



# Internet Assisted Review (IAR) for Reviewers User Guide

April 15, 2024

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**NOTE:** This user guide is an identical PDF version of the online help.

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## Contact Us

**Additional Help Needed?** Please contact the eRA Service Desk (<https://www.era.nih.gov/need-help>).

**Toll-free:** 1-866-504-9552; **Phone:** 301-402-7469

**Hours:** Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

**Feedback on the user guide?** Please email the eRA Communications Office ([era-communications@mail.nih.gov](mailto:era-communications@mail.nih.gov)).

## Disclaimer STATEMENT

No data shown in illustrations represents any real account, project, or individual. Any resemblance to actual accounts, projects, or individuals is purely coincidental.

## Latest Updates

### **April 4, 2024**

Multiple screens have been updated as part of a required technology upgrade. The upgrade also enhances the security and stability of the module. The screens updated include:

- [Submit Critique and Preliminary Scores](#)
- Virtual Meeting List of Applications
- Virtual Meeting Discussion Dashboard
- [Check Conflicts](#)
- [Final Score Sheet](#)

There is no change in the functionality of these screens, other than the standard features implemented across all eRA modules, such as action options found by clicking the three-dot ellipsis icon and table tools. See *Navigating and Using the UI in eRA Modules* on page 2 for more information on these features.

### **February 29, 2024**

The [Preliminary Score Matrix screen](#) for Chairpersons and Acting Chairpersons has been updated as part of a required technology upgrade. The upgrade also enhances the security and stability of the module.

Internet Assisted Review |

### Preliminary Score Matrix ?

Go To

All times are in Eastern Standard Time/ Eastern Daylight Time.

Meeting: 2024/01 AA-2

<b>Meeting Title</b> Epidemiology, Prevention and Behavior Research Study Section	<b>Meeting Identifiers</b> 2024/01 AA-2	<b>Current Phase</b> READ	<b>Meeting Date</b> 10/24/2023 - 10/24/2023	<b>Critique Due</b> 10/18/2023 11:59 PM EDT
<b>Final Score Entry</b> -	<b>Final Score Entry Duration</b> -			

Filter Table [icon] 67 Results [download] [table icon] 1 of 1 [left arrow] [right arrow]

Lower Half	Discussion Order ^	Application Number	PI Name	AVG Assigned Reviewers Only	Preliminary Overall/Impact Score Assigned Reviewer(s)
<input type="checkbox"/>	1	1K01AA012345-01A1	Harry, Kim	2.3	3, 2, 2
<input type="checkbox"/>	2	1K01AA234567-01A1	Mark, Leonard Robert	3	3, 3, 3
<input type="checkbox"/>	3	1K99AA234567-01A1	Martok, Worf Rozhenko	2.3	3, 2, 2
<input type="checkbox"/>	4	1K02AA712345-01	McCoy, Leonard B	3.7	6, 3, 2
<input type="checkbox"/>	5	1R21AA012345-01	Bashire, Julie	3	4, 3, 2
<input type="checkbox"/>	6	1R21AA234567-01	Reed, Malcolm	3	4, 3, 2
<input type="checkbox"/>	7	1R21AA345678-01	Cutler, Liz		You are blocked from seeing scores
<input checked="" type="checkbox"/>	8	1R21AA456789-01	Fleck, Slikk	4	5, 4, 3
<input checked="" type="checkbox"/>	9	1R21AA567890-01	Montgomery, Scott James	4.7	7, 5, 2
<input checked="" type="checkbox"/>	10	1K01AA678901-01	Cisko, Benjamin	4	5, 4, 3
<input checked="" type="checkbox"/>	11	1K23AA789012-01	Way, Jane	4	4, 4, 4

Note: If at least one of the scores for the application is not numeric (such as NR, UN/ND or DF), the average is not computed.

Figure 1: Preliminary Score Matrix screen

The new design shows applications designated as Lower Half using toggle switches that are set by review staff. Exporting the data is controlled by the standard table tools being implemented across all eRA modules.

See *Preliminary Score Matrix* on page 130 for more information.

## January 25, 2024

### New Employment Certification Form

The Internet Assisted Review (IAR) module now includes the Employment Certification form. The form accommodates the Federal Advisory Committee Act (FACA) policy involving federal employees as reviewers. After agreeing to the Confidentiality Statement, you complete the *Employment Certification* form.

Internet Assisted Review |

### Employment Certification ?

List of Meetings

NIH/OER (Approved for implementation by January 2024)

Scientific Review Group Member  
Employment Certification

Reviewer Name: Eisenberg, Nog  
Address (employment):  
Department of Chemistry  
Duke University  
Durham, NC 27708

Scientific Review Group: BMBI  
Date(s) of review: October 26, 2023 - October 27, 2023

Please select one of the following:

- I certify that I am not a Federal employee.
- I certify that I am a Federal employee (full- or part-time) who is employed by HHS.
- I certify that I am a Federal employee (full- or part-time) who is employed by an **agency other than HHS** who is serving as part of my **official duties**.
- I certify that I am a Federal employee (full-or part-time) who is employed by an **agency other than HHS** who is serving in my **personal capacity as an outside activity**.
- I certify that I have a dual appointment with a **non-HHS Federal agency and a non-Federal organization or institution** and that I will be attending the peer review committee meeting and performing related activities on behalf of my **non-Federal organization or institution**.

You are required to certify the following before proceeding:

**Certification:**

I am a Federal employee/hold a Federal appointment (full or part-time) at a non-HHS Federal agency and I certify that I received agency approval to participate in NIH peer review committee meetings and related activities as part of my official duties. As such, I am NOT entitled to receive reviewer reimbursements, such as honoraria, flat rate, and travel.

**Signature:**

Electronically signed by [ Eisenberg, Nog ]  
via Internet Assisted Review on 01/09/2024 11:29 AM

Cancel

Figure 2: Employment Certification Form

Non-HHS federal staff can:

- Serve as reviewers in their official capacity if approved by their agency
- If not approved by their agency, serve as reviewers as a 'personal' or 'outside' activity
- If they have a dual appointment with a non-federal institution, serve as reviewers from their institution

HHS federal staff may:

- serve as reviewers if approved by supervisor(s) (previously they could not).

For more information, see *Employment Certification* on page 62

## Conflict of Interest Forms for Grants and Contracts Updated

The Conflict of Interest forms in IAR have been revised as follows:

- The Non-Federal forms will be updated to cover individuals who are federal employees but who are not serving as such.
- The Federal forms will be updated to include federal employees (non-HHS and HHS).

## December 7, 2023

A new **Delete Critique/Score** screen has been updated as part of a required technology upgrade. The upgrade also enhances the security and stability of the module. The capabilities remain the same.

**Delete Critique/Score**

**i** Choosing 'Delete' will erase all scores and critiques for this application. Please note that you'll need to re-enter scores upon resubmitting the critique. It's important to know that deleting isn't necessary for updates. If you intend to revise your critique, click 'Cancel', then utilize the 'Submit Critique' link on the previous screen.

**Application Title**  
Characteristics of Computer Voice Responses that Facilitate Feedback

PI Name	Application	Reviewer Type
Chapel, Christine	1R01CA234567-01	Pri 2

**Score Deletion Options**

Score and Top 5 designation (if any)

Critique, Score and Top 5 designation (if any)

**Note:** This action cannot be undone

Cancel **Delete Critique**

Figure 3: Delete Critique/Score screen

Reviewers can delete their own critiques only during the Submit phase of the meeting.

---

**NOTE:** Deleting critiques is permanent and cannot be undone.

---

See *Deleting Scores and Critiques* on page 127 for more information.

## October 31, 2023

### Required Review Integrity and Bias Awareness Training

Reviewers are required to complete two training modules prior to accessing their assigned applications in IAR. This requirement is effective in early 2024 and beyond. Reviewers who have not completed these trainings cannot access their applications for the early 2024 meetings. See NIH Guide Notice [NOT-OD-23-156](#).

Before accessing the training portal, reviewers will need to have completed the process of logging into eRA Commons with their Login.gov credentials and associating their Login.gov credentials with their eRA Commons username and password (a one-time association). Using Login.gov's two-factor authentication system is required for accessing IAR.

For more detailed information, see *Accessing IAR* on page 23

### **August 8, 2023**

New Language has been added to the confidentiality agreement in IAR prohibiting the use of AI technologies in the peer review process. The Confidentiality Statement will include a new sentence emphasizing that reviewers should not use generative artificial technologies for NIH peer review except as authorized by the scientific review officer or other designated NIH official (as outlined in [NIH Guide Notice NOT-OD-23-149](#)).

The Confidentiality Statement includes this new language, whereby reviewers must agree:

- Not to upload or share content or original concepts from grant applications, R&D Contract proposals, critiques, or any other associated confidential meeting information with any unapproved third-party platforms, including generative artificial intelligence technologies, except as authorized by the DFO or other designated NIH official.

The revised statement is limited only to NIH and Other Transaction (OT) review meetings.

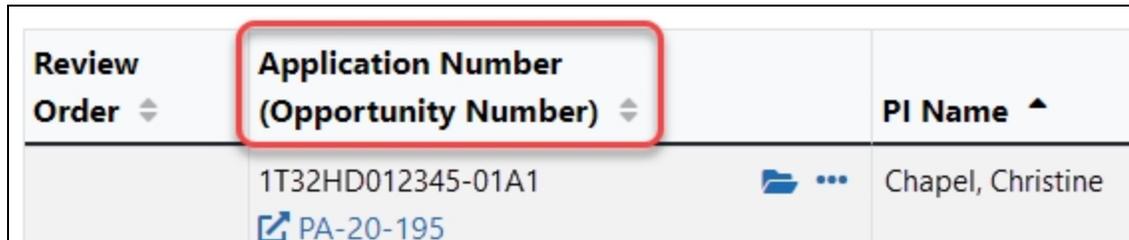
There are no changes to the process by which a reviewer certifies the confidentiality statement or to how reviewers indicate whether or not they are a federally registered lobbyist — the two steps reviewers are required to take before gaining access to a review meeting.

### **March 25, 2023**

To make terminology more inclusive of funding instruments that are not grants, the label 'grant number' will be renamed as 'application number' on certain screens in the Internet Assisted Review (IAR) module. In the same vein, the 'RFA/PA' label will be renamed as 'opportunity number.' The latter is in keeping with the recent change of Funding Oppor-

tunity Announcement (FOA) to Notice of Funding Opportunity (NOFO), to standardize terminology across the federal government

In cases where the grant number and RFA/PA are present on an IAR screen, then they will be relabeled as Application Number (Opportunity Number).



Review Order ▾	Application Number (Opportunity Number) ▾	PI Name ▲
	1T32HD012345-01A1 <a href="#">PA-20-195</a>	Chapel, Christine

Figure 4: Portion of the List of Applications screen showing Grant number label changed to Application Number (Opportunity Number)

## IAR Screens (for reviewers) to see this change:

1. *List of Applications*
2. *VM List of Applications*
3. *Final Score Sheet*

### April 13, 2023

IAR has been updated through the module with new screens to meet new user interface (UI) requirements and improved security. Functionality remains nearly the same with the exception of the new UI capabilities.

The following screen have been updated to meet the new requirements:

- *List of Meetings* Screen
- *List of My Assigned Applications* Screen
- *View Access Code for Downloads* Screen

Reviewers will use the three-dot ellipses icon to access available actions through the various screens.

See [Navigating and Using the UI in eRA Modules](#) for more information.

