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Internet Assisted Review (IAR) for Reviewers User Guide

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CONTACT US

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Email:commons@od.nih.gov (for Commons Support)

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08/11/2016	4.2.11.111	2.4.4	Updated to include Virtual Meeting and RTMS information	eRA Communications

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

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

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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 3 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

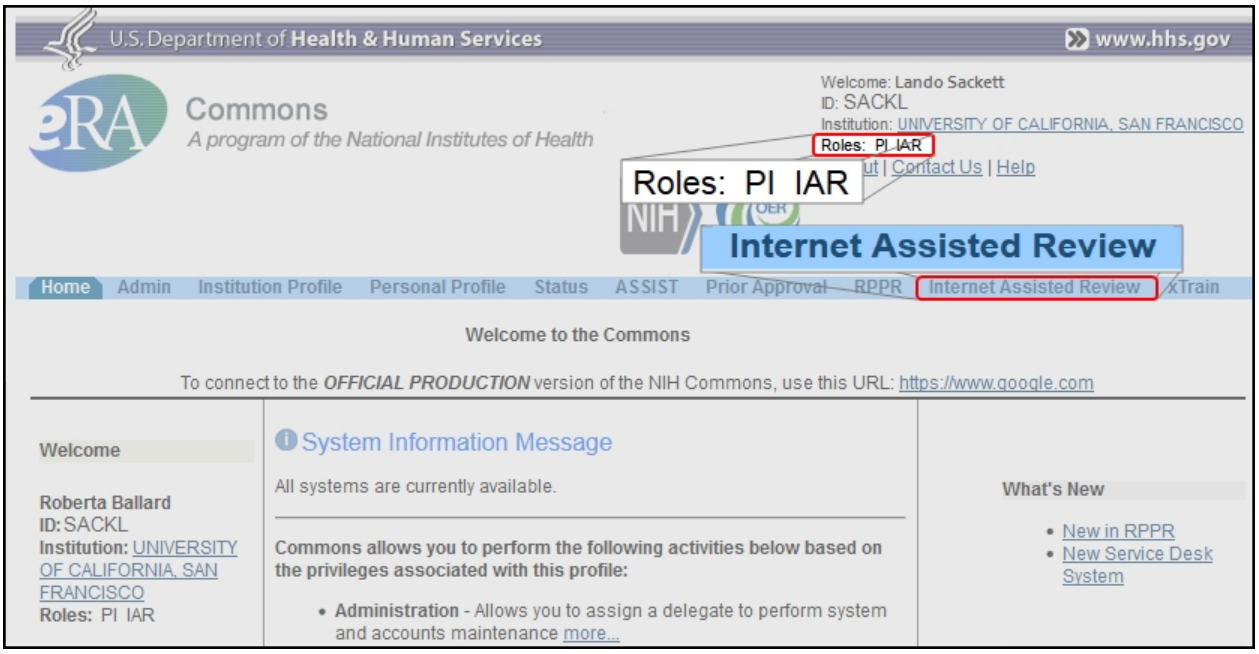
In order to access IAR, Reviewers must have an eRA Commons account with the IAR role. Reviewers who do not have an eRA Commons account are invited – through a series of emails – to create one when an SRO adds that Reviewer to a meeting. The first email informs the Reviewer that he has been invited to 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.

After the account is successfully established, the Reviewer should see the **Internet Assisted Review** tab as well as the **IAR** role in eRA Commons.



1.2.2 Setting Up and Maintaining the eRA Commons Personal Profile

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

To access the Personal Profile:

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

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.

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.

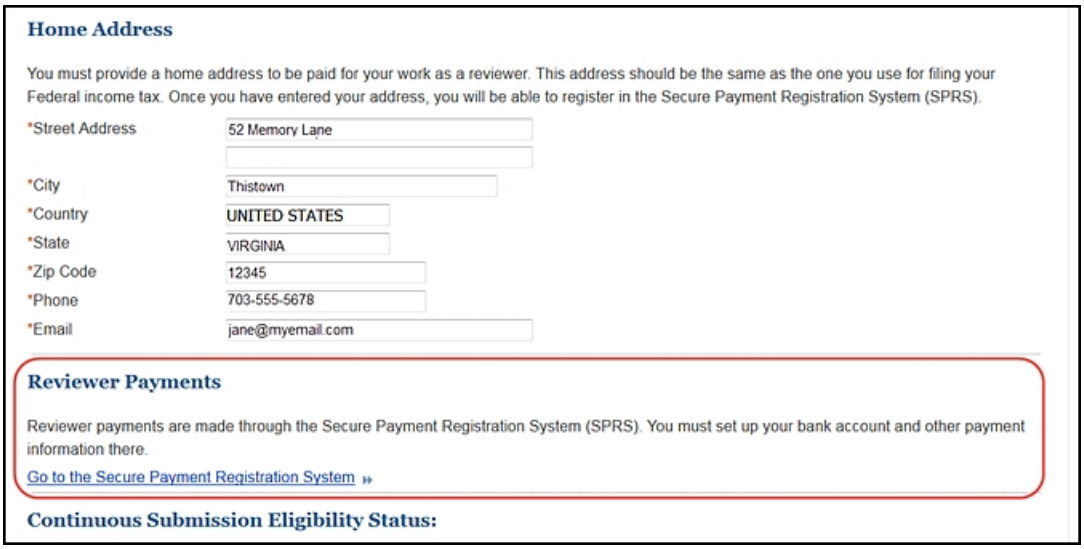
1.2.2.1 How Do I Register For Payments?

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!

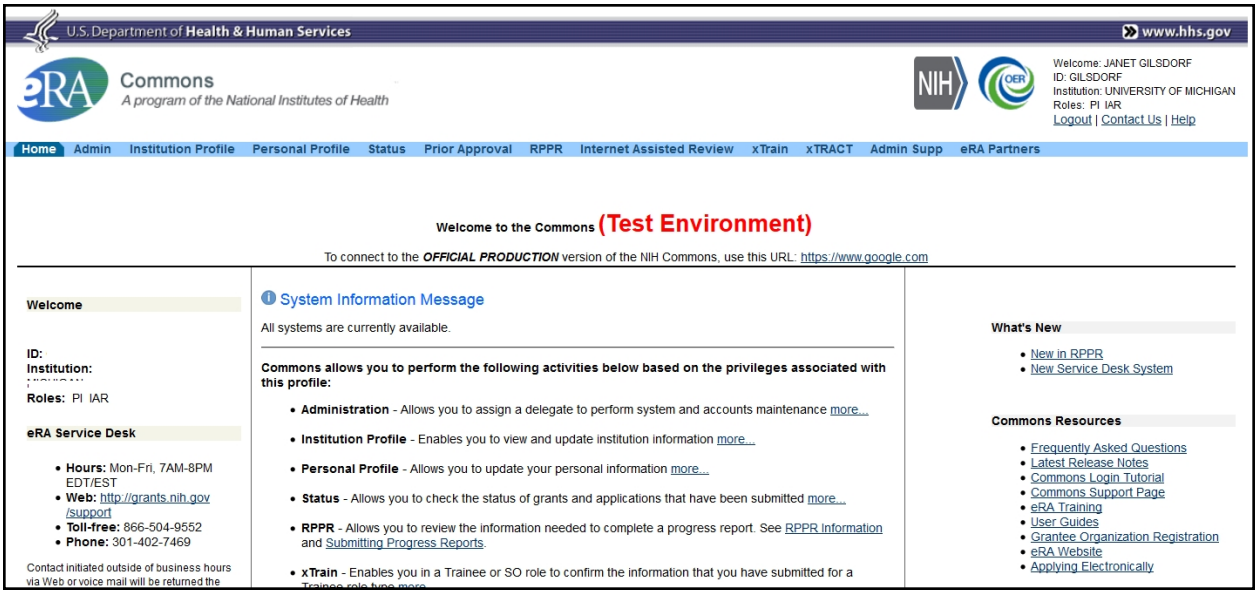
3. With your **Reviewer Information** open for editing, scroll down to the **Reviewer Payments** section - it's below the **Home Address** section. You should see a link to the SRPS system. The link is titled **Go to the Secure Payment Registration System**.



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

1.2.3 Accessing IAR

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



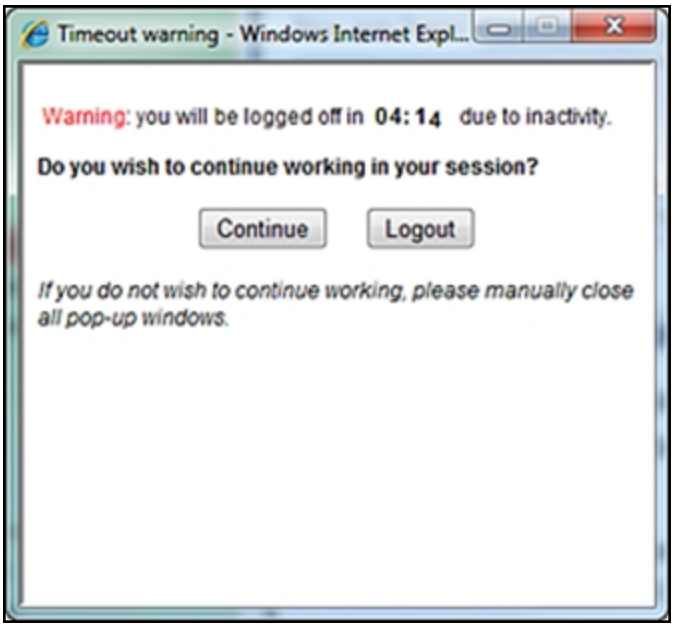
1.2.4 Session Timeout Warning

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.



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.

1.2.5.1 A Current Commons Account Holder

<u>Email Invitation For IAR Sent to Reviewer with Existing Commons Account</u>

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 Service Desk at 301-402-7469 or 866-504-9552.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

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

Subject: eRA Commons: IAR Conflict of Interest Check

Dear Potential Reviewer:

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

Purpose of Email

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

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

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

Identifying Potential Conflicts

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

Your user name is [Commons User Name]

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

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

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

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

1.2.5.2 New to eRA Commons

Email Invitation for IAR Sent to Reviewer New to Commons

To: <Reviewer email>

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

Dear Reviewer:

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

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

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

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

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

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

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

Subject: eRA Commons: IAR Conflict of Interest Check

Dear Potential Reviewer,

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

Purpose of Email

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

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

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

Identifying Potential Conflicts

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

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

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

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

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

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

Account Creation Approval Sent to Reviewers New to Commons

To: <Reviewer email>

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

Dear Reviewer:

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

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

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

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

Please open your Web browser and go to the eRA <System Name> URL <Login page> (You can copy and paste this address into the "Location" window of your browser, and press Enter). Follow the instructions on the screen to log in to eRA <System Name>. After successfully logging on, click on Internet Assisted Review on the <System Name> main menu bar. Please follow "Tips for Reviewers" <http://era.nih.gov/files/tips_processing_documents.doc> 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)>

1.3 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 57 for more information.

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

2.4 Edit Phase

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

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

3 List of Meetings Screen

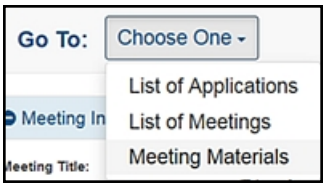
The *List of Meetings* screen in IAR is the first screen that Reviewers see once they have accessed IAR. This screen is the starting point from which IAR related meeting information is obtained. Depending on the specific phase of a meeting or status of a Reviewer, various links appear in *List of Meetings*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

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

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

3.0.1 Global Navigation

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



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 18 for detailed steps on completing this process.

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
- View Password for Materials

Phase

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

Critique Due

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

Read Phase End

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

Edit Phase End

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

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

 # Appls

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

3.2 Confidentiality Agreement

SAMHSA users - click here.

For each meeting for which a Reviewer is enabled, IAR checks to determine if the *Confidentiality Agreement* has been electronically signed. The *Confidentiality Agreement* statement must be signed one time for each meeting, regardless of meeting phase. If the Reviewer has not signed the

agreement for a particular meeting, the **Confidentiality Statement** link displays in **Action** column on *List of Meetings*. This link accesses the *Confidentiality Agreement*.

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

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

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

3.2.1 Reviewer is Not a Federally Registered Lobbyist

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

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

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

2. Select the radio button indicating **I am NOT a federally registered lobbyist.**

3. Click the **I agree** button at the bottom of the screen.

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

Confidentiality Agreement

Meeting: 2016/10 ZRG1 ACE-K (01)

Step A: LOBBYIST STATUS

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

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

Step B: CONFIDENTIALITY AGREEMENT

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

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

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

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

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

Certification

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

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

I agree | Cancel

3.2.2 Reviewer is a Federally Registered Lobbyist

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

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

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

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

2. Select the radio button indicating **I am a federally registered lobbyist, the meeting date falls within my term.**

3. Click the **I agree** button at the bottom of the screen.

Confidentiality Agreement

Meeting: 2016/10 ZRG1 ACE-K (01)

Step A: LOBBYIST STATUS

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

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

Step B: CONFIDENTIALITY AGREEMENT

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

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

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

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

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

Certification

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

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

I agree | Cancel

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

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

Registered Lobbyist Verification

Meeting: 2016/10 ZRG1 ACE-K (01)

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

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

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

Confirm/Continue

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

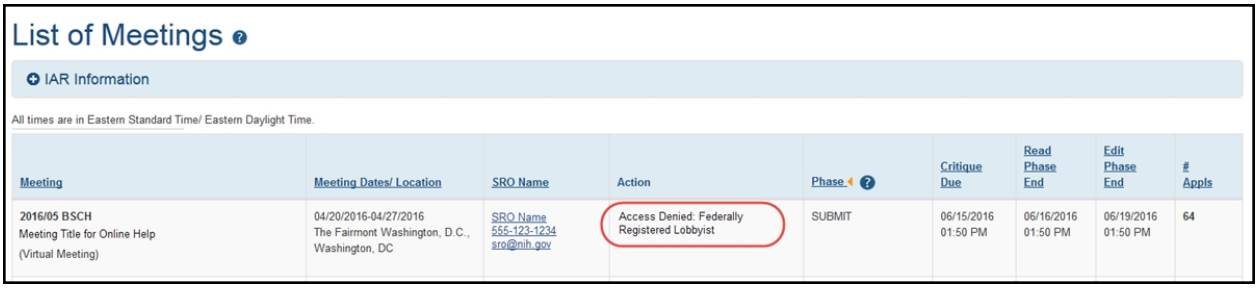
Cancel/Return

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

4. *Only if you have accessed this screen and are NOT a federally registered lobbyist:* Select the **Cancel/Return** button to return to the *List of Meetings* screen. Refer to the section of this document titled *Reviewer is Not a Federally Registered Lobbyist* on Page 19 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.



3.3 Conflicts of Interest

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

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.

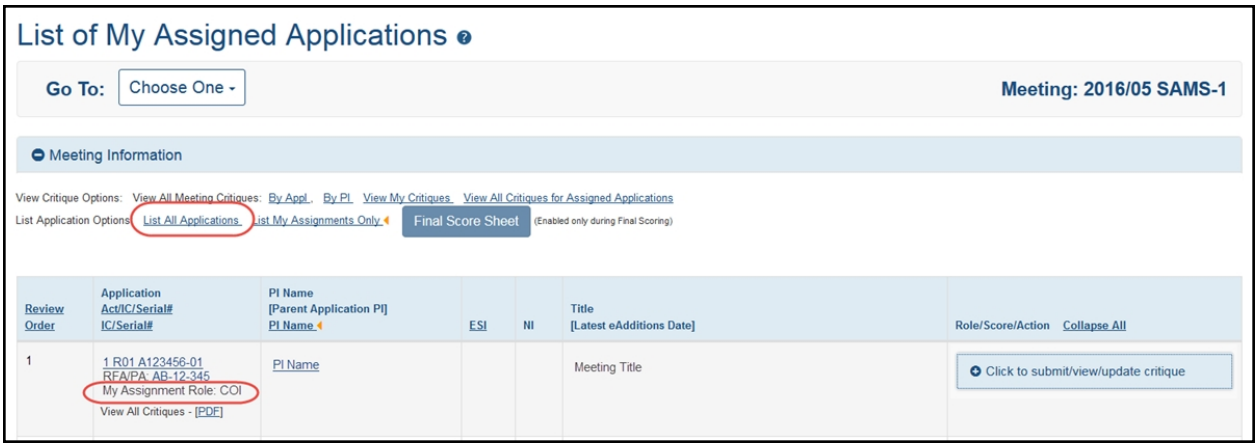
For more information on the Recruitment Phase process and responsibilities, refer to the separate *Recruitment Phase for Reviewers User Guide* located online at http://era.nih.gov/files/RP_reviewers_user_guide.pdf.

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 **List of Applications: By Application** link from the **Action** column.

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

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



3. Examine the applications:

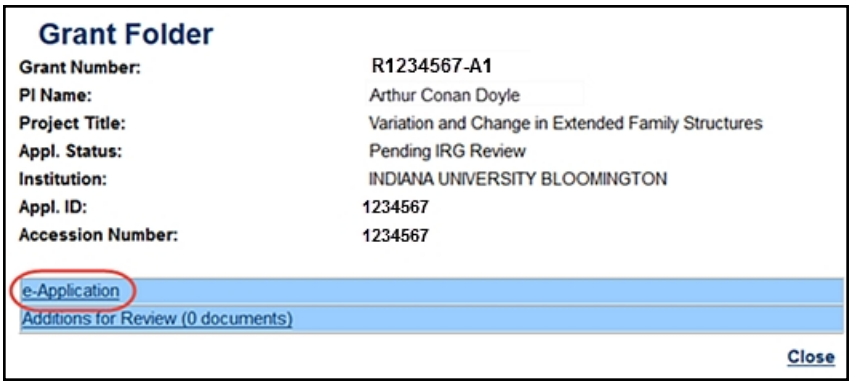
   a. Select the grant number – displayed as a hyperlink – to open the *Grant Folder* for the application.

   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.


Grant Folder
Grant Number: R1234567-A1
PI Name: Arthur Conan Doyle
Project Title: Variation and Change in Extended Family Structures
Appl. Status: Pending IRG Review
Institution: INDIANA UNIVERSITY BLOOMINGTON
Appl. ID: 1234567
Accession Number: 1234567
e-Application
Additions for Review (0 documents)
Close

4.1 Control Center

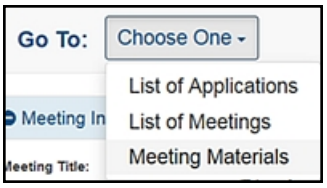
4 List of All Applications Screen

SAMHSA users - click here.

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

4.1.1 Global Navigation

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



4.2 Accessing the List of All Applications Screen

SAMHSA users - click here.

To access the *List of All Applications* after signing the confidentiality agreement (Refer to the section of this document titled *Confidentiality Agreement* on Page 18):

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.

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

To view all applications in the meeting, select the **List All Applications** link. To determine which is the current view, look for the orange triangle icon ( ) next to either the link for **List All Applications** or the **List My Assignments Only** link. The current view is indicated by this triangle icon.

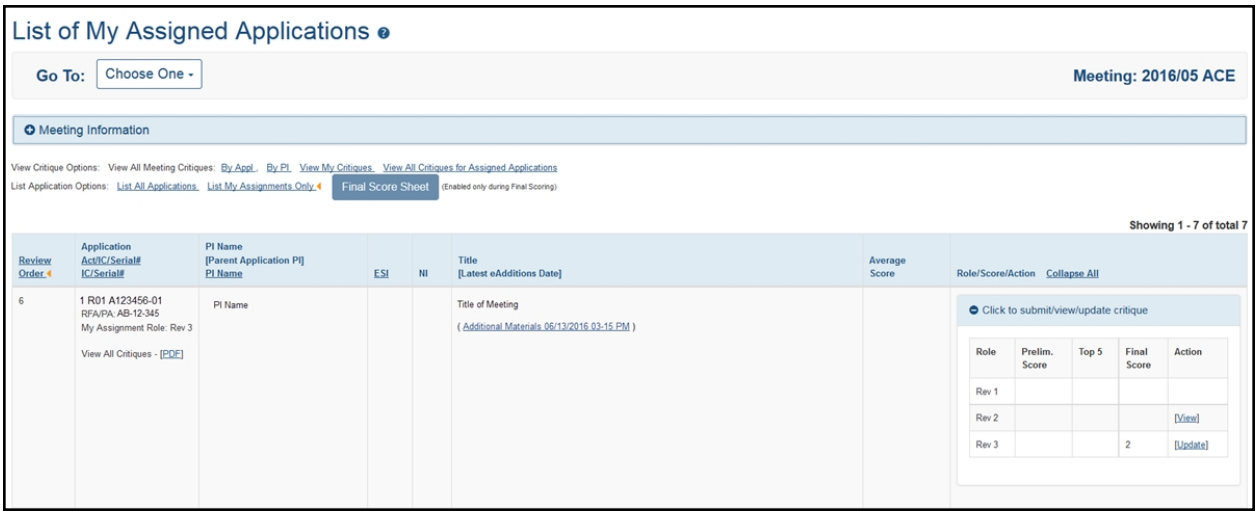
NOTE: Mail Reviewers are only able to see applications to which they are assigned and can only view their own critiques.

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

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

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

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



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 **[update]** depending on whether a Reviewer is allowed to submit or has already submitted a critique.

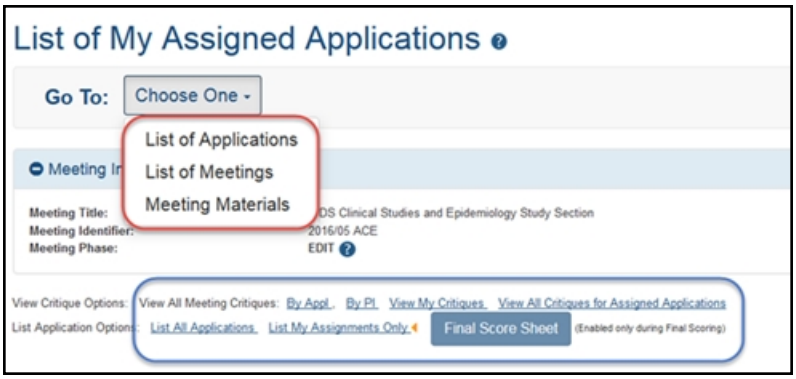
The **Submitted Date** column shows the latest date when the critique for an application was (re)submitted.

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

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

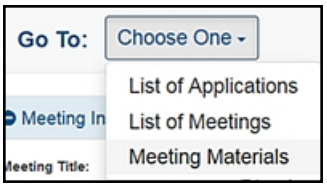
Please refer to the other sections within this chapter for details on the links and actions available from this screen for each specific meeting phase.

