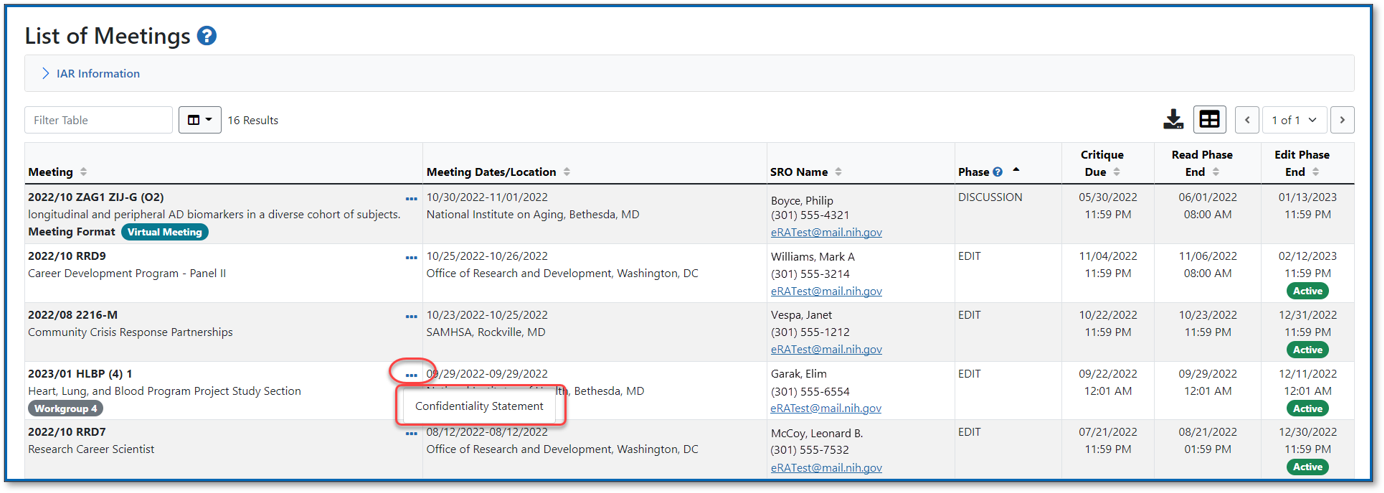
**Purpose of this Document**

Reviewers can use this quick start guide to learn how to locate the confidentiality statement, pre-meeting conflict of interest, critique templates, access code for a ZIP of templates and more in the Internet Assisted Review (IAR) module.

**Handy Tip: The three-dot ellipsis three-dot ellipsis icon that leads to action items is the key to accessing action items and key documents.**