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## Introduction

Internet Assisted Review (IAR) is an Electronic Research Administration (eRA) module used in tandem with the Peer Review module to help expedite the scientific review of applications by providing a standard process for reviewers to submit their critiques, preliminary scores, and final scores and to view applications and related meeting materials via the eRA Commons. IAR also has the ability to enable reviewers to view the critiques of others before the actual meeting (unless conflicts of interest exist). As a result, review meetings can contain more informed discussions.

### Scope

The purpose of this document is to assist the reviewer in navigating the IAR system and completing the tasks related to a review meeting. This document discusses how to utilize IAR during the application review process.

Additional online material is available as a supplement to this user guide. eRA's Training site has materials posted specific to reviewers using IAR. This information is located online at <https://era.nih.gov/help-tutorials/iar/iar.htm>.

If a more thorough look at the role and responsibilities of a reviewer is needed, the Center for Scientific Review (CSR) has a vast array of information and training materials for reviewers. This useful information is located online at <https://pub-lic.csr.nih.gov/ForReviewers>.

The majority of information contained in this user guide also is available as online help. Access the IAR online help at [https://era.nih.gov/erahelp/IAR\\_Rev](https://era.nih.gov/erahelp/IAR_Rev) or by selecting any of the '?' icons found within the IAR system itself.

### IAR and eRA Commons

IAR is accessed through the eRA Commons, a web-based system that applicants and institutions use to participate in the electronic grant administration process. Scientific Review Officers (SRO)\* use IAR to electronically invite reviewers to participate in review meetings. This process is called enabling. Once enabled for a meeting, a reviewer

receives an email invitation either providing instructions for establishing an eRA Commons account or, if that reviewer already has an account, instructions for accessing eRA Commons and IAR with the existing account.

Reviewers use eRA Commons not only to access IAR but also to update their own personal profile information and check on application status as a PI. In order to access IAR, Reviewers must have an eRA Commons account, be listed on the official Meeting Roster, and have a personal profile with an MLG email address (taken from the **Reviewer Information** section of the eRA Commons Personal Profile). Refer to *Setting Up and Maintaining the eRA Commons Personal Profile* on page 17 for more information.

This document covers the steps taken by a reviewer in the IAR module. If additional information specific to eRA Commons is needed, refer to the *eRA Commons User Guide* located online at <https://www.era.nih.gov/help-tutorials/era-commons/user-guide.htm>.

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**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

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## **Navigating and Using the UI in eRA Modules**

For increased usability, eRA modules are gradually switching to a streamlined, modern, mobile-friendly look and feel for screens. The new look and the new navigation adjust dynamically for a variety of screen or font sizes, making your browsing experience more efficient on the device of your choice. New UI elements offer a consistent set of tools that you can use across modules. A new header and footer conserve space, leaving more work area for you to accomplish your tasks.

This topic explores the new navigation and UI elements that you might see on updated screens. All modules will eventually use the same framework for building the UI and navigation through screens. Older style screens will co-exist with updated screens during the transition to the new look and feel.

**Read this topic to learn about:**

- Header/footer for eRA modules
- Navigation to and within modules
- Actions column and how it might be replaced by an ellipsis (three-dot) dropdown in a row
- Standard tools for tables
- How columns are hidden and shown on small screens

## Header and Footer Navigation

The header and footer use symbols to save screen real estate and dynamically adjust to fit smaller screens.



The first icon from left is the Apps menu. The Apps menu shows all apps available to the currently logged-in user, shown below:



### Other Icons in Header



Links to the Department of Health and Human Services.



Link to grants.nih.gov.



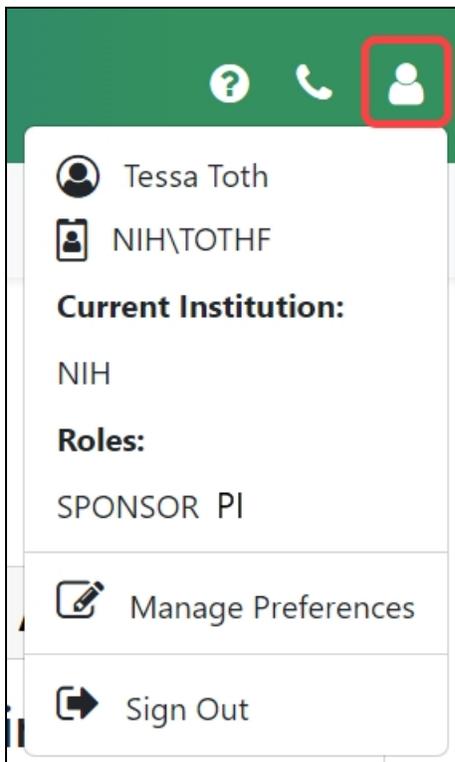
Links to a general eRA Service Desk Support page.



Links to eRA Points of Contact page.



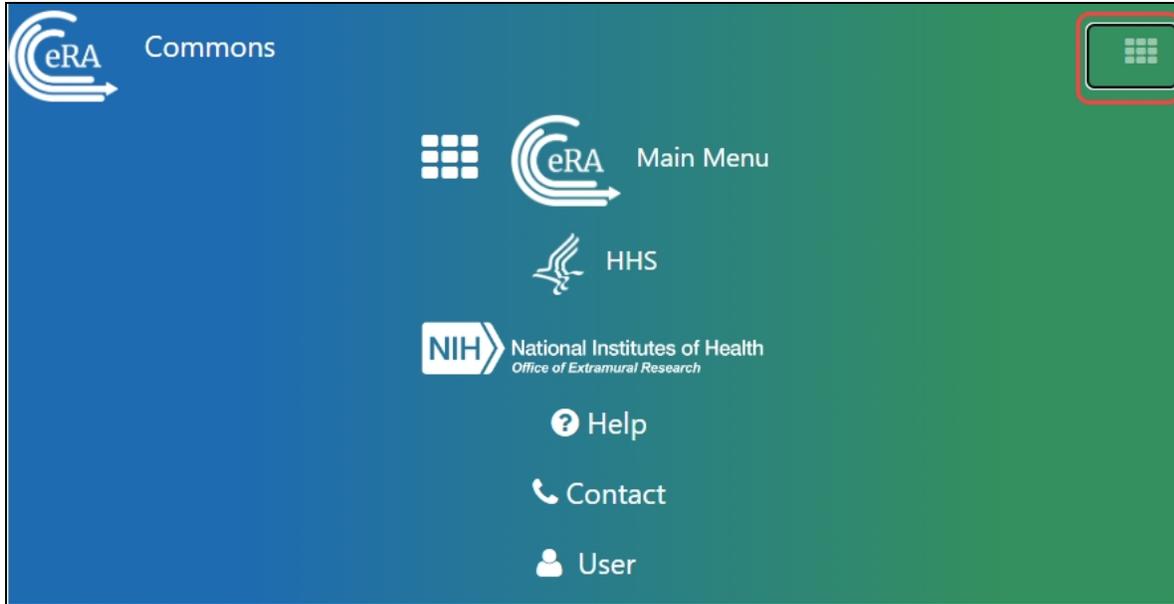
The person icon shows your login information, preferences, and sign out link:



### Dynamic Header

Below, on a narrow screen, most items on the header are hidden, but they pop down when you click the grid icon in the upper right, circled below.





## Redesigned Footer

The footer is clean and offers only essential information organized into columns.



## Navigating Within a Module

The module abbreviation, circled below left, lets you quickly see which module you are working in.



The sections of the modules are listed across the top, with the current section highlighted in gray, circled above.

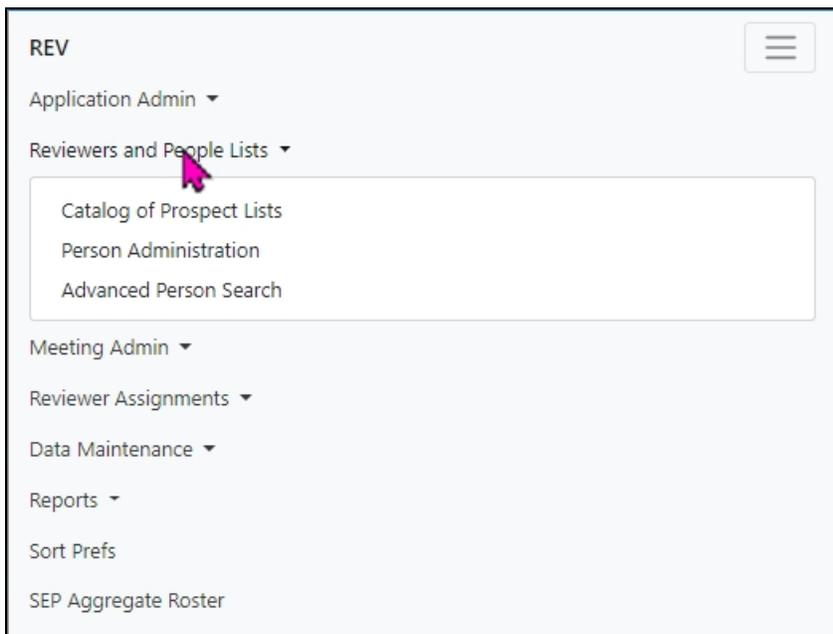
To navigate to the screens available under each section, click the section name to see a dropdown that shows all screen names, as shown below.



If the screen size is small, all the app section names are collapsed under a three-line icon, shown below.



When clicked, the three-line icon shows all module navigation in vertical form, below.



## Actions Column Replaced by Ellipsis Menu

Actions that are available for each row in a table might be displayed under a three-dot ellipsis icon instead of an **Actions** column, as shown below. This happens if there are three or more actions to be displayed. If only one action item is listed, then the column will list that action as the header and have an 'x' in the body of the column.

Application/Award ID	Grants.gov Tracking #
5K08AG050505-02	...
1R21AR020202-01A1 (MPI)	RPPR Human Subjects

## Standard Tools for Tables

Tables are sleeker with tools for showing the data you want to see. See below for explanations of table tools.

Filter Table	367 Results	Download	Table View	1 of 15
Menu	Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name

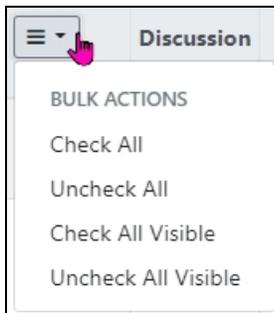
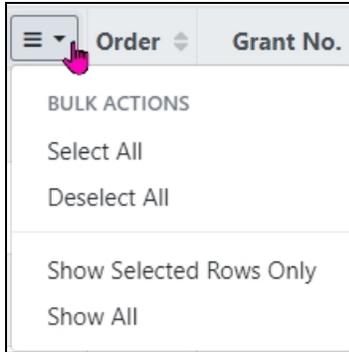
### Filter

Entering filter text features instant filtering of the list as you type, with the number of found results updated as you type. The text you type in the filter is highlighted in the table.

Filter Table	367 Results
--------------	-------------

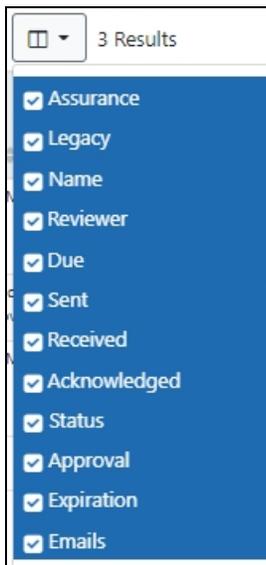
### Selecting Rows/Bulk Action Tool

Use the bulk actions tool  to select or deselect all, and to show selected rows only or all rows. Other bulk action tools might also let you mark or clear the checkboxes of all currently visible rows (such as those found by typing filter text).



