NIH eRA Internet Assisted Review Create Account Process

If a Reviewer does not have a Commons account, he/she should follow the process that is outlined in this document.

From the IAR Control Center of the specific meeting, the SRA or GTA selects and enables Reviewer. Enabling triggers the email below to be sent containing a unique URL.

NOTE: Reviewer must have an email address in the Profile MLG address type and be on the roster for the meeting before being enabled. Once Reviewer has Commons account, Reviewer can update this email address in Commons by using Personal Profile, Reviewer Address.



The Reviewer clicks on the unique URL in the email and launches the Create a New Account website (sample screen below). This page and URL will be unique for each Reviewer; it is linked to their profile as selected for the meeting in Peer Review.

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The Reviewer completes the form. The password entered and re-typed must comply with the NIH eRA Password Policy (minimum of 8 characters, must contain at least one of each number, letter, special character; cannot begin or end with a number and cannot contain username), e.g., \$1reviewer. Reviewer clicks Continue.

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Reviewer is taken to next screen, Verify Support. Screen shows public information on NIH grant support and committee service (special emphasis panels/SEPs are currently not shown). Reviewer should click in the "Correct" radio button for items that are correct for them. If an item does not represent their data (not their grant or committee service history), they should select "Incorrect" for that item. If just a detail about an item is incorrect, such as start date or title, the item should still be marked as "Correct" with corresponding comments added to the "Comments for NIH" area.

If ALL of the information for the Reviewer is incorrect and the profile name on the page title "Verify NIH Support for <reviewer name>" is also incorrect, Reviewer may use Reject Account Request. Rejecting account request implies that the wrong person was selected, that none of the information shown is correct for the Reviewer. Rejecting will halt the account creation process and remove the Reviewer's access to the meeting (Disabled in the Control Center). The SRA for the meeting will also get an email about the action.

If Reviewers sees NIH support that is missing, they can use the Add NIH Support button or can enter grant numbers and information in the "Comments for NIH" area. However, such additions are not required, since all grant support may not have been displayed.

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Sample of Add NIH Support Screen (optional screen).

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After selecting "Correct" and "Incorrect" for items, Reviewer clicks Continue Account Request button.

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Next screen below allows Reviewer to verify/review what they have entered. If all is correct, they click on Continue Account Request button. If they need to make corrections, click Back.

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The next and last screen shown confirms completion of account request and gives Reviewers some information to get them started in Commons.

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Thank you for completing the NIH Commons Account Creation process. Once the NIH has validated that all of your previous involvement is associated with your new account, we notify you that your account is active. This process usually takes two bu IMPORTANT: You will not be able to log into the NIH Commons until your account is active. Initially, you will be given the privi participate in Internet Assisted Review (AR) meetings. If you are also a Principal Investigator (P) you will not have access to and Grant Applications within the NIH Commons until 1) your institution has been registered with the NIH Commons (see <u>B</u> <u>Commons Institutions</u>) and 2) a Business Official at that institution affiliates your account to their institution.	NIH Joiness days. Jege to your Grants tenistered
While you await activation of your IAR account, you may review the current NIH Commons functionality now available within o System.	our <u>Help</u>
As you begin to get acquainted with the NIH Commons, visit the <u>Commons Support Pane</u> to review the latest notes, tips, but upcoming functionality. To become familiar with InternetAssisted Review (IAR) please see the UR section on the Common Page which contains a few resources to assist you. The IAR Tutorial is a very detailed step-by-step graphical tutorial that will through using all aspects of IAR. If you are familiar with the pre-meeting peer review process and using verbased system want to skip to the IAR Quick Start. This is a 4-page guide to give you an overview of the main features or IAR. The Reviewer a textual guide to using IAR.	orials and s Support I walkyou s, you may User Guide Is
We are hopeful that the NIH Commons will become a valuable tool for you to use. If you have any questions or suggestions may provide better service, please let us know by emailing us at <u>commons@od.nih.gov</u> . Be sure to state "Commons Sugge subject line so that we route it to the appropriate personnel.	on how we stion" in the
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The following screens represent some typical errors that may occur during the process.

Sample of error if password entered on Create Account Screen does not meet standards.

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Sample of error if username chosen by Reviewer is too short (must be at least 6 characters).

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Sample of error if username entered by Reviewer is already in use by another Commons or IMPAC II user.

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