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Internet Assisted Review (IAR) for Reviewers User Guide

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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>.

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1 Introduction

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.

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 or by selecting any of the '?' icons found within the IAR system itself.

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.

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.

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. For more information and steps for completing the process, refer to section 2.4.1 *First-Time Login* of the *eRA Commons User Guide* (http://era.nih.gov/docs/COM_UGV2630.pdf).

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.

IMPORTANT: If your Personal Profile is missing any required information in any section, you cannot perform a successful save. Please pay attention to any warning messages that appear on the top of the Personal Profile screen. Even if the missing information is for a section you were not completing, NONE of your information will save until all required fields in all sections are completed.

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.

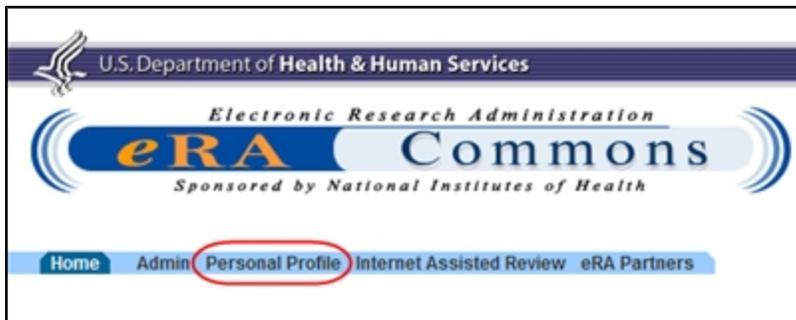


Figure 1: eRA Commons Personal Profile Tab

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.

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.

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**.

Home Address

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).

*Street Address

*City

*Country

*State/Province

*Zip Code

*Phone

*Email

Reviewer Payments

Reviewer payments are made through the Secure Payment Registration System (SPRS). You must set up your bank account and other payment information there.

[Go to the Secure Payment Registration System »](#)

Eligibility for Continuous Submission

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

- 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 navigation bar with the following tabs: Home, Admin, Personal Profile, **Internet Assisted Review** (highlighted with a red circle and a red arrow pointing to it), and eRA Partners. The main content area displays a "Welcome to the Commons" message and a "System Information Message" with alerts regarding maintenance downtime and security patches. On the right side, there are sections for "Register Grantee Organization" and "Additional Links".

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 out 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.

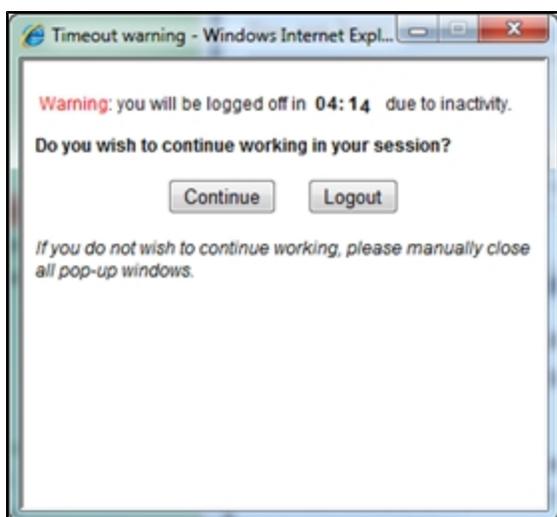


Figure 6: Session Timeout Warning Pop-Up

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> 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 Helpdesk 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 Helpdesk 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 Helpdesk 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 Helpdesk 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> 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

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 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 53*](#) 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.

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 19](#) for detailed steps on completing this process.

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Electronic Research Administration
Sponsored by National Institutes of Health

Welcome: Emma Reader
ID: EMMAREADER
Institution: College of Literature
Roles: IAR
Logout | Contact Us | Help

Home Admin Personal Profile Internet Assisted Review eRA Partners

List of Meetings

Notes and Tips:

- **IMPORTANT:**Remember that the information contained on this web site is private. Any information concerning applications, critiques or scores is highly confidential. Please remember to destroy all review materials after the review session is over. This includes all paper copies that were printed as well as and electronic files that you may have downloaded. This also pertains to the CD containing the applications being reviewed that you may have received and any files that were copied from there. If you do download files, make sure that they are downloaded to a secure PC and not to any network drives or servers.
- For information on the latest changes in IAR, go to the [IAR Release Notes](#).
- For searchable online help for the IAR system, go to [IAR for Reviewers Online Screen Help](#).

Reviewers must agree to the Confidentiality Statement, once per meeting, in order to access any review materials. Reviewers should click on the "Confidentiality Statement" link in the Action column.

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

Meeting	Meeting Dates/ Location	SRO Name	Action	Phase	Critique Due	Read Phase End	Edit Phase End
2013/10 ZAI1 ABC Leadership Group for a Clinical Research	05/14/2013-05/15/2013	Dewey Deomal 301-555-1212 DDeomal@gmail.com	Confidentiality Statement	SUBMIT	05/06/2013 11:59 PM	05/14/2013 07:00 AM	05/20/2013 05:00 PM

Figure 7: 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.

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](#)
- [CD Password](#)

Phase

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

Critique Date

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:

Review Due Date

For special activity codes review meetings only, this column displays the date and time at which scores and comments are due. This is also the Submit Phase end date for Pioneer Meetings.

Yes/No Review Phase End Date

For special activity codes review meetings only, this column displays the date and time at which initial votes are due.

List of Meetings ?

Notes and Tips:

- **IMPORTANT:**Remember that the information contained on this web site is private. Any information concerning applications, critiques or scores is highly confidential. Please remember to destroy all review materials after the review session is over. This includes all paper copies that were printed as well as and electronic files that you may have downloaded. This also pertains to the CD containing the applications being reviewed that you may have received and any files that were copied from there. If you do download files, make sure that they are downloaded to a secure PC and not to any network drives or servers.
- For information on the latest changes in IAR, go to the [IAR Release Notes](#).
- For searchable online help for the IAR system, go to [IAR for Reviewers Online Screen Help](#).

Reviewers must agree to the Confidentiality Statement, once per meeting, in order to access any review materials. Reviewers should click on the "Confidentiality Statement" link in the Action column.

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

Meeting	Meeting Dates/ Location	SRO Name	Action	Phase ?	Critique Due	Read Phase End	Edit Phase End
2013/10 ZAI1 ABC Leadership Group for a Clinical Research	05/14/2013-05/15/2013	Dewey Decimal 301-555-1212 DDecimal@remail.com	View List of Applications SRO Minutes/Budget Form Pre-Meeting CCI Certification Meeting Materials CD Password	SUBMIT	05/06/2013 11:59 PM	05/14/2013 07:00 AM	05/20/2013 05:00 PM

Figure 8: List of Meetings Screen

3.2 Confidentiality Agreement

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*.