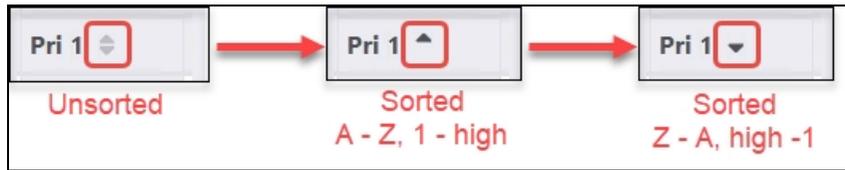
## Column Picker

Click to choose the visible columns in a table by selecting/deselecting their checkboxes using the column picker tool . The column selection is only in effect until you navigate to another screen.



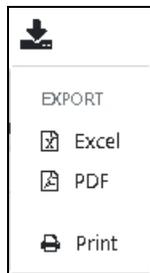
## Column Sorting

Click column headers to sort by that column.



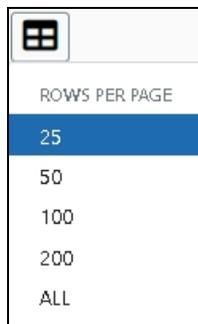
## Download and Print

Use the download tool , shown below, to export table data to Excel or PDF, or to print. Data from all columns is exported/printed even if only a subset of columns are visible.



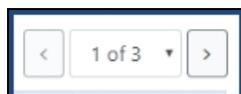
## Rows Per Page

To help avoid scrolling, use the grid tool  to specify how many table rows appear per page.

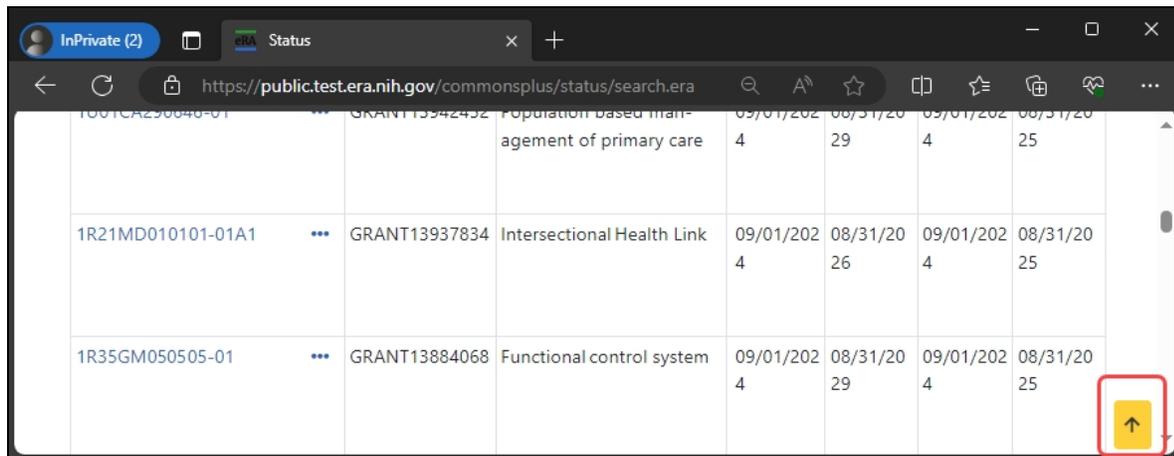


## Page Navigation

Navigate to each page of search results using the following tool:



Instantly scroll back to the top of the page by clicking the **Back to Top** button, which appears on selected screens:



## Toggle Switches

Toggles can be in one of three states, disabled, enabled but toggled off, or enabled and toggled on:

|

## How Screen Size Can Affect Visible Columns

Responsive screens can hide less crucial columns if space is limited on your display. To see the hidden columns, which collapse below the row, look for the triangle icon on a row in a table that indicates hidden columns.



Below, see a full screen, with three columns: **Reviewer Name Institution**, **Assign Applications**, and **Manage Conflicts**.

REV | Application Admin | Percentiles | Reviewers and People Lists | Meeting Admin | Reviewer Assignments | Data Maintenance | Reports | Sort Prefs | SEP Aggregate Roster

### Assign By Reviewer

Default Meeting: 2020/10 ZAA1 DD (50) SRO: RANA SIVAS Meeting Date: Agenda #: 388471

Select a report | Set Reviewer Types | Transfer Assignments | Delete All Assignments

Filter Table 4 Results

Reviewer Name Institution	Assign Applications	Manage Conflicts																
Lida, Vadis JOHNS HOPKINS HOSPITAL	<table border="1"> <thead> <tr> <th>PI Name</th> <th>Grant Number</th> <th>Institution</th> <th>Type</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td></td> <td></td> <td>Select</td> <td></td> </tr> </tbody> </table>	PI Name	Grant Number	Institution	Type	Action	Select			Select		<table border="1"> <thead> <tr> <th>PI Name</th> <th>Grant Number</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Total 0</td> <td></td> <td>Manage</td> </tr> </tbody> </table>	PI Name	Grant Number	Action	Total 0		Manage
PI Name	Grant Number	Institution	Type	Action														
Select			Select															
PI Name	Grant Number	Action																
Total 0		Manage																
Mini, Tod UNIVERSITY OF FLORIDA	<table border="1"> <thead> <tr> <th>PI Name</th> <th>Grant Number</th> <th>Institution</th> <th>Type</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td></td> <td></td> <td>Select</td> <td></td> </tr> </tbody> </table>	PI Name	Grant Number	Institution	Type	Action	Select			Select		<table border="1"> <thead> <tr> <th>PI Name</th> <th>Grant Number</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Total 0</td> <td></td> <td>Manage</td> </tr> </tbody> </table>	PI Name	Grant Number	Action	Total 0		Manage
PI Name	Grant Number	Institution	Type	Action														
Select			Select															
PI Name	Grant Number	Action																
Total 0		Manage																

When the screen is narrowed, the **Manage Conflicts** column and **Assign Applications** column are not visible in the table, as shown below.

REV

### Assign By Reviewer

Default Meeting: 2020/10 ZAA1 DD (50) SRO: RANA SIVAS Meeting Date: Agenda #: 388471

Select a report | Set Reviewer Types | Transfer Assignments | Delete All Assignments

Filter Table 4 Results

Reviewer Name Institution
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">▶</span> <div> <p>Lida, Vadis</p> <p>JOHNS HOPKINS HOSPITAL</p> </div> </div>
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">▶</span> <div> <p>Mini, Tod</p> <p>UNIVERSITY OF FLORIDA</p> </div> </div>

All hidden columns are available by clicking the more info triangle next to the **Reviewer Name**, which drops down to show the two missing columns:

The screenshot displays a user interface for a reviewer. At the top, there are fields for 'Reviewer Name' and 'Institution'. Below these, a dropdown menu is highlighted with a red circle, showing the reviewer's name 'Vadisa, Vadis' and their institution 'JOHNS HOPKINS HOSPITAL'. A red box highlights the 'Assign Applications' section, which contains a table with columns for 'PI Name', 'Grant Number', 'Institution', 'Type', and 'Action'. Below this table are two 'Select' dropdown menus. Another red box highlights the 'Manage Conflicts' section, which includes a table with columns for 'PI Name', 'Grant Number', and 'Action'. At the bottom of this section, it shows 'Total 0' and a blue 'Manage' button.

## Creating an Account to Access IAR

In order to access IAR, reviewers must have an eRA Commons account with the IAR role. Reviewers who do not have an eRA Commons account are invited – [through a series of emails](#) – to create one when an SRO adds that reviewer to a meeting. The first email informs the reviewer that he or she has been invited to the specified meeting. This first email includes a link for accessing eRA Commons to begin creating the new account.

Creating an account consists of completing two steps. The first step is to add the required information about your self. Fields marked with an asterisk are required.

### Create a New Account (Step 1 of 2)

**Instructions**

You are creating an eRA Commons account for **Gilberto Sambrano**. This account may be used in the future for other electronic interactions. To activate your account, the following steps are required:

1. The form presented below must be completed.
2. To prevent duplicate account creation and to ensure accurate data is associated with your account, support and committee service will be presented on the next screen. This data is done by matching similar first and last names. Note that only awarded grants and committees served (not including Special Emphasis Panels) are presented. Please help us by verifying the accuracy of this information.
3. If you see any issues with the information presented on the screen, please follow the instructions to identify the discrepancies.

Once you have verified your support and committee service, we will process your request. Generally, this takes 2 to 5 business days to associate all of your historical records to your new eRA Commons account. You will be notified by two emails when your account is activated. One email will contain your user id and the second email will contain your temporary password. You will be asked to change your temporary password once you login.

**\* Required Fields**

**\* User Name** ?

<b>* First Name</b>	<b>* Last Name</b>	<b>Middle Name</b>
<input type="text" value="Kirk"/>	<input type="text" value="Tiberius"/>	<input type="text" value="J"/>

<b>* Phone</b>	<b>* Email</b>
<input type="text" value="555-555-1212"/>	<input type="text" value="Tiberius.Kirk@sfa.edu"/>

**Primary Organization**

Providing Birthday and SSN is for verification purposes only. This information assists the NIH in associating all your records with your new account.

<b>Birthday</b> <span style="font-size: 0.8em;">?</span>	<b>SSN (last 4 digits)</b>
<input type="text" value="01/01/1990"/> <span style="font-size: 0.8em;">📅</span>	<input type="text" value="0000"/>

Save and Continue
Reset

*Figure 5: Step 1 of 2 when creating an account is to provide the required information*

The second step in the process is to verify any federal awards and/or review committee/meeting involvement.

### Verify Federal Awards and/or Review Committee/Meeting involvement for Kirk J Tiberius (Step 2 of 2) ?

Please verify the funding/involvement history below in order to create an account.

- If all of the funding information belongs to you, please click "Complete Account Request".
- If you see any funding information that does not belong to you, please select "No" for those records and click "Complete Account Request". eRA staff will get in touch with you regarding the specifics.
- If none of the funding information displayed belongs to you, you may enter the details in the comments and select "No" for all of the info and click "Complete Account Request". Your comments will be sent to eRA and eRA will get back to you.
- If you feel this account has been created by mistake or you already have an eRA Commons account, please click "Reject Account Request" and an email will be sent to the requester with your comments.
- If you do not see any federal awards or committee involvement data in the tables below, and if that is accurate, please click "Complete Account Request".
- If the information is inaccurate and you expect to see federal awards or committee involvement data, please enter comments and click "Reject Account Request".

Showing 1 - 1 of total 1

Project Director/Principal Investigator and Trainee - Funded Applications for which you participated as the Project Director/Principal Investigator or Trainee

Confirm Your Federal Support	PD/PI or Trainee Name	Grant	Project Title	Project Start Date
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure	Tiberius, Kirk J	1T35MH017010-01	Neurobiological Study on the Effects of Romulan Ale on Senior Staff	1988-06-01

Showing 0 to 0 of 0 entries

Committee Involvement - Committees in which you are serving or have that are not Special Emphasis Panels

Confirm Your Committee Involvement	Committee Member Name	Committee Abbreviation	Committee Title	Committee Start Date	Committee End Date
No data available in table					

Comments for eRA ?

Figure 6: Step 2 of 2 is to verify any federal awards and/or review committee/meeting involvement

At the completion of these steps in the process, the reviewer receives a second email confirming the reviewer’s completion of the account creation. NIH Data Quality department evaluates the account request, and when the request is approved, a third and fourth email are sent to the reviewer.

The third email notifies the reviewer that his or her account is active. This email includes the reviewer’s new eRA Commons User ID. For security, the password to this user ID is not included within this email.

A temporary password is assigned to the reviewer’s new account and is emailed to the reviewer in the fourth email. Reviewers must use this temporary password to log into

eRA Commons for the first time. After logging in, the reviewer is prompted to change the password.

