

Working With the Review Critique Templates

Once you have read your assigned grant applications for your upcoming study section meeting, it is time to write your critiques. The NIH Scientific Review Officer (SRO) assigned to your meeting provides templates for writing your critiques; the templates can be accessed via the [Internet Assisted Review](#) (IAR) module, Meeting Materials folder, but in most cases can also be downloaded from the [Guidance for Reviewers](#) website, as necessary. Please do not use old templates saved on your computer from a previous review meeting, because policy and templates change frequently.

Critique template formats could vary based on the award mechanism (i.e. training versus research project grants).

Below, you will find general instructions for using these critique templates.

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Software Requirements

- Note that critique templates contain drop-down fields and protected sections. **Do not unprotect and re-protect** the document because data loss may occur.
- Mac users who experience difficulties with templates in Microsoft Word should ensure they have the latest version of Microsoft Word.
- Plain text versions of the templates (with reduced functionality) are available from the SRO upon request.

Tips and Tricks for the Unprotected Sections

- The unprotected sections are:
 - Overall Impact
 - Scored Review Criteria
- **Do not record scores for overall impact or individual criteria on the templates, unless instructed to do so by the SRO.**
- Enter your comments directly on to the template (instead of cutting and pasting), to retain bullets and formatting.
- If you must paste text, use paste-special and choose 'unformatted text' to retain bullets.
- Use a hard return at the end of a bullet to create the next bullet.

- The application number and PD/PI name at the top of the critique help ensure that the critiques are correctly matched to the applications.

Tips and Tricks for the Protected Sections

- The protected sections are:
 - Additional Review Criteria
 - Additional Review Considerations
 - Additional Comments to the Applicant
- Protection is necessary to provide functions such as drop-down boxes.
- Gray shading indicates the presence of a form field to record your assessment (either as a drop-down selection or a comments field).
- The Microsoft Word spelling and grammar check function is **unavailable** in protected sections.

Saving and Uploading into IAR

- Save the template on to your computer, with a meaningful file name (but do not include any information that could reveal your identity).
- Upload the critique to IAR (See [written instructions](#) or [video tutorial](#)).
- Please delete all your critiques from your computer after the review meeting.