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Electronic Research Administration
eRA Commons
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Home Admin Personal Profile **Internet Assisted Review** eRA Partners

List of Meetings ?

Notes and Tips:

- **IMPORTANT:**Remember that the information contained on this web site is private. Any information concerning applications, critiques or scores is highly confidential. Please remember to destroy all review materials after the review session is over. This includes all paper copies that were printed as well as and electronic files that you may have downloaded. This also pertains to the CD containing the applications being reviewed that you may have received and any files that were copied from there. If you do download files, make sure that they are downloaded to a secure PC and not to any network drives or servers.
- For information on the latest changes in IAR, go to the [IAR Release Notes](#).
- For searchable online help for the IAR system, go to [IAR for Reviewers Online Screen Help](#).

Reviewers must agree to the Confidentiality Statement, once per meeting, in order to access any review materials. Reviewers should click on the "Confidentiality Statement" link in the Action column.

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

Meeting	Meeting Dates/ Location	SRO Name	Action	Phase ?	Critique Due	Read Phase End	Edit Phase End
2013/10 ZAI1 ABC Leadership Group for a Clinical Research	05/14/2013-05/15/2013	Dewey Decimal 301-555-1212 DDecimal@remail.com	Confidentiality Statement	SUBMIT	05/06/2013 11:59 PM	05/14/2013 07:00 AM	05/20/2013 05:00 PM

Figure 9: 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 ?

[List of Meetings](#)

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**

Confidentiality in NIH peer review **prohibits** a peer reviewer from, among other actions:

- 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.
- Sharing applications, proposals, or meeting materials with anyone who has not been officially designated to participate in the peer review process, including but not limited to colleagues, lab members, fellows, students, applicants, offerors or employees of an offeror.
- 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 process, 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 to another member who has a declared conflict of interest with that application.
- 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.
- Participating in NIH peer review without signing a confidentiality certification.

If the NIH determines that a situation involves a *bona fide* breach of confidentiality in the peer review process, the NIH may take remedial steps, such as:

- notifying the peer reviewer in question and/or his or her institutional Research Integrity Officer or other similar, senior, institutional official.
- terminating the reviewer's term, if he or she is a standing member of an NIH chartered committee.
- referring the matter to the NIH Office of Management Assessment and possibly to the Office of the Inspector General in the Department of Health and Human Services, which could result in criminal penalties, fines, and/or imprisonment.

Certification

I certify that I have read the "NIH Confidentiality and Non-Disclosure Rules and Information for Reviewers" above. Under penalty of perjury (18 USC 1001), I certify that I fully understand the confidential nature of the reviewer recruitment and NIH peer review process and agree:

- (1) to destroy 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 process access to any NIH secure computer system or advisory committee 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 to another member who has a declared conflict of interest with that application;
- (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 to the SRO or other designated NIH official.

Figure 10: 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

[List of Meetings](#)

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**

Confidentiality in NIH peer review *prohibits* a peer reviewer from, among other actions:

- 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.
- Sharing applications, proposals, or meeting materials with anyone who has not been officially designated to participate in the peer review process, including but not limited to colleagues, lab members, fellows, students, applicants, offerors or employees of an offeror.
- 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 process, 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 to another member who has a declared conflict of interest with that application.
- 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.
- Participating in NIH peer review without signing a confidentiality certification.

If the NIH determines that a situation involves a *bona fide* breach of confidentiality in the peer review process, the NIH may take remedial steps, such as:

- notifying the peer reviewer in question and/or his or her institutional Research Integrity Officer or other similar, senior, institutional official.
- terminating the reviewer's term, if he or she is a standing member of an NIH chartered committee.
- referring the matter to the NIH Office of Management Assessment and possibly to the Office of the Inspector General in the Department of Health and Human Services, which could result in criminal penalties, fines, and/or imprisonment.

Certification

I certify that I have read the "NIH Confidentiality and Non-Disclosure Rules and Information for Reviewers" above. Under penalty of perjury (18 USC 1001), I certify that I fully understand the confidential nature of the reviewer recruitment and NIH peer review process and agree:

- (1) to destroy 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 process access to any NIH secure computer system or advisory committee 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 to another member who has a declared conflict of interest with that application;
- (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 to the SRO or other designated NIH official.

Figure 11: 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.

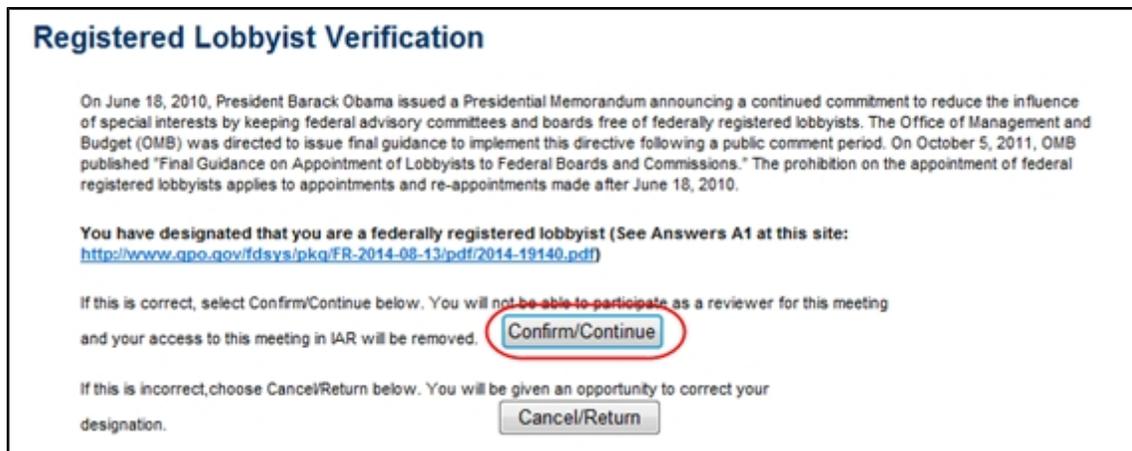


Figure 12: Registered Lobbyist Verification Screen

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 Help 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 20* 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.

List of Meetings ⓘ

Notes and Tips:

- **IMPORTANT:** Remember that the information contained on this web site is private. Any information concerning applications, critiques or scores is highly confidential. Please remember to destroy all review materials after the review session is over. This includes all paper copies that were printed as well as and electronic files that you may have downloaded. This also pertains to the CD containing the applications being reviewed that you may have received and any files that were copied from there. If you do download files, make sure that they are downloaded to a secure PC and not to any network drives or servers.
- For information on the latest changes in IAR, go to the [IAR Release Notes](#).
- For searchable online help for the IAR system, go to [IAR for Reviewers Online Screen Help](#).