You will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and later. When you are enabled for a meeting after that date, your IAR account will be transitioned to require the use of login.gov. Upon logging into eRA Commons, you will be prompted to create a login.gov account and to associate your eRA Commons account with login.gov (one-time only). From then on, you will always use the **login.gov** option on the eRA Commons login screen to log in.

For instructions on using login.gov please see:

<https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm>

<https://era.nih.gov/erahelp/commons/Default.htm#Commons/access/login.htm>

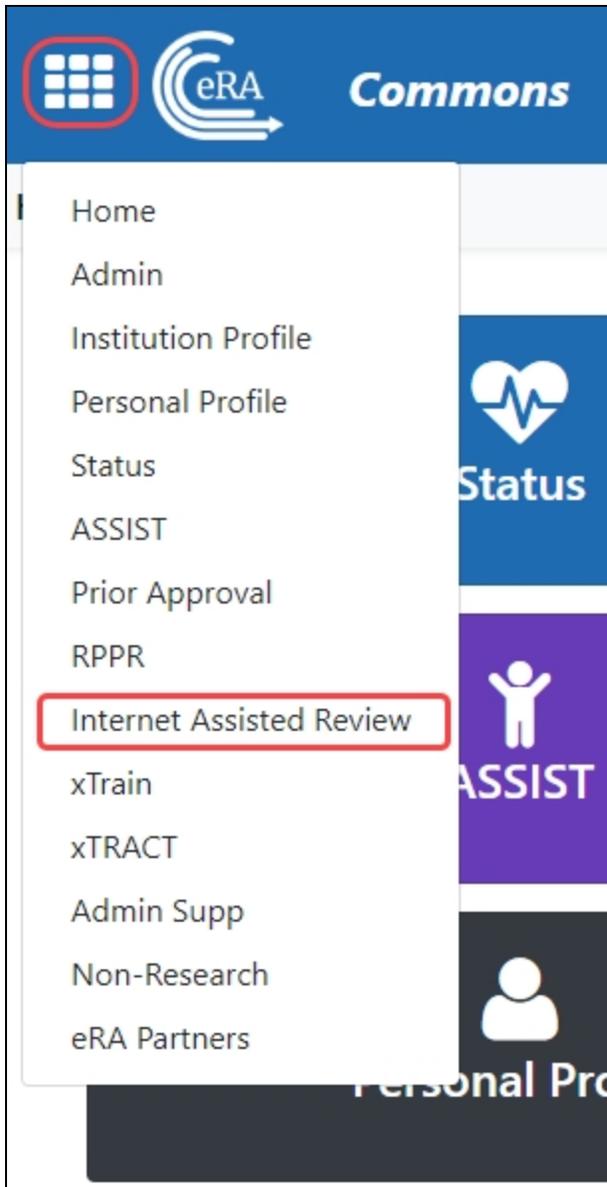
<https://era.nih.gov/faqs.htm#XXIV>

---

**NOTE:** After transitioning to login.gov, you will no longer use your eRA Commons user-name and password.

---

After the account is successfully established, the reviewer should see the **Internet Assisted Review** module by clicking on the **apps icon in the upper left corner** and possess the **IAR** role as displayed under the **user icon in the upper right corner** in eRA Commons.



*Figure 7: The Internet Assisted Review menu option found under the apps icon in the upper left corner*

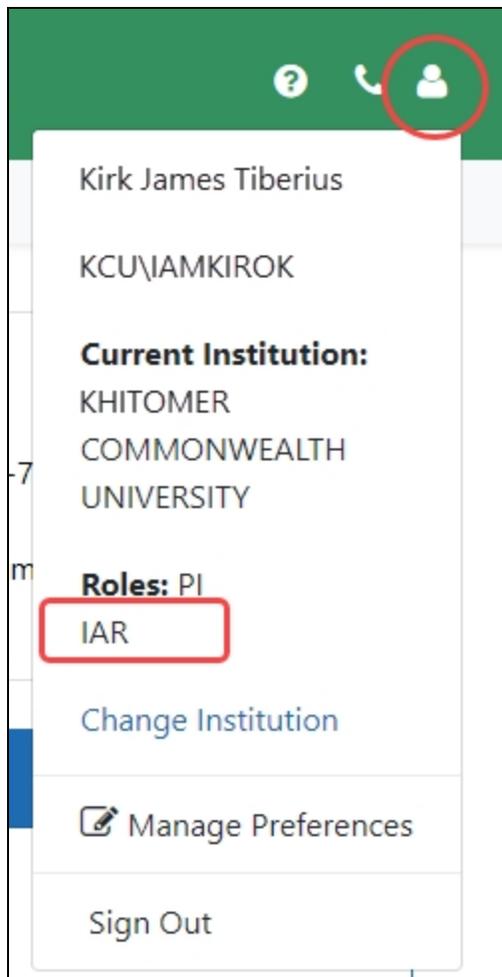


Figure 8: IAR role displayed for user's account

---

**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

---

## Setting Up and Maintaining the eRA Commons Personal Profile

Accurate reviewer information is essential for successfully using IAR for the review process. A reviewer must maintain personal information to ensure that it is accurate. The Personal Profile in eRA Commons is the central repository of information for each of the eRA Commons registered users, which includes all reviewers. It is designed so that

individual users hold and maintain ownership over the accuracy of their own profile information. This information is then used in other areas such as IAR and Peer Review. Some examples of the type of data included in the Personal Profile are email address, phone number, employment history, degrees, and addresses. Maintaining a current eRA Commons Personal Profile is imperative for successfully participating in peer review meetings.

To access the Personal Profile:

Log into eRA Commons (<https://public.era.nih.gov/commons>) and click the **Person Profile** button on the eRA Commons landing page.

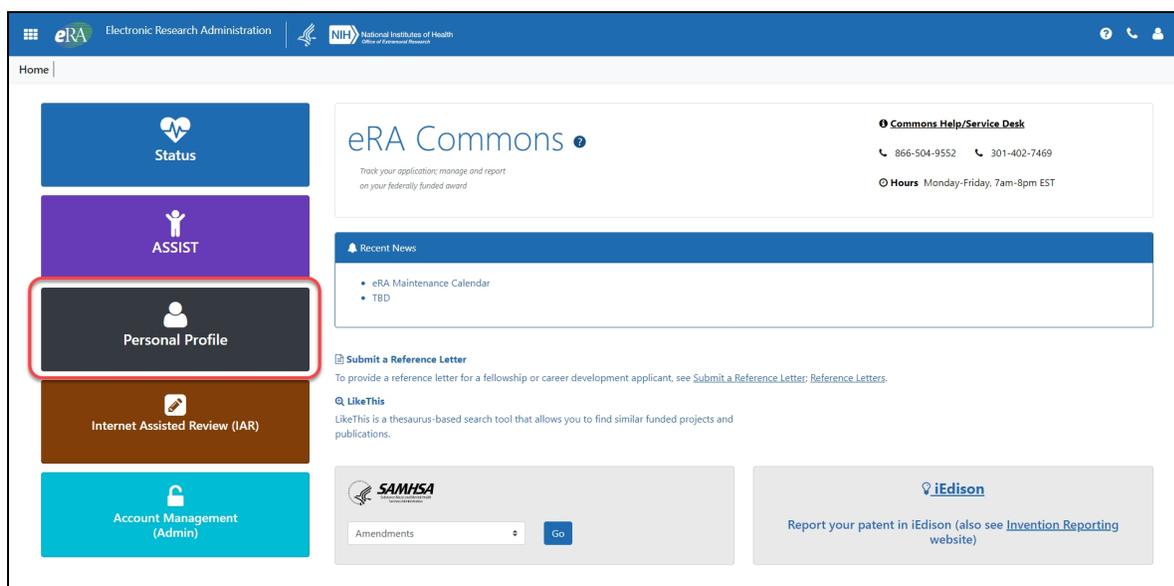
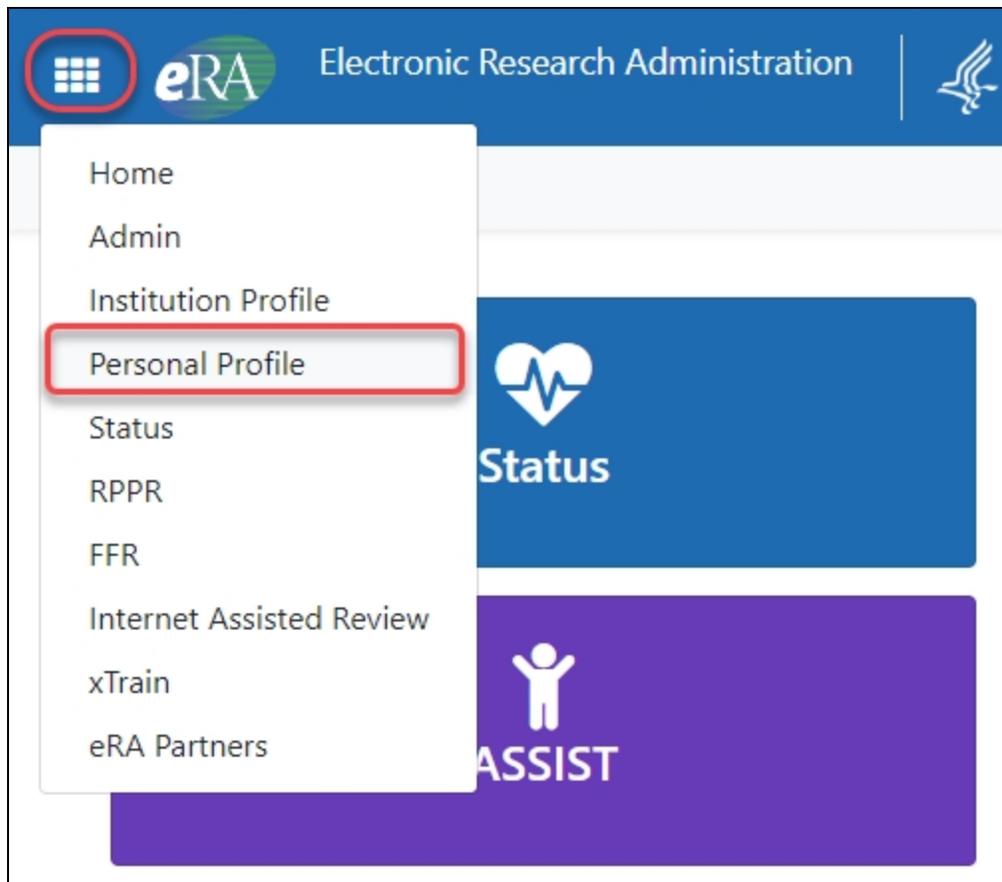


Figure 9: eRA Commons Personal Profile button on the landing page.

You can also access the Personal Profile by clicking the **apps icon** in the upper left corner and selecting **Personal Profile** from the menu.



*Figure 10: The apps icon menu showing the Personal Profile link*

Review the information within each section of the profile. Take care to update the information in the **Name and ID** and **Reviewer Information** sections. Entering and maintaining valid, current information is essential for successfully using IAR and eRA Commons. The information provided within each section has different purposes, so it is important to enter the correct personal information within the proper section.