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



4.2.0.1 Global Navigation

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



List of Applications

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

List of Meetings

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

View Meeting Materials

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

Preliminary Score Matrix

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

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

The other links include links to critiques and application options:

View Critique Options

View My Critiques

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

View Critiques by:

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

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

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

Column Headings

The column headings bar contains new functionality, including:

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

Review Order	Application Act/IC/Serial# IC/Serial#	PI Name [Parent Application PI] PI Name	ESI	NI	Title [Latest eAdditions Date]	Average Score	Role/Score/Action	Collapse All

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]
6	1 R01 A123456-01 RFA/PAAB-12-123 My Assignment Role: Rev 3 View All Critiques - [PDF]	PI Name			Title of Meeting (Additional Materials - 01/29-2016 03:35 PM)

Additions for Review Back to Grant Folder

Grant Number	1 AB2 0000000-01
PI Name(s)	W.H. Auden
Project Title	Title of Project
Appl. Status	Pending IRG Review
Institution	UNIVERSITY OF WISCONSIN-MADISON
Appl ID	1234567

DP2OD022586-01 /

Group	Document	Date
Accepted Publication	Publication Update	01/05/2016 10:55 AM

Final Score Sheet (button)

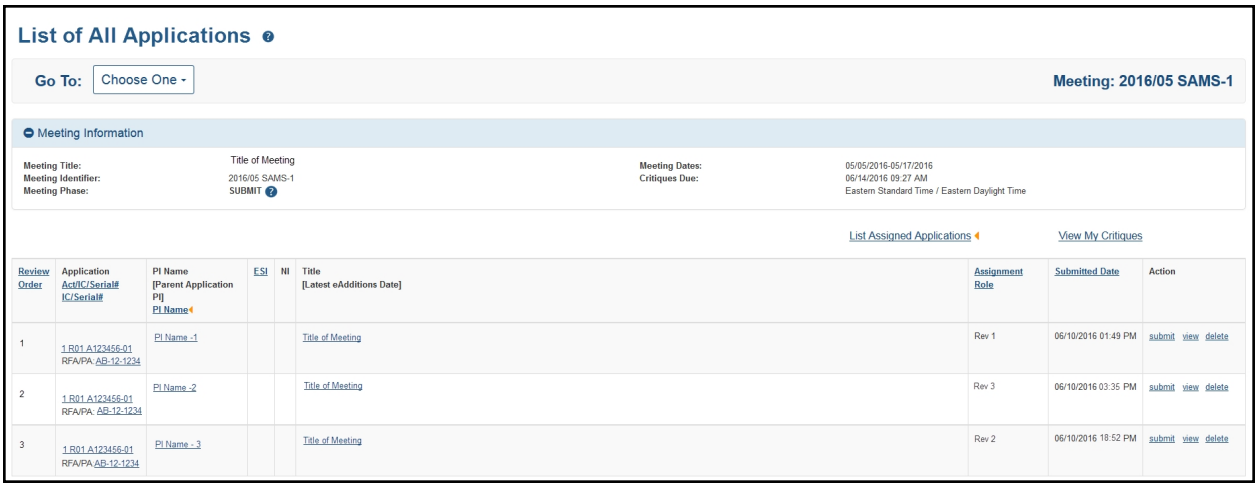
Opens the Final Score Sheet for entering final impact scores as well as criterion scores. This button is only enabled during the period of final scoring as entered by the SRO in IAR and may not be applicable to all meetings. The button is visible, but disabled outside of final scoring or if final scoring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

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

4.3 List of All Applications in Submit Phase

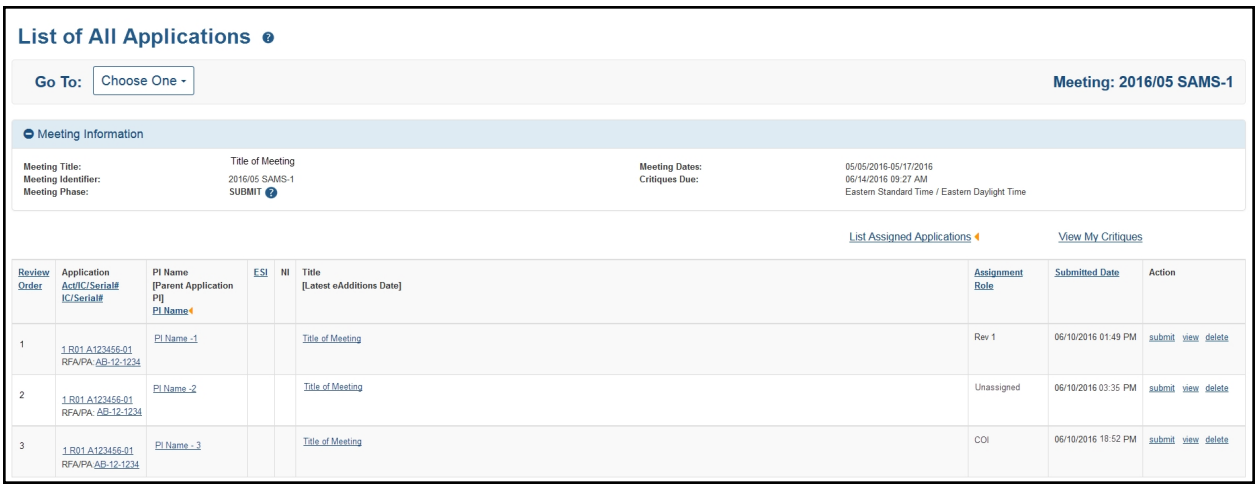
During the Submit Phase of a meeting, Reviewers perform their initial submission of critiques. They may also modify critiques and preliminary scores during the Submit Phase. Viewing all applications and submitting critiques as an unassigned Reviewer may be permitted by the SRO; however the ability to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

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



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

If the SRO allows it, Reviewers may see the **[submit]** link for unassigned applications (via the **List All Applications** view). In this case, Reviewers can submit critiques for these unassigned applications, unless there is a conflict of interest. If conflicts exist for any of the applications, *COI* displays in the **Assignment Role** column, and critiques for this application cannot be viewed or submitted.

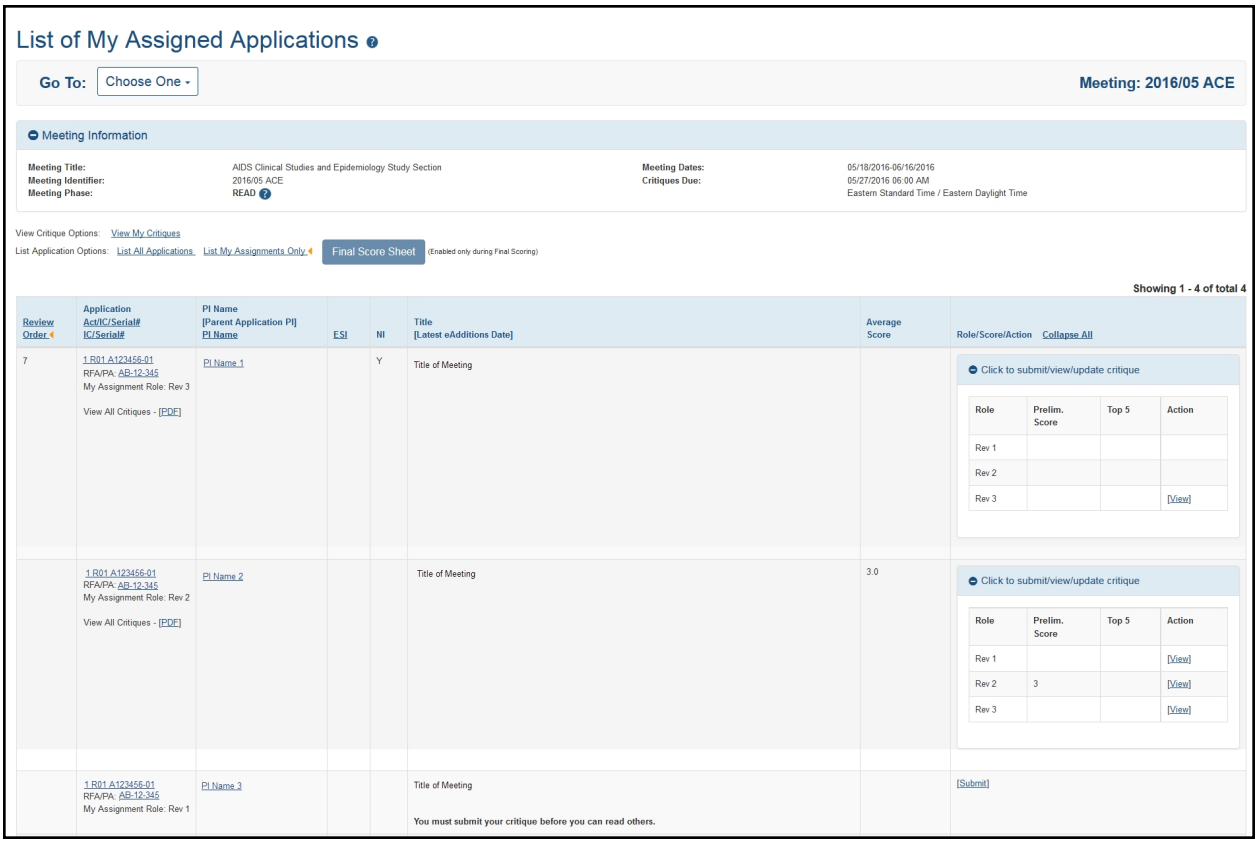


NOTE: In all meeting phases, for specific types of review, if the SRO has opted to display only applications selected for Phase 2 review, the *List of All Applications* screen reflects this choice and displays only Phase 2 applications. The screen name is displayed as *List of All Applications – Phase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

4.4 List of All Applications in Read Phase

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

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



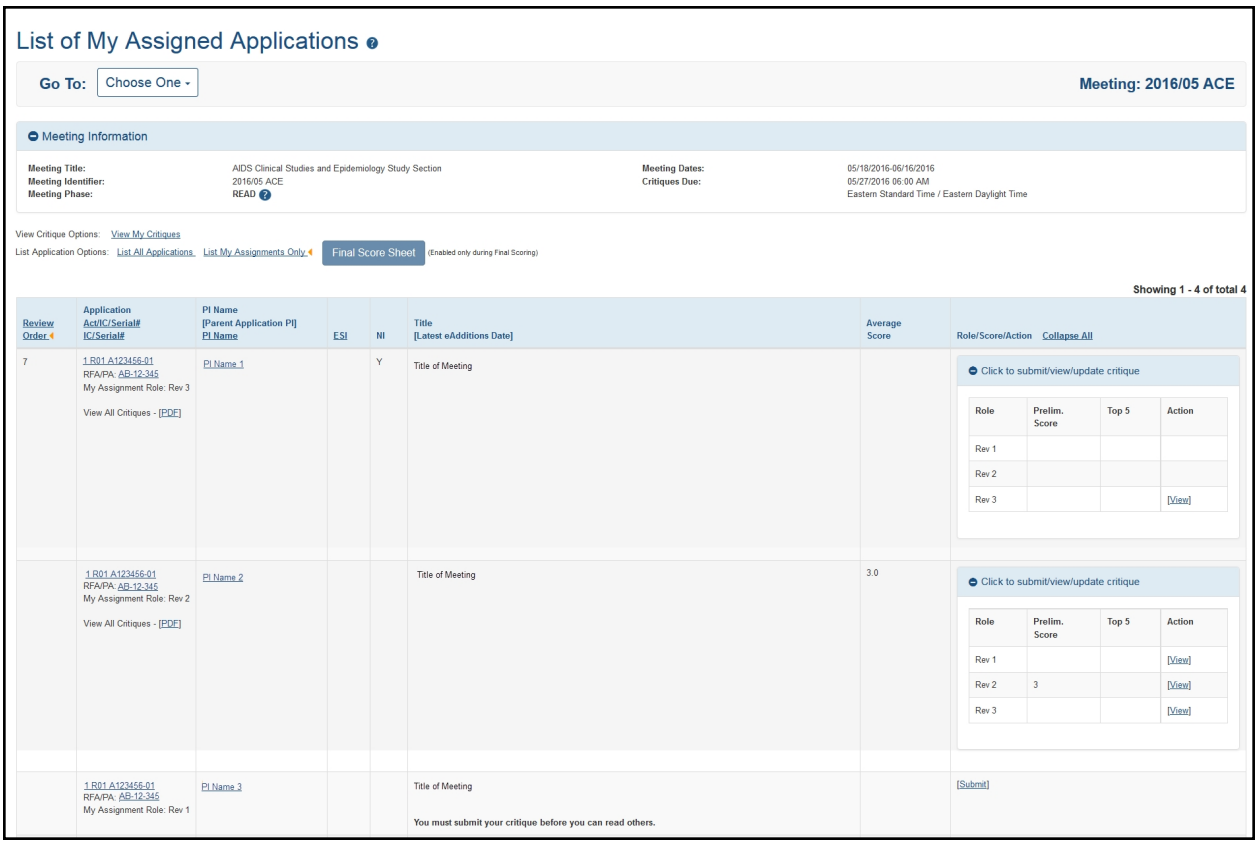
If the Reviewer has submitted scores for an application, the **View All Critiques – [PDF]** link displays in the **Application** column for that application. This link can be used to access a PDF file of all Reviewer's critiques for this application. When setting up the meeting, the SRO can choose to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

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

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

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

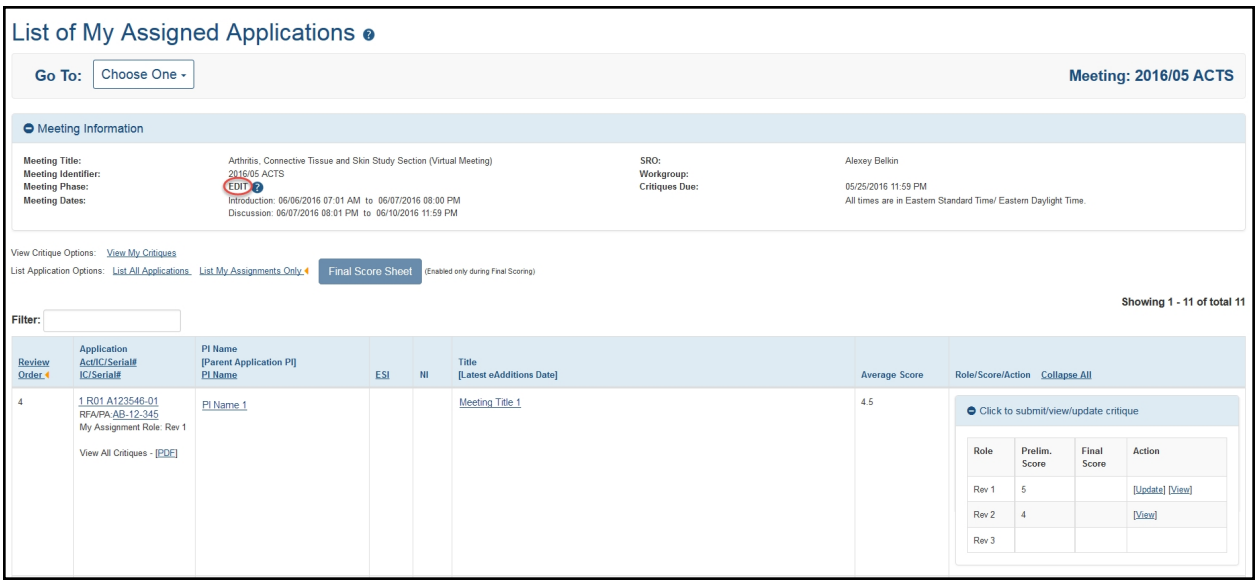
During the Read Phase of the meeting, the **Prelim. Score** column lists each application's preliminary score per Reviewer Role. The **Average** score is displayed beneath these scores. Reviewers may also view scores via the *Preliminary Score Matrix*, accessible via the **Preliminary Score Matrix** link. Refer to the section of this document titled *Preliminary Score Matrix* on Page 63 for more information.



4.5 List of All Applications in Edit Phase

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

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



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

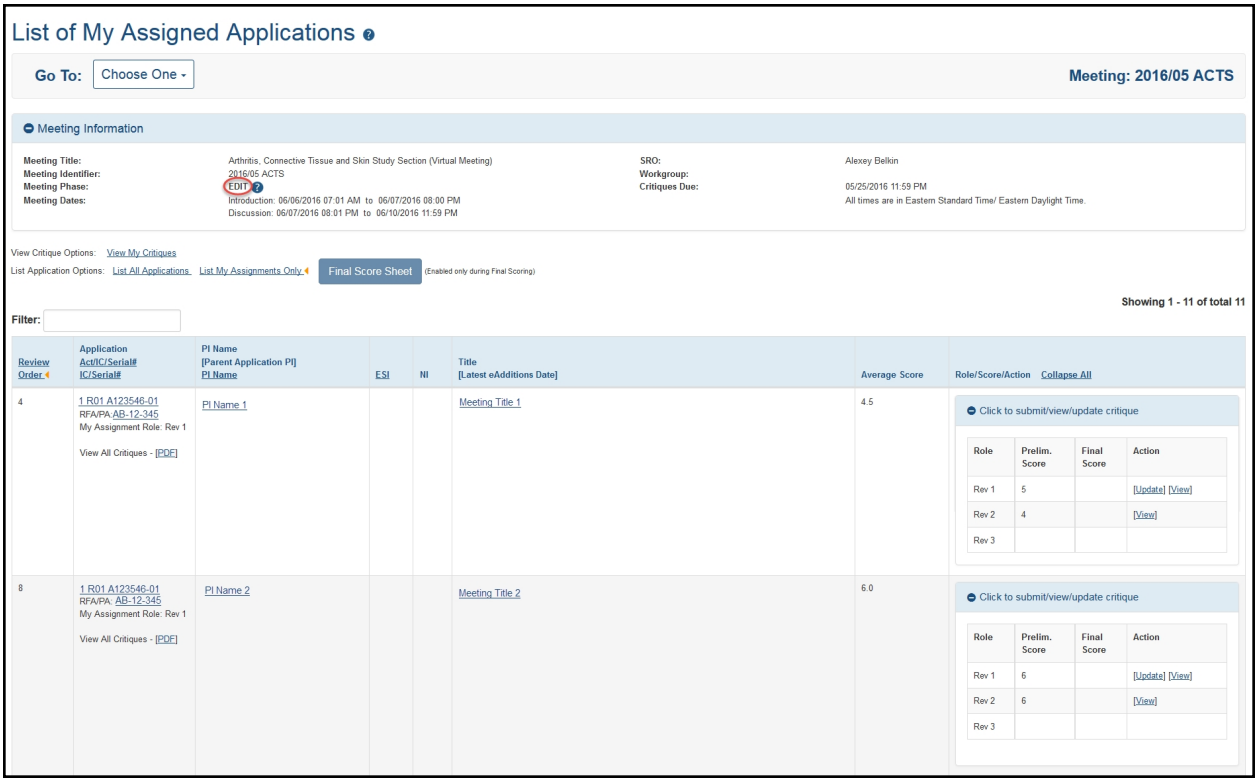
Once a critique is submitted, the options become **[view]** and **[update]** for a Reviewer's own critiques and **[view]** for the critiques of other Reviewers.

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

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

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

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



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

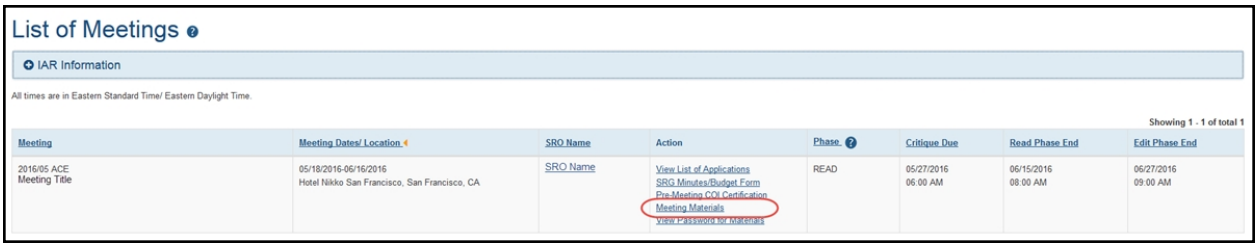
To update scores or critiques during the Edit Phase:

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

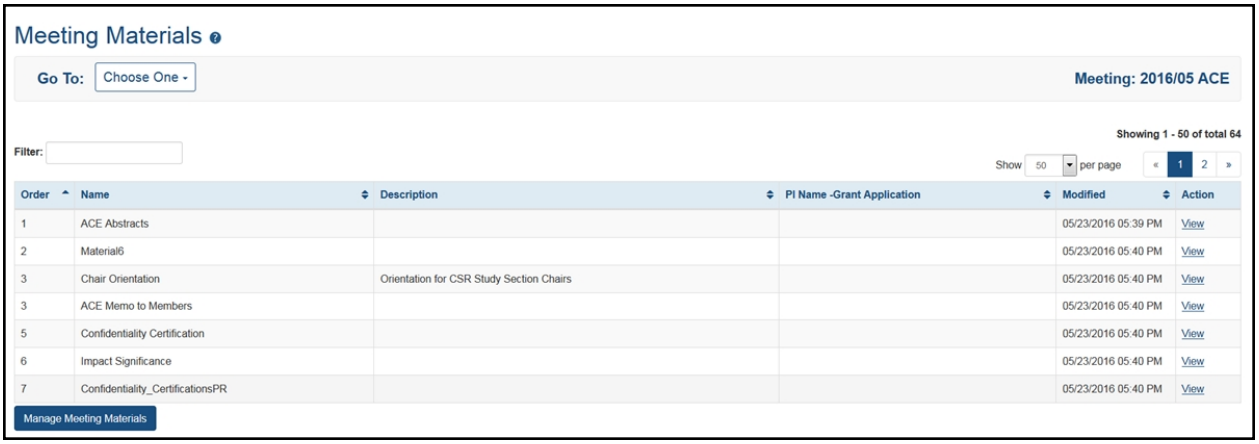
5 Meeting Materials

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

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



The Meeting Materials screen displays.



The *Meeting Materials* screen can be accessed:

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

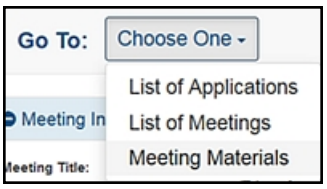
Tip: The order of the names of the meeting materials can now be changed by using drag and drop on the list.

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

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

5.0.1 Global Navigation

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

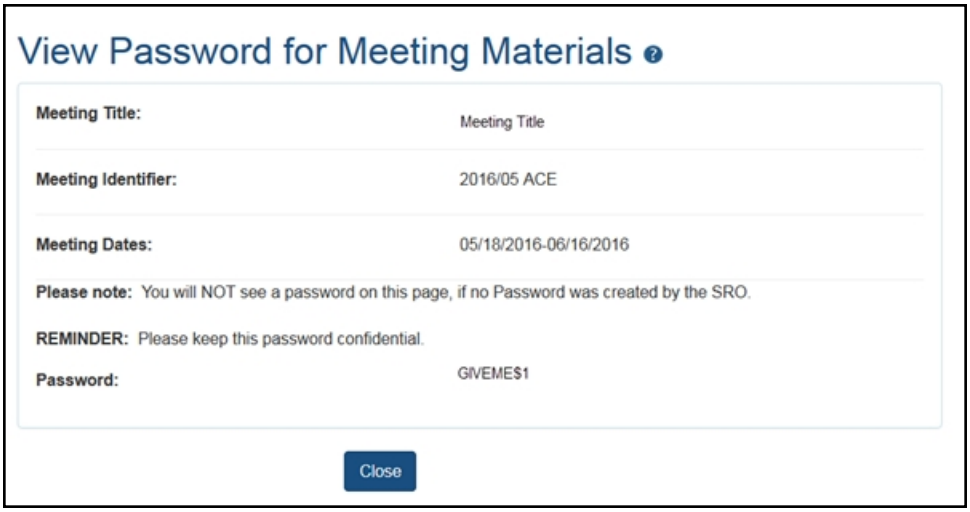


5.1 View the Meeting Materials Password

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

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

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



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

6 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.

Click here to see SAMHSA-only Critique submission

6.1 Review with Scored Criteria (NIH Review Business Process)

6.1.1 Preliminary Scores and Critiques

For the Scoring System and Procedure for NIH guidance only, select the following link:http://grants.nih.gov/grants/peer/guidelines_general/scoring_system_and_procedure.pdf.

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.