Reviewers must agree to the Confidentiality Statement, once per meeting, in order to access any review materials. Reviewers should click on the "Confidentiality Statement" link in the Action column.

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

Meeting	Meeting Dates/ Location	SRO Name	Action	Phase ⓘ	Critique Due	Read Phase End	Edit Phase End
2013/10 ZAJ1 ABC Leadership Group for a Clinical Research	05/14/2013-05/15/2013	Dewey Decimal 301-555-1212 DDecimal@email.com	Access Denied: Federally Registered Lobbyist.	SUBMIT	05/06/2013 11:59 PM	05/14/2013 07:00 AM	05/20/2013 05:00 PM

Figure 13: 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://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-010.html>.

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.

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 **View List of Applications** 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.

Figure 14: Viewing All Applications in the Meeting

3. 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 15: Grant Folder e-Application Link

4 List of All Applications Screen

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 Accessing the List of All Applications Screen

To access the *List of All Applications* after signing the confidentiality agreement (Refer to the section of this document titled *Confidentiality Agreement on Page 19*):

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.

List of Meetings ?

Notes and Tips:

- **IMPORTANT:**Remember that the information contained on this web site is private. Any information concerning applications, critiques or scores is highly confidential. Please remember to destroy all review materials after the review session is over. This includes all paper copies that were printed as well as and electronic files that you may have downloaded. This also pertains to the CD containing the applications being reviewed that you may have received and any files that were copied from there. If you do download files, make sure that they are downloaded to a secure PC and not to any network drives or servers.
- For information on the latest changes in IAR, go to the [IAR Release Notes](#).
- For searchable online help for the IAR system, go to [IAR for Reviewers Online Screen Help](#).

Reviewers must agree to the Confidentiality Statement, once per meeting, in order to access any review materials. Reviewers should click on the "Confidentiality Statement" link in the Action column.

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

Meeting	Meeting Dates/ Location	SRO Name	Action	Phase ?	Critique Due	Read Phase End	Edit Phase End
2013/10 ZAI1 ABC Leadership Group for a Clinical Research	05/14/2013-05/15/2013	Dewey Decimal 301-555-1212 DDecimal@gmail.com	View List of Applications Access Applications/Support Items Pre-Meeting COI Certification Meeting Materials CD Password	SUBMIT	05/06/2013 11:59 PM	05/14/2013 07:00 AM	05/20/2013 05:00 PM

Figure 16: Accessing the View List of All Applications 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 green diamond icon next to either the link for **List All Applications** or the **List Assigned Applications** link. The current view is indicated by this diamond 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 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. A green diamond icon next to the column name indicates the current sort.

Review Order	Application Act/IC/Serial#	PI Name [Parent Application PI] PI Name	ESI	NI	Title [Latest eAdditions Date]	Assignment Role	Prelim. Score	Submitted Date	Action
22	1 R01 A1123123-01 RFA/PA: PA00-000	AUSTEN, JANE			Pride & Prejudice and the Human Psyche	Rev 2			submit
18	1 R01 A123456-01 RFA/PA: PA00-000	CRANE, STEPHEN			The Red Badge of Courage and Other Skin Disorders	Rev 2			submit
13	1 R01 A156789-01 RFA/PA: PA00-000	LEE, HARPER			To Kill a Mockingbird with Various Diseases	Rev 2			submit
14	1 R01 A178901-01 RFA/PA: PA00-000	POE, EDGAR ALLAN			The Tell-tale Heart Disease	Rev 1			submit

Figure 17: 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 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:

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.

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 green diamond 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 green diamond icon next to the link indicates that this is the current view.

View My Critiques

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



Figure 18: Cross-meeting Common Links on List of All Applications Screen

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	Application Act/IC/Serial# IC/Serial#	PI Name [Parent Application PI] PI Name	ESI NI	Title [Latest eAdditions Date]
16	1 R01 A1654321-01 RFA/PA: PA00-000	AUDEN, W.H.		The Age of Anxiety Disorders [Additional Materials - 10/25/2012 11:35 AM]

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

Figure 19: Additional Materials Link

Additions for Review		Back to Grant Folder
Grant Number	1 R01 A1654321-01	
PI Name(s)	Auden, W.H.	
Project Title	The Age of Anxiety Disorders	
Appl. Status	Pending IRG Review	
Institution	SAMPLE UNIVERSITY	
Appl ID	1234567	
R01A1654321-01 /		
Group	Document	Date
Supplemental Material	Post-submission material	10/25/2012 11:35 AM

Figure 20: 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.

4.2 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 Act/IC/Serial#	PI Name [Parent Application PI] PI Name	ESI NI	Title [Latest eAdditions Date]	Assignment Role	Prelim. Score	Submitted Date	Action
22	1 R01 A1123123-01 RFA/PA: PA00-000	AUSTEN, JANE		Pride & Prejudice and the Human Psyche	Rev 2			[submit]
18	1 R01 A0234234-01 RFA/PA: PA00-000	CRANE, STEPHEN		The Red Badge of Courage and Other Skin Disorders	Rev 2			[submit]
13	1 R01 A1567567-01 RFA/PA: PA00-000	LEE, HARPER		To Kill a Mockingbird with Various Diseases	Rev 2			[submit]
14	1 R01 A0789789-01 RFA/PA: PA00-000	POE, EDGAR ALLAN		The Tell-tale Heart Disease	Rev 1			[submit]

Figure 21: 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 38* 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.

Review Order	Application Act/IC/Serial#	PI Name [Parent Application PI] PI Name	ESI NI	Title [Latest eAdditions Date]	Assignment Role	Prelim. Score	Submitted Date	Action
16	1 R01 A054321-01 RFA/PA: PA00-000	AUDEN, W.H.		The Age of Anxiety Disorders [Additional Materials - 10/25/2012 11:35 AM]				[submit]
22	1 R01 A1123123-01 RFA/PA: PA00-000	AUSTEN, JANE		Pride & Prejudice and the Human Psyche	Rev 2			[submit]
17	1 R01 A1123456-01 RFA/PA: PA00-000	BARRIE, J.M.		Peter Pan Syndrome				[submit]
18	1 R01 A0234234-01 RFA/PA: PA00-000	CRANE, STEPHEN		The Red Badge of Courage and Other Skin Disorders	Rev 2			[submit]
19	1 R01 A0789789-01 RFA/PA: PA00-000	DOYLE, ARTHUR CONAN		A Study in Scarlet Fever	COI			
20	1 R01 A1101010 RFA/PA: PA00-000	GOLDING, WILLIAM		The Lord of the Flies and Other Disease Carrying Insects	COI			
21	1 R01 A087654-01 RFA/PA: PA00-000	HEMINGWAY, ERNEST		A Farewell to Arms and Legs and Other Body Parts				[submit]
13	1 R01 A1567567-01 RFA/PA: PA00-000	LEE, HARPER		To Kill a Mockingbird with Various Diseases	Rev 2			[submit]
14	1 R01 A0789789-01 RFA/PA: PA00-000	POE, EDGAR ALLAN		The Tell-tale Heart Disease	Rev 1			[submit]

Figure 22: 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.