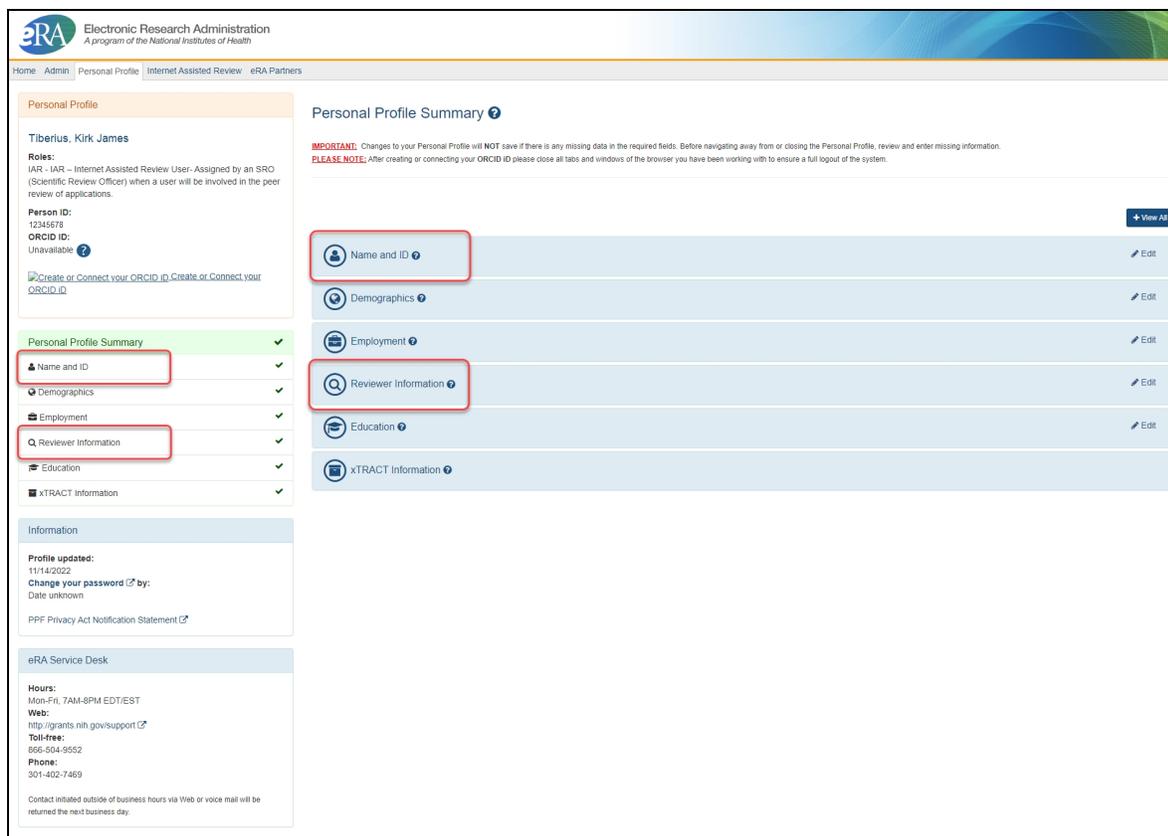


Figure 11: eRA Commons Personal Profile Summary page

Refer to the [Commons Personal Profile online help](#) for more information on and for help completing the different sections of the Personal Profile.

### Name and ID

The information used to identify yourself should you forget your password or if you are seeking a new user role (e.g., PI) is located under the **Name and ID** section.

Steps for completing this section of the profile are found in the [Name and ID help topic](#) in the Personal Profile online help.

### Reviewers Information

A valid email address entered in the **Reviewer Information** section of the Personal Profile is critical for the SRO to electronically invite you as a reviewer to the meeting. Additionally, the email address entered here is used by the SRO and the IAR system to send emails related to the review meeting. This email address is often referred to as the MLG

address. You can enter this email address in the **Email** field under the **Reviewer Communications** area of this section of the profile.

This section also holds your home address and provides access to the Secure Payee Registration System (SPRS) in which you can enter your banking information to receive honoraria for your service on review meetings.

Detailed steps for completing this section of the profile are found in the [Reviewer Information help topic](#) in the Personal Profile online help.

---

**TIP:** The **Email Address** field of the Personal Profile **Name and ID** section includes a checkbox titled **Replace other email addresses?** By selecting this checkbox, you can replace the Reviewer Communications email address in your profile with the email address in the **Name and ID** section. This is a useful shortcut if you use the same email address for multiple purposes.

---

## How Do I Register for Payments?

You must register your bank account and other payment information in the Secure Payee Registration System (SPRS) -plus provide Home Address information in your Commons Personal Profile - in order to be paid for service.

The **Reviewer Information** section of the Commons Personal Profile includes a link to the SPRS; however, this link is only accessible when you are in *Edit Mode*. Follow these steps to find the link and access SPRS:

1. Open your Personal Profile in Commons.
2. Select the **Edit** button on the **Reviewer Information** tile. This button is located on the right side of the tile. Selecting the **Edit** button will open the **Reviewer Information** tile in Edit Mode. **You must select the **Edit** button in order to see the link to SPRS!**



*Figure 12: Select the Edit Button to View All Fields of the Reviewer Information*

3. With your **Reviewer Information** open for editing, scroll down to the **Reviewer Payments** section - it's below the **Home Address** section. You should see a link to the **SRPS system**. The link is titled **Go to the Secure Payment Registration System**.

The screenshot shows a form titled "Home Address" with a sub-header "You must provide a home address to be paid for your work as a reviewer. This address should be the same as the one you use for filing your Federal Income tax. Once you have entered your address, you will be able to register in the Secure Payee Registration System (SPRS)." Below this are several input fields: "Street Address" (10215 Warp Speed Drive), "City" (Silver Spring), "Country" (UNITED STATES), "State" (MARYLAND), "Zip Code" (20901), "Phone" (301-555-1701), and "Email" (eRATest@mail.nih.gov). At the bottom of the form, there is a section titled "Reviewer Payments" with a sub-header "Reviewer payments are made through the Secure Payee Registration System (SPRS). You must set up your bank account and other payment information there." Below this sub-header is a link: "Go to the Secure Payee Registration System". This link and its surrounding text are highlighted with a red rectangular box.

*Figure 13: Click the Link to Access the Secure Payment Registration System*

4. Click the link! The Secure Payment Registration System will open. Fill out and submit the information as requested.

## Review Integrity and Bias Awareness Training

Review Integrity and Bias Awareness Training is required for reviewers for most meetings.

The two trainings, each approximately 30 minutes long, are:

1. "Review Integrity" module — raises awareness of actions that breach review integrity and provides tools to prevent and report them.
2. "Bias Awareness and Mitigation" module — raises awareness of potential biases in the peer review process and provides strategies to mitigate them.

Reviewers who have not taken the training will receive a system-generated email:

- When added to a roster. The email will come from nihreviewertraining@csr.nih.gov with a customized link to the NIH Reviewer Training site
- When invited to the Recruitment phase or Submit phase in IAR. The email will come from IAR and/or Peer Review.

If a reviewer who has not taken the trainings tries to access their assigned applications on the List of Meetings screen in IAR, they will be presented with a message that they have to complete the training before they can access the applications.

Before accessing the training portal, reviewers will need to have completed the process of logging into eRA Commons with their Login.gov credentials and associating their Login.gov credentials with their eRA Commons username and password (a one-time association). See [flyer](#) and [webpage](#) for instructions.

Reviewers will need 2 sets of username and passwords for using Login.gov to access eRA Commons:

- one for Login.gov and
- the other for eRA Commons.

They should begin the process on the eRA Commons landing screen, by clicking on the Login.gov logo on the upper left-hand side of the screen.

Reviewers will provide the same Login.gov credentials that they used for eRA Commons, as well as their Commons user ID when accessing the NIH reviewer training site.

Scientific review officers (SROs) will be able to track if reviewers have completed the training by going to the Control Center screen in IAR or the Recruitment Control Center screen in Peer Review. A new column labeled 'Training Completed' will display 'Yes' if reviewers have taken the training and 'No' if they have not.

A 'No' will still allow a reviewer to complete the Recruitment phase but the training must be completed before the reviewer can access their assigned applications in the Submit phase.

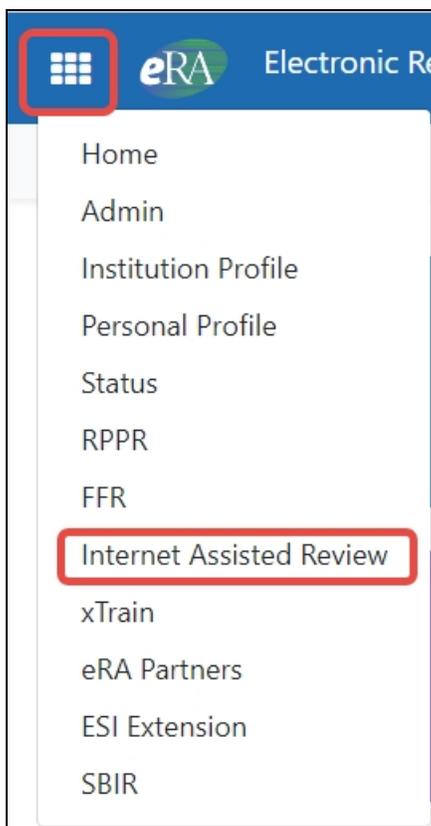
## **Accessing IAR**

To access IAR, do one of the following:

- Log into eRA Commons (<https://commons.era.nih.gov/commons>) and click the Internet Assisted Review button on the landing page:



- Or, log into eRA Commons (<https://commons.era.nih.gov/commons>) and select **Internet Assisted Review** from Commons navigation.



- Or, type this URL in your browser, and log in normally; this should take you directly to the IAR module: <https://public.era.nih.gov/iar/>

## Using Login.Gov

You will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and later. When you are enabled for a meeting after that date, your IAR account will be transitioned to require the use of login.gov. Upon logging into eRA Commons, you will be prompted to create a login.gov account and to associate your eRA Commons account with login.gov (one-time only). From then on, you will always use the login.gov option on the eRA Commons login screen to log in.

---

**IMPORTANT:** First-time log in with login.gov requires that:

- you access eRA Commons with the current URL, <https://public.era.nih.gov/commons>; incorrect bookmarked URLs can interfere with the login.gov process.
- your eRA Commons account is active and unlocked.
- you know your eRA Commons username and password.

If you do not remember your password or your account is locked, use the [Forgot Password/Unlock Account](#) link on the main Commons login screen to change your password or unlock your account prior to attempting to log in with login.gov.

---

For instructions on logging in or using login.gov, see:

<https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm>

<https://era.nih.gov/erahelp/commons/Default.htm#Commons/access/login.htm>

<https://era.nih.gov/faqs.htm#XXIV>

---

**NOTE:** Once you start using login.gov to access eRA Commons or ASSIST; you cannot use other login methods such as Commons or ASSIST credentials (username/password) or InCommon federated credentials (use of an organization's credentials). This requirement to use login.gov also applies to any activities you may subsequently do in eRA Commons as a principal investigator, reviewer, etc. For those who use InCommon federated credentials, NIH is working with the InCommon Federation community to determine if and when that service could implement the necessary two-factor authentication processes to allow that login method to continue in the future.

---

## Required Review Integrity and Bias Awareness Training

Reviewers are required to complete two training modules prior to accessing their assigned applications in IAR. This requirement is effective in early 2024 and beyond. Reviewers who have not completed these trainings cannot access their applications for the early 2024 meetings. See NIH Guide Notice [NOT-OD-23-156](#).

Each of the two modules is approximately 30 minutes in length, and when completed, the training status is updated automatically in real time.

- “Review Integrity” module — raises awareness of actions that breach [review integrity](#) and provides tools to prevent and report them.
- “Bias Awareness and Mitigation” module — raises awareness of potential biases in the peer review process and provides strategies to mitigate them.

