

IAR OCT Overview Transcript

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Welcome to this video tutorial for the Online Critique screen in Internet Assisted Review (IAR). This tutorial demonstrates how to access, complete, and submit an online critique.

Background Information

The Online Critique screen provides reviewers the capability for entering their critique as well as scores online in IAR, instead of uploading a Word critique template. Reviewers access the system as they normally do, by logging into eRA Commons, selecting the Internet Assisted Review (IAR) option from the landing screen, or from the apps menu in the upper left corner and navigating to the desired meeting on the List of Meetings screen.

Accessing Online Critiques

If the meeting is using the Online Critique option, you see a blue Online Critique badge under the meeting title. Before you can access the meeting, you must click on the three-dot ellipses icon and select the Confidentiality Statement option. Complete the Confidentiality Statement. This is immediately followed by the Employment Certification form. Once these are complete, you are brought back to the List of Meetings screen. Click on the three-dot ellipses icon in the meeting column and select View List of Applications from the menu.

This opens the List of My Assigned Applications screen. In the Application Number (Opportunity Number) column, access the available actions by clicking on the three-dot ellipses icon. Select the Submit Critique option from the menu.

Clicking the Submit Critique option opens the Online Critique screen.

One of the more powerful features of Online Critiques is that the content from the Notice of Funding Opportunity (NOFO) drives the content you see in the interface. In this example, the left side navigation pane shows Scored Review Criteria, Additional Review Criteria, Additional Review Considerations. These options come from Section V, the Application Review Information section, of the NOFO. These options depend on the opportunity to which the applicants are responding.

Completing an Online Critique

You can navigate to any part of the online critique by clicking a heading in the navigation pane. So, if you want to examine Protection for Human Subjects, simply click on that heading and the system displays that section of the online critique.

As you enter text in the different sections of the online critique, information on the particular review criteria from the NOFO is displayed at the top for your convenience. This makes it easy for you to see the review criteria you need to guide you as you formulate the strengths and weaknesses of the application. The system displays the first 300 characters, with the option to read more if you need to see all the information provided.

Text boxes have a robust editing menu that appears as soon as the cursor is placed in the text box. Text boxes default to a bulleted list and will expand automatically as you add content, making it convenient for you to see your entire response.

One of the strongest features of the editing menu is the ability to add special characters, such as Greek alphabet letters and common symbols such as the copyright symbol. Using the built-in editor ensures the desired symbol or Greek character is displayed when the final document is rendered. Using keyboard shortcuts or copy and paste functionality can result in those special characters being lost when the data is saved, and when the final documents are rendered.

Another time saving feature of the module is that as you complete the strengths and weaknesses of each criterion, you can provide your criterion and overall impact scores in the same interface at the same time.

To provide you with the maximum amount of space to work with, the side navigation pane can be collapsed by clicking the close icon in the upper right corner of the navigation pane. When you are ready, click the icon again to expand the navigation pane. Maximizing your workspace allows you the convenience of completing the critique on a desktop, laptop, or even a tablet computer.

The header area of the screen provides information on the status of your critique. If you have finished part of the critique and have not yet submitted it, you see the word DRAFT after the name of the PI. Similarly, if the critique has been submitted, the word Submitted appears after the PI's name. There is a link to the actual NOFO, so the full text of the opportunity is easily available to you.

To ensure you always know what application you are working on, there are some neat features included in the interface. First, the PI name and the grant number are displayed in the browser tab as well as at the top of the screen. The application title and the reviewer assignment role are also listed. Clicking the grant number will take you to the Grant Folder where you can find additional information about the application, if needed.

Note that the gray summary box at the top moves with you as you scroll down through the review criteria sections. This way you are always aware of the application you are reviewing.

The navigation buttons in the gray summary box provide you with quick and readily accessible options. The Open All button expands all the review criteria sections; similarly, the Close All button collapses all the criteria sections; Top brings you back to the top of the window; Print will print the information displayed on the screen; Cancel will close this Online Critique window and bring you back to the List of My Assigned Applications screen.

Finally, there is the Edit button. If you are partly finished with the critique and then return to complete it later, clicking Edit permits you to edit the Overall Impact section as well as the other sections.

Information entered is automatically saved every minute to ensure your work is not lost accidentally. Additionally, if you move from one text box to another, the system saves your work even if it is less than a minute from the last autosave period. The time and date the information was last saved appears in the gray box.

When you have completed working on the critique and scores, you can click Save, leaving you on the Online Critique screen and making the critique a work-in-progress. You can click Save & Exit, which will take you back to the List of My Assigned Applications screen. From here, you can click the three-dot ellipses icon and choose Delete Critique if you want to delete all the information in the critique for

that application. You are presented with the Delete Critique/Score window. This gives you the chance to review the information. Click Delete Critique in the bottom right to complete the action. Note, this action cannot be undone.

Submitting an Online Critique

Once you have completed the critique of the application and entered scores, you can click Submit. At this point, the system will run some basic validations to ensure all the provided components have been completed. If something is incomplete, you will have the option to go back and complete them or submit despite the warnings, depending on the scenario.

When you do submit the critique, you are presented with the traditional Submit Critique and Preliminary Scores screen, showing your scores. Clicking Cancel takes you back to edit the critique, or you can confirm your scores using the Confirm button. The status of the critique is then displayed as Submitted.

A Should you come back to your submitted critique to make additional changes, you can select Submit Critique from the three-dot ellipses icon. Use the Edit button so you can make the changes you need to make. You see the status as changed to UNSUBMITTED DRAFT and the Submit button has changed to Resubmit. If you resubmit, you repeat the confirmation process as previously described and the status reverts to Submitted.

Resources

A variety of resources are available to you should you need assistance with Online Critiques.

- eRA Reviewers Web Page:
<https://www.era.nih.gov/reviewers>
- Access Critique Template(s)
<https://www.era.nih.gov/reviewers/access-critique-templates.htm>
- Fill Out and Submit Online Critiques
<https://www.era.nih.gov/reviewers/critique-scores/fill-out-online-critiques.htm>
- IAR Help for Online Critiques
https://www.era.nih.gov/erahelp/IAR_Rev/Content/IAR_ReviewersHelp/5_OnlineCritTemp/OC_T_Intro.htm

If you still need help, contact your scientific review officer or the eRA Service Desk.

<https://www.era.nih.gov/need-help>

This concludes this video tutorial on the Online Critique, demonstrating how to access, complete, and submit an online critique. Thank you for watching.