**Locate the Confidentiality Statement**

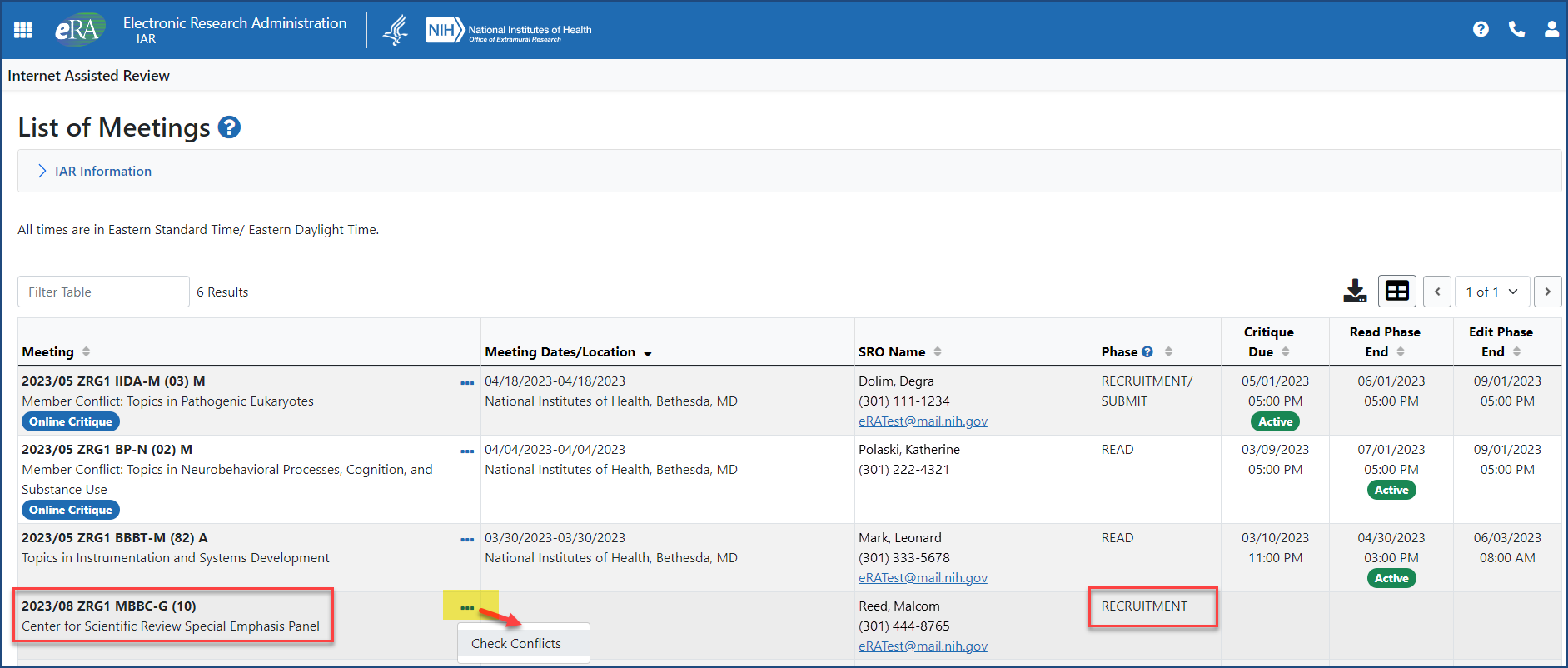
Use the three-dot ellipsis icon in the Meeting column to access the confidentiality statement on the *List of Meetings* screen.



*Figure 1: The Confidentiality Statement is accessed via the three-dot ellipsis on the List of Meetings screen*

**Check Conflicts (Recruitment Phase)**

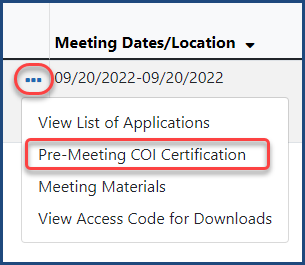
Once the confidentiality statement has been certified, for reviewers in the **Recruitment Phase**, the three-dot ellipsis will now provide the option to ‘Check Conflicts.’

****

*Figure 2: Once the confidentiality statement is certified, reviewers in the Recruitment Phase can access Check Conflicts via the three-dot ellipsis on the List of Meetings screen*

Locate the Pre-Meeting COI

Once the confidentiality statement has been certified, the menu options from the three-dot ellipsis will update. Click the ellipsis to access the Pre-Meeting Conflict of Interest (COI) form from the updated menu.



*Figure 3: The Pre-Meeting COI certification is accessed via the three-dot ellipsis on the List of Meetings screen*

Access the Application(s)

On the *List of Meetings* screen, click on the Grant Folder icon (see below) and you will be taken to the *Application Folder* screen (also known as *Grant Folder*).

Grant Folder Icon

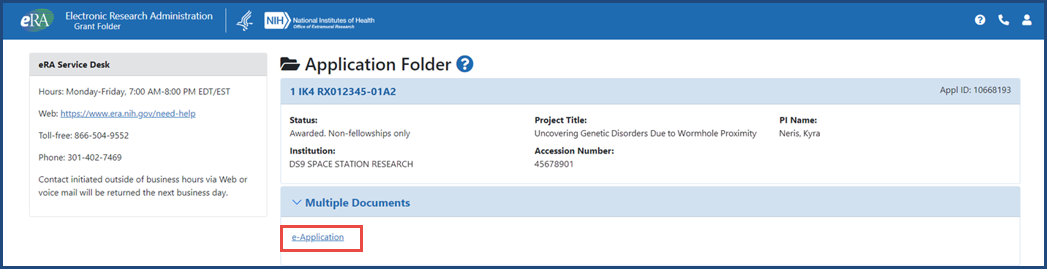


Graphical user interface, text, application, email

Description automatically generated

*Figure 4: Click on the Grant Folder icon on the List of My Assigned Applications screen*