4.3 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. A green diamond 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 All Applications									
Meeting Title: Leadership Group for a Clinical Research			Meeting Dates: 05/14/2013-05/15/2013						
Meeting Identifier: 2013/10 ZA11 ABC			Critiques Due: 05/06/2013 11:59 PM			Eastern Standard Time / Eastern Daylight Time			
Meeting Phase: READ									
View Critique Options: View My Critiques			View Meeting Materials						
List Application Options: List All Applications			List My Assignments Only			Preliminary Score Matrix			
List of Meetings			Final Score Sheet (Enabled only during Final Scoring)						
Review Order	Application Act/IC/Serial# IC/Serial#	PI Name [Parent Application PI] PI Name	ESI	NI	Title [Latest eAdditions Date]	Role	Prelim. Score	Action	
22	1_R01_A1123123-01 RFA/PA: PA00-000 My Assignment Role: Rev 2	AUSTEN, JANE			Pride & Prejudice and the Human Psyche	Rev 1	2	[view]	
						Rev 2	3	[view]	
						Rev 3	4	[view]	
						Average:	3.0		
18	1_R01_A1234234-01 RFA/PA: PA00-000 My Assignment Role: Rev 2	CRANE, STEPHEN			The Red Badge of Courage and Other Skin	Rev 1			
						Rev 2	3	[view]	
						Rev 3	2	[view]	
						Average:	2.5		
13	1_R01_A1567567-01 RFA/PA: PA00-000 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_A1879678-01 RFA/PA: PA00-000 My Assignment Role: Rev 1	POE, EDGAR ALLAN			The Tell-tale Heart Disease	Rev 1	1	[view]	
						Rev 2	2	[view]	
						Rev 3	2	[view]	
						Average:	1.7		

Figure 23: 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 53* 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 58* for more information.

Review Order	Application Act/IC/Serial# IC/Serial#	PI Name (Parent Application PI) PI Name	ESI III	Title [Latest eAdditions Date]	Role	Prelim. Score	Action
List of All Applications Meeting Title: Leadership Group for a Clinical Research Meeting Dates: 05/14/2013-05/15/2013 Meeting Identifier: 2013/10 ZAI1 ABC Critiques Due: 05/06/2013 11:59 PM Eastern Standard Time / Eastern Daylight Time Meeting Phase: READ View Critique Options: View My Critiques View Meeting Materials List Application Options: List All Applications List My Assignments Only Preliminary Score Matrix List of Meetings <input type="button" value="Final Score Sheet"/> (Enabled only during Final Scoring)							
16	1_R01_A1654321-01 RFA/PA: PA00-000	AUDEN, W.H.		The Age of Anxiety Disorders [Additional Materials - 10/25/2012 11:35 AM]	Rev 1 Rev 2 Rev 3	 3 4	 [view] [view]
					Average: 3.5		
22	1_R01_A1123123-01 RFA/PA: PA00-000 My Assignment Role: Rev 2	AUSTEN, JANE		Pride & Prejudice and the Human Psyche	Rev 1 Rev 2 Rev 3	 2 3 4	 [view] [view] [view]
					Average: 3.0		
17	1_R01_A1123456-01 RFA/PA: PA00-000	BARRIE, J.M.		Peter Pan Syndrome	Rev 1 Rev 2 Rev 3	 2 1	 [view] [view]
					Average: 1.5		
18	1_R01_A1234234-01 RFA/PA: PA00-000 My Assignment Role: Rev 2	CRANE, STEPHEN		The Red Badge of Courage and Other Skin	Rev 1 Rev 2 Rev 3	 3 2	 [view] [view]
					Average: 2.5		
19	1_R01_A1789789-01 RFA/PA: PA00-000 My Assignment Role: COI	DOYLE, ARTHUR CONAN		A Study in Scarlet Fever			
20	1_R01_A1101010-01 RFA/PA: PA00-000 My Assignment Role: COI	GOLDING, WILLIAM		The Lord of the Flies and Other Disease Carrying Insects			
21	1_R01_A1987654-01 RFA/PA: PA00-000	HEMINGWAY, ERNEST		A Farewell to Arms and Legs and Other Body Parts	Rev 1 Rev 2 Rev 3	 3 2	 [view] [view]
					Average: 2.5		
13	1_R01_A1567567-01 RFA/PA: PA00-000 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_A1678678-01 RFA/PA: PA00-000 My Assignment Role: Rev 1	POE, EDGAR ALLAN		The Tell-tale Heart Disease	Rev 1 Rev 2 Rev 3	 1 2	 [view] [view]
					Average: 1.7		

Figure 24: List of All Applications in Read Phase for All Applications

4.4 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.

Review Order	Application Act# / Serial# IC / Serial#	PI Name [Parent Application PI] PI Name	ESI	NI	Title [Latest eAdditions Date]	Role	Prelim. Score	Final Score	Action
22	1 R01_A172123-01 RFA/PA: P400-000 My Assignment Role: Rev 2	AUSTEN, JANE			Pride & Prejudice and the Human Psyche	Rev 1	4	4	[view]
						Rev 2	3	3	[update] [view]
						Rev 3	2		[view]
									[submit]
						Average: 3.0			
18	1 R01_A1234234-01 RFA/PA: P400-000 My Assignment Role: Rev 2	CRANE, STEPHEN			The Red Badge of Courage and Other Skin Disorders	Rev 1	2		[view]
						Rev 2	3	3	[update] [view]
						Rev 3	2		[view]
									[submit]
						Average: 3.5			
1	1 R01_A1667567-01 RFA/PA: P400-000 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.				
9	1 R01_A1678678-01 RFA/PA: P400-000 My Assignment Role: Rev 1	POE, EDGAR ALLAN			The Tell-tale Heart Disease	Rev 1	3		[update] [view]
						Rev 2	4		[view]
						Rev 3	2	2	[view]
									[submit]
						Average: 3.0			

Figure 25: 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 38* 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.