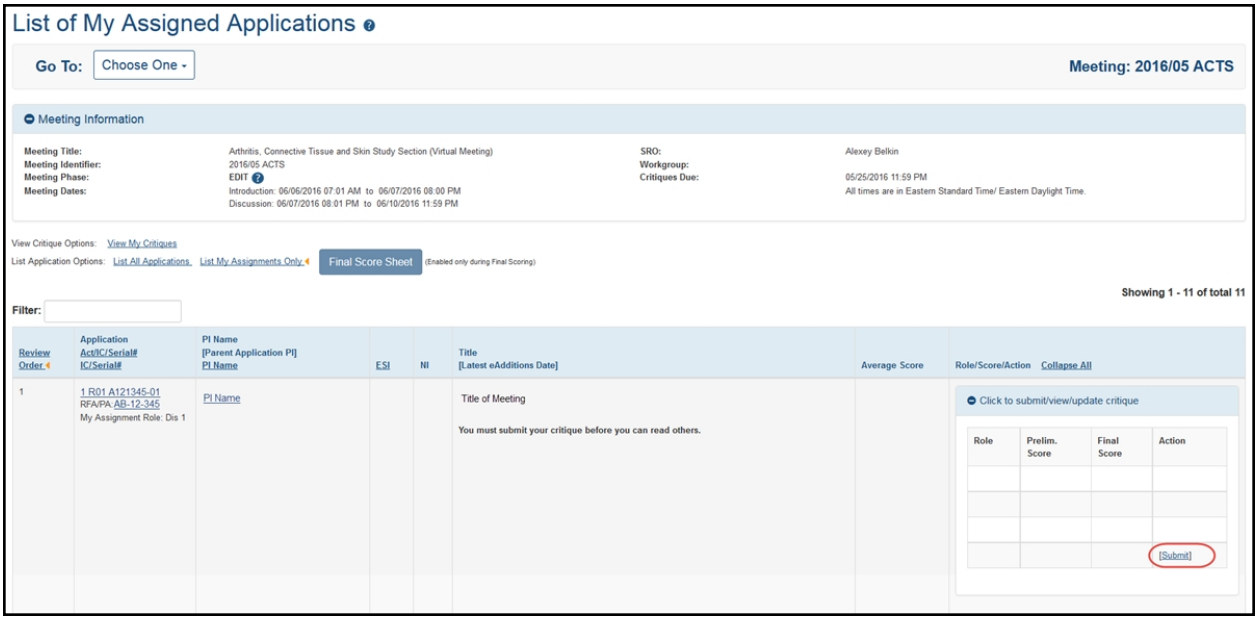
To submit critiques and scores:

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

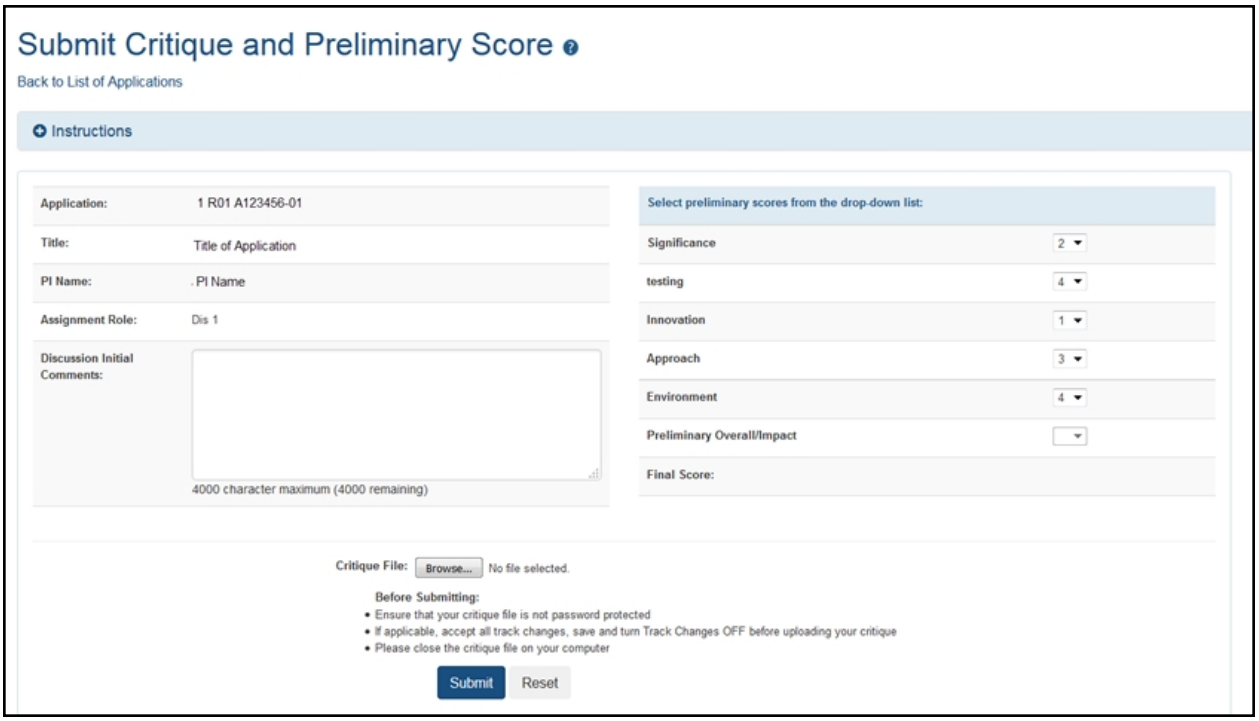
   The *List of All Applications* screen displays, showing only the applications assigned to the Reviewer.

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.



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.



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.

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.

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

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

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

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

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

Submit Critique and Preliminary Score

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

Application:	1 R01 A123456-01
Title:	Meeting Title
PI Name:	PI Name
Assignment Role:	Dis 1
Significance:	2
testing:	4
Innovation:	1
Approach:	3
Environment:	4
Preliminary Overall/Impact:	
Final Score:	
Critique File:	e PO1 - project 1 - R1.pdf
Submitted Date:	06/13/2016 12:49 PM EDT

Discussion Initial Comments:

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

Confirm Cancel

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

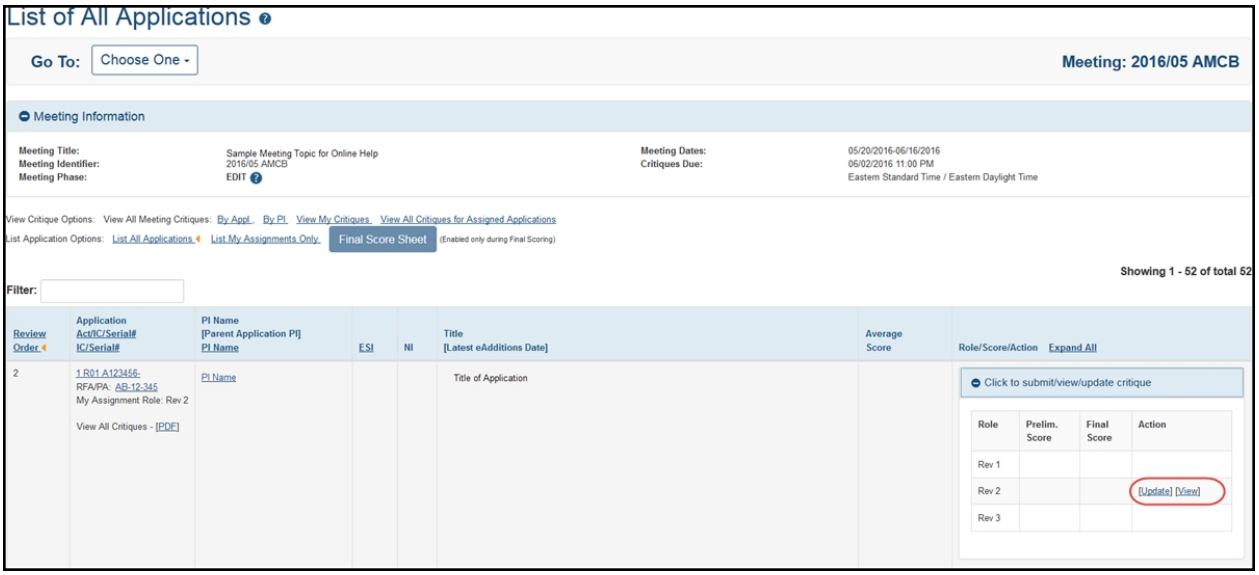
- The following information has been successfully submitted:

Application:	1 R01 A123456-01
Title:	Title of Application
PI Name:	PI Name
Assignment Role:	Rev 2
Significance:	2
testing:	2
Innovation:	3
Approach:	1
Environment:	3
Preliminary Overall/Impact:	
Critique File:	e PO1 - project 1 - R1.docx [View this submitted critique]
Submitted Date:	06/13/2016 01:31 PM EDT

Before Submitting:

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

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



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

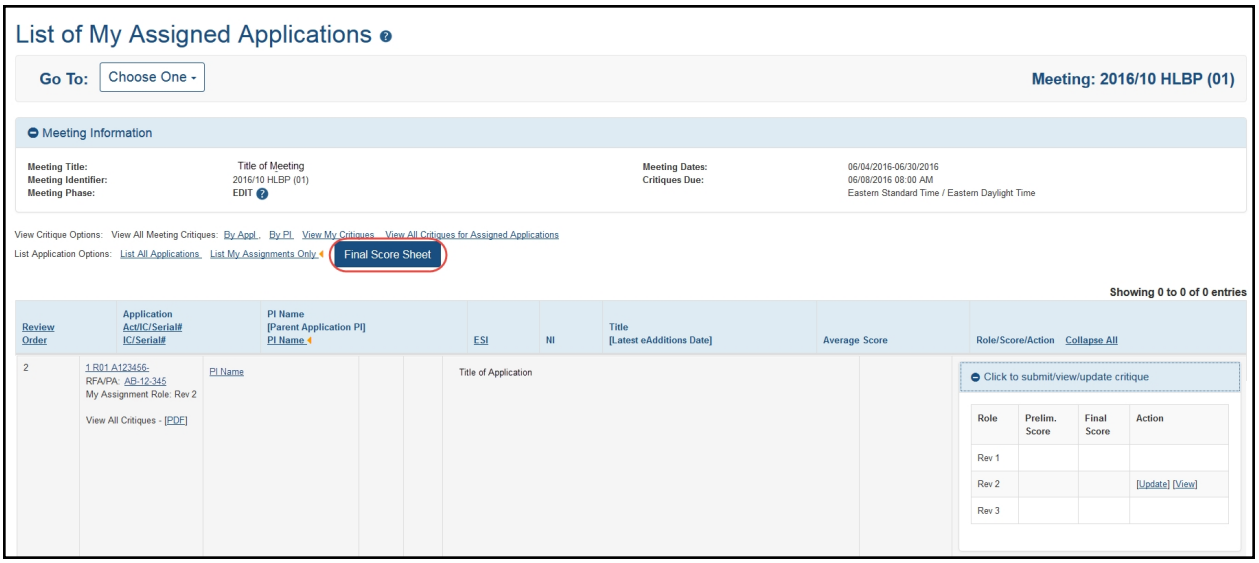
NOTE: If the pre-meeting COI certification has not been signed, a warning displays on the *Submit Critique and Preliminary Score* screen as follows: *Please sign your pre-meeting Conflict of Interest Certification in IAR system.* Refer to the section of this document titled *Signing the Meeting Conflict of Interest Certifications* on Page 111 for more information.

6.1.2 Final Score Sheet (formerly called Voter Sheet)

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

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

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



To submit final scores:

1. Access the *List of All Applications* screen in IAR.

2. Select the **Final Score Sheet** button. This button is displayed on the screen only for Reviewers allowed to submit final scores and only during the score entry date range for the meeting.

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

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.

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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:

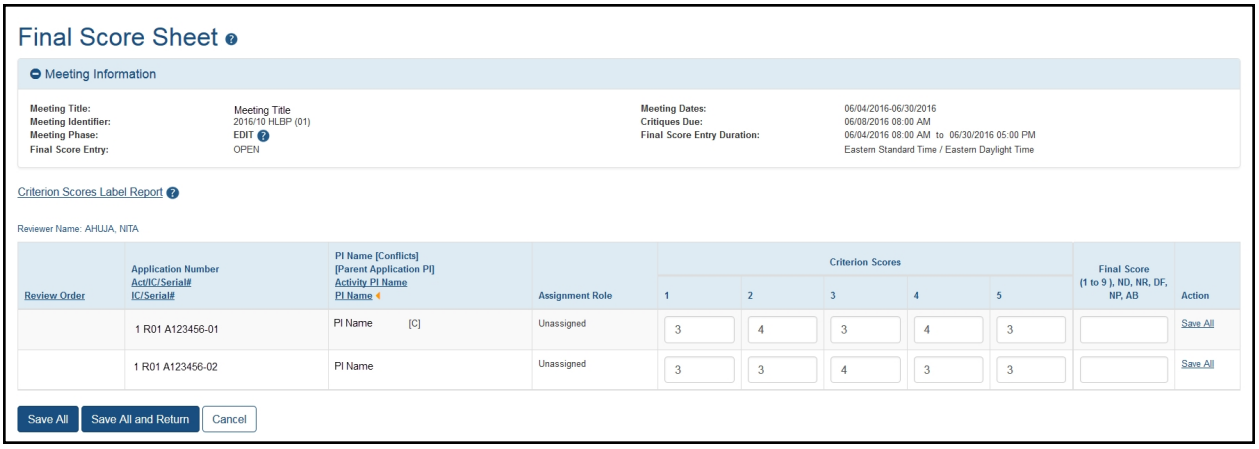
   ND – Not Discussed: All applications in a meeting are required to receive scores. Applications lacking the quality necessary to be discussed at review meetings should be designated as ND.

   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.



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

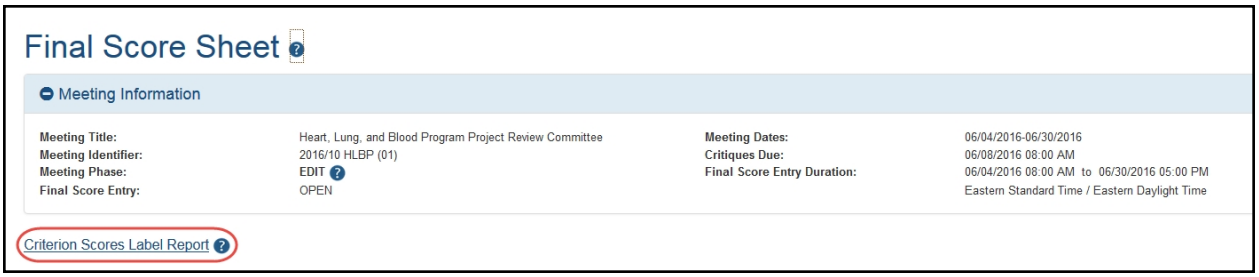
   Selecting the **Cancel** button at any time ignores the unsaved changes and closes the *Final Score Sheet* screen.

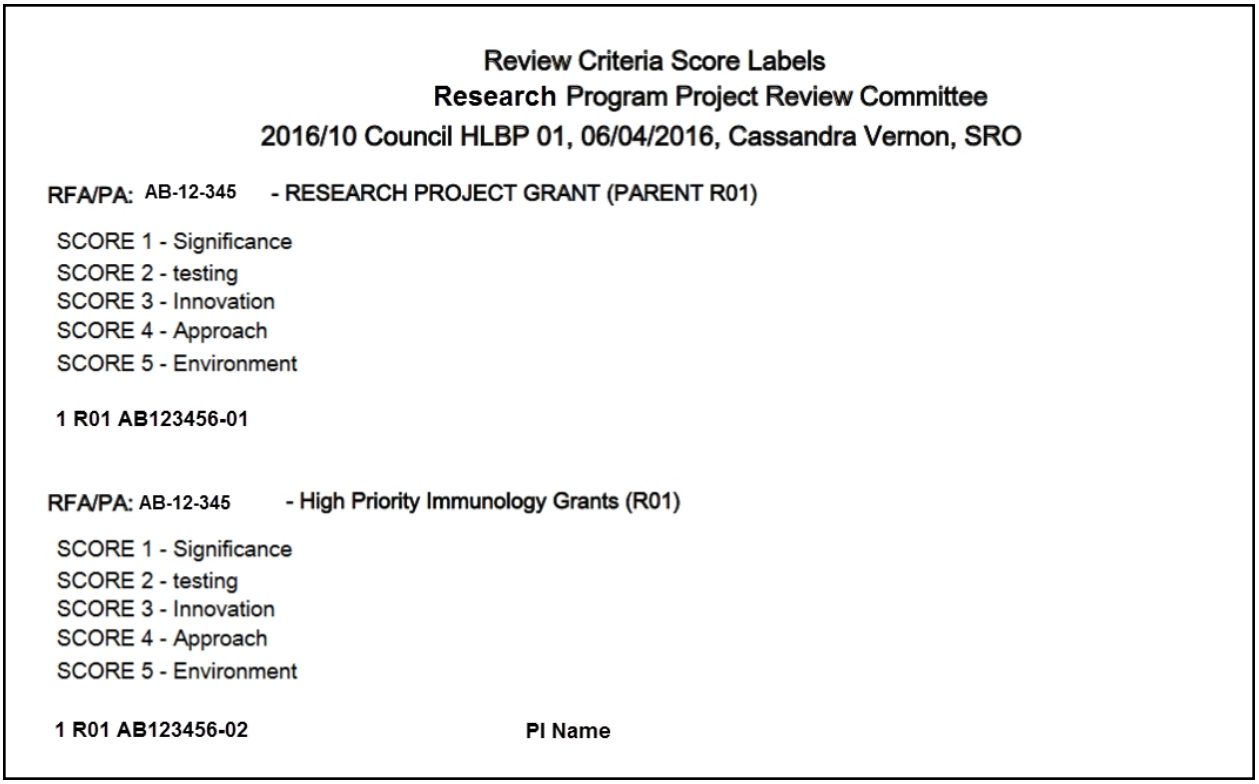
6. To save changes and leave the screen, select the **Save All and Return** button.

6.1.3 Review Criteria Score Labels Report

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

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





6.2 Review Without Scored Criteria

6.2.1 Preliminary Scores

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

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

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

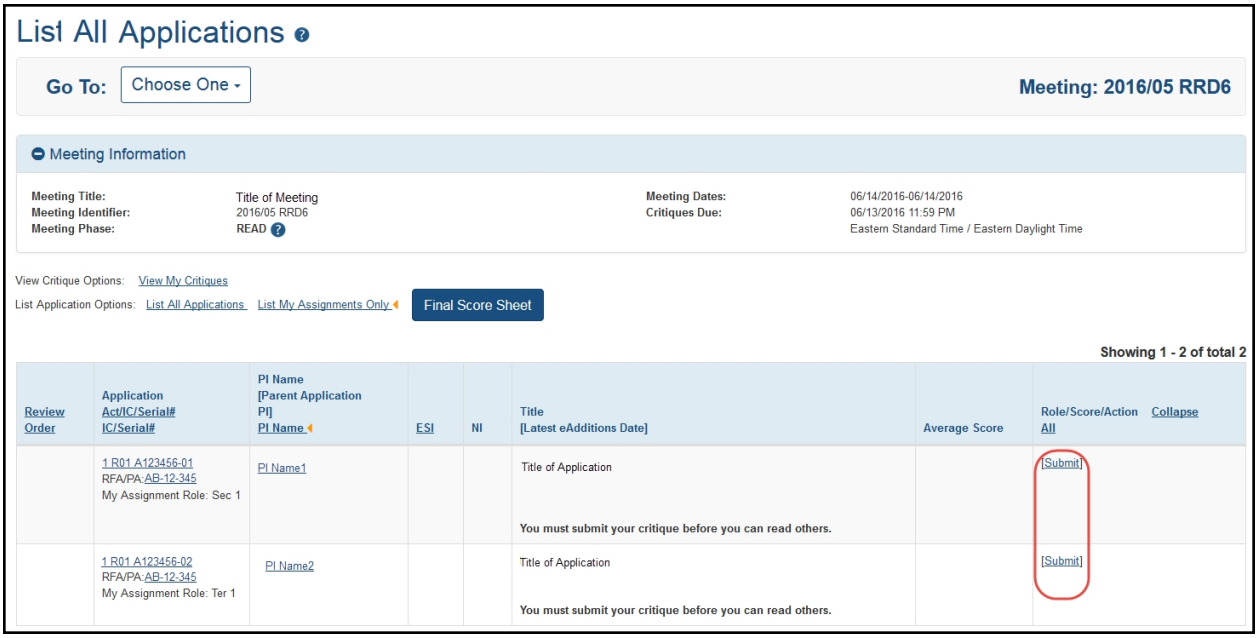
To submit critiques and scores using the Review Business Process with no scored criteria:

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

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

2. *Optional:* Select the **List All Applications** link to display all applications in the meeting.

3. Select the **[submit]** link from the **Action** column for the application being reviewed.



The *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.

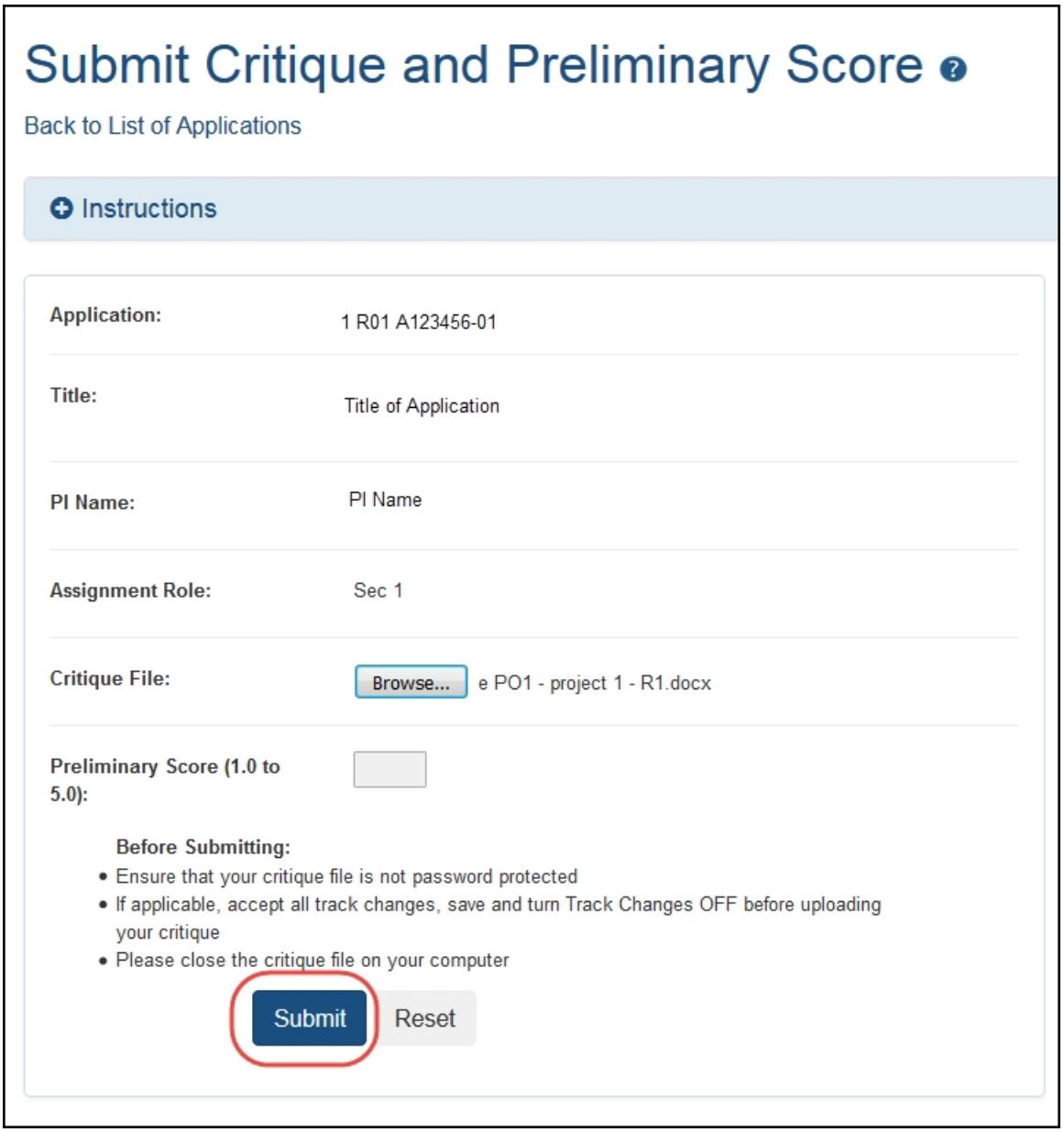
If 5 other applications have already been designated as Top 5, IAR displays the following error: *You have already designated 5 applications in the Top 5 category. Please clear the Top 5 designation from existing application(s) to designate this application as Top 5.* In this case, access the other Top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



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

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

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

NOTE: If the pre-meeting COI certification has not been signed, a warning displays as follows: *Please sign your pre-meeting Conflict of Interest certification in IAR system.* Refer to the section of this document titled *Signing the Meeting Conflict of Interest Certifications* on Page 111 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.