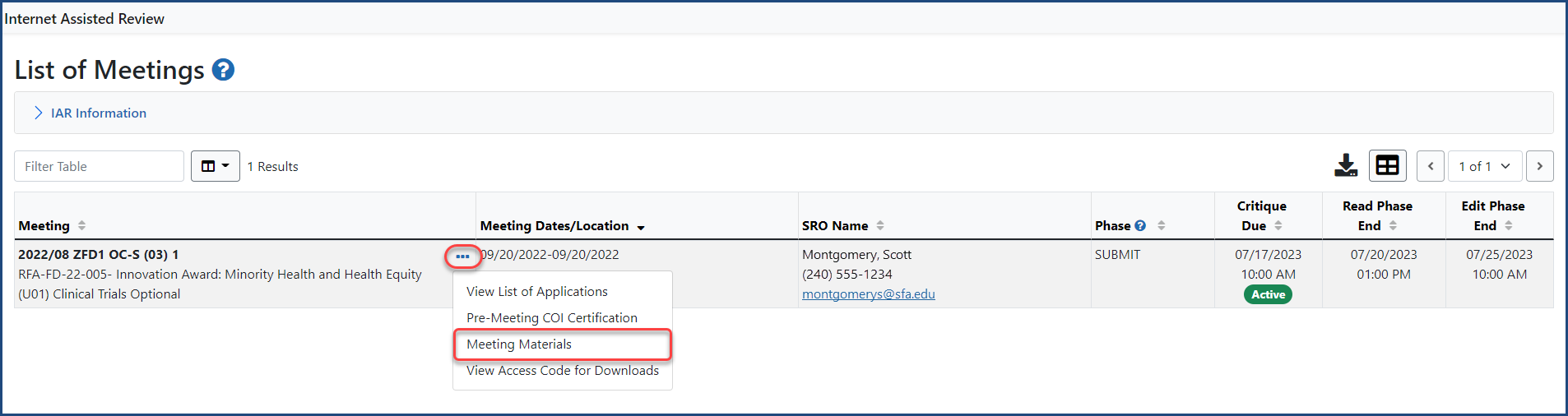
On the *Application Folder* screen, click on the e-Application link to access the application.



*Figure 5: Click on the e-Application link to access the application*

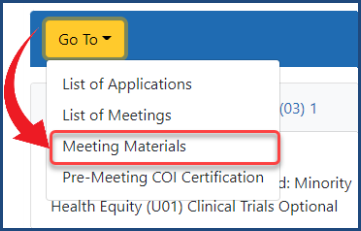
Access Critique(s)

On the *List of Meetings* screen, click on the three-dot ellipsis and select Meeting Materials.