Review Order	Application Act/IC/Serial# IC/Serial#	PI Name [Parent Application PI] PI Name	ESI	NI	Title [Latest eAdditions Date]	Role	Prelim. Final Score Score	Action
10	1_R01_A1654321-01 RFA/PA: F400-000	AUDEN, W.H.			The Age of Anxiety Disorders [Additional Materials - 10/25/2012 11:35 AM]	Rev 1 Rev 2 Rev 3 My Unassigned	2 3 3 4 2	[View] [View] [View] [Update] [View]
View All Critiques - [PDF]						Average: 3.0		
22	1_R01_A1123123-01 RFA/PA: F400-000 My Assignment Role: Rev 2	AUSTEN, JANE			Pride & Prejudice and the Human Psyche	Rev 1 Rev 2 Rev 3	4 4 3 3 2	[View] [Update] [View] [View] [Submit]
View All Critiques - [PDF]						Average: 3.0		
17	1_R01_A1123456-01 RFA/PA: F400-000	BARRE, J.M.			Peter Pan Syndrome	Rev 1 Rev 2 Rev 3	2 1 2 2	[View] [View] [View] [Submit]
View All Critiques - [PDF]						Average: 1.7		
18	1_R01_A1234234-01 RFA/PA: F400-000 My Assignment Role: Rev 2	CRANE, STEPHEN			The Red Badge of Courage and Other Skin Disorders	Rev 1 Rev 2 Rev 3	2 3 3 2	[View] [Update] [View] [View] [Submit]
View All Critiques - [PDF]						Average: 3.5		
19	1_R01_A1789789-01 RFA/PA: F400-000 My Assignment Role: COI	DOYLE, ARTHUR CONAN			A Study in Scarlet Fever			
20	1_R01_A101010-01 RFA/PA: F400-000 My Assignment Role: COI	GOLDING, WILLIAM			The Lord of the Flies and Other Disease Carrying Insects			
21	1_R01_A987654-01 RFA/PA: F400-000	HEMINGWAY, ERNEST			A Farewell to Arms and Legs and Other Body Parts	Rev 1 Rev 2 Rev 3	2 2 3 3 2	[View] [View] [View] [Submit]
View All Critiques - [PDF]						Average: 3.5		
1	1_R01_A997567-01 RFA/PA: F400-000 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.								
9	1_R01_A973873-01 RFA/PA: F400-000 My Assignment Role: Rev 1	POE, EDGAR ALLAN			The Tell-tale Heart Disease	Rev 1 Rev 2 Rev 3	3 4 2 2	[Update] [View] [View] [View] [Submit]
View All Critiques - [PDF]						Average: 3.0		

Figure 26: 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 *Meeting Materials* screen, select the **View** link from the **Action** column(s).

Meeting Materials					
List of Meetings		List of Applications		Meeting Materials +	
Meeting: 2013/10 ZAH ABC					
Order	Name	Description	PI Name - Grant Application	Modified	Action
1	Cover Letter			01/15/2013 09:18 AM	View
2	Reviewer Manual			01/15/2013 09:18 AM	View
3	RFA-AI-12-001			01/15/2013 09:18 AM	View
4	Amendment 1 NOT-AI-12-035	Clarification by NIH regarding antibody based therapies		01/16/2013 07:59 AM	View
5	Amendment 2 NOT-AI-12-036	Update on SDMC Components and Review Criteria		01/16/2013 07:59 AM	View
6	Questions and Answers relevant to the RFA	General Questions from the research community and Answers by NIH on the HIV Clinical Trial Networks		01/16/2013 07:58 AM	View
7	Critique Template-LOC	Status Update-being updated and currently unavailable		01/17/2013 01:37 PM	View
8	Critique Template-LC	Status Update-being edited and currently unavailable		01/17/2013 01:38 PM	View
9	Critique Template-SDMC	Status Update-being edited and currently unavailable		01/17/2013 01:39 PM	View
10	Scoring Table and Codes			01/15/2013 09:18 AM	View
11	Preliminary Score Sheet			01/15/2013 09:18 AM	View
12	Roster-tentative			01/16/2013 07:50 AM	View

Figure 27: 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 the **View Meeting Materials** link on the *List of All Applications* screen in any phase

To exit *Meeting Materials*, select either the **List of Meetings** or **List of Applications** link 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.

6 CD Password

Some SROs provide Reviewers with CDs containing grant images for the applications in the meeting. These CDs include a list of the RFAs/PAs associated with the applications, Reviewer guidelines, the list of applications, and material related to each application being reviewed (other than applications for which a Reviewer has a conflict). The CDs are password protected, and Reviewers can retrieve this password through IAR.

To view the CD password:

Access *the List of Meetings* in IAR and select the **CD Password** link in the **Action** column for the specific meeting.

Meeting	Meeting Dates/ Location	SRO Name	Action	Phase	Critique Due	Read Phase End	Edit Phase End
2013/10 ZAI1 ABC Leadership Group for a Clinical Research	05/14/2013-05/15/2013	Dewey Decimal 301-555-1212 DDecimal@email.com	View List of Applications SRG Minutes/Budget Form Pre-Meeting COI Certification Meeting Materials CD Password	SUBMIT	05/06/2013 11:59 PM	05/14/2013 07:00 AM	05/20/2013 05:00 PM

Figure 28: CD Password Link

A *View CD Password* pop up window opens displaying the password. If a password does not display, then no CDs were created for Reviewers. Passwords are case sensitive and must be entered as displayed on this screen.

View CD Password

Meeting Title: Leadership Group for a Clinical Research
 Meeting Identifier: 2013/10 ZAI1 ABC
 Meeting Dates: 05/14/2013-05/15/2013

Please note: You will NOT see a password on this page;
 - If no CD's were created for reviewers, or
 - If CD's were created prior to May 12, 2008.

REMINDER: Do not write this password and keep it with the CD.

CD Password: GIVEME1\$

Password is case-sensitive.
 Make sure it is entered on the CD password prompt exactly as it is displayed on this page.

[Close](#)

Figure 29: View CD Password

7 Submitting Critiques and Scores

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.

7.1 Review with Scored Criteria (NIH Review Business Process)

7.1.1 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.

For the Additional Scoring Guidance for Research Applications, select the following link: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.

Review Order	Application Act/IC/Serial# IC/Serial#	PI Name [Parent Application PI] PI Name	ESI NI	Title [Latest eAdditions Date]	Assignment Role	Prelim Score	Submitted Date	Action
22	1 R01 A1123123-01 RFA/PA: PA00-000	AUSTEN, JANE		Pride & Prejudice and the Human Psyche	Rev 2			[submit]
18	1 R01 A024234-01 RFA/PA: PA00-000	CRANE, STEPHEN		The Red Badge of Courage and Other Skin Disorders	Rev 2			[submit]
13	1 R01 A1567567-01 RFA/PA: PA00-000	LEE, HARPER		To Kill a Mockingbird with Various Diseases	Rev 2			[submit]
14	1 R01 A078878-01 RFA/PA: PA00-000	POE, EDGAR ALLAN		The Tell-tale Heart Disease	Rev 1			[submit]

Figure 30: 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.