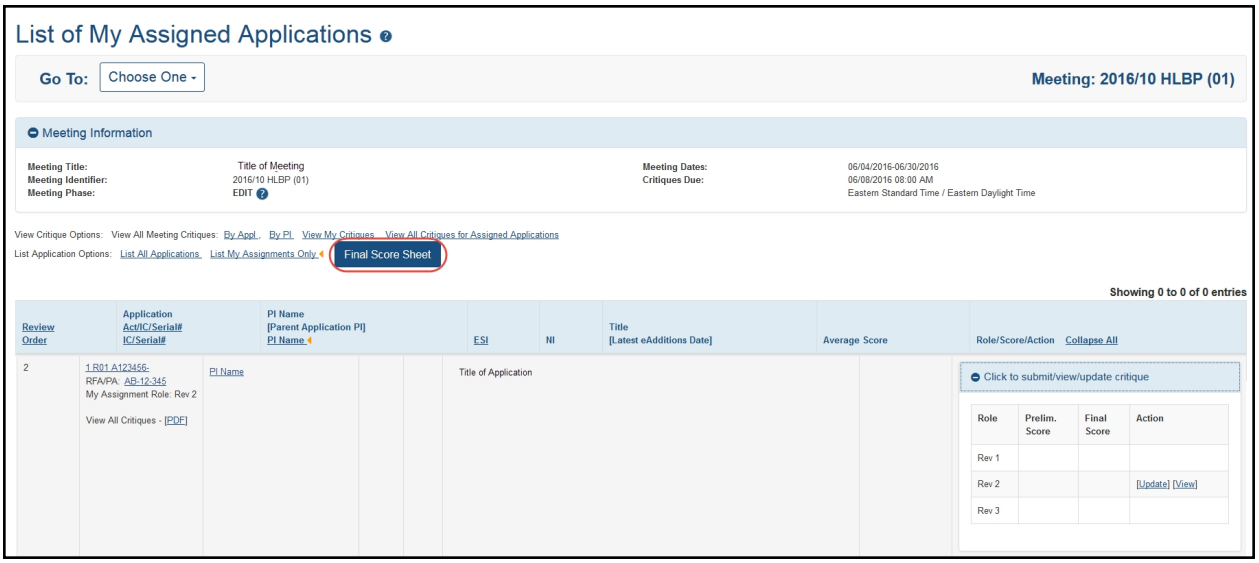
    Reviewers may view their own critiques and scores as well as those of other Reviewers (when permitted) once they have uploaded them. The manner in which critiques are viewed differs from phase to phase. Refer to the section of this document titled *Viewing Critiques* on Page 57 for a description of the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

6.2.2 Final Score Sheet (previously called Voter Sheet)

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

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

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



To submit final scores:

1. Access the *List of All Applications* screen in IAR.

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

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

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

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

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

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

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

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

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

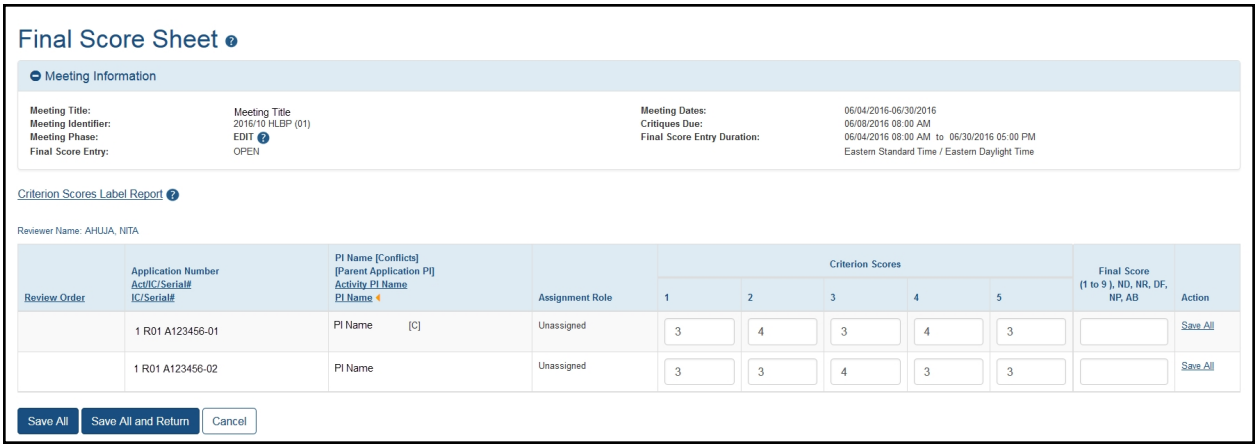
   DF – Deferred: Applications marked deferred are moved to the next council round.

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

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

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

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



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

6.3 Viewing Critiques

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

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

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

Submit Phase

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

Read and Edit Phases

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

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

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

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

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

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

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

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

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

  Selecting this option opens a PDF document of all critiques for all applications in the meeting – not just those submitted by the Reviewer or applications assigned to the Reviewer. The critiques are ordered by the last name of the applications' PIs, with a secondary sort on the reviewer assignment role. Multi-project applications are sorted by the parent application's PI. If the Reviewer is in conflict with an application, the critiques for that application are omitted from the document.

- **View My Critiques** link

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

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

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

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

- **View All Critiques – [PDF]** link

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

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.

1	1 R21 AI125889-01 RFA/PA: PA-13-303	HE, YOU-WEN			Functional roles of the integration sites in HIV reservoir persistence		Click to submit/view/update critique
8	1 R21 AI122868-01A1 RFA/PA: PA-13-303 My Assignment Role: Rev 1	JOSHI, ANJALI			Role of HIV-1 Envelope and CCR5 Interactions in HIV Disease You must submit your critique before you can read others.		[Submit]

6.4 Deleting Scores and Critiques

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

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

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

NOTE: During the Edit Phase, scores and critiques can be modified using the **[update]** link. Refer to the section of this document titled *List of All Applications in Edit Phase* on Page 35 for more information.

To delete critiques and/or scores:

1. Access the *List of All Applications* screen for the meeting.

2. Locate the application from the list, and select the **[delete]** link from the **Action** column.

Title [Latest eAdditions Date]	Reviewer	Role	Prelim. Score AVG	Submitted Date	Action
Title of Application View Discussion	Reviewer1	Pri 1	5	05/31/2016 11:03 AM	submit view delete
	Reviewer2	Pri 2			submit
	Average:	5.0			
Title of Application View Discussion	Reviewer1	Pri 1	5	05/31/2016 11:44 AM	submit view delete
	Average:	5.0			
Title of Application View Discussion	Reviewer1	Pri 1	6	05/27/2016 01:01 PM	submit view delete
	Average:	6.0			

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.

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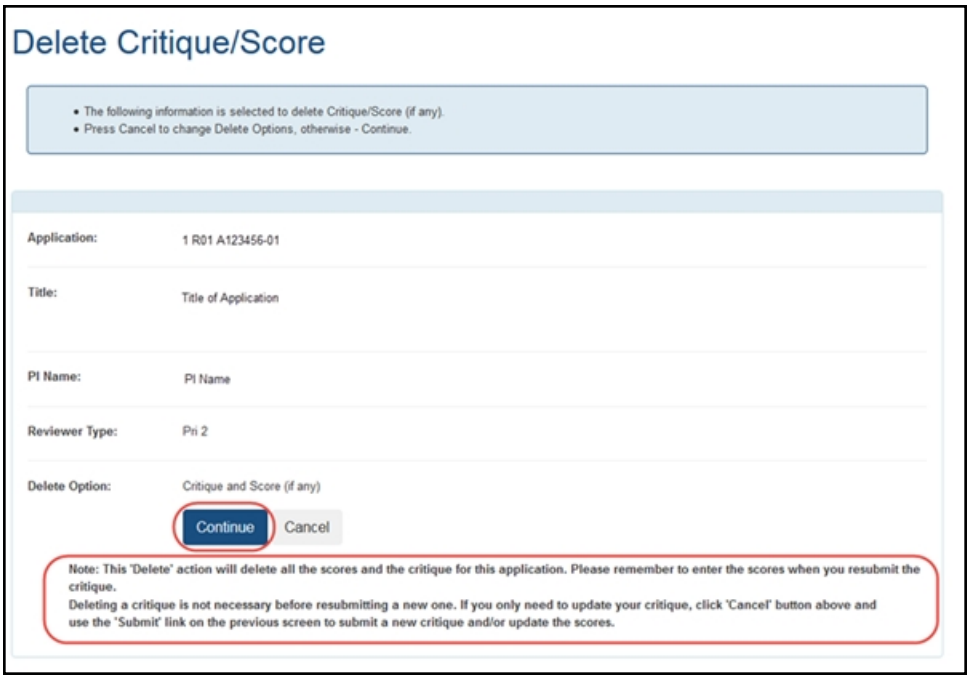
3. Select the radio button for the appropriate delete action and select the **Submit** button.

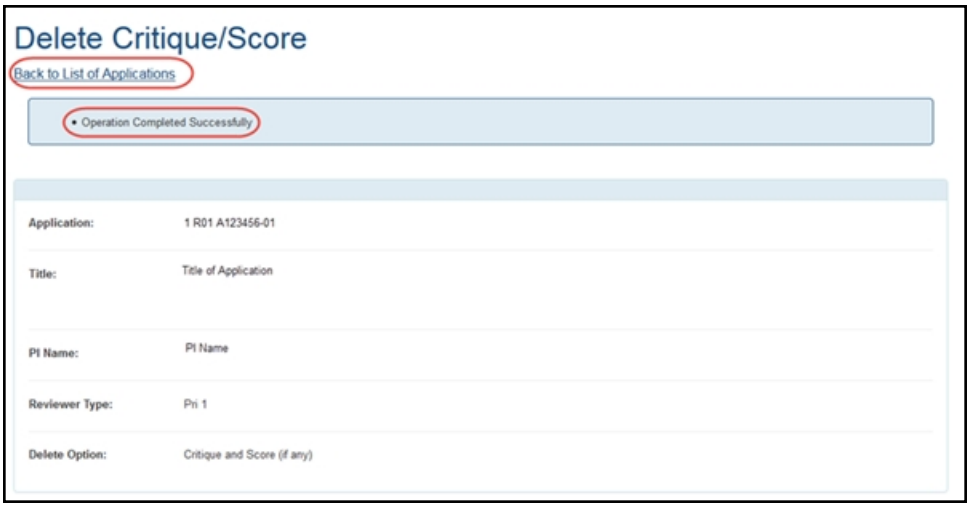
A confirmation screen displays before the delete is committed. The Note on the screen indicates what will happen if the action is continued. Review this information to make sure the correct option has been selected and that the correct data is being removed.

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



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.

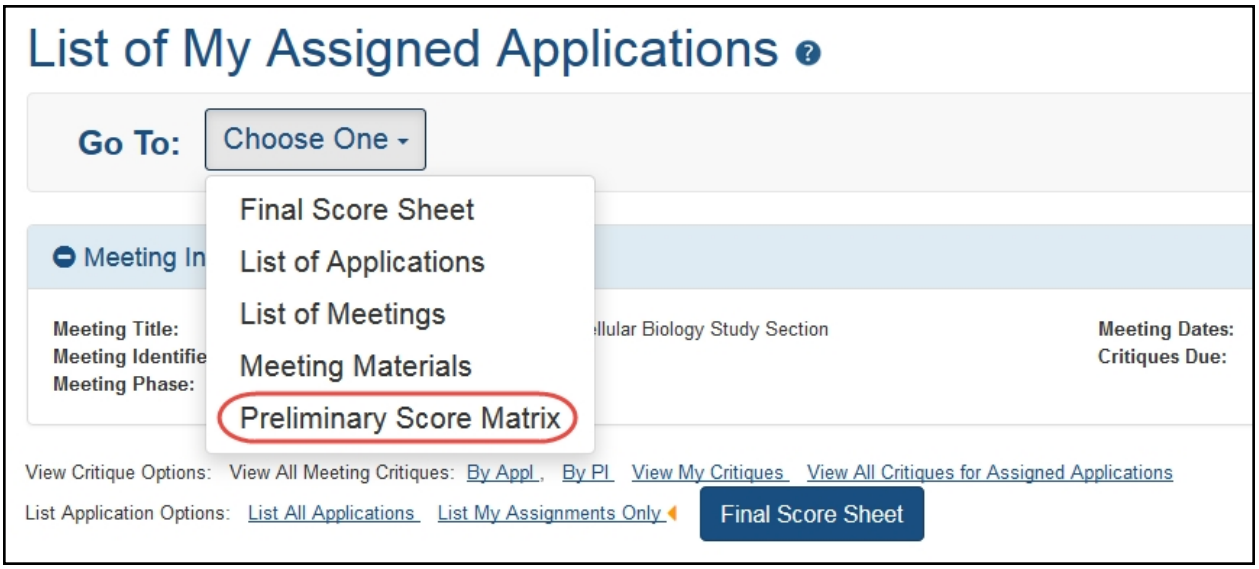


6.5 Preliminary Score Matrix

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

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

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



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

Preliminary Score Matrix

Go To: Choose One

Meeting: 2016/05 ZRG1 BCMB-D (03)

Meeting Information

Meeting Title: Title of Meeting
Meeting Identifier: 2016/05 ZRG1 BCMB-D (03)
Meeting Phase: READ

Meeting Dates: 05/17/2016-08/16/2016
Critiques Due: 06/01/2016 11:00 PM
Eastern Standard Time / Eastern Daylight Time

Show All Applications | Show Lower Half Applications Only | Export to Excel

Showing 1 - 2 of total 2

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]
	1 R01 A123456-01	PI Name [C]		3.0	3
	1 R01 A123456-02	PI Name [C]		4.0	4

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

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

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

Show Lower Half Only

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

Preliminary Score Matrix

Go To: Choose One

Meeting: 2016/05 ABCD-A1

Meeting: 2016/05 CHHD-W 1

Meeting Information

Meeting Title: Population Sciences Subcommittee
Meeting Identifier: 2016-05 ABCD-A1
Meeting Phase: READ

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

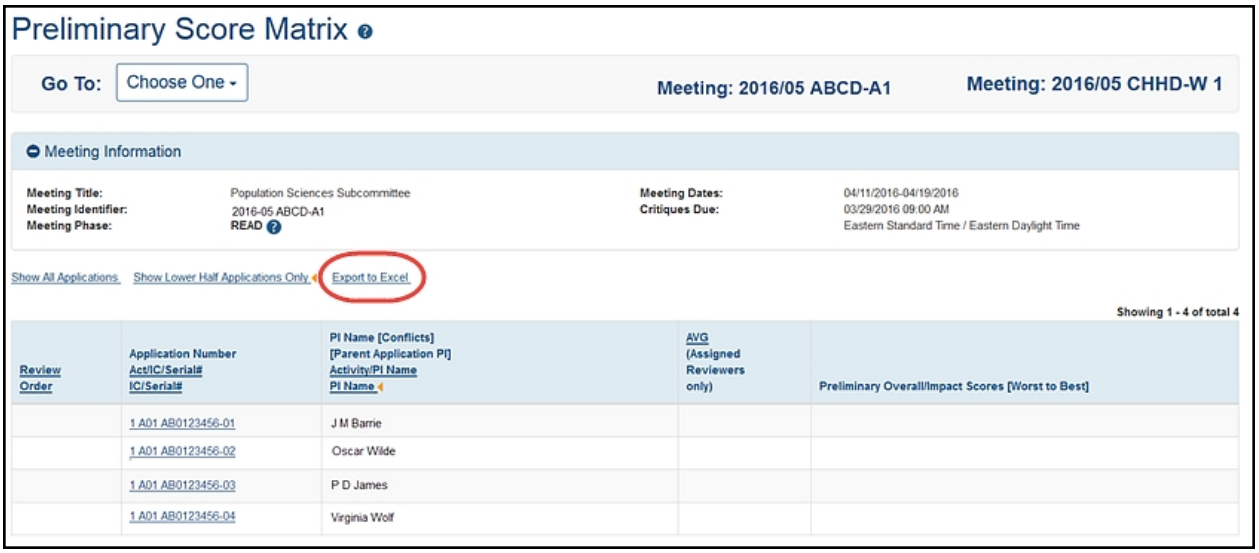
Show All Applications | Show Lower Half Applications Only | Export to Excel

Showing 1 - 4 of total 4

Review Order	Application Number Act/IC/Serial# IC/Serial#	PI Name [Conflicts] [Parent Application PI] Activity/PI Name PI Name	AVG (Assigned Reviewers only)	Preliminary Overall/Impact Scores [Worst to Best]
	1 A01 AB0123456-01	J M Barrie		
	1 A01 AB0123456-02	Oscar Wilde		
	1 A01 AB0123456-03	P D James		
	1 A01 AB0123456-04	Virginia Wolf		

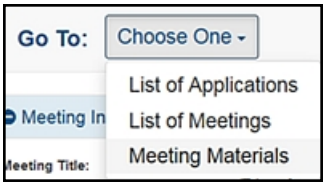
Export to Excel

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.



6.5.0.1 Global Navigation

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



6 SAMHSA-Only Topics

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

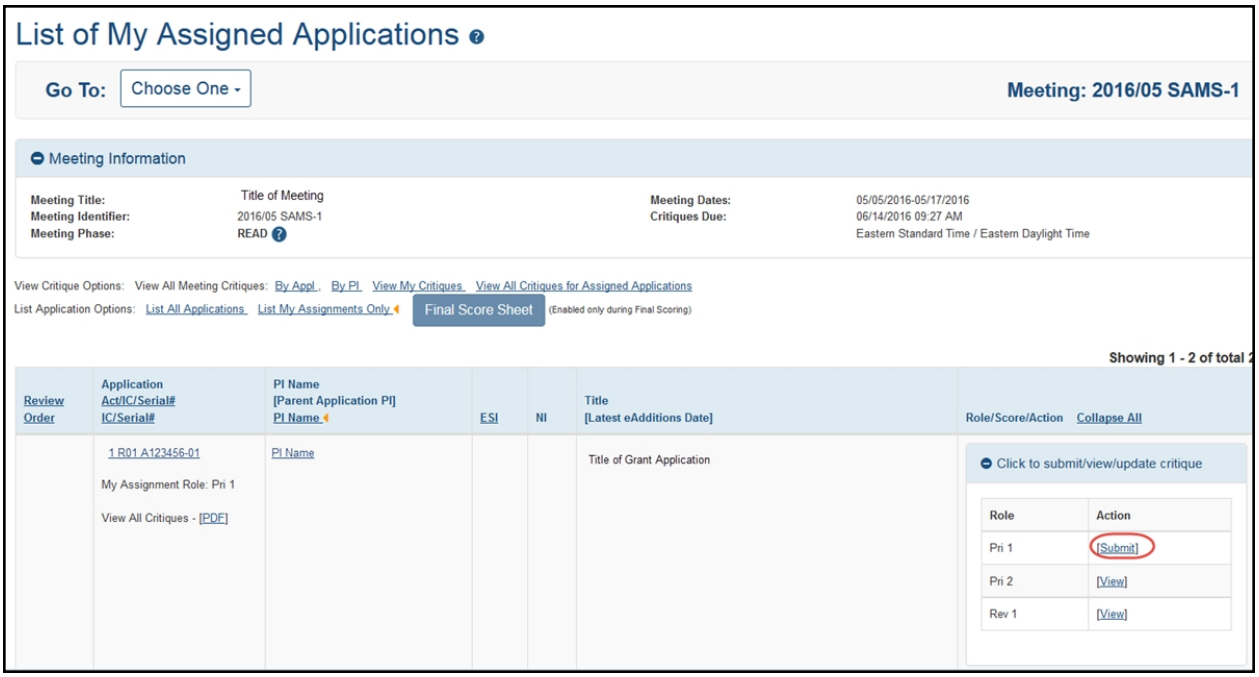
The following link to specific SAMHSA-only topics.

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

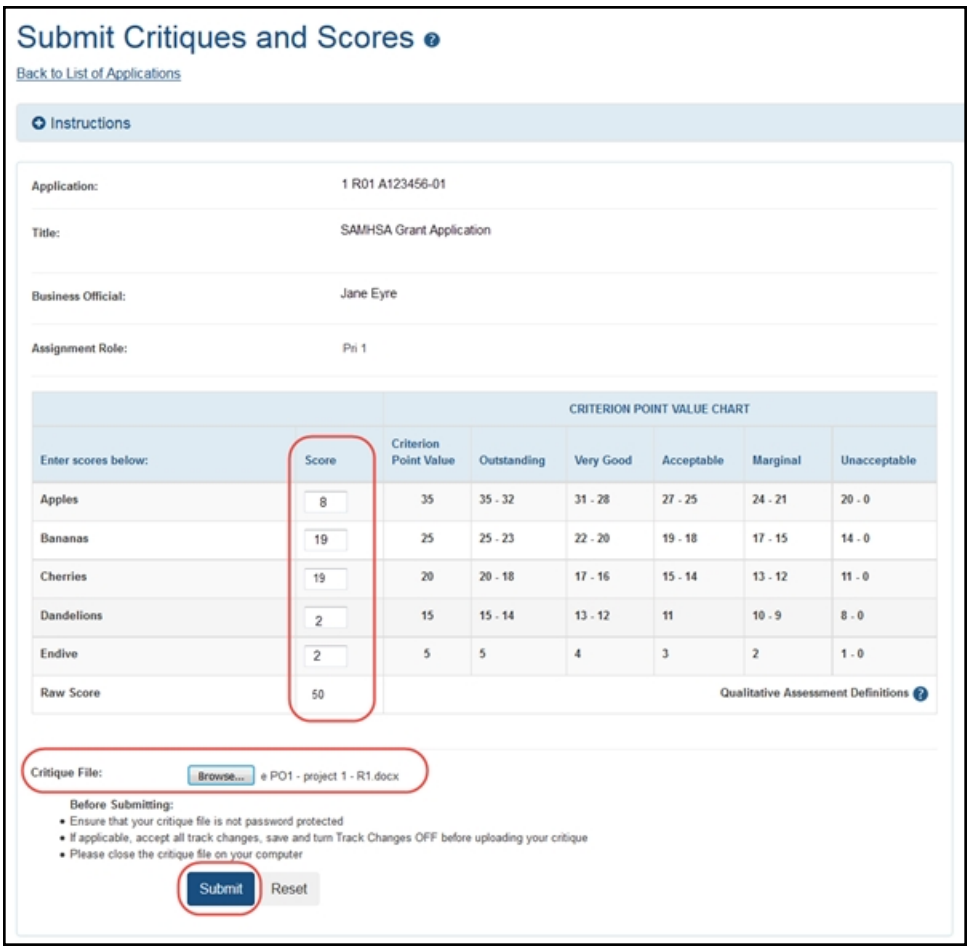
6.6 Submitting Scores and Critiques

To submit critiques and scores:

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



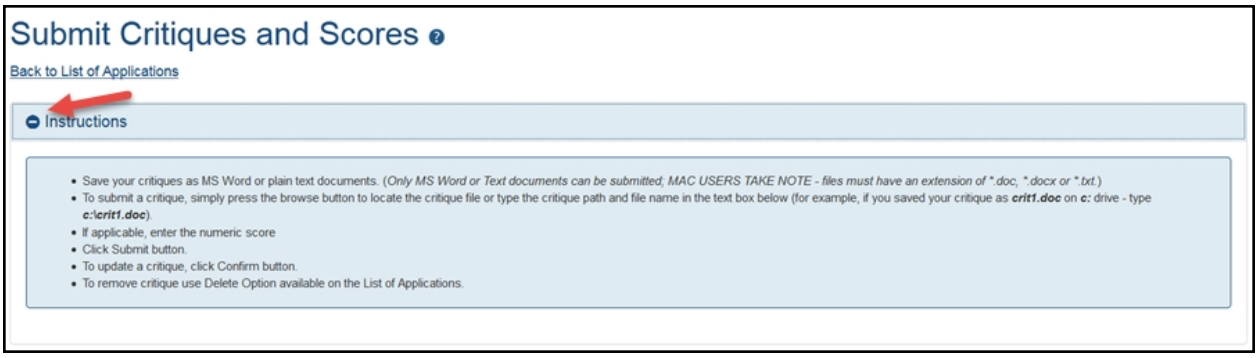
The *Submit Critiques and Scores* screen displays for the Reviewer. Use the **Back to List of Applications** link if you wish to exit the screen without making changes.