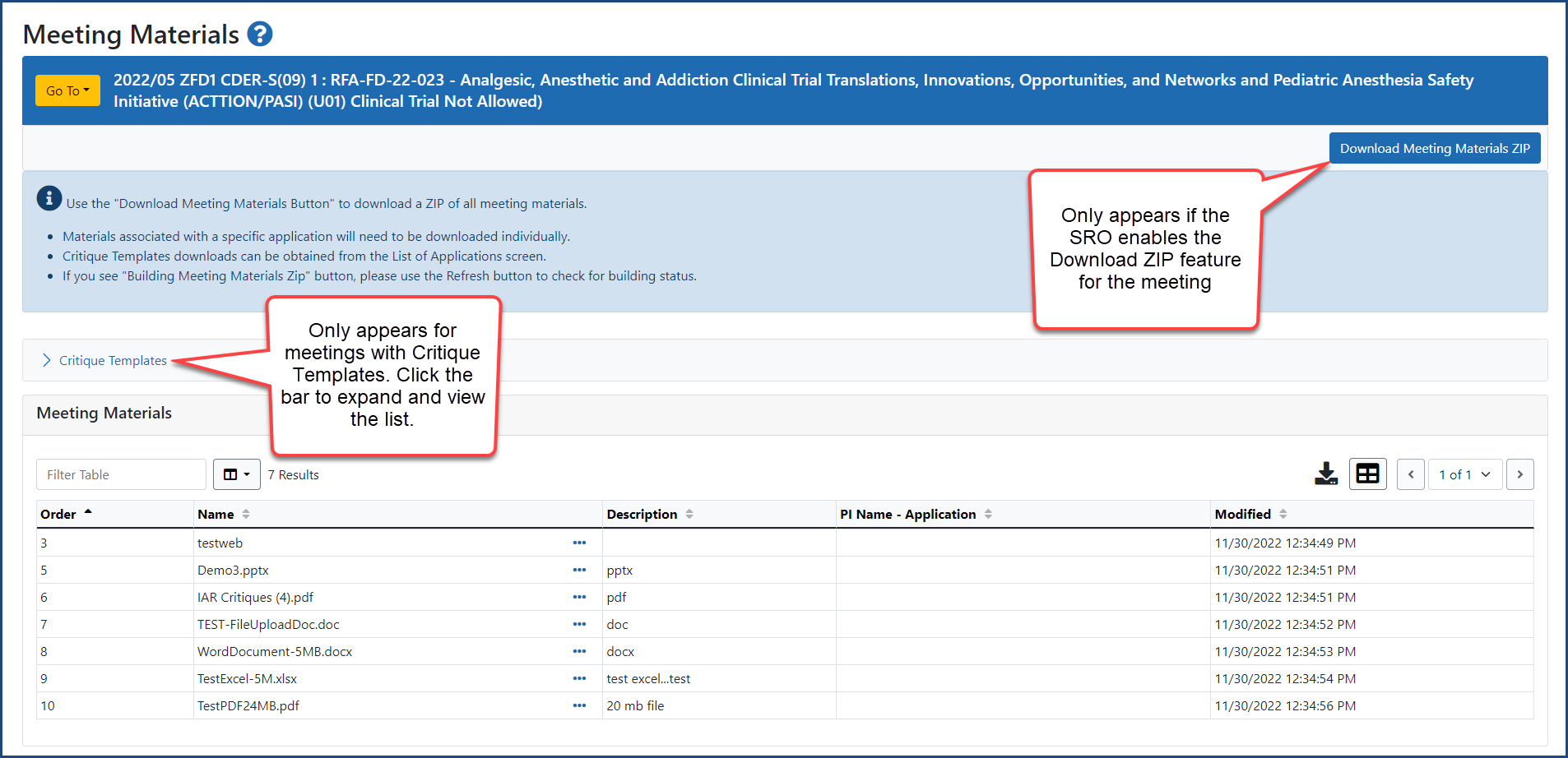
*Figure 6: The Meeting Materials screen is accessed via the three-dot ellipsis on the List of Meetings screen*

**Or** click on the Go To menu from the *List of Meetings* screen and select Meeting Materials



*Figure 7: The Meeting Materials screen is also accessed via the Go To menu on the List of Meetings screen*

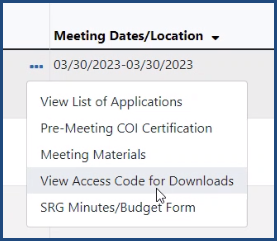
Access the critique template from the *Meeting Materials* screen if the meeting is using Word-based critiques and the scientific review officer (SRO) has associated the template(s) with applications in Meeting Materials. Or download a ZIP of meeting materials.



*Figure 8: The critique template and the Download Meeting Materials ZIP are accessed from the Meeting Materials screen*

