Introduction to Virtual Meeting (transcript)

Welcome to an Introduction to Virtual Meetings in IAR. This tutorial will provide reviewers an overview of the differences between participating in a virtual scientific review meeting in IAR, the Internet Assisted Review module, and a traditional face-to-face meeting.

With virtual meetings, reviewers can skip traveling to a face-to-face meeting; instead, the discussion and all other actions take place online in the Internet Assisted Review (IAR) module.

The preliminary steps remain the same as regular face-to-face meeting with one exception – during the submit phase, reviewers will add initial comments when submitting critiques. You can see A Brief Introduction to IAR video at era.nih.gov/era_training/era_videos.fcm#overview.

There are two new phases within Virtual Meeting.   The VM Introduction Phase, and the VM Discussion phase. There is also one sub-phase, the VM Cluster Discussion phase. This phase is configured by the Scientific Review Officer (SRO) to change the order and the timing of when the applications in different clusters will be reviewed.

VM specific screens will appear only for meetings coded as virtual. Such as Announcements, Manage Topics for discussion, VM List of Applications, VM Discussion Dashboard, etc.

To access grant applications, the reviewer logs in to eRA Commons, clicks on Internet Assisted Review and sees the *List of Meetings* screen as the default. The reviewer clicks on the **View List of Applications** link in the **Action** column to begin.

Note that the **Virtual Meeting List of My Assigned Applications, the Virtual Meeting List of All Applications** screens are only visible during the Introduction and Discussion phases.

The central hub during a virtual meeting is the *Virtual Meeting Discussion Dashboard* screen. It is on this screen where all the action takes place. This VM video series will walk reviewers through the next steps in a virtual meeting.

A number of resources are available to you for Virtual Meetings. Help is only a click away. Clicking on any of the question marks on the VM screens will bring you to the VM online help for that topic with step-by-step instructions and screenshots.

If you have specific questions with VM, please contact the eRA Service Desk. This concludes the Introduction to Virtual Meetings. Thanks for watching.