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

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

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

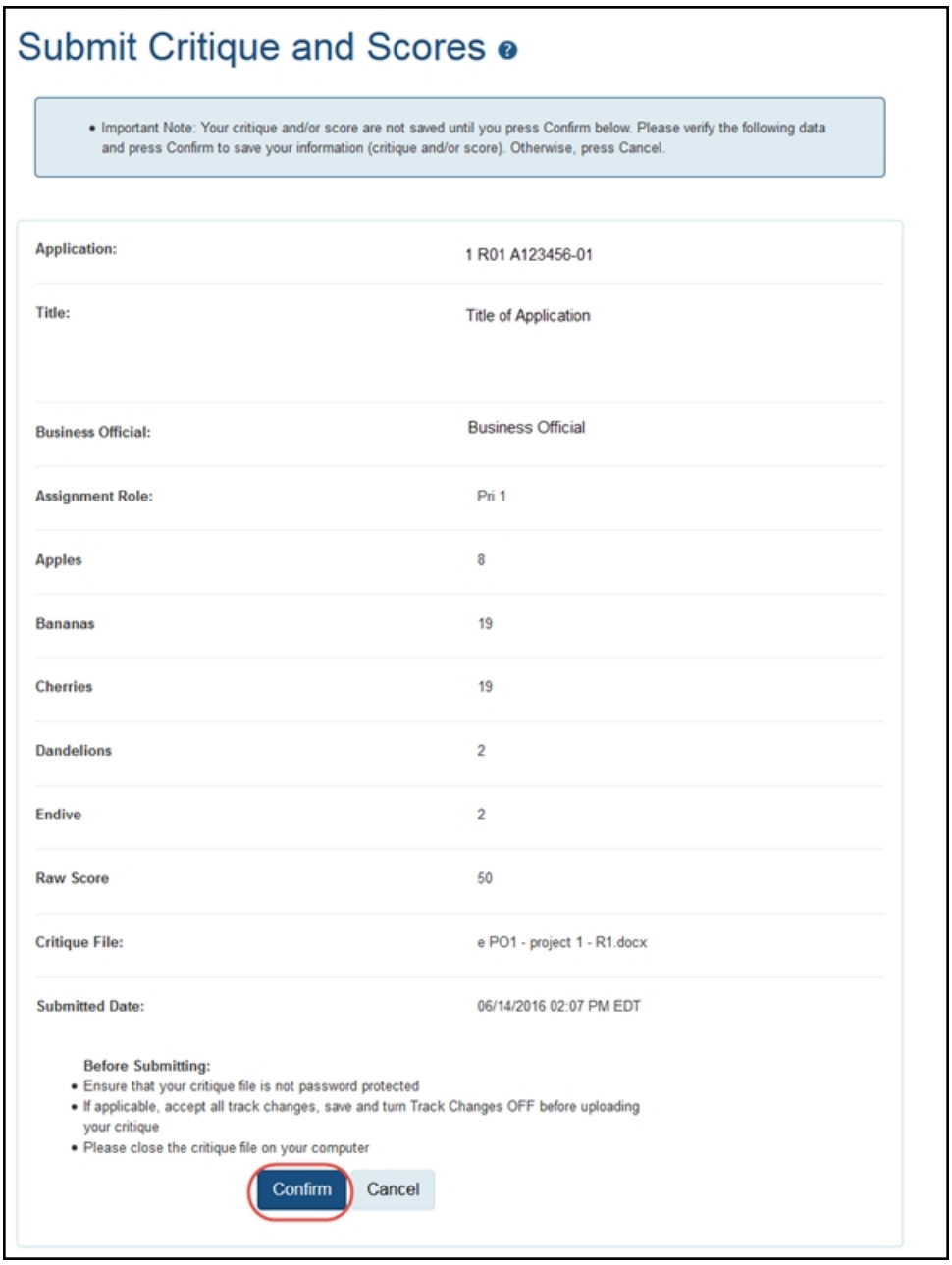


NOTE: If an uploaded critique already exists, the **View Existing Critique** link displays under the **Browse** button. It opens a PDF vresion of your assessment of that application.

4. Select the Submit button.

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

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



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

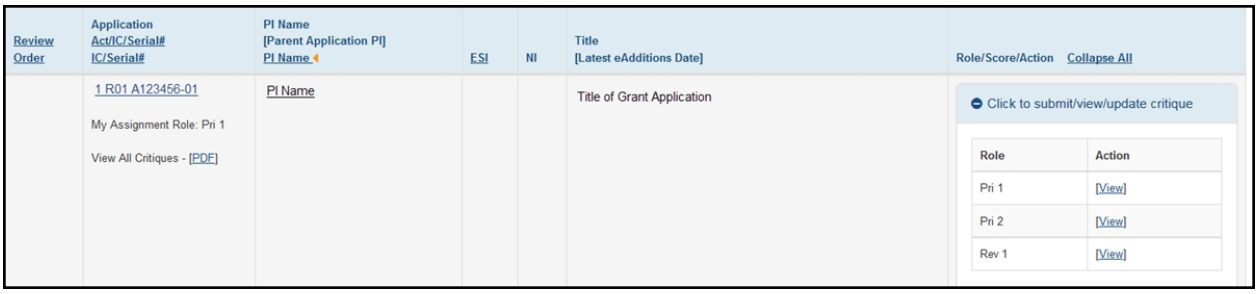
If unsuccessful, the screen will display an error message.

Click here to view all error messages.

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

6. Select the **Back to List of Applications** link at the top of the screen to exit.

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



6.6.1 SAMHSA Critiques and Scores

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

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

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

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

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

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

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

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

6.6.1.1 Criterion Scores

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

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

If the total point value for a Review Criterion is:	The point range for Outstanding is:	The point range for Very Good is:	The point range for Acceptable is:	The point range for Marginal is:	The point range for Unacceptable is:
5	5	4	3	2	1-0
10	10-9	8	7	6	5-0
15	15-14	13-12	11	10-9	8-0
20	20-18	17-16	15-14	13-12	11-0
25	25-23	22-20	19-18	17-15	14-0
30	30-27	26-24	23-21	20-18	17-0
35	35-32	31-28	27-25	24-21	20-0
40	40-36	35-32	31-28	27-24	23-0
45	45-41	40-36	35-32	31-27	26-0
50	50-45	44-40	39-35	34-30	29-0
100	100-90	89-80	79-70	69-60	59-0

An explanation of the Quantitative Assessment Definitions can be found here.

6.6.2 SAMHSA - Qualitative Assessment Definitions

Qualitative Assessment	Definition
Outstanding	All criteria are thoroughly addressed, strongly developed, and well-supported. Documentation and required information are specific and comprehensive. Application is extremely strong with insignificant weaknesses. Weaknesses identified will likely have no impact on the successful implementation of the proposed project.
Very Good	Criteria are thoroughly addressed with necessary detail and clearly supported. Documentation and required information are specific and feasible. Application is very strong with only some minor weaknesses. Weaknesses identified will likely have minor impact on the successful implementation of the proposed project.

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

6.6.3 Submitting Scores and Critiques

To submit critiques and scores:

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

List of My Assigned Applications

Go To: Choose One

Meeting: 2016/05 SAMS-1

Meeting Information

Meeting Title: Title of Meeting
Meeting Identifier: 2016/05 SAMS-1
Meeting Phase: READ

Meeting Dates: 05/05/2016-05/17/2016
Critiques Due: 06/14/2016 09:27 AM
Eastern Standard Time / Eastern Daylight Time

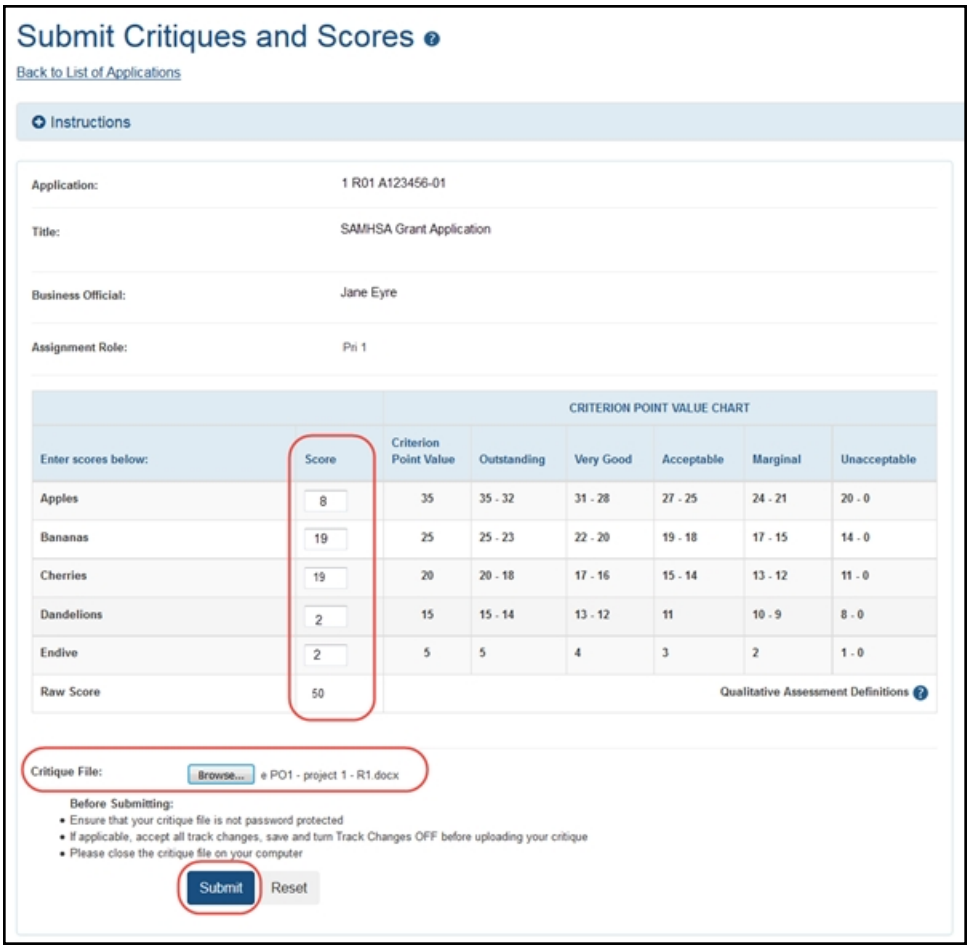
View Critique Options: View All Meeting Critiques: By Appl. By PI. View My Critiques View All Critiques for Assigned Applications
List Application Options: List All Applications List My Assignments Only Final Score Sheet (Enabled only during Final Scoring)

Showing 1 - 2 of total 2

Review Order	Application Act/IC/Serial# IC/Serial#	PI Name [Parent Application PI] PI Name	ESI	NI	Title [Latest eAdditions Date]	Role/Score/Action Collapse All
	1 R01 A123456-01 My Assignment Role: Pri 1 View All Critiques - [PDF]	PI Name			Title of Grant Application	Click to submit/view/update critique

Role	Action
Pri 1	[Submit]
Pri 2	[View]
Rev 1	[View]

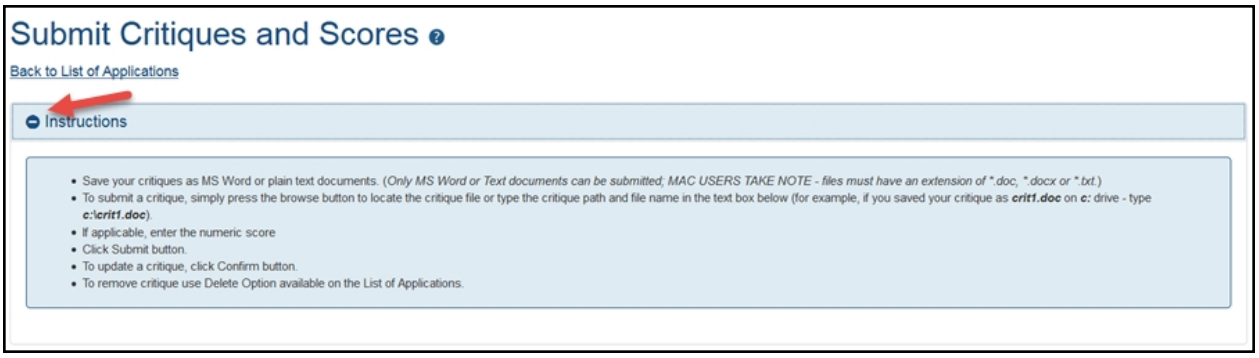
The *Submit Critiques and Scores* screen displays for the Reviewer. Use the **Back to List of Applications** link if you wish to exit the screen without making changes.



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

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

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

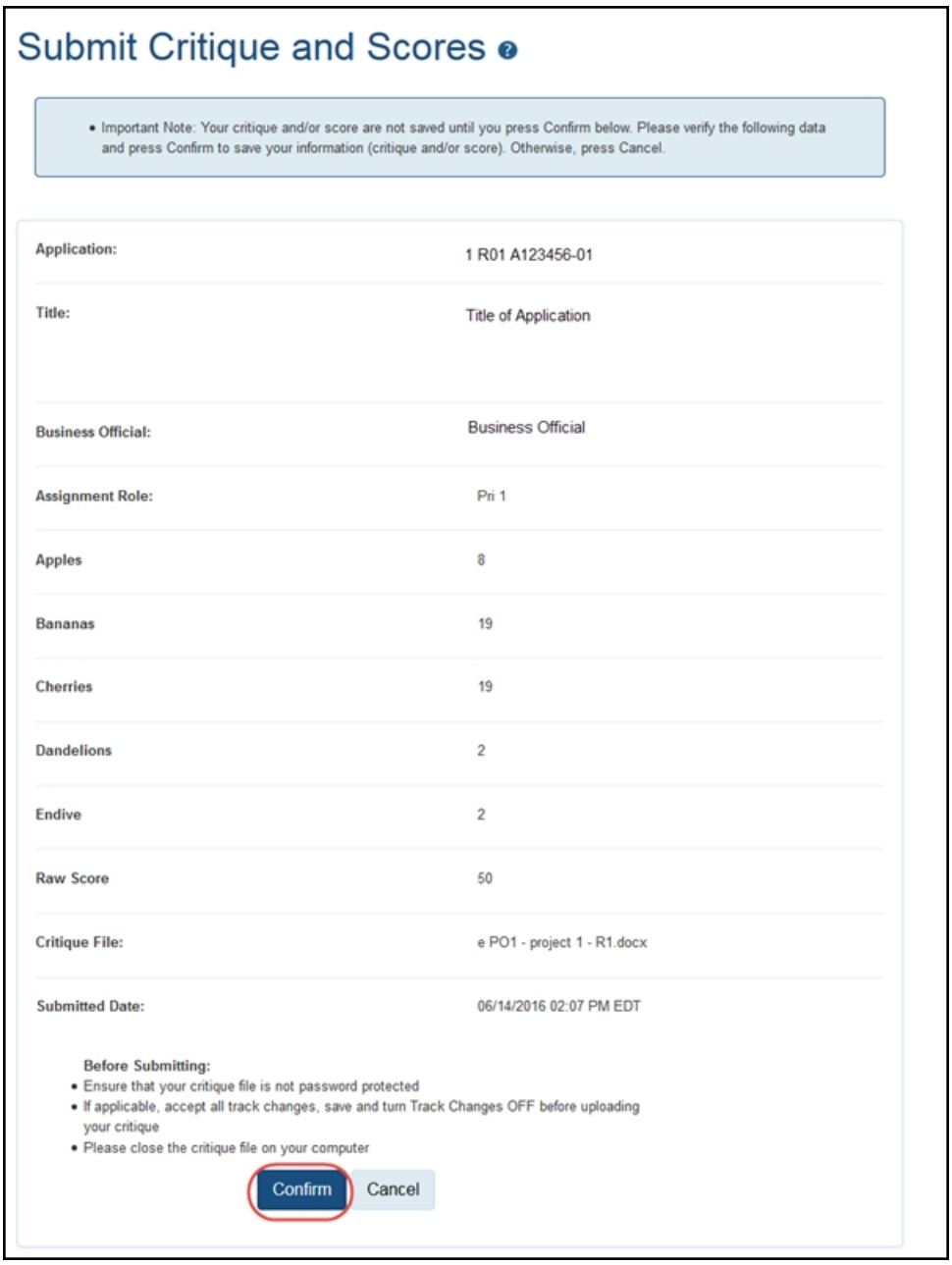


NOTE: If an uploaded critique already exists, the **View Existing Critique** link displays under the **Browse** button. It opens a PDF vresion of your assessment of that application.

4. Select the Submit button.

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

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



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

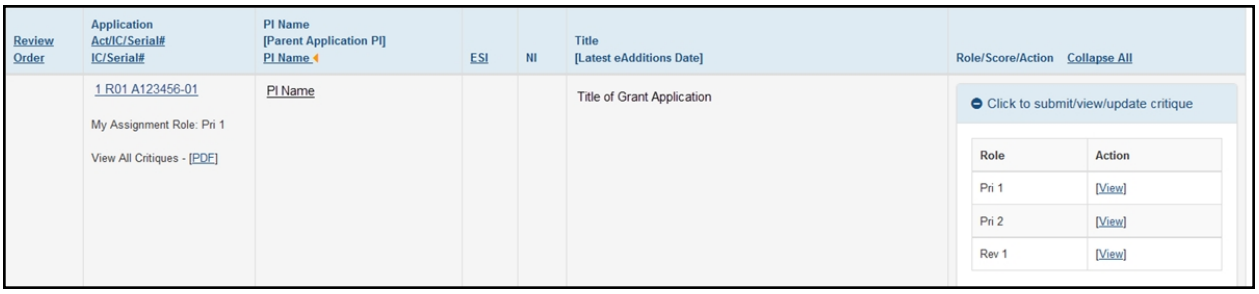
If unsuccessful, the screen will display an error message.

Click here to view all error messages.

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

6. Select the **Back to List of Applications** link at the top of the screen to exit.

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



6.7 Confidentiality Statement

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

The *Confidentiality Agreement* statement must be signed one time for each meeting, regardless of meeting phase. If the Reviewer has not signed the agreement for a particular meeting, the **Confidentiality Statement** link displays in **Action** column on *List of Meetings*. This link accesses the *Confidentiality Agreement*.

Click here for a sample image.

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

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

Reviewer is a Federally Registered Lobbyist

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

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

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

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

Confidentiality Agreement

Meeting: 2016/10 ZRG1 ACE-K (01)

Step A: LOBBYIST STATUS

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

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

Step B: CONFIDENTIALITY AGREEMENT

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

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

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

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

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

Certification

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

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

I agree | Cancel

2. Select the radio button indicating **I am a federally registered lobbyist, the meeting date falls within my term.**

3. Click the **I agree** button at the bottom of the screen.

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

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

Registered Lobbyist Verification

Meeting: 2016/10 SAMS-1 (01)

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

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

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

Confirm/Continue

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

Cancel/Return

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

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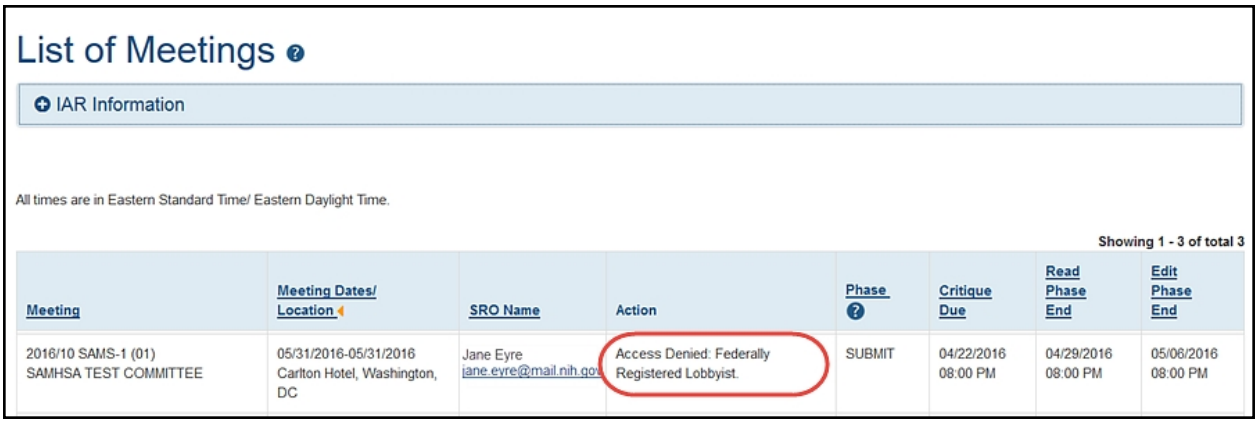
4. *Only if you have accessed this screen and are NOT a federally registered lobbyist:* Select the **Cancel/Return** button to return to the *List of Meetings* screen. Refer to the section of this document titled *Reviewer is Not a Federally Registered Lobbyist* on Page 19 to continue.

5. *Only if you want to continue to confirm your status as a federally registered lobbyist:* Select the **Confirm/ Continue** button.

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



Reviewer is Not a Federally Registered Lobbyist

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

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

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

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

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

Confidentiality Agreement

Meeting: 2016/10 ZRG1 ACE-K (01)

Step A: LOBBYIST STATUS

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

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

Step B: CONFIDENTIALITY AGREEMENT

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

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

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

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

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

Certification

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

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

I agree | Cancel

6.8 SAMHSA - List of All Applications

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

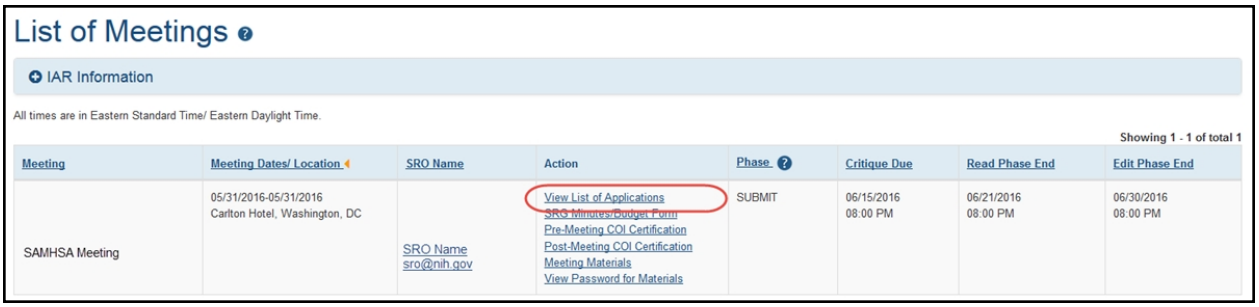
6.8.1 Accessing the List of All Applications Screen

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

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

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

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



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

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

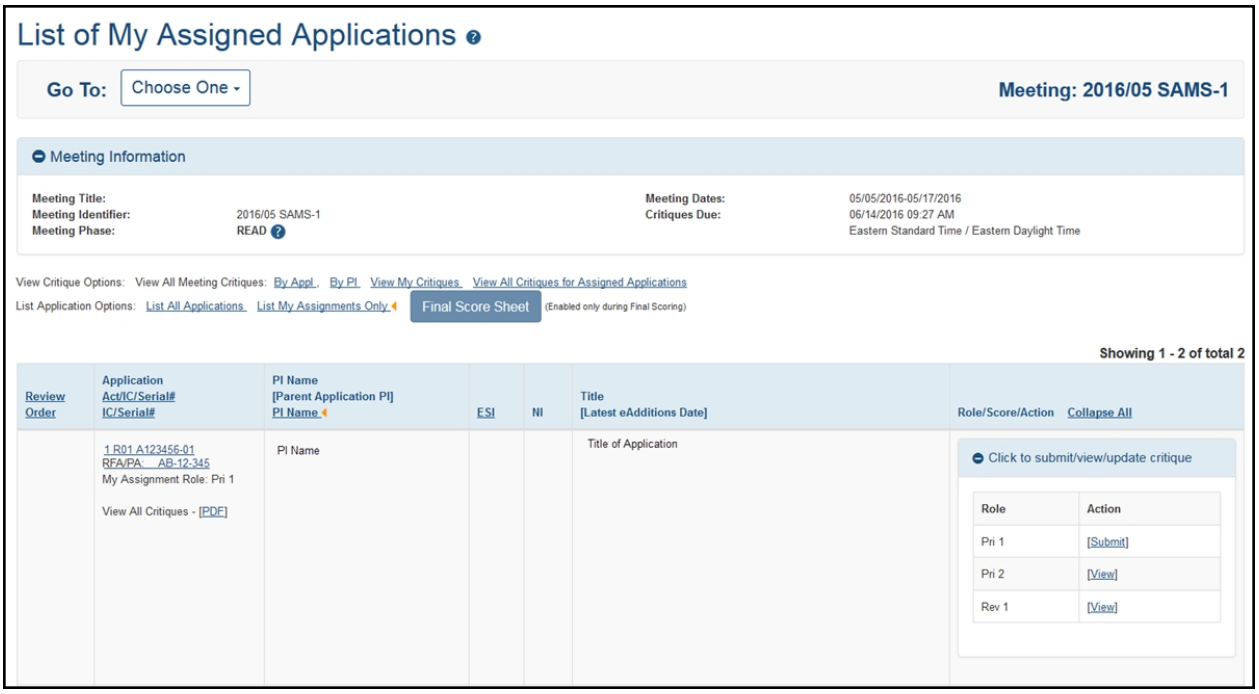
Both views display information for the applications in the meeting. The meeting title, identifier, and phase as well as meeting dates and critique dates display above the list of applications.