If a reviewer has not complete the training prior to being added to a roster, they receive a system-generated email from [nihreviewertraining@csr.nih.gov](mailto:nihreviewertraining@csr.nih.gov) with a customized link to the c.

If a reviewer has not completed the training and they are invited to the Recruitment or Submit Phase in IAR, the email with the link to the NIH Reviewer Training website comes from either IAR or Peer Review, depending where the invitation was initiated.

If a reviewer has not completed the training and they log into IAR to access their list of assigned applications, they are presented with a message on the [List of Meetings screen](#) after certifying their Confidentiality Agreement.

Meeting	Meeting Dates/Location	SRO Name	Phase	Critique Due	Read Phase End	Edit Phase End
2024/01 HLBP (JK) Heart, Lung, and Blood Program Project Study Section		McCoy, Leonard B. 301-555-1701 <a href="mailto:Bones.McCoy@mail.nih.gov">Bones.McCoy@mail.nih.gov</a>	RECRUITMENT/ SUBMIT	09/29/2023 01:20 AM Active	11/13/2023 01:20 AM	12/11/2023 01:20 AM

*List of Meetings screen showing the message that Reviewer training is required*

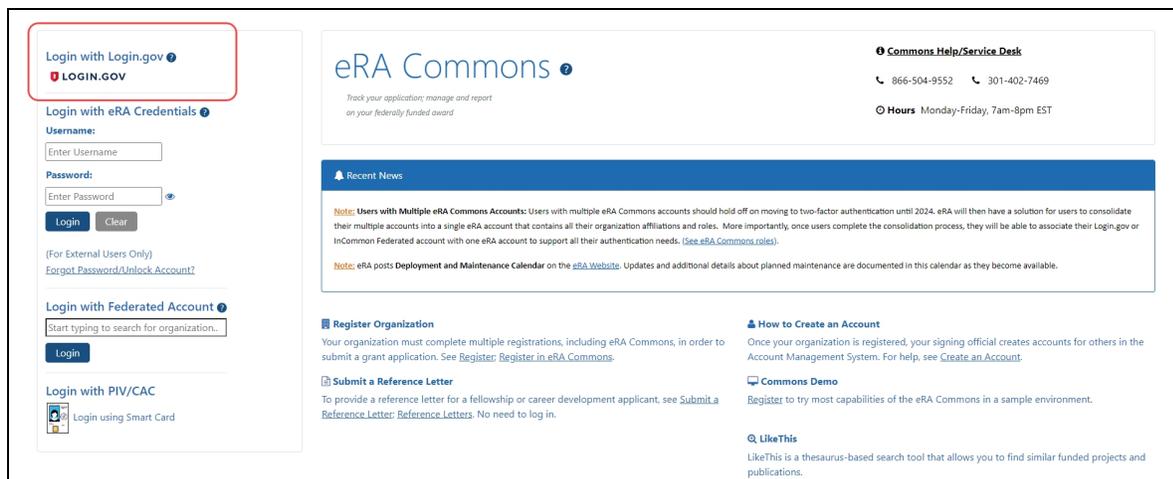
## Steps to Take Before Accessing the NIH Reviewer Training Website

Before accessing the training portal, reviewers will need to have completed the process of logging into eRA Commons with their Login.gov credentials and associating their Login.gov credentials with their eRA Commons username and password (a one-time association). Using Login.gov's two-factor authentication system is required for accessing IAR.

Reviewers need 2 sets of credentials (username and password) to use Login.gov to access eRA Commons, and thus IAR:

- one for Login.gov and
- the other for their eRA Commons account.

Reviewers begin the process on the [eRA Commons login screen](#), by clicking on the Login.gov logo on the upper left-hand side of the screen.



*eRA Commons (IAR) login screen showing the Login.gov link*

Reviewers provide the same Login.gov credentials that they used for eRA Commons, as well as their Commons user ID when accessing the NIH Reviewer Training website.

---

**NOTE:** Scientific review officers (SROs) track if reviewers have completed the training by going to the *Control Center* screen in IAR or the *Recruitment Control Center* screen in Peer Review. A new column labeled 'Training Completed' displays 'Yes' if reviewers have taken the training and 'No' if they have not. A 'No' allows a reviewer to complete the

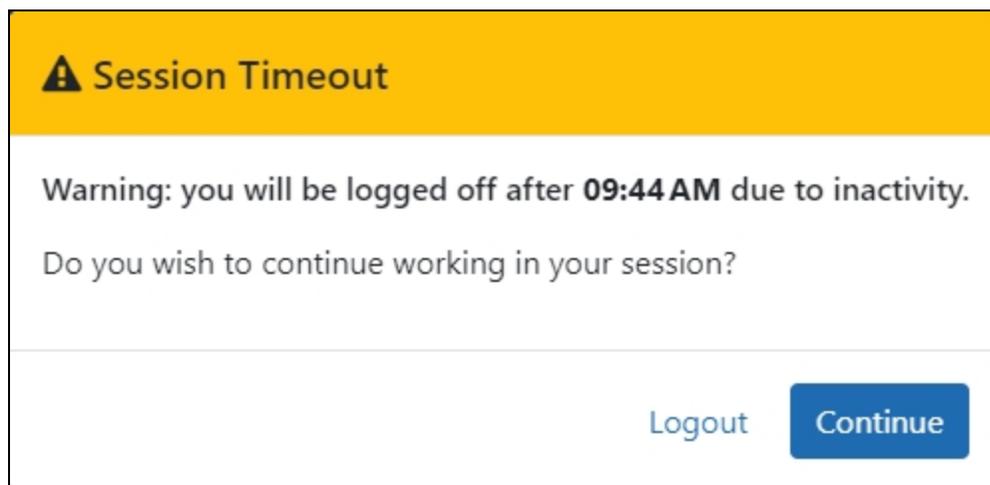
---

Recruitment phase but the training must be completed before the reviewer can access their assigned applications in the Submit phase.

---

## Session Timeout Warning

A pop-up message appears on top of any maximized window five minutes before the standard 45-minute IAR session is about to time-out. The pop-up includes a countdown of minutes left before you will be automatically logged off IAR.



*Figure 14: Session Timeout warning screen*

If you wish to continue working in your IAR session, select the **Continue** button. This will restart the clock providing an additional 45 minutes.

You can click the **Logout** button if you are no longer working in IAR and would like the system to log out. If you do opt to log out, please remember to manually close any other pop-up windows that might have been left open.

---

**NOTE:** eRA currently tests and supports the browsers listed here: <https://era.nih.gov/help-tutorials/browser-compatibility-ext.htm>.

---

## Sample Emails Received by Reviewers

As a reviewer, you will receive communications (i.e., emails) from eRA Commons containing instructions for creating or setting up your account so that you can access your

meetings. These communications vary depending on your current status with the Commons system.

## **If You (the reviewer) Have a Previously Established Commons Account**

### **Email Invitation For IAR Sent to Reviewer with Existing Commons Account**

To: <Account holder email>

**Subject - eRA Commons: IAR Reviewer Invitation for meeting <Meeting Identifiers> <Meeting Title>**

Dear Reviewer,

This is a system-generated invitation to the eRA Commons Internet Assisted Review (IAR) module in connection with your participation on the Objective Review [Name of Review Meeting].

To submit your preliminary written reviews electronically, you will need to log on to the eRA Commons to get to Internet Assisted Review (IAR). Our records indicate that you have previously established an Internet Assisted Review user account.

Your user name is [Commons user name].

Users will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and beyond. As you are enabled to meetings your IAR account will be transitioned to require the use of login.gov. You will need to create a login.gov account and you will need to associate your eRA Commons account with login.gov (one-time only). For instructions on using login.gov please see: <https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm>

Note: Once you have transitioned to login.gov you will no longer be using your eRA Commons username and password.

Please click on the Commons URL <https://public.era.nih.gov/commons/> (You may also copy and paste this address into the "Location" window of your browser, and press Enter. If the URL doesn't work, make sure it is complete and hasn't been broken over multiple lines. If the URL spans more than one line make sure you are entering all of it in the location window of your browser). After successfully logging on, click on Internet Assisted

Review on the Commons main menu bar. Please follow "Tips for Reviewers" at [http://era.nih.gov/files/tips\\_processing\\_documents.doc](http://era.nih.gov/files/tips_processing_documents.doc) for submitting critiques.

Please refer to the [video tutorial](#) on how to set up and maintain your Personal Profile in eRA Commons. Once on the page, click the video title, Access and Maintain Your Personal Profile in eRA Commons, or thumbnail image to launch the video.

Note: The Meeting Administrator will provide additional information regarding the reimbursement process via email if you are being reimbursed for participating in the object review of OT applications.

If you have questions or encounter problems accessing Internet Assisted Review, please call the NIH eRA Service Desk at 301-402-7469 or 866-504-9552. You may also visit <https://grants.nih.gov/support> for additional methods of contact.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

**Email Invitation for IAR Sent to Reviewer with Existing Commons Account (*Invitation to Recruitment Phase*)**

**Subject: eRA Commons: IAR Conflict of Interest Check**

Dear Potential Reviewer:

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group [Name of Meeting].

**Purpose of Email**

This system-generated invitation to the eRA Commons/Internet Assisted Review (IAR) modules grants you access to the Recruitment Phase of IAR for the purpose of:

- Viewing the list of applications, participating institutions and involved personnel.

- Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR website.
- Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the Scientific Review Officer if you have any questions or would like to discuss particular issues in more depth.

### **Identifying Potential Conflicts**

**To indicate COI in IAR:** Access IAR via eRA Commons. Our records indicate that you have previously established an IAR user account.

Your user name is [Commons User Name]

Users will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and beyond. As you are enabled to meetings, your IAR account will be transitioned to require the use of login.gov. You will need to create a login.gov account and you will need to associate your eRA Commons account with login.gov (one-time only). For instructions on using login.gov please see: <https://era.nih.gov/register-account-s/access-era-modules-via-login-gov.htm>. To begin the process please visit the Commons homepage (<https://public.era.nih.gov/commons/>) and select the login.gov login option.

Note: Once you have transitioned to login.gov you will no longer be using your eRA Commons username and password.

Click on 'Internet Assisted Review' on the Commons main screen to view your list of meetings. Read and certify the "Confidentiality Statement" for the meeting listed above to gain access to the IAR Recruitment Phase for identifying COI.

If you have questions or encounter problems accessing Internet Assisted Review, please call the NIH eRA Service Desk at 301-402-7469 or 866-504-9552. You may also visit <http://grants.nih.gov/support> for additional methods of contact.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

## **If you (the Reviewer) are New to eRA Commons**

### **Email Invitation for IAR Sent to Reviewer New to Commons**

**To:** <Reviewer email>

**Subject - eRA Commons: IAR Reviewer Invitation for meeting <Meeting Identifiers> <Meeting Title>**

Dear Potential Reviewer:

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group [Name of Review Meeting].

### **Purpose of Email**

This system-generated invitation to the eRA Commons Internet Assisted Review (IAR) web site grants you access to the Recruitment Phase of IAR for the purpose of:

- Viewing the list of applications, participating institutions and involved personnel.
- Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR web-site.
- Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the Scientific Review Officer if you have any questions or would like to discuss particular issues in more depth.

### **Identifying Potential Conflicts**

To indicate any COI in IAR (and to access the full meeting at a later date): You will need to log on to the eRA Commons to get to Internet Assisted Review (IAR).

Your action is required. Our records show that you have started but have not completed the process to create your eRA Commons/ Internet Assisted Review (IAR) account. Please visit this web site to complete your account request as soon as possible using the following URL, which will expire on [date]:

<https://public.era.nih.gov/amm/public/createProvAccount.era>

(You may also copy and paste this address into the "Location" window of your browser, and press Enter. If the link is expired please contact me by phone or email listed in the signature line of this email.)