Submit Critique and Preliminary Score

[Back to List of Applications](#)

1. Save your critiques as MS Word or plain text documents. (Only MS Word or Text documents can be submitted; MAC USERS TAKE NOTE - files must have an extension of *.doc, *.docx or *.txt.)
2. To submit a critique, simply press the browse button to locate the critique file or type the critique path and file name in the text box below (for example, if you saved your critique as critff.doc on c: drive - type c:\critff.doc).
3. If applicable, enter the numeric score
4. Click Submit button.
5. To update a critique, click Confirm button.
6. To remove critique use Delete Option available on the List of Applications.

Application: 1 R01 A1123123-01
 Title: Pride & Prejudice and the Human Psyche
 PI Name: AUSTEN, JANE
 Assignment Role: Rev 2

Select preliminary scores from the drop-down list:

Significance: [dropdown]
 Investigator(s): [dropdown]
 Innovation: [dropdown]
 Approach: [dropdown]
 Environment: [dropdown]
Preliminary Overall/Impact: [dropdown]

Critique File: [text box]

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 31: 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 32: 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.

Submit Critique and Preliminary Score ?

[Back to List of Applications](#)

1. Save your critiques as MS Word or plain text documents. (Only MS Word or Text documents can be submitted; *MAC USERS TAKE NOTE* - files must have an extension of *.doc, *.docx or *.txt.)
2. To submit a critique, simply press the browse button to locate the critique file or type the critique path and file name in the text box below (for example, if you saved your critique as *critf.doc* on c: drive - type c:\oriff.doc).
3. If applicable, enter the numeric score
4. Click Submit button.
5. To update a critique, click Confirm button.
6. To remove critique use Delete Option available on the List of Applications.

Application:	1 R01 AI123123-01
Title:	Pride & Prejudice and the Human Psyche
PI Name:	AUSTEN, JANE
Assignment Role:	Rev 2

Select preliminary scores from the drop-down list.

Significance	1 ▾
Investigator(s)	2 ▾
Innovation	1 ▾
Approach	3 ▾
Environment	2 ▾
Preliminary Overall/Impact	2 ▾

Critique File: H:\my documents\Samp; Browse...

Before Submitting:

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

Submit
Reset

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 33: 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.

Application:	1 R01 AI123123-01
Title:	Pride & Prejudice and the Human Psyche
PI Name:	AUSTEN, JANE
Assignment Role:	Rev 2
Significance	1
Investigator(s)	2
Innovation	1
Approach	3
Environment	2
Preliminary Overall/Impact	2
Critique File:	Sample Document.docx
Submitted Date:	02/25/2013 08:21 AM EST

Before Submitting:

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

Figure 34: 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 R01 AI123123-01
Title:	Pride & Prejudice and the Human Psyche
PI Name:	AUSTEN, JANE
Assignment Role:	Rev 2
Significance	1
Investigator(s)	2
Innovation	1
Approach	3
Environment	2
Preliminary Overall/Impact	2
Critique File:	Sample Document.docx View this submitted critique
Submitted Date:	02/25/2013 08:24 AM EST

Before Submitting:

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

Figure 35: Successfully Submitted Critique and Preliminary Score

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

Title [Latest eAdditions Date]	Assignment Role	Prelim. Score	Submitted Date	Action
Pride & Prejudice and the Human Psyche	Rev 2	2	02/22/2013 02:21 PM	[submit] [view] [delete]
The Red Badge of Courage and Other Skin Disorders	Rev 2			[submit]
To Kill a Mockingbird with Various Diseases	Rev 4			[submit]
The Tell-tale Heart Disease	Rev 1			[submit]

Figure 36: 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 53* 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 61* for more information.

7.1.2 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.

The screenshot shows the 'List of All Applications' interface. At the top, there are meeting details: Meeting Title (Leadership Group for a Clinical Research), Meeting Identifier (2013/05 ZAI1 ABC), Meeting Phase (EDIT), Meeting Dates (05/14/2013-05/15/2013), and Critiques Due (05/06/2013 11:59 PM). Below this, there are links for 'View My Critiques', 'List All Applications', 'View Meeting Materials', and 'List My Assignments Only'. A 'Final Score Sheet' button is highlighted with a red circle. The main table lists applications with columns: Review Order, Application (Act#C/Serial# IC/Serial#), PI Name (Parent Application PI, PI Name), Title (Latest eAdditions Date), Role, Prelim. Score, and Action. The first application is '1.R01.AH123123-01' by 'AUSTEN, JANE' with title 'Pride & Prejudice and the Human Psyche'. It has three reviews: Rev 1 (score 4), Rev 2 (score 3), and Rev 3 (score 2). The average score is 3.0.

Review Order	Application Act#C/Serial# IC/Serial#	PI Name [Parent Application PI] PI Name	ESI	NI	Title [Latest eAdditions Date]	Role	Prelim. Score	Action
22	1.R01.AH123123-01 RFA/PA: PAX0-000 My Assignment Role: Rev 2	AUSTEN, JANE			Pride & Prejudice and the Human Psyche	Rev 1	4	[view]
						Rev 2	3	[update] [view]
						Rev 3	2	[view]
							Average:	3.0

Figure 37: 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. A green diamond 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*.

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 Title: Leadership Group for a Clinical Research
 Meeting Identifier: 2013/05 ZAI1 ABC
 Meeting Phase: EDIT
 Final Score Entry: OPEN

Meeting Dates: 05/14/2013-05/15/2013
 Critiques Due: 05/06/2013 11:59 AM
 Final Score Entry Duration: 05/15/2013 07:45 AM to 05/25/2013 06:00 PM
 Eastern Standard Time / Eastern Daylight Time

[Criterion Scores Label Report](#)

Reviewer Name: READER, EMMA

Rev Order	Application Number Act/CI/Serial# CI/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		
16	1.R01.A654321-01	AUDEN, W.H. [C]	Unassigned	2	3	1	2	2	2	Save All
22	1.R01.A1123123-01	AUSTEN, JANE [C]	Rev 2	2	3	2	3	3	3	Save All
17	1.R01.A1123456-01	BARRE, J.M.	Unassigned						ND	Save All
18	1.R01.A1123234-01	CRANE, STEPHEN	Rev 2	4	3	3	3	3	3	Save All
21	1.R01.A1789789-01	DOYLE, ARTHUR CONAN [C]	Conflict						CF	Save All
20	1.R01.A1101010-01	GOLDING, WILLIAM [C]	Conflict						CF	Save All
19	1.R01.A587654-01	HEMINGWAY, ERNEST	Unassigned						2	Save All
13	1.R01.A567567-01	LEE, HARPER [C]	Rev 2						3	Save All
14	1.R01.A678678-01	POE, EDGAR ALLAN [C]	Rev 1	1	2	2	1	1	1	Save All
10	1.R01.A622222-01	RAND, AYN	Unassigned						NR	Save All
12	1.R01.A333333-01	SHAKESPEARE, WILLIAM	Unassigned						ND	Save All
15	1.R01.A444444-01	STENBECK, JOHN [C]	Unassigned						NR	Save All
9	1.R01.A555555-01	SWIFT, JONATHAN [C]	Unassigned						2	Save All
6	1.R01.A1777888-01	VERNE, JULES [C]	Unassigned						1	Save All
11	1.R01.A676543-01	WILDE, OSCAR [C]	Unassigned						ND	Save All
3	1.R01.A688888-01	WHITMAN, WALT [C]	Unassigned						4	Save All

[Save All](#) [Save All and Return](#) [Cancel](#)

Figure 38: 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.