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

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

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

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



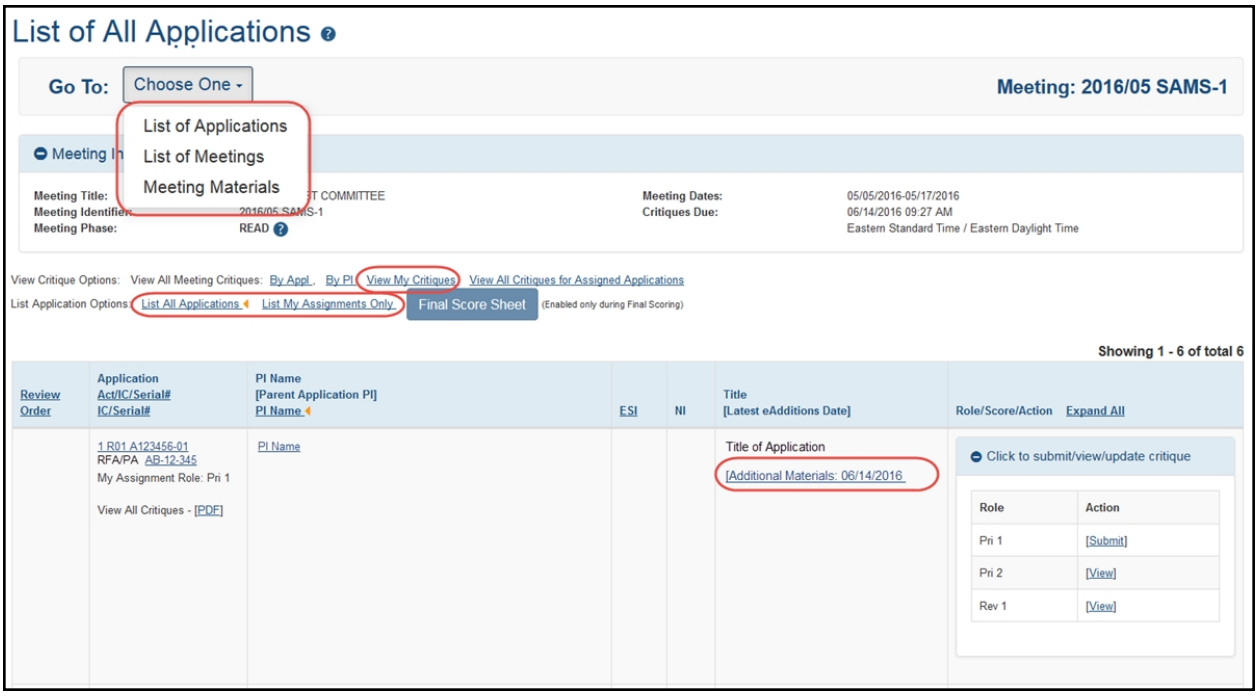
The application number is displayed as a hyperlink. Selecting this link opens the application Grant Folder, from which several other options are available for viewing including the e-application, prior summary statements (if existing), and any e-additions that have been added for the application.

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

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

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

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



List of Meetings

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

List All Applications

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

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

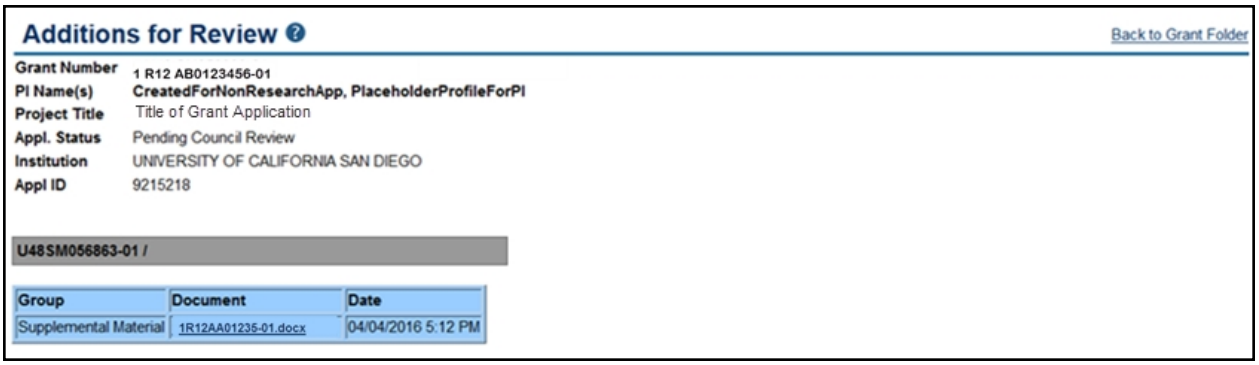
Updates the screen to show only the applications assigned to the Reviewer. This is the default view of the screen. The yellow triangle (◀) icon next to the link indicates that this is the current view.

View My Critiques / View All Critiques for Assigned Applications

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

Additional Materials

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



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

Final Score Sheet (button)

This button is not applicable to SAMHSA users.

6.9 SAMHSA Meeting - Reviewers' Workflow

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

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

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

- SAMHSA - Confidentiality Agreement
  - SAMHSA - Reviewer is a Lobbyist
  - SAMHSA - Reviewer is NOT a Lobbyist
- SAMHSA - List of All Applications
- SAMHSA - Applying Critiques and Scores
  - Submitting SAMHSA Scores and Critiques
  - SAMHSA - Qualitative Assessment Definitions

6 Virtual Meeting

Overview

Virtual Meetings are designed to enable Reviewers to participate in the review process without the need to travel to a common geographic meeting location.

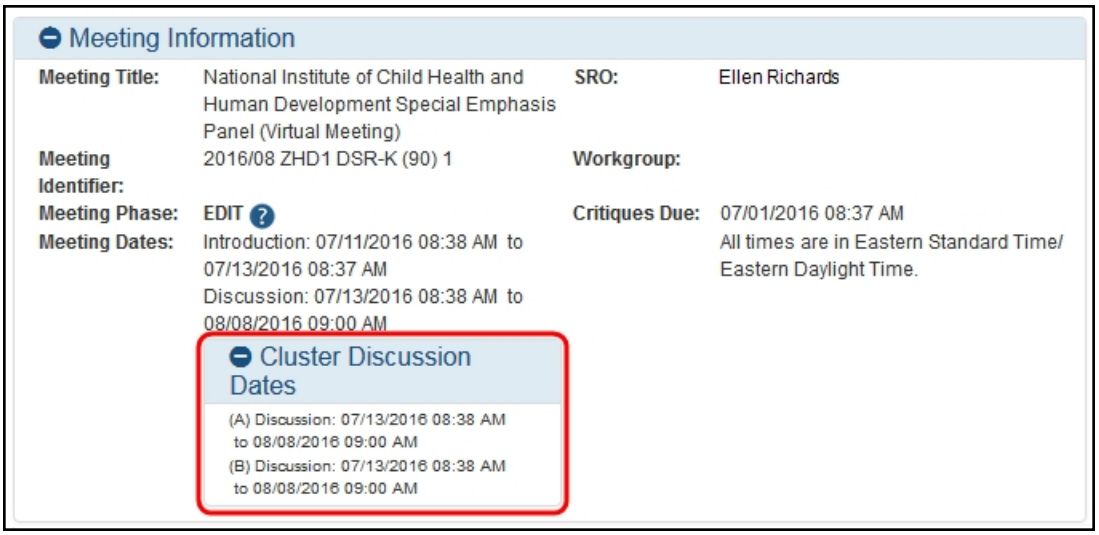
The VM-specific phases (see Phases and Options) will only appear for meetings that are coded as Virtual.

Additionally, VM-specific pages (Announcements, Manage Topics, VM List of Applications, VM Discussion, etc.) will also only appear for meetings coded as Virtual.

6.10 Phases & Options

In addition to the standard, SUBMIT, READ, and EDIT phases for all meetings, there are two additional phases and one sub-phase (Cluster DISCUSSION) that have been introduced for Virtual Meetings.

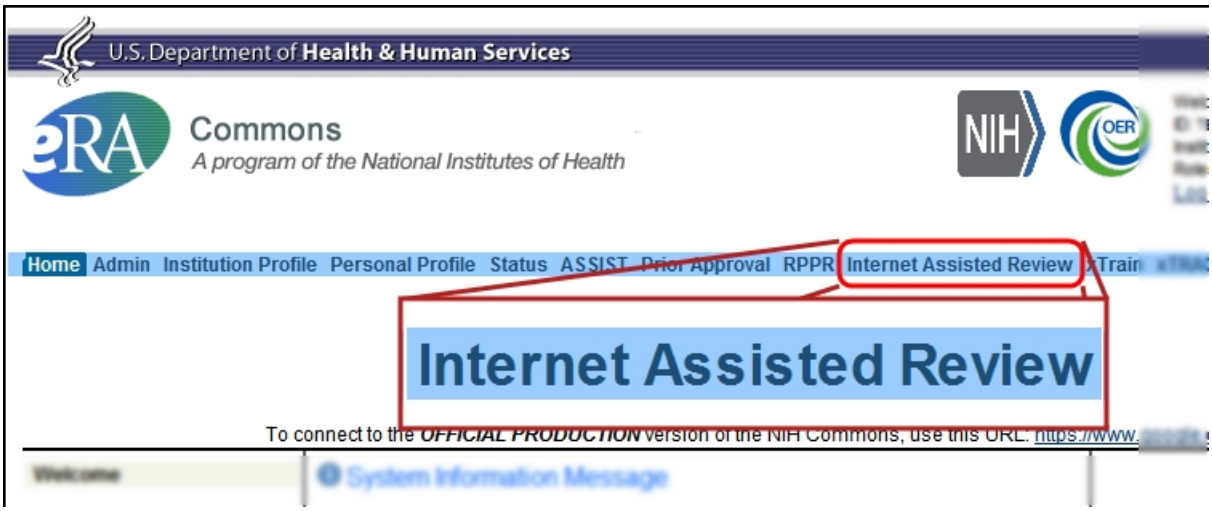
- **INTRODUCTION Phase** - This required phase occurs after the READ phase and before the DISCUSSION phase.
  - **Business:** During this phase, Reviewers can "rescue" applications that the SRO/ESA has designated as "Lower Half" so that they can be discussed.
  - **SRO/ESA:** If the Meeting Chair has a conflict with any application in the meeting, the SRO/ESA can designate an "Application Chair" for the discussion of that application.
- **DISCUSSION Phase** - This is a required phase, and must occur after INTRODUCTION.
  - **Business:** Reviewers are granted access to participate in a sequential *OR* asynchronous discussion of applications on individual application discussion boards.
    - Sequential: SRO/ESA has designated specific Cluster DISCUSSION Start/End times AND/OR review order.
    - Asynchronous: No specific Cluster DISCUSSION Start/End times AND/OR no review order.
  - **Cluster DISCUSSION Phase** - When a review meeting has applications that have been grouped by cluster, the SRO has the ability to set discreet DISCUSSION phases specifically for each cluster. Unless specifically noted in the "Cluster Discussion Dates" portion of the Meeting Information header , cluster discussion dates will default to the length of the entire DISCUSSION phase.



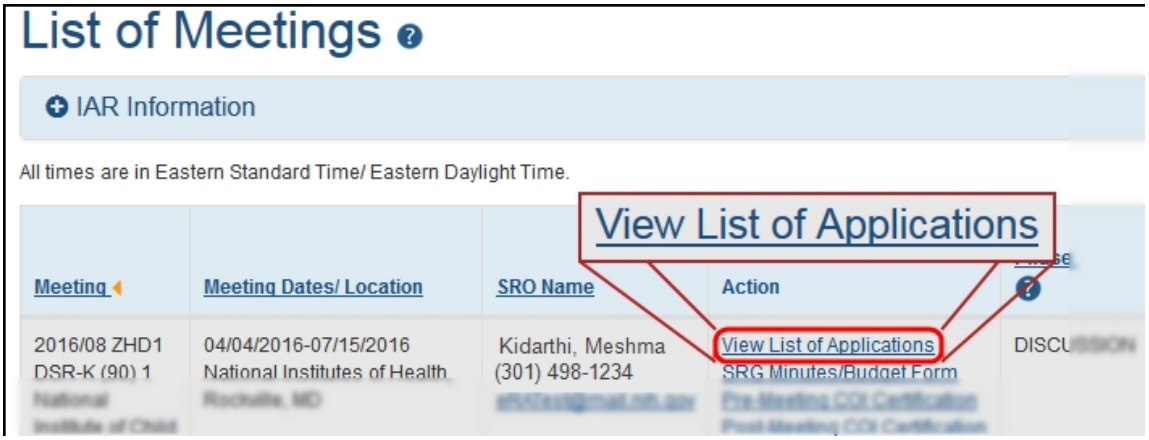
- **SRO/ESA** provides input only when needed on Discussion Forum, and the SRO can edit posts
- **SRO/ESA** assigns "Application Chair" per application basis if Meeting Chair has Conflict with an application
- **SRO/ESA** makes a change to meeting procedures – SRO/ESA posts a meeting-wide announcement to clarify
- **SRO/ESA** pauses meeting if necessary

6.11 List of Applications (VM)

To access the list of meetings, click on the **Internet Assisted Review** tab in the eRA Commons menu bar.

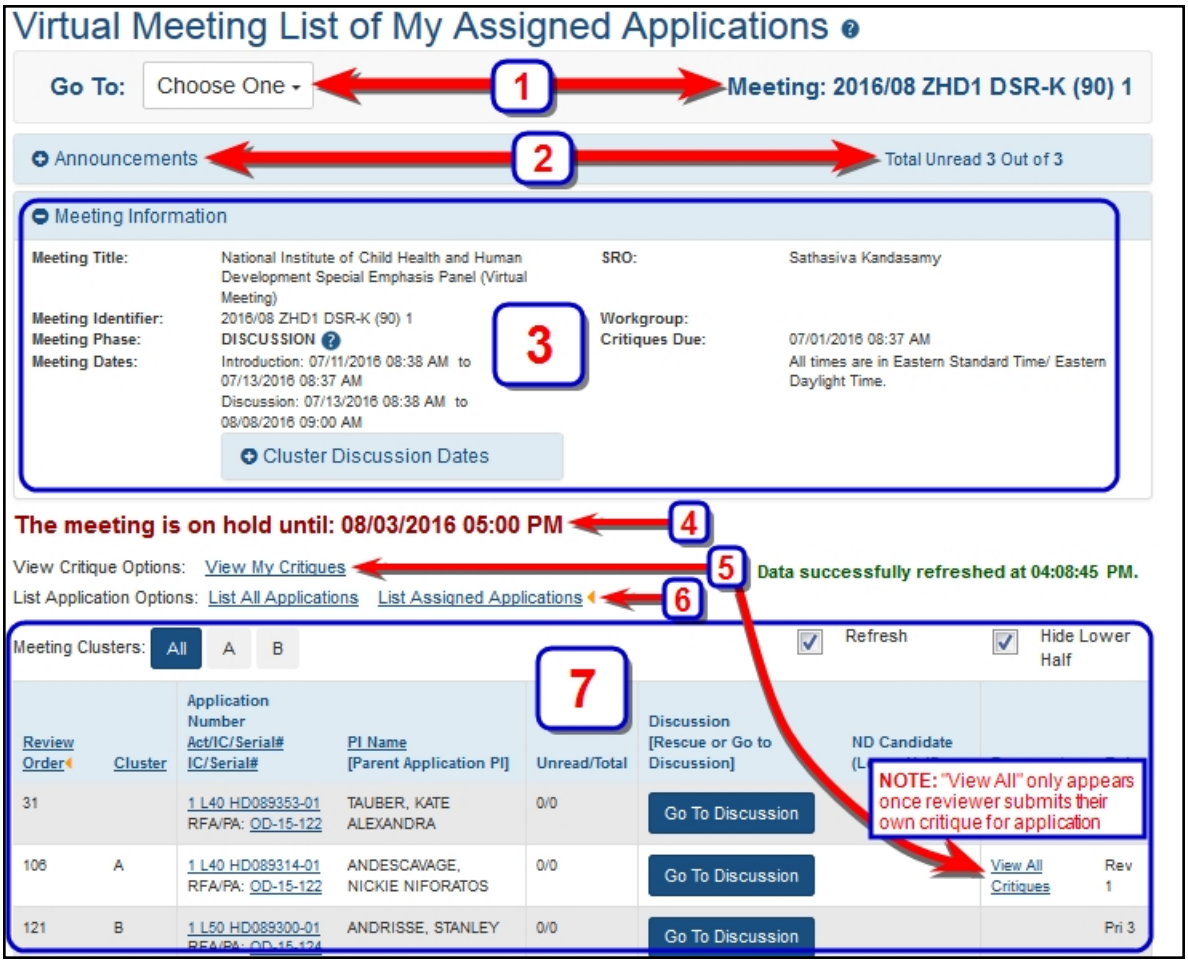


Next, click on the link to "*View List of Applications*" from the **Action** column in the list.



NOTE: Virtual Meeting List of Applications (My Assigned or All) is only visible during INTRODUCTION and DISCUSSION phases. During the traditional IAR phases, Reviewers will see the traditional List of Applications screen. During Virtual Meeting-specific phases the traditional List of Applications screen will not be accessible.

For Virtual Meeting, reviewers may choose to list only the applications to which they have been assigned or they may choose to list all applications. The following sections are available (click each section name for more detail);



1. **Information Bar**

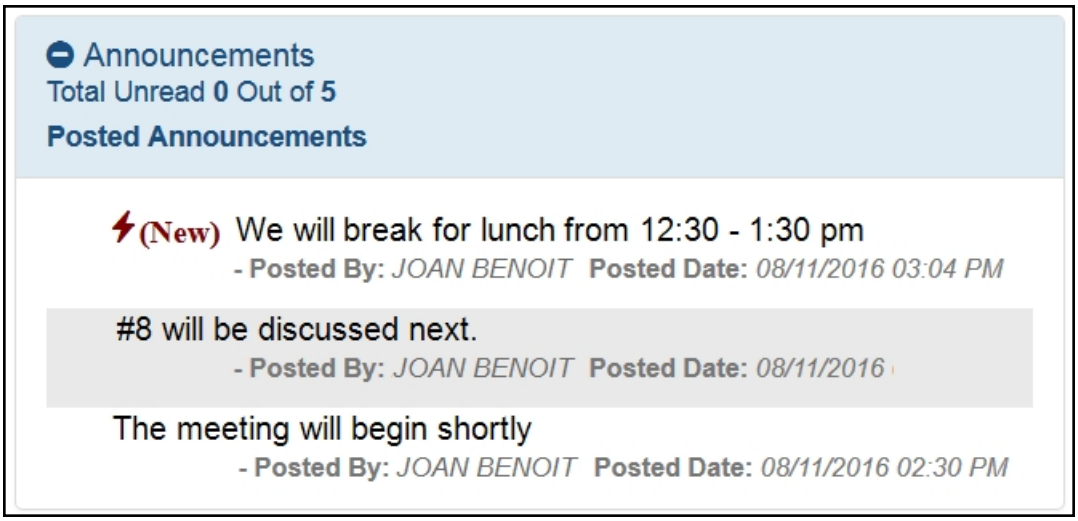
   This bar contains the **Go To:** menu as well as the meeting identifier.

2. **Meeting Information** (collapsible section)

   Included here are the Meeting Title, Identifier, Phase, and Dates. The SRO, Workgroup (if applicable), and the Critique Due date are also included.

3. **Announcements** (collapsible section)

   If the SRO/ESA has posted messages for the reviewer, they will be located in this section. The right side of this bar will show the total of unread messages out of the total number. The messages are automatically refreshed every three minutes. New messages will be marked with [**(New)**] and the total of unread will drop to "0" once the announcements are open. The new announcement indicator will be removed at the next refresh.



4. **Meeting Status**

   This area will provide the date, time, and current status of the meetings. Note that the HOLD status is not removed automatically and may remain after the indicated expiration time if the SRO has not re-enabled the meeting.

5. **Links to Critiques**

   The links to critiques are the same as those for face-to-face meetings. Please see the **Viewing Critiques** section for additional information.

   Once a reviewer has submitted their own critiques for an application, the "View All Critiques" link will appear in the **Documents** column for that application.

6. **List Options**

   The reviewer may select to list only the applications they have been assigned (default) or they may choose to list all of the applications for the meeting. The orange triangle icon ( ) will indicate which list is being viewed.

7. **Table of applications**
   - Above this table is the time of the last data refresh. A manual refresh can also be done by un-checking and then re-checking the "Refresh" option located above the meeting table.
   - The lower half of the set of applications can be hidden/unhidden by toggling the "Lower Half" check box under the last refresh time at the top of the table.
   - Meeting Clusters are listed above the left side of the table and allow the list to be filtered by selecting a cluster or All applications in the meeting. When there are no clusters, only the "All" option will be visible.

- The first four columns of the table are sortable by that column header and the current sort column is identified by an orange triangle ( ). The column headers are: (click each header name for more information)
  - **Review Order**
    - Shows the order in which each application and component will be reviewed.
  - **Cluster**
    - Indicates the cluster containing the application in meetings where the SRO has created clusters.
  - **Application Number**
    - This column will show the application number, component, and funding opportunity number.
  - **PI Name**
    - The Lead PI for the application
  - **Unread/Total**
    - This shows the number of discussions comments that are unread out of the total number of discussion comments.
  - **Discussion**
    - The two buttons that will display here are **Go To Discussion** or **Rescue Application**. If **Go To Discussion** is selected, the *Virtual Meeting Discussion Board* page for that application will open. If the SRO has allowed it, and the meeting is in the proper stage, "lower half" applications will have the **Rescue Application** button and may be "rescued" so that they are available to be discussed. The "*Hide Lower Half*" checkbox above the table will need to be de-selected in order to view the applications that may be rescued.
  - **ND Candidate (Lower Half)**
    - If the "Hide Lower Half" check box above the table is not checked, this column will show all applications in the meeting and the meetings that are in the lower have will have a "Y" in that column.
  - **Documents**
    - If available, links will be available here for any applicable documents related to that application. Clicking on these links will open in a new window or tab or they will be downloaded for review.

- **Role**
  - The values in the column reflect the role of the logged-in reviewer for each application.

NOTE: Below the table of applications is a link to allow the SRO/ESA to be contacted in situations where any conflict or assignment issues are noticed with IAR.

6.12 Application Chair

As in traditional review meetings, the Meeting Chair serves as the moderator of the discussion of scientific and technical merit of the applications being reviewed. The Meeting Chair is also a peer reviewer for the meeting.

