

ECB Council Members Overview Transcript

Disclaimer: This transcript is NOT a certified transcript, and thus is not a legal document and is not for use in a court of law. The information contained within this document is for general information purposes only.

Welcome to this video tutorial on the Electronic Council Book (ECB) module. ECB is used by members of advisory councils for the second level of review of grant applications. Members can search for and view basic application data and summary statements and, when appropriate, vote on applications as part of the Early Concurrence process. This tutorial is an overview of the capabilities of the ECB module.

You access ECB through eRA Commons by going to the URL shown here: <https://public.era.nih.gov/ecb>. As a prospective council member, you will be invited to serve on a council. If you have an existing eRA Commons account, you will receive an invitation email and you may log into ECB using your eRA Commons credentials. If you do not have an eRA Commons account, your invitation email will include a link to create the account.

Complete the required fields as noted by the red asterisk and click Save and Continue at the bottom. You are then presented with the Verify Awards and or Review Committee Meeting involvement screen. Following the instructions at the top of the screen, confirm the information and if everything is accurate, click the Complete Account Request button.

You then receive an email with a temporary password to eRA Commons. Use this password to log into eRA Commons. This prompts you to change the password to one of your choosing. Once the temporary password has been changed, you can log into ECB.

Any password management (reset password, forgot password) that is needed, is done using eRA's built-in account and password management features.

Once you provide your credentials and log in, you are presented with the ECB Council Information screen.

However, before every council round, on your first login to ECB, you will need to read and agree to three documents before being able to access the ECB Council information screen. The first document is the Responsibilities of National Advisory Council Members in Protecting NIH Peer Review. Simply read the document, and if you have no questions or concerns, click Continue in the bottom right corner.

The second document is the Confidentiality and Nondisclosure Rules document. When done, click I agree in the bottom right corner.

The third document is the Certification Regarding Conflict of Interest. Again, review the document and if you are ready to proceed, click I agree in the bottom right corner.

Once these tasks are completed you are permitted to access the ECB Council Information screen. For each council round, a new Council Information screen is set up by federal staff; these screens consist of information that Council members will need related to the meeting and voting screens. When you click on a link to a webpage or document, they open in a new window.

Click the search link next to Council Information at the top of the screen to search for any application within the current council. So, if you want to see all the Type 1, R34 applications, complete the Project Type field and the Activity Code field and click on the Search button in the bottom right corner.

The system will return the results, limiting the view to the institute/center for which you are reviewing. You will see basic information, such as the PI Name, Institution and Project Title. If a summary statement is available, you see an SS link in the Summary Statements column. Clicking the link opens the summary statement in a new window.

To return to the first tab of the Council Information screen, click the Go back link at the top of the screen.

The Council Information screen includes an Early Concurrence tab, which is an expedited review for applications that meet certain criteria. Here you find the Early Concurrence link. Clicking the link opens the early concurrence panel screen. It contains a list of applications that have been added to the early concurrence panel. The screen provides voting radio buttons, conflict checkboxes, and buttons to view panel members, and clear, save, and submit votes.

Grayed out selections in the voting columns indicate votes that have been submitted and cannot be changed.

You can filter the list in two ways. One, use the Special Codes field to filter for applications with that code. Click the **X** to clear the filter.

Two, use the text-based Filter Table field. Type in a key word or text and the table is filtered to display applications containing that text.

You can vote on available applications in bulk using the Vote Options button in the upper right corner. Clicking the button lets you select from Vote Yes All, Vote No All, and Vote Abstain All. Selecting one of these options automatically selects all the corresponding radio buttons.

Click the **Save** button to save the votes. You may return to saved votes and change them later if you wish.

If you are ready to finalize the votes, click the **Vote & Submit** button to submit the votes. You will not be able to change the votes once submitted. A confirmation screen is displayed. Click the **Yes** button to submit the votes.

In addition to the voting capabilities, the Council Information screen contains links to document and application lists. When clicked, the links open the list screen. Sometimes documents here are placed to get the opinion of council members – for instance, on science concepts that the Institute/Center may want to fund in the future. Here you see a list of documents or applications, voting radio buttons, and buttons to clear, save, and submit votes. The voting process works in the same manner as demonstrated for the Early Concurrence applications.

Each document or application has a three-dot ellipsis icon at the end of the title. Click this icon and you can select the Add Comments option. This opens the Add Comment pop-up window. Add your comments and click Save.

Once a document or application has a comment saved to it, a confirmation message at the top of the screen is displayed, and an Expand arrow icon will appear to the left of the title. Click on the arrow to display the Comments category.

Clicking on the Expand arrow icon for the Comments will display the list of all the comments made for the document or application. Clicking on the two arrow icons again will collapse the expanded areas.

However, if the voting buttons are not visible at the top of the screen, you are not part of the voting panel for the list. You may view the documents or applications, but you cannot vote.

There are a number of resources available to you should you need help with ECB.

- Electronic Council Book (ECB) - Fact Sheet
<https://inside.era.nih.gov/ecb/fact-sheet.htm>
- ECB Online Help
<https://www.era.nih.gov/erahelp/ecb/>
- If you need additional help with ECB, please contact the eRA Service Desk
<https://www.era.nih.gov/need-help>

This concludes this video tutorial on the capabilities of the Electronic Council Book (ECB) module. Thank you for watching.