7.1.3 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.

7.2 Review Without Scored Criteria

7.2.1 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.

Review Order	Application Act/CI/Serial# IC/Serial#	PI Name [Parent Application PI] PI Name	ESI	NI	Title [Latest eAdditions Date]	Assignment Role	Submitted Date	Action
1	181 CX000123-01 RFA/PA: CX-08-080	JOYCE, JAMES			The Portrait of the Artist as a Young Man through Adulthood	Rev 1		submit

Figure 41: 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 42: 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 43: 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 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.

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 61](#) 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.
10. 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 53](#) for a description of the phase-specific method of viewing critiques.

7.2.2 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.

List of All Applications

Meeting Title: Aging and Clinical Geriatrics
 Meeting Identifier: 2013/01 ABC
 Meeting Phase: EDIT

Meeting Dates: 12/13/2012-12/15/2012
 Critiques Due: 12/10/2012 09:00 AM
 Eastern Standard Time / Eastern Daylight Time

[List of Meetings](#) [Final Score Sheet](#) [View Meeting Materials](#) [List All Applications](#) [List Assigned Applications](#) [View My Critiques](#)

Review Order	Application Act#/Serial# IC/Serial#	PI Name [Parent Application PI] PI Name	ESI	NI	Title [Latest eAdditions Date]	Assignment Role	Submitted Date	Action
1	1 01 CX000123-01 RFA/PA: CX-00-000	JOYCE, JAMES			The Portrait of the Artist as a Young Man through Adulthood	Rev 1	12/09/2012 02:21 PM	[submit]

Figure 44: 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. A green diamond 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.

Rev Order	Application Number	PI Name [Conflicts] [Parent Application PI]	Assignment Role	Final Score (1.0 to 5.0), UN, NR, DF, NP, AB	Action
1	1101.CX000123-01	JOYCE, JAMES	Rev 1	1.7	Save All

Figure 45: 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.

7.3 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.

The screenshot shows the 'List of All Applications' interface. At the top, it displays meeting information: Meeting Title (Leadership Group for a Clinical Research), Meeting Dates (05/14/2013-05/15/2013), Meeting Identifier (2013/10 ZA1 ABC), Meeting Phase (READ), and Critiques Due (05/06/2013 11:59 PM). Below this, there are 'View Critique Options' including 'View All Meeting Critiques: By Appl - By PI', 'View My Critiques', 'View All Critiques for Assigned Applications', and 'View Meeting Materials'. A table lists applications with columns for Review Order, Application Act/IC/Serial#/IC/Serial#, PI Name, Title, Role, Prelim. Score, and Action. Two applications are shown: one with a score of 3.5 and another with a score of 3.0. Red circles highlight the 'View All Critiques - [PDF]' link in the table and the 'View All Critiques for Assigned Applications' link in the options menu.

Review Order	Application Act/IC/Serial# IC/Serial#	PI Name [Parent Application PI] PI Name	ESI NI	Title [Latest eAdditions Date]	Role	Prelim. Score	Action
16	1_R01_A1654321-01 RFA/PA: PA00-000	AUDEN, W.H.		The Age of Anxiety Disorders [Additional Materials - 10/24/2012 11:35 AM]	Rev 1 Rev 2 Rev 3	 3 4	 [view] [view]
						Average: 3.5	
22	1_R01_A1123123-01 RFA/PA: PA00-000 My Assignment Role: Rev 2	AUSTEN, JANE		Pride & Prejudice and the Human Psyche	Rev 1 Rev 2 Rev 3	 2 3 4	 [view] [view] [view]
						Average: 3.0	

Figure 46: 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_AI769789-01 RFA/PA: PA00-000 My Assignment Role: COI	DOYLE, ARTHUR CONAN	A Study in Scarlet Fever										
20	1_R01_AH010101-01 RFA/PA: PA00-000 My Assignment Role: COI	GOLDING, WILLIAM	The Lord of the Flies and Other Disease Carrying Insects										
21	1_R01_A667654-01 RFA/PA: PA00-000	HEMINGWAY, ERNEST	A Farewell to Arms and Legs and Other Body Parts	<table border="1"> <tr><td>Rev 1</td><td></td><td></td></tr> <tr><td>Rev 2</td><td>3</td><td>[view]</td></tr> <tr><td>Rev 3</td><td>2</td><td>[view]</td></tr> </table> <p>Average: 2.5</p>	Rev 1			Rev 2	3	[view]	Rev 3	2	[view]
Rev 1													
Rev 2	3	[view]											
Rev 3	2	[view]											
View All Critiques - [PDF]													
13	1_R01_A567567-01 RFA/PA: PA00-000 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.

Figure 47: Missing [view] Links for Applications with COI and with No Submitted Critique

7.4 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 38* 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]	Assignment Role	Prelim. Score	Submitted Date	Action
Pride & Prejudice and the Human Psyche	Rev 2	2	02/22/2013 02:21 PM	[submit] [view] [delete]
The Red Badge of Courage and Other Skin Disorders	Rev 2			[submit]
To Kill a Mockingbird with Various Diseases	Rev 4			[submit]
The Tell-tale Heart Disease	Rev 1			[submit]

Figure 48: 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.

Delete Critique/Score

To delete Critique/Score/Top 5 designation (if any) for the following application, please indicate delete option (Default is Critique, Score and Top 5 designation (if any)) and press Submit button.
To return to the list of applications, press Cancel

Application: 1 R01 AI123123-01
Title: Pride & Prejudice and the Human Psyche
PI Name: AUSTEN, JANE
Reviewer Type: Rev 2

Delete Option: Score and Top 5 designation (if any)
 Critique, Score and Top 5 designation (if any)

Figure 49: 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 R01 AH23123-01
 Title: Pride & Prejudice and the Human Psyche
 PI Name: AUSTEN, JANE
 Reviewer Type: Rev 2

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 50: 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.