In situations where the chairperson has a conflict on an application, the SRO will assign an Application Chair role to another reviewer for that application.

6.13 Rescue Applications

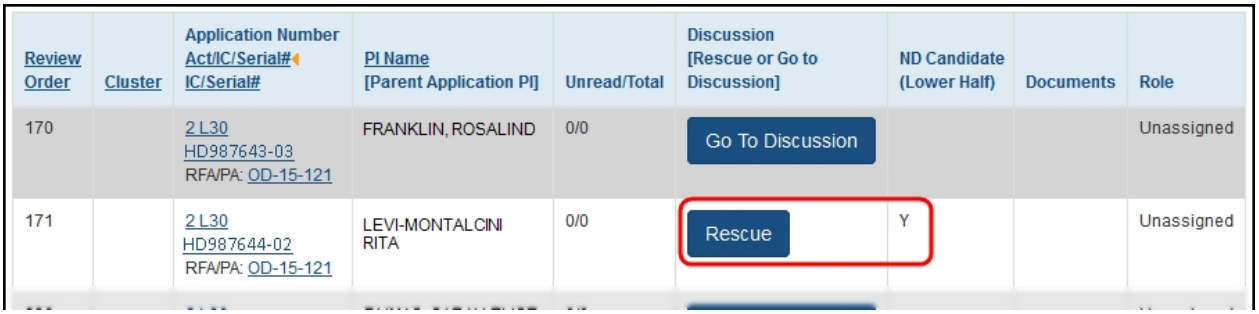
Applications that are in the lower half will have a "Y" in the **ND Candidate (Lower Half)** column of the *Virtual Meeting List of Applications* page.

NOTE: If you are not assigned the lower half application which you wish to rescue, you will need to click on the "*List All Applications*" link in order to see it.

During the INTRODUCTION Phase, these applications can be rescued to be included in the DISCUSSION Phase.

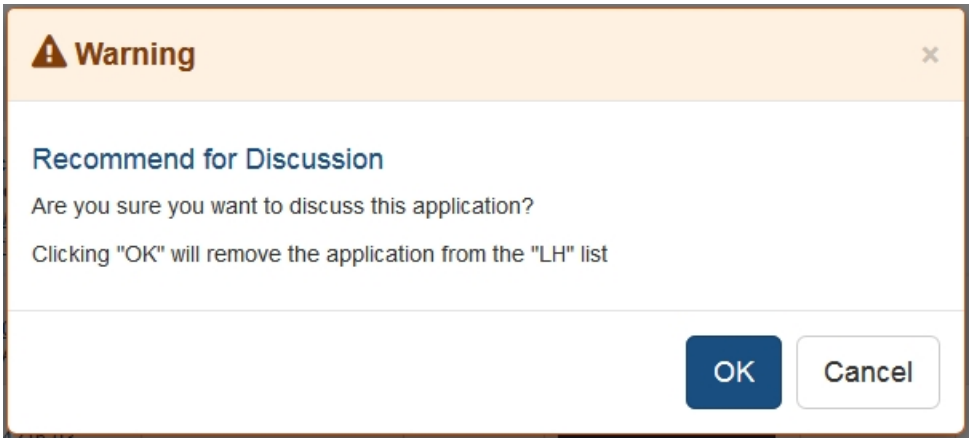
If the SRO has set the appropriate option, this action can also be taken during the DISCUSSION Phase.

For these applications, instead of seeing the **Go To Application** button in the ***Discussion [Rescue or go to Discussion]*** column, you will see a **Rescue** button instead.



Review Order	Cluster	Application Number Act/IC/Serial# IC/Serial#	PI Name [Parent Application PI]	Unread/Total	Discussion [Rescue or Go to Discussion]	ND Candidate (Lower Half)	Documents	Role
170		2 L30 HD987643-03 RFA/PA: OD-15-121	FRANKLIN, ROSALIND	0/0	Go To Discussion			Unassigned
171		2 L30 HD987644-02 RFA/PA: OD-15-121	LEVI-MONTALCINI RITA	0/0	Rescue	Y		Unassigned

If the **Rescue** button is clicked, a warning message will be displayed to confirm that you wish to remove this application from the Lower Half list.

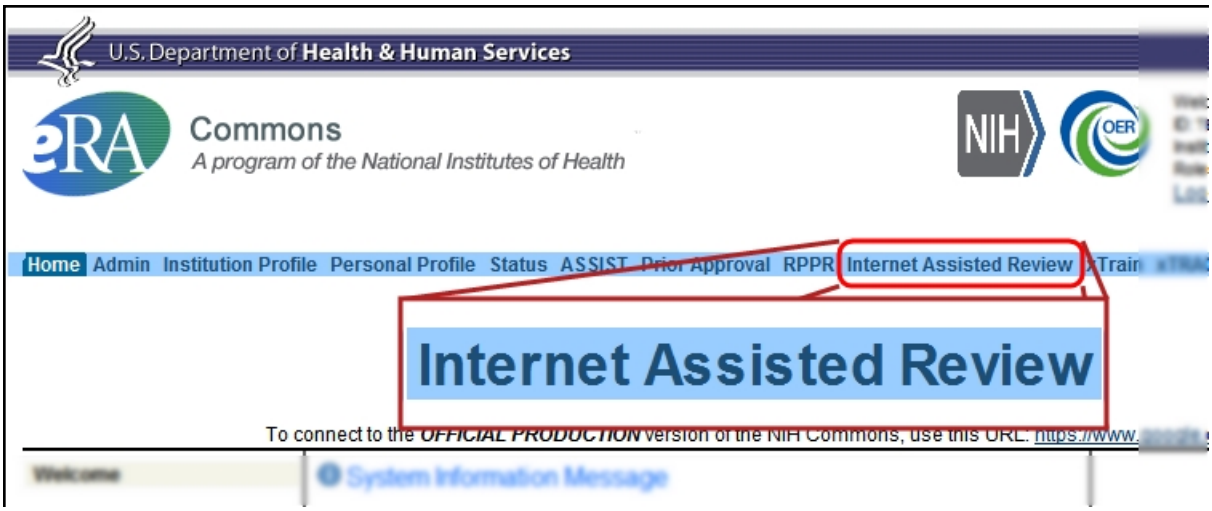


Clicking **OK** will then move that application out of the Lower Half so that it can be discussed.

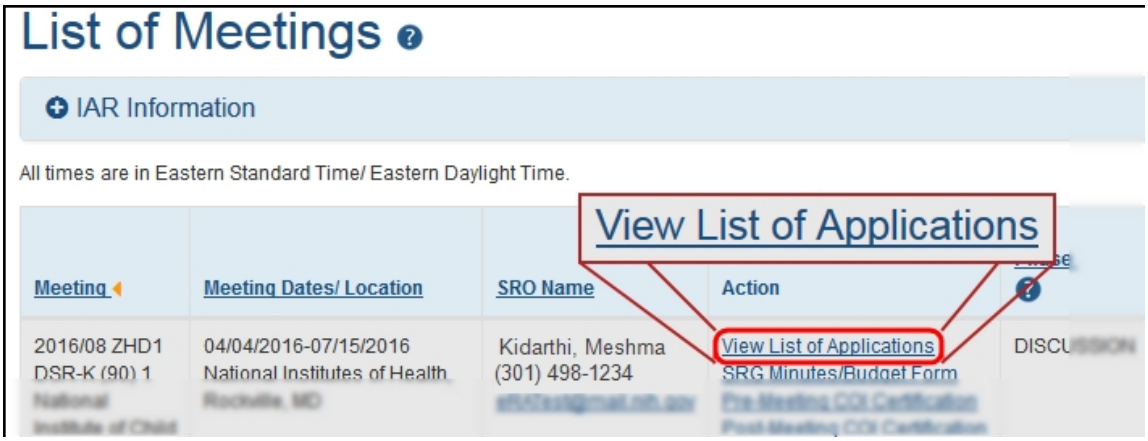
6.14 Discussion Board

In order to access the *Virtual Meeting Discussion Board;*

- Select **Internet Assisted Review** from the eRA Commons menu bar.



- This action will open the **List of Meetings** page where you will see meetings that you have been assigned to by the SRO. Select the *View List of Applications* link in the **Action** column.

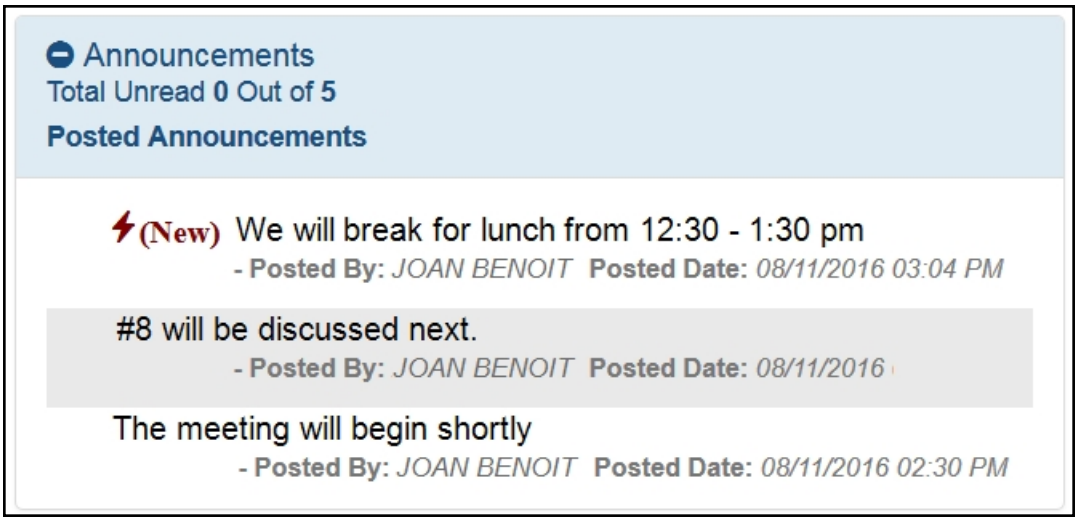


- From the **View List of Applications** screen, in the list of applications at the bottom, click on the **Go To Discussion** button in the ***Discussion*** column.

NOTE: This button will only be enabled when an application is eligible for discussion either during the DISCUSSION phase or during the specific Cluster DISCUSSION phase (if set).

Once in the Discussion Board, you will see the following sections

1. **Meeting Identifier**
2. **Announcements** - This section can be expanded and collapsed. It is used by the SRO to send messages to the reviewers. The right side of the title bar will indicate the number of read messages out of the total number.



3. **Meeting Information** - This section can be expanded and collapsed. Details of the meeting are populated in this section as well as the **Cluster Discussion Dates**, if applicable.
4. **Current Cluster** (if applicable) and **Application**
5. **Application Navigation** - This section has a drop-down list to jump to another meeting as well as sequential navigation using the **< Previous** and **Next >** buttons.
6. **Topic Counts and Documents** - This section can be expanded and collapsed. See below for more detail.
7. **Reviewer Scores**

Virtual Meeting Discussion Board

Go To: Choose One

1 Meeting: 2016/10 ZRG1 GGG-R (03)

Announcements 2 Total Unread 2 Out of 2

Meeting Information 3

B: 1 P01 EY654321-01 - Cornet, Galena 4

NIH MultiProject FORM D TEST IMS data on ADMN Core and Complex Keysha complex app PA-80-120 Mar 15

Application Navigation 5

B: 1 P01EY654321-01 - Cornet, Galena

< Previous Next >

Topics, Counts and Documents 6

Enter Discussion Score Enter Final Score

7

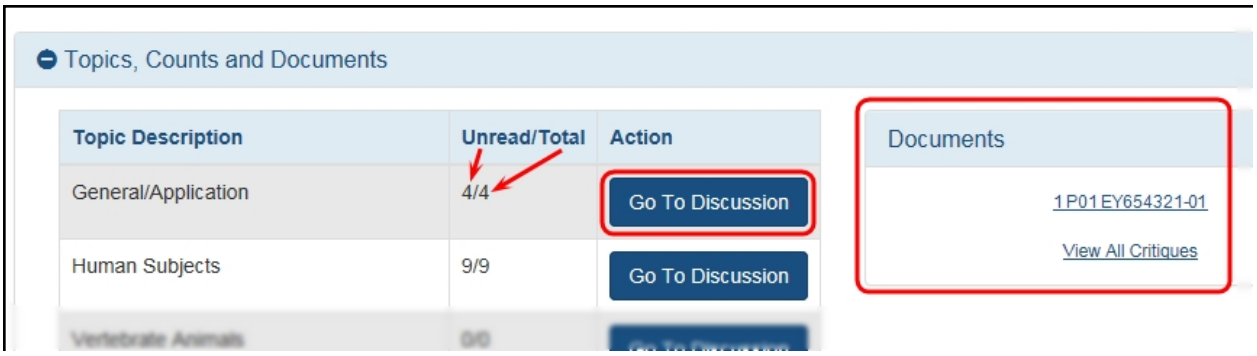
Total: 5

Reviewer Name	Preliminary Score	Discussion Score
INUYA, MOUN (Pri 1)	5	-
Terego, Lotape (Pri 2) (Appl Chair)	3	1
McIntosh, Rigle (Rev 1)	-	-
POPOV, ALEXANDER (Pri 3)	1	-
WASHINGTON, MARY (Ter 1)	-	-

Enter Discussion Score

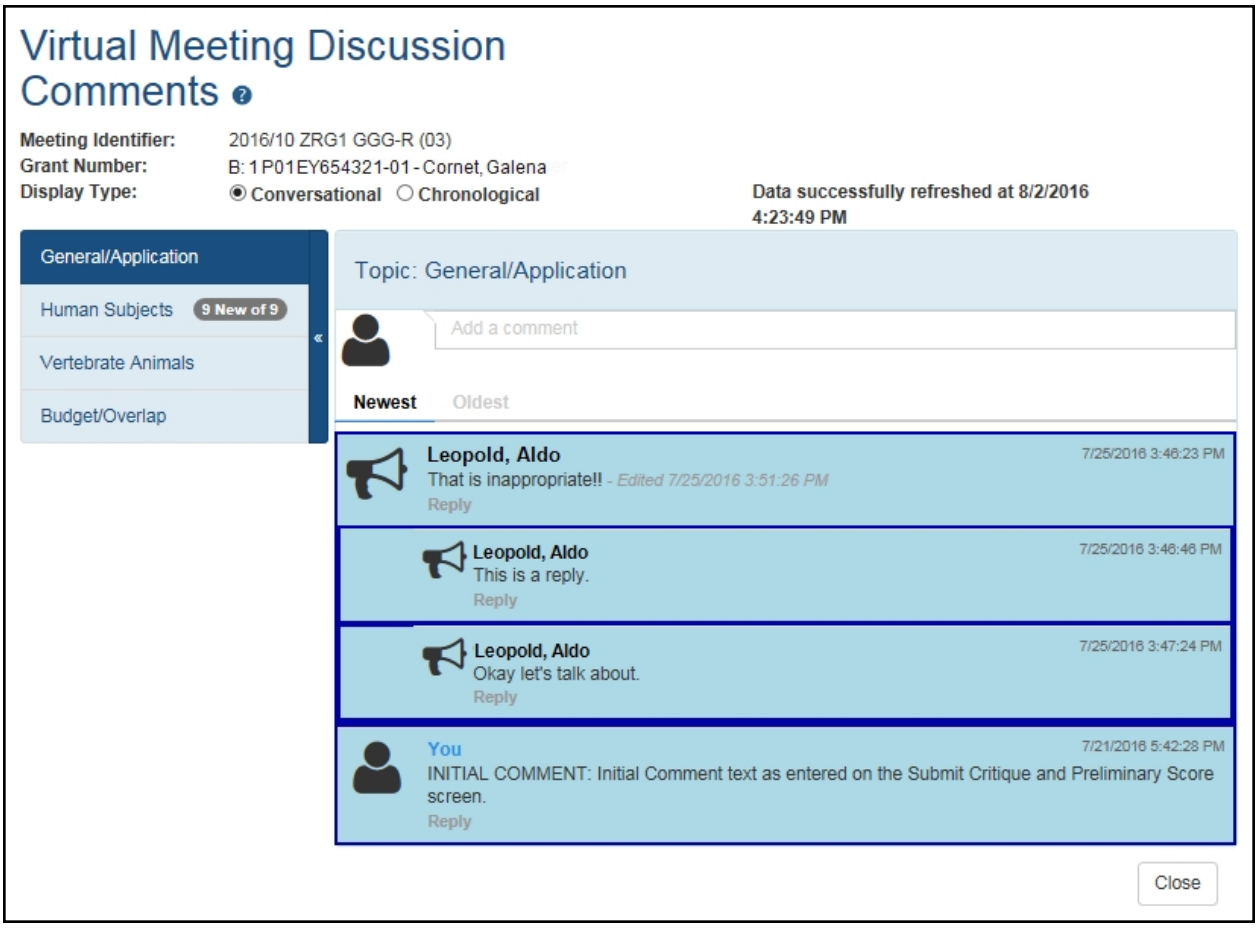
To view the discussions:

- Expand the **Topics, Counts and Documents** sections (#6)
- Click on the desired discussion topic to view the discussion or associated documents. In the Unread/Total column, you will see a count of the number of discussion items that have not been read compared to the total.



- When you click into a discussion, the **Virtual Meeting Discussion Comments** will open. (Depending on your browser settings, this screen may open in a new tab or window).
  - The top left of the screen will show the *Meeting Identifier*, *Grant Number*, and *Display Type*.
  - The time and date of the last data refresh is to the right.
  - The topics will be listed in a box on the left with a count of how many unread messages there are compared to the total for that topic.
    This section can be collapsed and expanded by clicking the double-chevron icon (⟨⟨ or ⟩⟩) on the right side of that box. This section will also scroll with the page so that it is always accessible.
  - The comments section will comprise the bulk of the screen and can be configured in a nested conversational style (default) or chronologically. The selection for the style of the layout is made in the **Display Type** above the conversation field.
    - Unread messages are in blue and will change to white once they have been accessed.
    - Messages from the SRO/ESA will have a bullhorn icon. Reviewer comments will have a person outline icon. The icon for the initial comment is larger than any replies to that comment.
  - **Conversational** vs **Chronological**
    - **Conversational** - The DISCUSSION comments can be viewed so that the initial comment and all replies are grouped together in a "nested" layout (as shown in the screenshot). This serves to keep related comments together, regardless of the timing of related replies. Reviewers may click on the "Reply" link below the initial comment or any subsequent reply to provide a comment. Note, however, that replies to replies should be kept to a minimum to maintain the clarity and continuity of the conversation.

- **Chronological** - In this display format, all comments, whether they are initial comments or replies, will be listed in the order received. This may be useful to search for comments made during a specific window of time aligning with a specific review or meeting process.
- Clicking on the **Close** button will close the tab or window that was opened to display the comments.



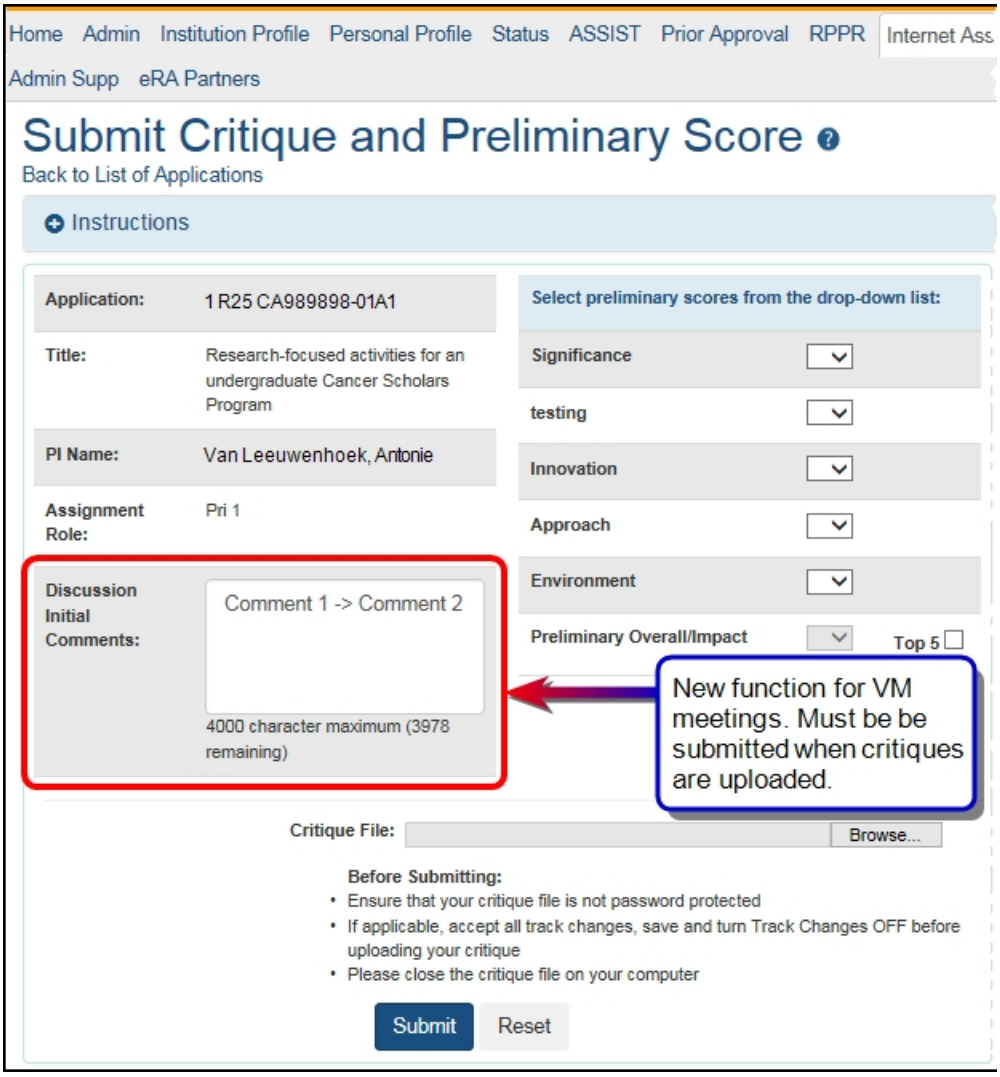
6.15 Scoring

Preliminary Scores

The process for entering "Preliminary Scores" remains the same as with traditional meetings. However, there is an additional "**Discussion Initial Comments**" text box in the **Submit Critiques and Scores** page for Virtual Meeting applications. This is where reviewers have the option to provide comments to help to initiate discussion of the application prior to the start of the

DISCUSSION phase. These comments can be submitted when the reviewer submits their critique as well as during the READ phase. During the READ phase, the "*Initial Comments*" link will appear in the **Action** column to facilitate this process. All other fields on the screen, other than the "Discussion Initial Comments" text box, will be disabled.

To access the **Submit Critiques and Scores** page, click on the "*Submit*" (or Initial Comments) link in the **Role/Score/Actions** column of the **List of Applications** page. The **Discussion Initial Comments** box will be under the application information. Enter any comments, provide preliminary scores, attach the critique file, and then click on the **Submit** button.



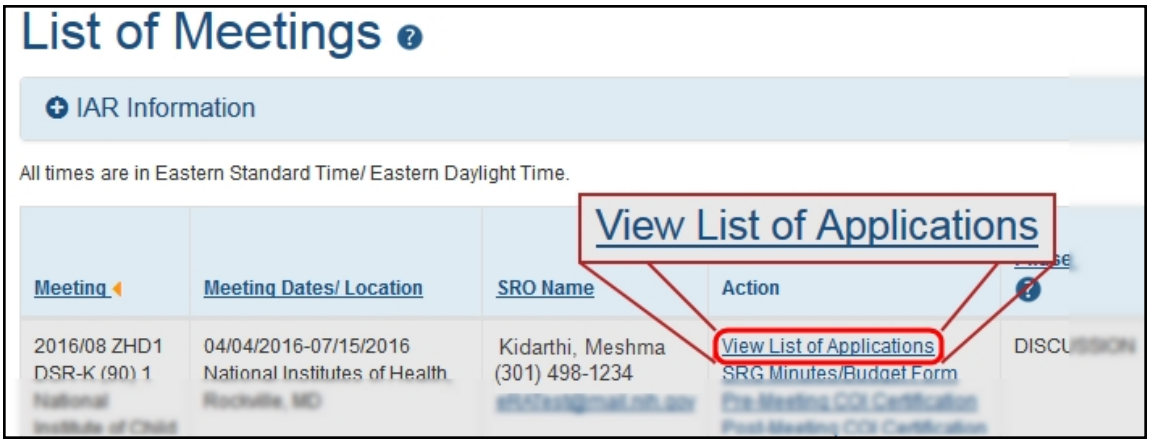
Discussion Scores (new for VM)

For Virtual Meetings, reviewers will provide discussion scores on the main **Discussion Board** screen. These are numeric scores that the reviewers use to indicate current enthusiasm for the

application. They are informative only and carry no weight in the final scoring. Reviewers may update their discussion score multiple times throughout the DISCUSSION phase.