Follow the instructions on the screen. To ensure your information is both accurate and complete, you will also be asked to verify the public information relating to your grant and committee service history that NIH has on file for you. Please refer to the following URL for more information on how to set up and maintain a Personal Profile in eRA Commons:

<https://era.nih.gov/era-training/era-videos.htm#iarprofile>.

After submitting your registration request, you should receive a notification about your account activation within one week; it will contain the URL for the eRA Commons web site. A temporary password will be sent to you in a separate email. Please note that you cannot use Internet Assisted Review until your account is active.

Users will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and beyond. As you are enabled to meetings, your IAR account will be transitioned to require the use of login.gov. You will need to create a login.gov account and you will need to associate your eRA Commons account with login.gov (one-time only). For instructions on using login.gov please see: <https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm>. To begin the process please visit the Commons homepage (<https://public.test.era.nih.gov/commons/>) and select the login.gov login option.

Note: Once you have transitioned to login.gov you will no longer be using your eRA Commons username and password.

Click on 'Internet Assisted Review' on the Commons main screen to view your list of meetings. Read and certify the "Confidentiality Statement" for the meeting listed above to gain access to the IAR Recruitment Phase for identifying COI.

If you have questions or encounter problems accessing Internet Assisted Review, please call the NIH eRA Service Desk at 301-402-7469 or 866-504-9552. You may also visit <https://grants.nih.gov/support> for additional methods of contact.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

**Email Invitation for IAR Sent to Reviewers New to Commons (*Invitation to Recruitment Phase*)**

**Subject: eRA Commons: IAR Conflict of Interest Check**

Dear Potential Reviewer,

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group **MEETING IDENTIFIER**.

**Purpose of Email**

This system-generated invitation to the eRA Commons/Internet Assisted Review (IAR) modules grants you access to the Recruitment Phase of IAR for the purpose of:

- Viewing the list of applications, participating institutions and involved personnel.
- Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR website.
- Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the Scientific Review Officer if you have any questions or would like to discuss particular issues in more depth.

**Identifying Potential Conflicts**

**To indicate any COI in IAR (and to access the full meeting at a later date):** You will need to log on to the eRA Commons/Internet Assisted Review (IAR) modules with a user name and password. To establish that user name and password, we have set up a special URL address that is unique to you.

Please visit this web site as soon as possible, no later than [date] to create your account so that you can identify any conflicts of interest. The following URL will expire on [date]:

<https://public.era.nih.gov/amm/public/provisionalAccounts/createProvisionalAccount.era>

(If clicking on the link does not work, you may also copy and paste this address into the "Location" window of your browser, and press Enter. If the link is expired please contact me by phone or email listed in the signature line of this email.)

Follow the instructions on the screen to enter information about yourself. You will also be asked to verify the public information that NIH has on file to ensure your information is both accurate and complete. Please refer to the following URL for more information on what to expect after receiving the IAR Invitation Email: <https://era.nih.gov/era-training/era-videos.htm#invitation> and how to set up and maintain a Personal Profile in eRA Commons at <https://era.nih.gov/era-training/era-videos.htm#iarprofile>.

After submitting your registration request, you should receive a notification about your account activation within 2-5 business days; it will contain the URL for the eRA Commons web site. At that time you will be able to access Internet Assisted Review with temporary password which will be sent to you in a separate email. Please note that you cannot use Internet Assisted Review until your account is active.

Users will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and beyond. As you are enabled to meetings, your IAR account will be transitioned to require the use of login.gov. You will need to create a login.gov account and you will need to associate your eRA Commons account with login.gov (one-time only). For instructions on using login.gov please see: <https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm>. To begin the process please visit the Commons homepage (<https://public.era.nih.gov/commons/>) and select the login.gov login option.

Note: Once you have transitioned to login.gov you will no longer be using your eRA Commons username and password.

Click on 'Internet Assisted Review' on the Commons main screen to view your list of meetings. Read and certify the "Confidentiality Statement" for the meeting listed above to gain access to the IAR Recruitment Phase for identifying COI.

If you have questions or encounter problems accessing Internet Assisted Review, please call the NIH eRA Service Desk at 301-402-7469 or 866-504-9552. You may also visit <https://grants.nih.gov/support> for additional methods of contact.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

### **Account Creation Approval Sent to Reviewers New to Commons**

To: <Reviewer email>

Subject: eRA Commons: Your reviewer account, [COMMONS ID], has been activated

\*\*\* This is an automated notification - Please do not reply to this message. \*\*\*

Dear Reviewer:

This is a system-generated invitation to the eRA Commons Internet Assisted Review (IAR) website in connection with your participation on objective review **MEETING IDENTIFIER** meeting, scheduled for **MEETING DATES**.

An eRA Commons account has been created for [COMMONS ID]. This account gives you access to the eRA Commons, including Internet Assisted Review (IAR).

This is one of two emails you will receive that contains your login information. In accordance with our security policy, your username and password may not be sent in the same email.

Shortly, you will be receiving the second email from the eRA Commons containing your temporary password.

Users will be required to use login.gov when accessing IAR for objective review meetings starting February 1st, 2021 and beyond. As you are enabled to meetings your IAR account will be transitioned to require the use of login.gov. You will need to create a login.gov account and you will need to associate your eRA Commons account with

login.gov (one-time only). For instructions on using login.gov please see: <https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm>

Note: Once you have transitioned to login.gov you will no longer be using your eRA Commons username and password.

Please open your Web browser and go to the eRA Commons URL <http://public.era.nih.gov/commons/> (You can copy and paste this address into the "Location" window of your browser, and press Enter). Follow the instructions on the screen to log in to eRA Commons. After successfully logging on, click on Internet Assisted Review on the Commons main menu bar.

Note: The Meeting Administrator will provide additional information regarding the reimbursement process via email if you are being reimbursed for participating in the objective review of OT applications.

For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to <http://grants.nih.gov/support> for additional methods of contact. Please access Commons at <http://public.era.nih.gov/commons/>.

For more information please visit <http://era.nih.gov/>

## **A Current Commons Account Holder**

### **Email Invitation For IAR Sent to reviewer with Existing Commons Account**

To: <Account holder email>

**Subject - eRA Commons: IAR Reviewer Invitation for meeting <Meeting Identifiers> <Meeting Title>**

Dear Reviewer,

This is a system-generated invitation to the eRA Commons Internet Assisted Review (IAR) website in connection with your participation on Special Emphasis Panel/Scientific Review Group [Name of Review Meeting], scheduled for [Dates of Review Meeting].

To submit your preliminary written reviews electronically, you will need to log on to the eRA Commons Internet Assisted Review (IAR) web site with a user name and password. Our records indicate that you have previously established an Internet Assisted Review user account.

Your user name is [Commons user name].

Please open your Web browser and go to the eRA Commons URL [URL Listed Here]. (You can copy and paste this address into the "Location" window of your browser, and press Enter. If the url doesn't work, make sure it is complete and hasn't been broken over multiple lines. If the url spans more than one line, make sure you are entering all of it in the location window of your browser.) Follow the instructions on the screen to log in to eRA Commons. After successfully logging on, click on Internet Assisted Review on the Commons main menu bar. Please follow "Tips for Reviewers" <[https://era.nih.gov/files/tips\\_processing\\_documents.doc](https://era.nih.gov/files/tips_processing_documents.doc)> for submitting critiques.

Note: To process your reimbursement in a timely manner, please make sure that your banking information is complete. You can enter or update your personal banking information securely from eRA Commons. After you access eRA Commons (as described in the paragraph above) click on Personal Profile on the eRA Commons main menu bar. Then click Edit on the Reviewer Information section. On the Reviewer Payments subsection you will be provided with a link "Go to the Secure Payment Registration System" where you can verify and/or update your personal banking information.

If you have questions or encounter problems accessing Internet Assisted Review, please contact me or call the NIH eRA Service Desk at 301-402-7469 or 866-504-9552.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

**Email Invitation for IAR Sent to Reviewer with Existing Commons Account (*Invitation to Recruitment Phase*)**

**Subject: eRA Commons: IAR Conflict of Interest Check**

Dear Potential Reviewer:

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group [Name of Meeting].

**Purpose of Email**

This system-generated invitation to the eRA Commons Internet Assisted Review (IAR) web site grants you access to the Recruitment Phase of IAR for the purpose of:

- Viewing the list of applications, participating institutions and involved personnel.
- Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR website.
- Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the SRO if you have any questions or would like to discuss particular issues in more depth.

**Identifying Potential Conflicts**

**To indicate COI in IAR:** Log on to the eRA Commons IAR web site with your user name and password. Our records indicate that you have previously established an IAR user account.

Your user name is [Commons User Name]

Please open your Web browser and go to the eRA Commons URL [URL Listed Here]

Follow the instructions on the screen to log in to Commons. After successfully logging on, click on "Internet Assisted Review" on the Commons main screen to view your list of meetings. Read and certify the "Confidentiality Statement" for the meeting listed above to gain access to the IAR Recruitment Phase for identifying COI.

If you have questions or encounter problems accessing Internet Assisted Review, please call or email the NIH eRA Service Desk at 301-402-7469 or 866-504-9552 or email commons@od.nih.gov.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

## **New to eRA Commons**

### **Email Invitation for IAR Sent to Reviewer New to Commons**

**To:** <Reviewer email>

**Subject - eRA Commons: IAR Reviewer Invitation for meeting <Meeting Identifiers> <Meeting Title>**

Dear Reviewer:

This is a system-generated invitation to the eRA Commons Internet Assisted Review (IAR) website in connection with your participation on Special Emphasis Panel/Scientific Review Group [Name of Review Meeting] scheduled for [Dates for Review Meeting].

To submit your preliminary written reviews electronically, you will need to log on to the eRA Commons Internet Assisted Review (IAR) website with a user name and password. To establish that user name and password, we have set up a special URL (address on the Internet) that is unique to you.

Please visit this web site to create your account as soon as possible or no later than 2 weeks before your reviews are due. Open your Web browser and go to the URL [URL Listed Here] (You can copy and paste this address into the "Location" window of your browser, and press Enter. If the url doesn't work, make sure it is complete and hasn't been broken over multiple lines. If the url spans more than one line make sure you are entering all of it in the location window of your browser and that there are no spaces in the address). Follow the instructions on the screen to enter information about yourself. You will also be asked to verify the public information that NIH has on file to ensure your information is both accurate and complete.

After submitting your registration request, you should receive a notification about your account activation within 2-5 business days; it will contain the URL for the eRA Commons web site. At that time you will be able to access Internet Assisted Review with temporary password which will be sent to you in a separate email. Please note that you cannot use Internet Assisted Review until your account is active.

If you have questions or problems setting up your account, please call or email the NIH eRA Service Desk at 301-402-7469 or 866-504-9552 or commons@od.nih.gov.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

**Email Invitation for IAR Sent to Reviewers New to Commons (*Invitation to Recruitment Phase*)**

**Subject: eRA Commons: IAR Conflict of Interest Check**

Dear Potential Reviewer,

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group **MEETING IDENTIFIER**.

**Purpose of Email**

This system-generated invitation to the eRA Commons Internet Assisted Review (IAR) web site grants you access to the Recruitment Phase of IAR for the purpose of:

- Viewing the list of applications, participating institutions and involved personnel.
- Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR website.
- Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the SRO if you have any questions or would like to discuss particular issues in more depth.

**Identifying Potential Conflicts**

**To indicate any COI in IAR (and to access the full meeting at a later date):** You will need to log on to the eRA Commons Internet Assisted Review (IAR) web site with a user name and password. To establish that user name and password, we have set up a special URL address that is unique to you.