Delete Critique/Score

[Back to List of Applications](#)

Operation Completed Successfully

Application: 1 R01 AH23123-01
 Title: Pride & Prejudice and the Human Psyche
 PI Name: AUSTEN, JANE
 Reviewer Type: Rev 2

Delete Option: Critique, Score and Top 5 designation (if any)

Figure 51: Deletion Successfully Completed

7.5 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

IAR for Reviewers

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.

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

List of All Applications

Meeting Title: Leadership Group for a Clinical Research Meeting Dates: 05/14/2013-05/15/2013

Meeting Identifier: 2013/10 ZAI1 ABC Critiques Due: 05/06/2013 11:59 PM
Meeting Phase: READ Eastern Standard Time / Eastern Daylight Time

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

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

List of Meetings: [Final Score Sheet](#) (Enabled only during Final Scoring) [Preliminary Score Matrix](#)

Review Order	Application Act/IC/Serial# IC/Serial#	PI Name [Parent Application PI] PI Name	ESI	NI	Title [Latest eAdditions Date]	Role	Prelim. Score	Action
22	1.R01.AH123123-01 RFA/PA: PA00-000 My Assignment Role: Rev 2	AUSTEN, JANE			Pride & Prejudice and the Human Psyche	Rev 1	2	[view]
						Rev 2	3	[view]
						Rev 3	4	[view]
							Average: 3.0	

Figure 52: 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

Meeting Title: Leadership Group for a Clinical Research Meeting Dates: 05/14/2013-05/15/2013

Meeting Identifier: 2013/10 ZAI1 ABC Critiques Due: 05/06/2013 11:59 PM
Meeting Phase: READ Eastern Standard Time / Eastern Daylight Time

List of Meetings List of Applications

Show All Applications Show Lower Half Applications Only Export to Excel

Review Order	Application Number Act/IC/Serial# IC/Serial#	PI Name [Conflicts] [Parent Application PI] Activity/PI Name PI Name	Lower Half LH/Act/PI/AVG LH/PI/AVG	AVG [Assigned Reviewers only]	Preliminary Overall/Impact Scores [Worst to Best]
16	1.R01.AR54321-01	AUDEN, W.H. [C]		3.5	4 3
22	1.R01.AH123123-01	AUSTEN, JANE [C]		3.0	4 3 2
17	1.R01.AH123456-01	BARRIE, J.M.	x	6.0	7 6 5
18	1.R01.AQ34234-01	CRANE, STEPHEN		2.5	3 2
21	1.R01.AR87654-01	HEMINGWAY, ERNEST		1.7	2 2 1
13	1.R01.AR67567-01	LEE, HARPER [C]			You are blocked from seeing scores
14	1.R01.AR78678-01	POE, EDGAR ALLAN [C]		1.7	2 2 1
10	1.R01.AQ34567-01	RAND, AVN	x	5.5	6 5
12	1.U01.AR91011-01	SHAKESPEARE, WILLIAM	x	6.0	7 6 5
15	1.R01.AR45678-01	STEINBECK, JOHN [C]	x	6.0	8 6 4
9	1.U01.AH56789-01	SWIFT, JONATHAN [C]		2.0	2 2 2
6	1.U01.AR67891-01	VERNE, JULES [C]		1.5	2 1
11	1.R01.AR78910-01	WILDE, OSCAR [C]	x	7.0	7 7 7
3	1.R01.AR78910-01	WHITMAN, WALT [C]		2.7	3 3 2

Figure 53: 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 links for navigating away from the screen or for changing the view of the information on the screen. The links are as follows:

List of Meetings

Select this link to return to the *List of Meetings* screen.

List of Applications

Select this link to return to the *List of All Applications* default view (Reviewer’s assignments only)

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.

Show All Applications

Select this link to return the view to all applications (default view).

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.

Preliminary Score Matrix - Lower Half Applications Only					
Meeting Title:		Leadership Group for a Clinical Research	Meeting Dates:		05/14/2013-05/15/2013
Meeting Identifier:		2013/10 ZAI1 ABC	Critiques Due:		05/06/2013 11:59 PM
Meeting Phase:		READ	Eastern Standard Time / Eastern Daylight Time		
List of Meetings List of Applications					
Show All Applications Show Lower Half Applications Only Export to Excel					
Review Order	Application Number Act/IC/Serial# IC/Serial#	PI Name [Conflicts] [Parent Application PI] Activity/PI Name PI Name	Preliminary Overall/Impact Scores [Worst to Best]		
14	1.R01.A123456-01	BARRE, J.M.	7	6	5
10	1.R01.A234567-01	RAND, AYN	6	5	
12	1.R01.A891011-01	SHAKESPEARE, WILLIAM	7	6	5
15	1.R01.A045678-01	STENBECK, JOHN [C]	8	6	4
9	1.R01.A789101-01	WILDE, OSCAR [C]	7	7	7

Figure 54: Preliminary Score Matrix - Lower Half Applications Only

8 Signing the Meeting Conflict of Interest Certifications

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.

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.

8.1 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://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-010.html>.

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*.

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

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
FOR NONFEDERAL AND FEDERAL REVIEWERS
OF GRANT APPLICATIONS AND R&D CONTRACT PROPOSALS**

Reviewer Name: Reader, Emma

Address(employment):
12345 Main Street
NEW YORK, NY 10038

Scientific Review Group: ZAI ABC Leadership Group for a Clinical Research Network

Date(s) of review: May 14, 2013 - May 15, 2013

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 R01 AI789789-01 - Doyle, Arthur Conan

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 authorization 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: _____

(Date)

Figure 55: 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 56: 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 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.

The screenshot shows a 'Certification' form with the following text: '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.'

Below the text is a 'Signature:' field containing the text: 'Electronically signed by [Reader, Emma] via Internet Assisted Review on 02/25/2013 08:13 AM'. This text is enclosed in a red oval.

At the bottom of the form are three buttons: 'I Certify', 'Clear Selection', and 'Cancel', followed by a '(Date)' label.

Figure 57: 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.

8.2 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
REGARDING CONFLICT OF INTEREST
FOR NONFEDERAL AND FEDERAL REVIEWERS
OF GRANT APPLICATIONS AND R&D CONTRACT PROPOSALS**

Scientific Review Group: ABC
Date(s) of review: February 25, 2013 - February 25, 2013

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	Signature
<u>Reader, Emma</u>	Electronically signed by [Reader, Emma] via Internet Assisted Review on 03/04/2013 02:40 PM

(Date)

Figure 58: Post Meeting COI Certification

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

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 Help Desk](#) in this case.

9 SRG Minutes/Budget Form

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.

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*.

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.

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 Help Desk](#) in this case.