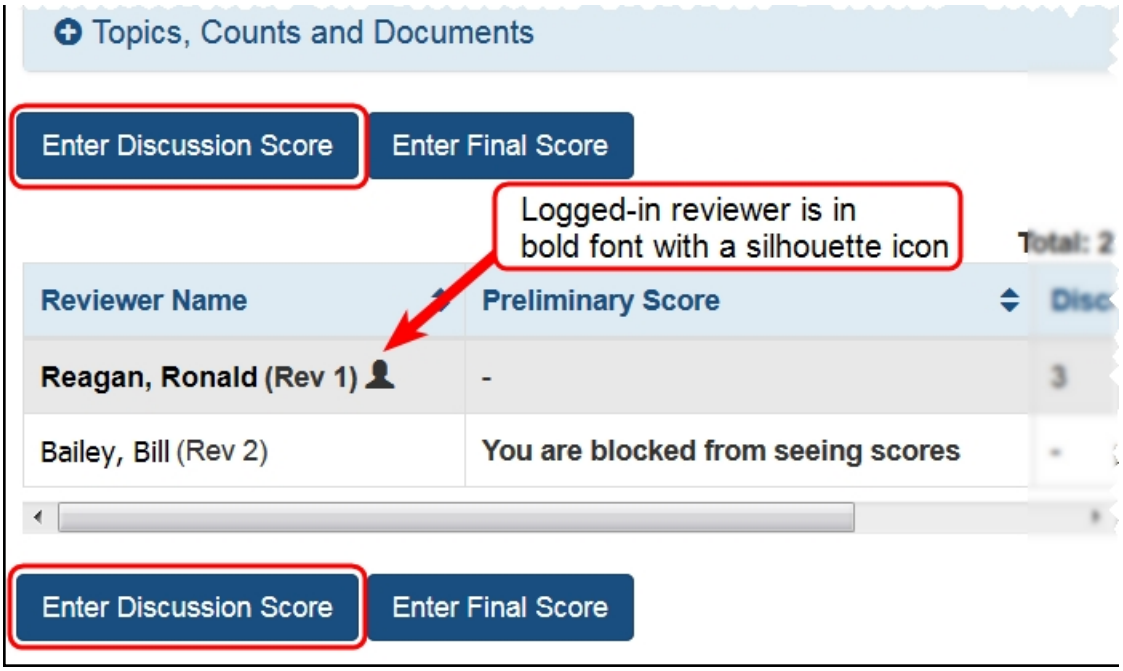
The general scoring process for Virtual Meetings remains the same as it is for face-to-face meetings. (see the Submitting Critiques and Scores section for more detail on standard scoring)

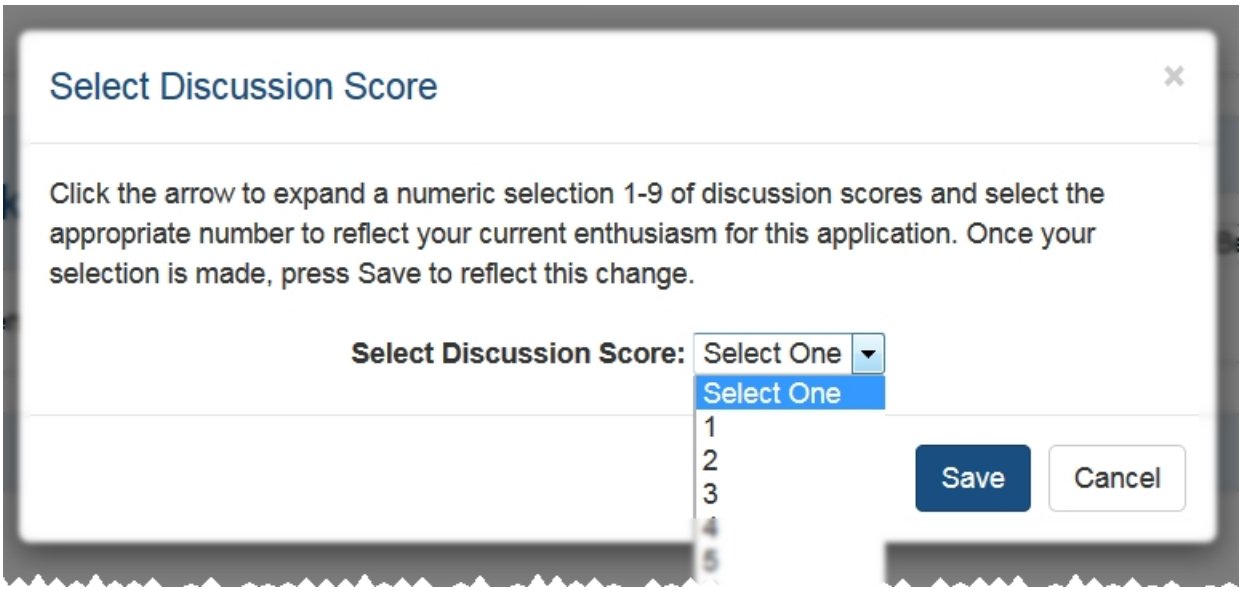
To access the Discussion Board and provide a score, click on the *View List of Applications* link from the list of meetings.



From the **View List of Applications** page, click on the **Go To Discussion** button to go to the **Discussion Board** page for that application.

On the **Discussion Board** page, there will be an **Enter Discussion Score** button above and below the list of reviewers. Clicking on this button will open a pop-up window to allow the reviewer to record their score.

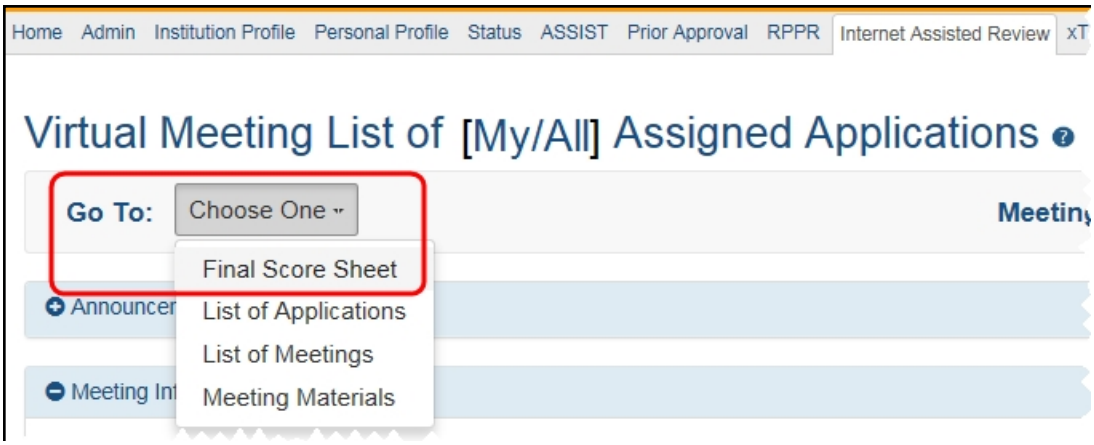




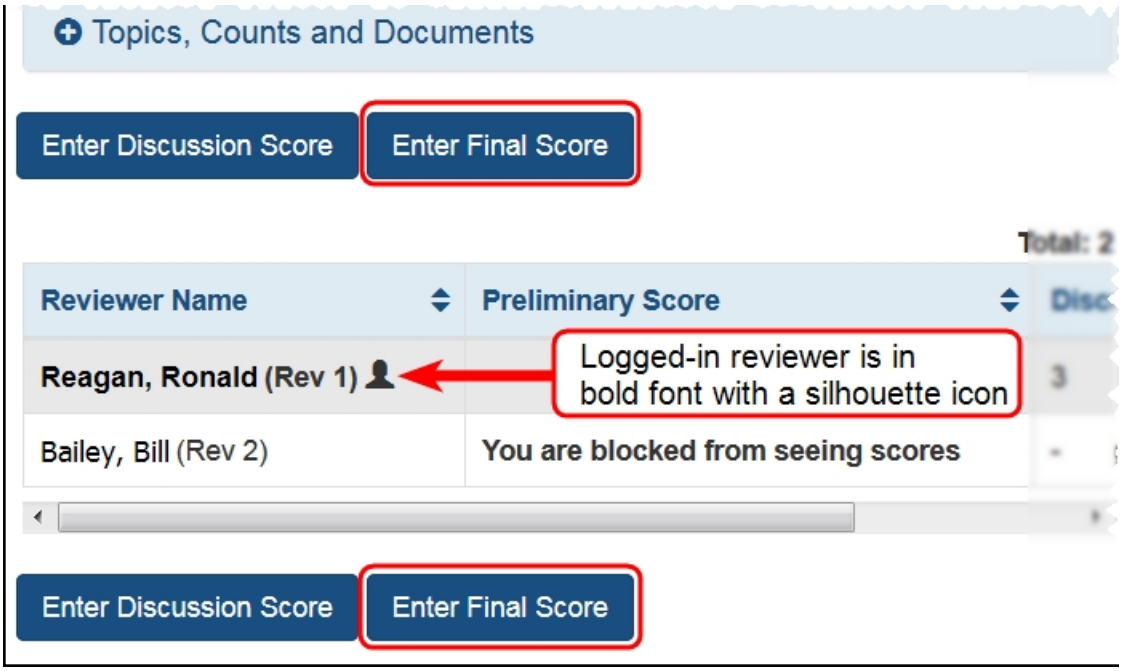
Once the score has been selected and the Save button is clicked, the reviewer will be taken back to the Discussion Board page for that application.

Final Scores

The Final Score Sheet may be accessed via the **Go To:** drop-down menu from either the **Virtual Meeting List of [All/My] Applications** page or the **Virtual Meeting Discussion Board** page.



Additionally, on the **Virtual Meeting Discussion Board** page, there will be an **Enter Final Score** button above and below the list of reviewers.



Either of the above methods will open up the Final Score Sheet which will list the applications in that meeting and provide fields for both the Criterion Scores as well as the Final Score.

Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR Internet Assisted Review xTrain xTRACT Admin Supp eRA Partners

Final Score Sheet

Meeting Information

Criterion Scores Label Report

Reviewer Name: BLACKWELL, ELIZABETH

Review Order	Application Number Act/IC/Serial# IC/Serial#	PI Name [Conflicts] [Parent Application PI] Activity PI Name PI Name	Assignment Role	Criterion Scores 1	2	3	4	5	Discussion Score	Final Score (1 to 9), ND, NR, DF, NP, AB	Action
1	1 L30 HD987543-01	COPPOLA, FRANCIS FORD	Unassigned	3	3	4	2	2		3	Save All
2	1 L30 HD012345-01	DOYLE, ARTHUR CONAN	Unassigned	5	4	5	5	4		ND	Save All
3	2 L30 HD098754-02A1	KEY, FRANCIS SCOTT	Unassigned	1	2	2	2	1		2	Save All

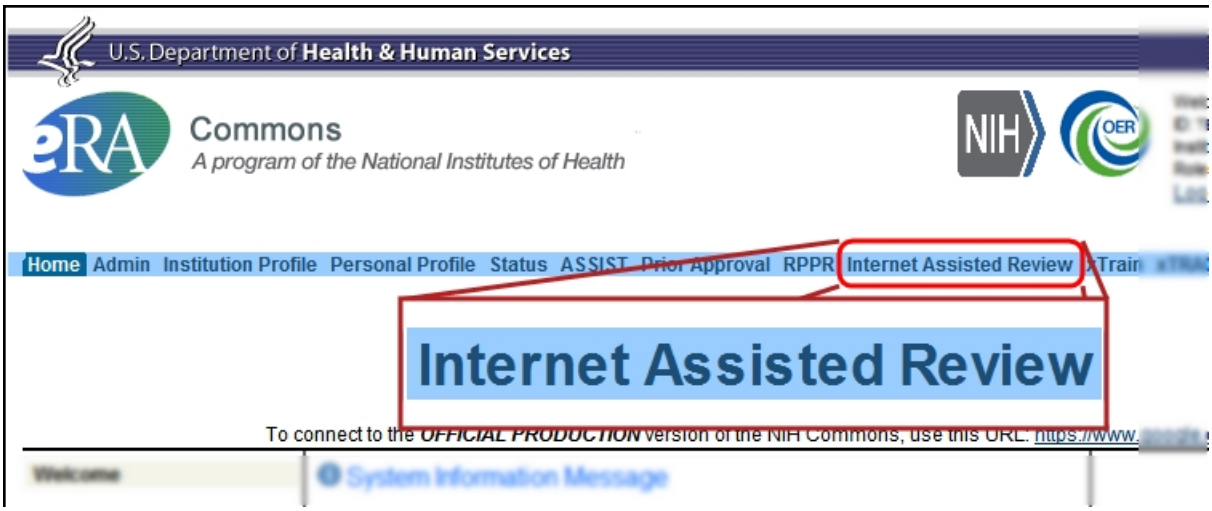
Save All | Save All and Return | Cancel

After scores are entered, the reviewer has the option to use the *Save All* link in the **Action** column or the equivalent button at the bottom of the sheet. Additionally, the reviewer may choose the **Save All and Return** button to go to the previous page or the**Cancel** button to make no changes and return to the previous page.

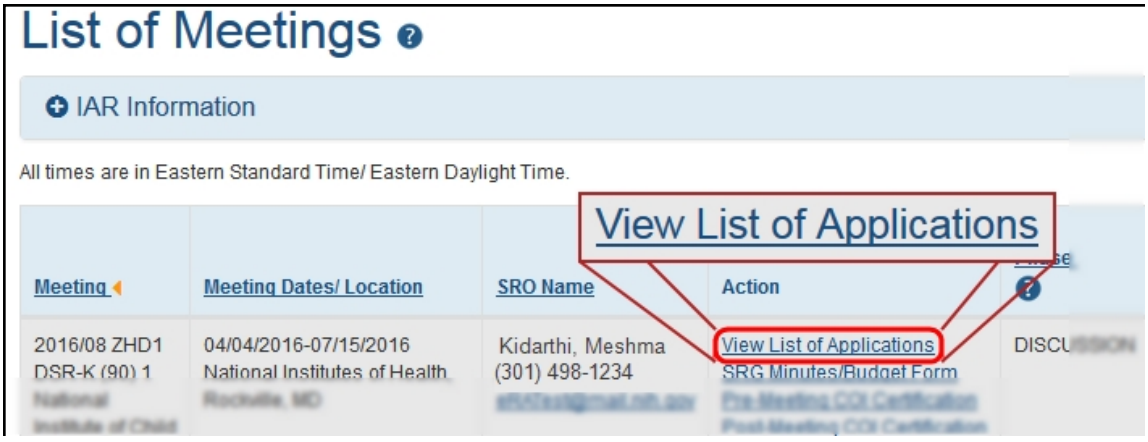
6.16 Discussion Comments (Application)

To access the Discussion Comments:

- Select **Internet Assisted Review** from the eRA Commons menu bar.



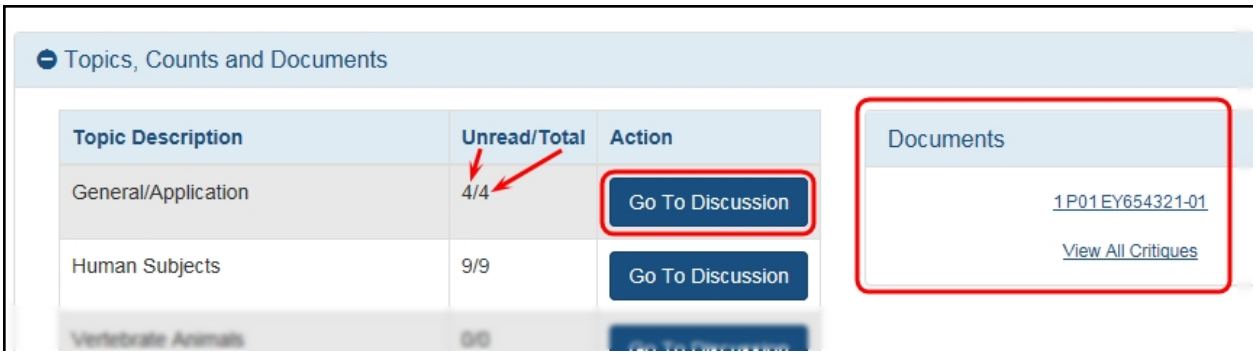
- This action will open the **List of Meetings** page where the reviewer is presented with all meetings the reviewer is enabled to and where the meeting phase is active. Select the *View List of Applications* link in the **Action** column.



- From the **View List of Applications** screen, in the list of applications, click on the **Go To Discussion** button in the **Discussion** column.

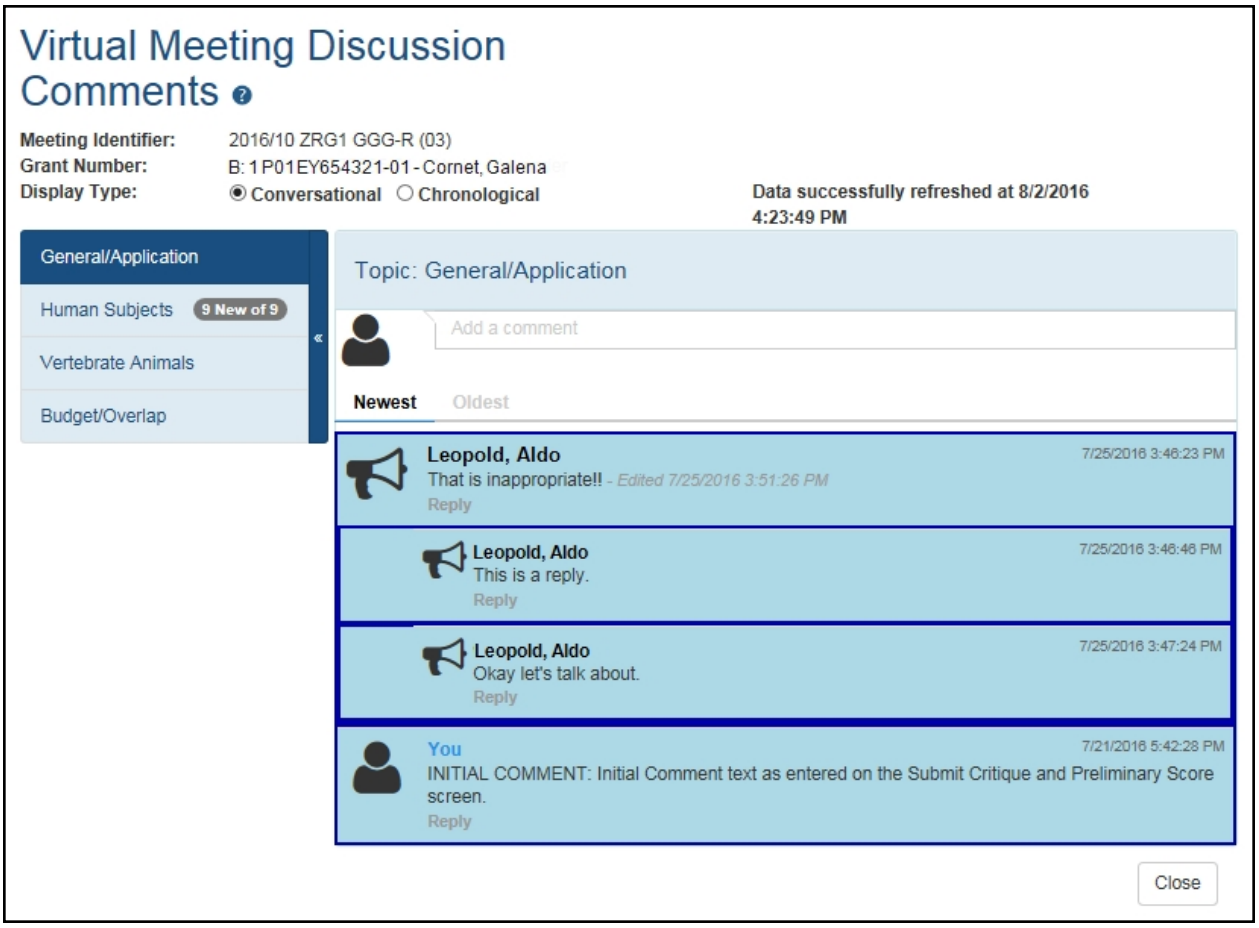
In the **Discussion Board**, expand the **Topics, Counts and Documents section**

- Click on the desired discussion topic to view the discussion or associated documents. In the **Unread/Total** column, you will see a count of the number of discussion items that have not been read compared to the total.



- When you click into a discussion, the **Virtual Meeting Discussion Comments** will open. (Depending on your browser settings, this screen may open in a new tab or window).
  - The top left of the screen will show the *Meeting Identifier*, *Grant Number*, and *Display Type*.
  - The time and date of the last data refresh is to the right.
  - The topics will be listed in a box on the left with a count of how many unread messages there are compared to the total for that topic.
    This section can be collapsed and expanded by clicking the double-carat icon (⟨⟨ or ⟩⟩) on the right side of that box. This section will also scroll with the page so that it is always accessible.
  - The comments section will comprise the bulk of the screen and can be configured in a nested conversational style (default) or chronologically. The selection for the style of the layout is made in the **Display Type** above the conversation field.
  - Unread messages are in blue and will change to white once they have been accessed.

- Messages from the SRO/ESA will have a bullhorn icon. Reviewer comments will have a person outline icon. The icon for the initial comment is larger than any replies to that comment.
- Clicking on the **Close** button will close the tab or window that was opened to display the comments.



7 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.

7.1 Pre Meeting Conflict of Interest Certification

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

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 **Track COI Certification** link from the *Action* column of the specific meeting.

3. In the *Track Conflict of Interest Certifications* screen, select the **Pre-Meeting COI Certification**link.

   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.

4. *Optional:* Select the **List of Meetings** link to return to the *List of Meetings* without signing the certification.

5. *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.

6. 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.**

7. Select the **I Certify** button.

Pre Meeting Certification

List of Meetings NIH Conflict of Interest Rules - Non-Fed

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

Reviewer Name: PI Name

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

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

Check only one:

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

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

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

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

1 R12 A123456-01A1 - Federal Reviewer

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

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

Certification

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

Signature:
Electronically signed by [PI Name] via Internet Assisted Review on
03/16/2016 10.32 AM

I Certify | Clear Selection | Cancel

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.

Certify No Conflict(s) | Go Back

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 onePI of the radio buttons above before certifying.*

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

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

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

Certification

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

Signature:

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

I Certify | Clear Selection | Cancel

Pre Meeting eCOI Certification - Electronic Signature

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

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

7.2 Post Meeting Conflict of Interest Certification

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

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

To access and sign the *Post Meeting Certification*:

1. Access the *List of Meetings* screen.

2. Select the **Post-Meeting COI Certification** link from the **Action** column of the specific meeting.

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

3. *Optional:* Select the **List of Meetings** link to return to the *List of Meetings* screen without signing the form. Selecting the **Cancel** button also returns the *List of Meetings* screen without saving the form.

4. Select the **I Certify** button after reading the certification.

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

Post Meeting Certification

List of Meetings

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

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

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

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

CERTIFICATION

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

Printed Name: PI Name

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

I Certify Cancel

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 Service Desk in this case.

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8 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 Service Desk in this case.