

02 - Transcript – Responding to an Invitation to Review

*****DISCLAIMER!!!*****

THIS FILE MAY CONTAIN ERRORS. THIS IS NOT A LEGAL DOCUMENT AND IS NOT FOR USE IN A COURT OF LAW.

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This tutorial will guide reviewers on how to get started with IAR, the Internet Assisted Review module, upon receiving an invitation email to a review meeting. Please note that the process for responding to an invitation to review is the same for both domestic and international reviewers.

Before accessing IAR, the reviewers must ensure that they have an eRA Commons account, and they have entered an email address in the eRA Commons Personal Profile to receive reviewers' correspondence. A Scientific Review Officer or Extramural Support Assistant gives a reviewer access to IAR on a per meeting basis. This process is called enabling.

Once enabled for a meeting, the reviewer receives an email invitation. The email varies depending on whether the reviewer is new to Commons, has a PI role in Commons, or already has an IAR role.

If the reviewer is new to Commons, the reviewer will receive a system generated email from era-notify@mail.nih.gov, with an SRO's signature, with directions on how to create a Commons account for IAR. A unique link for accessing eRA Commons to begin creating a new account is included in this email. Reviewers must not share this URL with others, as it may lead to login problems in the future.

This is the screen to create a new account. As a new reviewer, enter information for the required fields as marked with the red asterisks. When done, click Save and Continue to move to the next page.

The next screen shows public information on NIH grant support and committee service for the reviewer. Look over the list of previous applications for which you participated as the Principal Investigator to ensure the information is accurate. Also review any previous or active committee involvement information and confirm if it is correct. If you have never participated in the review process before, this section will be blank.

You can also add a comment for NIH, or reject this account. When you are done, click the 'Complete Account Request' button. You will see a confirmation message when you have completed the process.

A second email will be sent to confirm the account creation request. It may take a few days for the account to be reviewed and activated by NIH staff.

A third email confirms that the account has been activated and includes your user name. It is followed by a fourth email with a temporary password. Please click the Commons URL in this email to use those credentials to log into eRA Commons. Once logged in, you will be prompted to update your password.

This email is for a reviewer who has previously served as a Principal Investigator, or as a reviewer. It contains instructions and links to resources.

To access the Internet Assisted Review screen: A reviewer can access IAR by logging into the eRA Commons official site with the user name and password provided in the emails.

Note that the top right hand corner of the screen must display an IAR role or a combination of IAR and other roles. Click the Internet Assisted Review tab on this screen to continue.

The reviewer must sign the Confidentiality Statement electronically one time for each meeting, regardless of the meeting phase. The steps are available in a separate demo. If the reviewer has not signed the statement for the meeting, the Confidentiality Statement link will display in the Action column. This link is removed once the statement is signed.

With the confidentiality statement signed, the IAR List of Meetings screen is displayed. Click on the hyperlinks in the Action column to view the following screens: list of applications, SRG Minutes and Budget Form, Pre and Post Meeting COI Forms, Meeting Materials, and Password for Meeting Materials. Note that a reviewer will see different links in the Action column on the *List of Meetings* screen, depending on which phase the reviewer is in.

Additionally, in the “Note and Tips” section there is a link called “IAR for Reviewers Online Screen Help.” This link takes you to the help system.

For more information about IAR, visit the URL displayed below:

http://era.nih.gov/erahelp/IAR_Rev/#IAR_ReviewersHelp/1_introduction/introduction.htm

For Internet Assisted Review (IAR) system issues, please visit the eRA Service Desk to submit a support ticket or call the numbers displayed here:

Toll-free: 1-866-504-9552

Phone: 301-402-7469

at: <http://grants.nih.gov/support/index.html>;

A number of resources are available to you for more information about IAR. Screen help is available by clicking on the question mark on the IAR screens. We very much appreciate your service as a reviewer. If you still have questions about how to get started with IAR, contact your SRO or the eRA Service Desk.

Thanks for watching.