View Access Code to Download ZIP

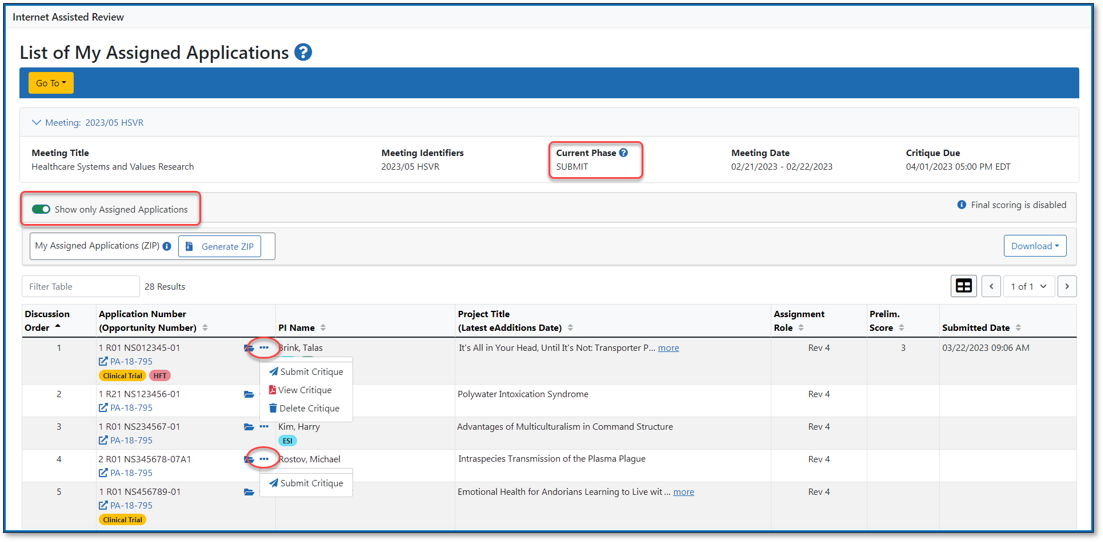
Reviewers need an access code, set by the SRO in IAR, to download the ZIP file of meeting materials and their assigned applications from IAR. Go to the Meeting column on the *List of Meetings* screen, click on the three-dot ellipsis icon and select View Access Code for Downloads.

**

*Figure 9: The View Access Code for Downloads link, accessed by clicking the ellipsis in the Meeting Column on the List of Meetings Screen*

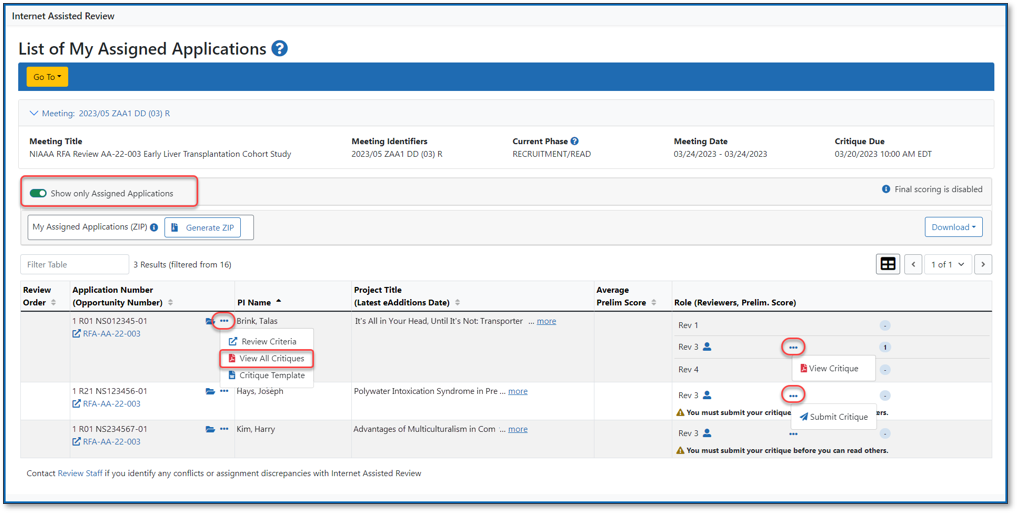
Go to Submit Critique Screen

On the *List of My Assigned Applications* screen, click the three-dot ellipsis in the Application Number column and select Submit Critique from the dropdown menu to be taken to that screen.



