays as follows: *You must select one PI of the radio buttons above before certifying.*

Other messages may display based on all the business and system rules in place. Review any messages and follow the appropriate steps to resolve the issue.

Federal Reviewers do not need to click any radio buttons as they are only required to certify that they comply with their agency's financial disclosure and ethical conduct requirements.

If the certification passes verification, IAR adds the electronic signature of the Reviewer with the current date and time.

**Certification**

I certify that I have read the attached "NIH Conflict of Interest Rules: Information for Reviewers of NIH Applications and R&D Contract Proposals" Under penalty of perjury (US Code Title 18 chapter 47 section 1001), I certify that to the best of my knowledge I have disclosed all conflicts of interest that I may have with the applications or R&D contract proposals and I fully understand the confidential nature of the review process and agree: (1) to destroy or return all materials related to it; (2) not to disclose or discuss the materials associated with the review, my evaluation, or the review meeting with any other individual except as authorized by the Scientific Review Officer (SRO) or other designated NIH official; (3) not to disclose procurement information prior to the award of a contract; and (4) to refer all inquiries concerning the review to the SRO or other designated NIH official.

**Signature:**  
Electronically signed by [ PI Name ] via Internet Assisted Review on 05/03/2016 08:39 AM

Pre Meeting eCOI Certification - Electronic Signature

7. Select the **List of Meetings** link or the **Cancel** button to exit the screen.

If necessary, Reviewers may access the form and follow the steps for submission to re-submit the certification. If re-submitted, a new date and time are applied to the electronic signature.

## 7.2 Post Meeting Conflict of Interest Certification

The NIH peer review process relies on Reviewers to identify any conflicts of interest (COI) that may affect the integrity of the process. The rules for identifying COIs can be found online at the following site: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-010.html>.

Reviewers sign the *Post Meeting Certification* at the completion of a review meeting to confirm that participation in discussions about conflicted applications did not take place with the Reviewer present.

To access and sign the *Post Meeting Certification*:

1. Access the *List of Meetings* screen.
2. Select the **Post-Meeting COI Certification** link from the **Action** column of the specific meeting.

The *Post Meeting Certification* screen displays. The Scientific Review Group name and review dates are at the top of the form. At the bottom of the certification, the **Printed Name** of the Reviewer displays along with a **Signature** field for capturing the electronic signature of the Reviewer.

3. *Optional*: Select the **List of Meetings** link to return to the *List of Meetings* screen without signing the form. Selecting the **Cancel** button also returns the *List of Meetings* screen without saving the form.
4. Select the **I Certify** button after reading the certification.

The **Signature** field updates with the electronic signature of the Reviewer and timestamp. If necessary, Reviewers may access the form and follow the steps for submission to re-submit the certification.

**Post Meeting Certification** 

[List of Meetings](#)

NIH POST-REVIEW CERTIFICATION FORM  
REGARDING CONFLICT OF INTEREST  
FOR NON-FEDERAL AND FEDERAL REVIEWERS  
OF GRANT APPLICATIONS AND R&D CONTRACT PROPOSALS

Scientific Review Group: ADDT  
Date(s) of review: April 19, 2016 - May 03, 2016

**Non-Federal Reviewers:** This is to certify that in the review identified above, I did not participate in an evaluation of any application, or review panel evaluating a proposal: (1) from any applicant institution or offeror where I am a full- or part-time salaried employee or where I am negotiating for such employment, (2) from any applicant institution or offeror where I have received or could receive a direct financial benefit in relation to the application or proposal under review or have received or could receive a financial benefit from the applicant institution or offeror or principal investigator valued at \$10,000 or more per year that is unrelated to the application or proposal under review, (3) submitted by a close personal relative, a member of my household, or professional associate, or if such person receives financial benefits from or provides financial benefits to an applicant or offeror. If there was an appearance or real conflict of interest, I recused myself from the review of the application, or review meeting evaluating the proposal, or was granted an appropriate waiver.

**Federal reviewers:** This is to certify that in the review identified above, I did not participate in an evaluation of any application or proposal in relation to which I had a conflict of interest or apparent conflict of interest under applicable government ethics standards including submissions: (1) from any institution with which I have an outside activity; (2) from any institution where I serve as an officer, director, trustee or partner; (3) from any institution where I am seeking employment; (4) from any institution in which I, my spouse, and/or my minor child hold, in aggregate, more than \$15,000 worth of stock; (5) that would affect my spouse's employment, compensation, or benefits; (6) from a close relative, a member of my household, an individual or entity with which I have a business or contractual relationship, or the employer of my spouse, parent, or dependent child, or (7) from my former (within the past year) non-Federal employer. If I had an actual or apparent conflict of interest, I recused myself from the review unless a waiver or authorization, as appropriate, was granted.

**CERTIFICATION**

Under penalty of perjury (US Code Title 18 Chapter 47 section 1001), I fully understand the confidential nature of the review process and certify that in the review above I did not participate in an evaluation of any application or proposal with which I knowingly had a conflict of interest.

Printed Name: \_\_\_\_\_  
PI Name

Signature: \_\_\_\_\_  
Electronically signed by [PI Name] via Internet Assisted Review on 03/16/2016 10:35 AM

*Figure 85: Post Meeting COI Certification*

5. Select the **List of Meetings** link to exit the certification.

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**NOTE:** In rare cases, the **I Certify** button may not appear on the screen. This is due to multiple profiles in the system for the same person. Contact the SRO or [eRA Service Desk](#) in this case.

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## 8 SRG Minutes/Budget Form

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The Chairperson of the meeting designated by the SRO has the ability to electronically sign the *SRG Minutes/Budget Form* in IAR. The SRO may designate multiple Reviewers to perform this task.

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**NOTE:** Please keep in mind that this task must be completed while the meeting is still in the Edit Phase. Once the Edit Phase ends, Reviewers may no longer have access to the meeting, including links to the *SRG Minutes/Budget Form*.

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To sign the *SRG Minutes/Budget Form*:

1. Access the *List of Meetings* screen.
2. Select the **SRG Minutes/Budget Form** link from the **Action** column of the specific meeting.

The *SRG Minutes/Budget Form* displays.

3. *Optional:* Select the **List of Meetings** link to return to the *List of Meetings* screen without signing the form.
4. Enter the **Meeting Adjourned Time** and the **Meeting Adjourned Date**.
5. Select the **I Certify** button.

---

**NOTE:** If the SRO has designated multiple Reviewers, each Reviewer's name appears on the form with a certification line. Clicking the **I Certify** button only updates the electronic signature of the Reviewer currently in the form. Reviewers cannot sign the form for other Reviewers.

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**NOTE:** In rare cases, the **I Certify** button may not appear on the screen. This is due to multiple profiles in the system for the same person. Contact the SRO or [eRA Service Desk](#) in this case.

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