*Figure 10: Click the ellipsis and select Submit Critique on the List of My Assigned Applications screen*

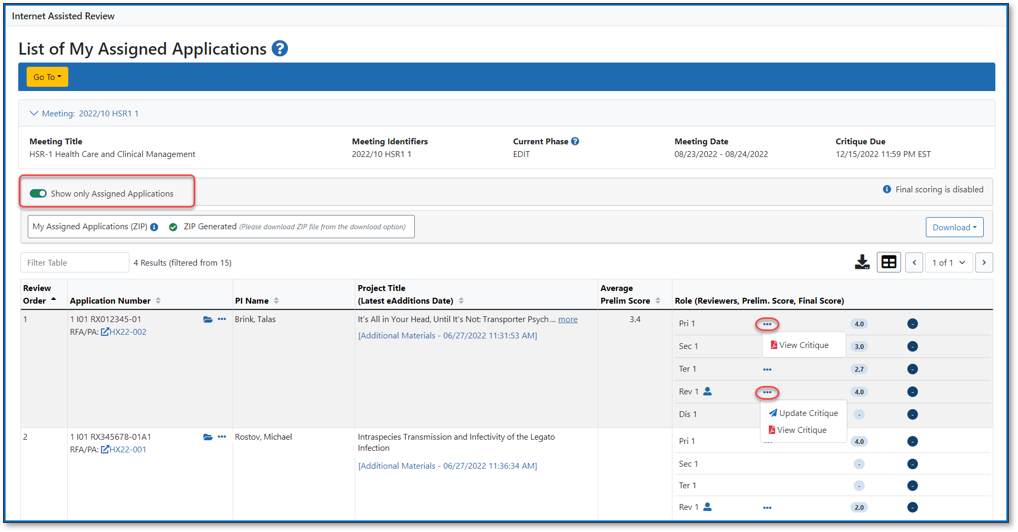
View All Critiques



*Figure 11: Click the ellipsis and select View All Critiques on the List of My Assigned Applications screen*

View and Edit a Critique

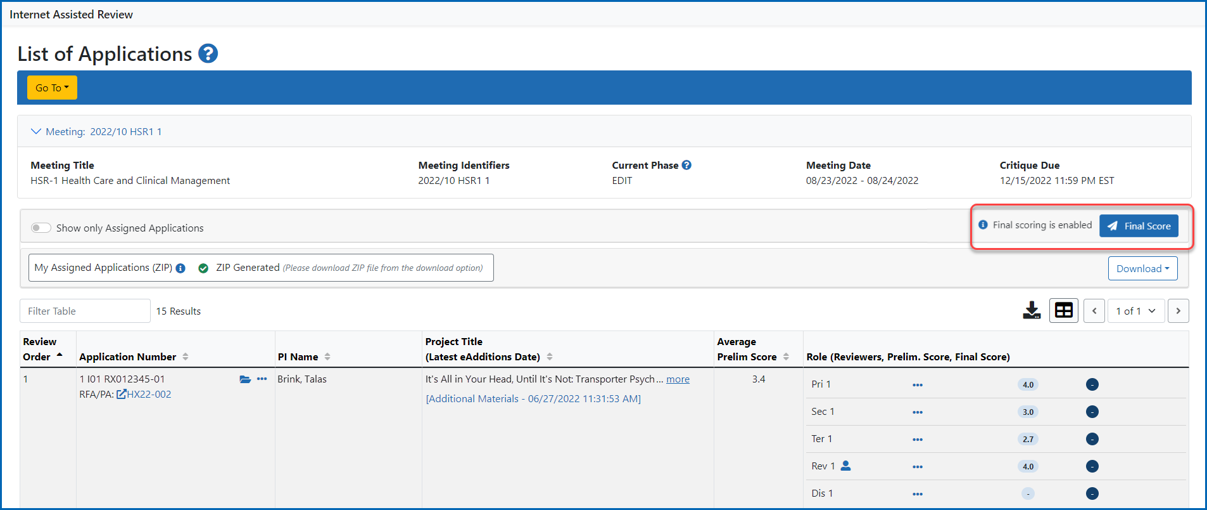
During the edit phase, reviewers can update their critique. Click on the three-dot ellipsis and click on Update Critique.

****

*Figure 12: Click the ellipsis and select Update Critique on the List of My Assigned Applications screen*

Final Scoring

Until final scoring starts, a message ‘Final scoring is disabled’ will appear on the *List of Applications* screen. When final scoring begins, a button will be displayed with the text ‘Final scoring is enabled.’



*Figure 13: Final scoring is enabled message on the List of Applications screen*