Please visit this web site to create your account as soon as possible so that you can identify any conflicts of interest. Open your Web browser and go to the URL [URL Listed Here].

Follow the instructions on the screen to enter information about yourself. You will also be asked to verify the public information that NIH has on file to ensure your information is both accurate and complete.

After submitting your registration request, you should receive a notification about your account activation within 2-5 business days; it will contain the URL for the eRA Commons web site. At that time you will be able to access Internet Assisted Review with temporary password which will be sent to you in a separate email. Please note that you cannot use Internet Assisted Review until your account is active.

If you have questions or encounter problems accessing Internet Assisted Review, please call or email the NIH eRA Service Desk at 301-402-7469 or 866-504-9552 or email commons@od.nih.gov.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

**Account Creation Approval Sent to Reviewers New to Commons**

To: <Reviewer email>

Subject eRA <System Name>: Your reviewer account, <USERNAME>, has been activated

Dear Reviewer:

This is a system-generated invitation to the eRA <System Name> Internet Assisted Review (IAR) website in connection with your participation on Special Emphasis Panel/S-

scientific Review Group <insert meeting identifier> meeting, scheduled for <insert meeting begin/end dates>.

An eRA <System Name> account has been created for <USERNAME> with this User ID <User\_ID>. This account gives you access to the eRA <System Name>, including Internet Assisted Review (IAR).

This is one of two emails you will receive that contains your login information. In accordance with our security policy, your username and password may not be sent in the same email.

Shortly, you will be receiving the second email from the eRA <System Name> containing your password.

Please open your Web browser and go to the eRA <System Name> URL <Login page> (You can copy and paste this address into the "Location" window of your browser, and press Enter). Follow the instructions on the screen to log in to eRA <System Name>. After successfully logging on, click on Internet Assisted Review on the <System Name> main menu bar. Please follow "Tips for Reviewers" <[https://era.nih.gov/files/tips\\_processing\\_documents.doc](https://era.nih.gov/files/tips_processing_documents.doc)> for submitting critiques.

Note: To process your reimbursement in a timely manner, please make sure that your banking information is complete. You can enter or update your personal banking information securely from eRA Commons. After you access eRA Commons (as described in the paragraph above) click on Personal Profile on the eRA Commons main menu bar. Then click Edit on the Reviewer Information section. On the Reviewer Payments subsection you will be provided with a link "Go to the Secure Payment Registration System" where you can verify and/or update your personal banking information. In the process of verifying your account, the eRA had the following comments:

<Comments (if any)>

## Reviewer's Workflow

**TIP:** For instructions unique to Virtual Meetings (VM), see the information [here](#).

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The reviewer's workflow includes responsibilities before, during, and after the meeting, spanning the different phases of the meeting. The possible tasks for a reviewer are as follows:

- [Create an eRA Commons account](#) to access IAR
- Access the IAR [List of Meetings](#) screen
- Electronically sign the [Confidentiality Agreement](#) and indicate Federal Lobbyist status
- Examine assigned applications to determine/disclose any conflicts of interest (COI) and check for appropriateness of assignment for expertise
- Electronically sign the *Pre-Meeting COI Certification*
- Access the application electronically
- Find review related materials, such as review guidelines, rosters, etc.
- Find post-submission materials
- Submit critiques and scores
- Read other reviewers' critiques
- View the *Preliminary Score Matrix*
- Submit final scores (usually during the review meeting)
- Edit critiques and scores
- Electronically sign the *Post-Meeting COI Certification*

## IAR Meeting Phases

The process of reviewing applications is broken down into several meeting phases. The SRO\* creates the phase dates in the IAR *Control Center* for each meeting. Before reviewers can see a meeting in IAR, the phases for the meeting must be set, the reviewer must have an active eRA Commons account, and the reviewer must be enabled for that meeting.

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**NOTE:** All times are in Eastern Standard Time/ Eastern Daylight Time.

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**NOTE:** Not all phases are used by every review meeting.

While some meeting phases are required (Submit Phase, Read Phase), others are optional (Recruitment Phase, Edit Phase) at the SRO's discretion. All possible meeting phases are discussed in the sections that follow.

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**NOTE:** The Chair of a meeting is not granted any special privileges in IAR regarding access to critiques. During the Submit Phase, the Chair will only be able to view critiques for assigned applications. During the Read Phase, the Chair will be able to read all meeting critiques (unless blocked or in conflict). The *List of All Applications* defaults to show a reviewer's assignment list, but the reviewers can see the full meeting list of applications by clicking on the **List All Applications** link. If a Chair has no assignments, they will need to click on **List All Applications** link to view all meeting critiques.

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**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

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### Recruitment Phase

The SRO\* responsible for conducting the review meeting is required to select and assign reviewers for each application in the meeting. These reviewers must not have any real or apparent conflicts of interest (COI) with the applications they are reviewing. A COI in

scientific peer review exists when a reviewer has an interest in or an association with a person involved with a grant, a cooperative agreement application, or an R&D contract proposal that is likely to cause a bias within the evaluation. If a reviewer has a conflict of interest with an application, they may not participate in its review.

For this reason, the Recruitment Phase was created. In the Recruitment Phase, potential reviewers are given access to view a list of involved personnel for a meeting and to self-identify any Conflicts of Interest before being selected as reviewers in those meetings.

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**TIP:** The NIH Conflict of Interest, Confidentiality, and Non Disclosure Rules can be accessed online at the following location: [https://grants.nih.gov/grants/peer/COI\\_Information.pdf](https://grants.nih.gov/grants/peer/COI_Information.pdf).

You may also review the Refer to *Certifying Conflicts of Interest* on page 156 topic in this online guide.

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The Recruitment Phase is an optional phase enabled at the discretion of the SRO, usually ending with the start of the meeting or selection of a reviewer for the *Submit Phase*. The SRO invites the potential reviewers to participate in the Recruitment Phase, and when enabled for it, the reviewers are notified via an email invitation. In this phase, potential reviewers self-identify any COIs before being selected as reviewers and being given access to applications in the meeting.

When a potential reviewer is enabled by an SRO to participate in the Recruitment Phase of a meeting, the reviewer is notified of this invitation by email. The email sent to a reviewer differs depending on the status of the reviewer's eRA Commons account.

### **Recruitment Phase Workflow Summary:**

- Respond to the email invitation from SRO
- [Create an eRA Commons account](#) to access IAR (This is a one-time function. Do not create a new account if you already have an existing account.)
- Access the IAR [List of Meetings](#) screen
- Electronically sign the [Confidentiality Agreement](#) and indicate Federal Lobbyist status
- Electronically sign the *Employment Certification* on page 62 to indicate your employment status with the federal government

- Examine assigned applications to determine/disclose any [conflicts of interest](#) (COI) and determine if the assignments are appropriate for your expertise
- Electronically sign the [Pre-Meeting COI Certification](#)
- [Access the applications electronically](#)
- Refer to the [Reviewer's Workflow](#) for subsequent steps performed in other phases of the meeting

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**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

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## Submit Phase

During the Submit Phase, reviewers submit critiques and preliminary scores for their assigned applications. Reviewers can only view critiques and scores that they have submitted and cannot yet read the critiques of other reviewers; however, they may submit critiques for unassigned applications if permitted by the SRO\*. Access to the critiques of other Reviewers is restricted during this phase to ensure that Reviewers begin the process with independently developed opinions. These actions are taken using the [List of All Applications](#) screen in IAR, which is discussed later in this document.

The Critique Due Date determines the end of the Submit Phase and is typically a few days to a week before the actual meeting date.

---

**NOTE:** The Veterans Affairs (VA) Meeting Chairperson can access submitted critiques during the Submit Phase. When the VA Meeting Chairperson navigates to the *List of Applications* screens, the system shows a **Download Zip of All Critiques (PDF)** link, even while the meeting is in the Submit Phase. Clicking the link downloads all the critiques that have been submitted at that time. However, critiques of applications identified by the SRO that are in conflict with the chairperson are omitted from the downloaded PDF.

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**NOTE:** Mail Reviewers can only see their assigned applications regardless of SRO settings.

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**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

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## Read Phase

During the Read Phase of a meeting, reviewers who have already submitted critiques for their assigned applications can view the critiques and scores of other reviewers. Reviewers may submit late critiques if they had not done so in the Submit Phase; however, Reviewers cannot modify or resubmit critiques or preliminary scores already submitted during the Read Phase.

Not all Reviewers can view all critiques, for example, Mail Reviewers may only view assigned applications. Reviewers may be blocked by SROs\* from reviewing others' critiques if their own have not been submitted. Reviewers are also excluded from viewing critiques of applications with which they are in conflict. Refer to *Viewing Critiques* on page 124 for more information.

The Read Phase of the meeting begins immediately at the end of the Submit Phase and ends when the SRO designates, which usually is at the time the actual meeting ends.

**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

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## Edit Phase

The Edit Phase is an optional phase enabled at the discretion of the SRO\*. During the Edit Phase, reviewers can submit updated critiques for their assigned applications and read critiques posted by themselves and others. Additionally, reviewers can submit critiques for unassigned applications if permitted by the SRO\*. As with the other phases, reviewers cannot submit critiques or view critiques if in conflict with the application.

---

**NOTE:** Preliminary score submission is not permitted in the Edit Phase after the actual meeting is held (start date of the actual meeting has passed). Criteria scores can be modified in this phase.

---

**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

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## List of Meetings Screen

The *List of Meetings* screen in IAR is the first screen that reviewers see once they have accessed IAR. This screen is the starting point from which IAR related meeting information is obtained. Depending on the specific phase of a meeting or status of a reviewer, various links appear in *List of Meetings* for performing the necessary functions.

When a reviewer accesses IAR, the system searches meetings for which the reviewer is enabled, and the meeting phase is active. These meetings display in the *List of Meetings*. If a reviewer is enabled for special types of meetings, these meetings display in a separate table of meetings, above the regular meetings.

IAR also checks to see if the reviewer has signed the electronic *Confidentiality Statement*. Meeting information cannot be displayed to a reviewer until the *Confidentiality Statement* is signed. If not signed, the *List of Meetings* displays only the meeting name and the **Confidentiality Statement** link under the three-dot ellipses icon. The steps for completing the [Confidentiality Statement](#) are discussed in further detail later in this chapter.

Meeting	Meeting Dates/Location	SRO Name	Phase	Critique Due	Read Phase End	Edit Phase End
2022/10 ZAG1 ZU-G (02) longitudinal and peripheral AD biomarkers in a diverse cohort of subjects. Meeting Format <b>Virtual Meeting</b>	10/30/2022-11/01/2022 National Institute on Aging, Bethesda, MD	Boyce, Philip (301) 555-4321 <a href="mailto:eRATest@mail.nih.gov">eRATest@mail.nih.gov</a>	DISCUSSION	05/30/2022 11:59 PM	06/01/2022 08:00 AM	01/13/2023 11:59 PM
2022/10 RRD9 Career Development Program - Panel II	10/25/2022-10/26/2022 Office of Research and Development, Washington, DC	Williams, Mark A (301) 555-3214 <a href="mailto:eRATest@mail.nih.gov">eRATest@mail.nih.gov</a>	EDIT	11/04/2022 11:59 PM	11/06/2022 08:00 AM	02/12/2023 11:59 PM <b>Active</b>
2022/08 2216-M Community Crisis Response Partnerships	10/23/2022-10/25/2022 SAMHSA, Rockville, MD	Vespa, Janet (301) 555-1212 <a href="mailto:eRATest@mail.nih.gov">eRATest@mail.nih.gov</a>	EDIT	10/22/2022 11:59 PM	10/23/2022 11:59 PM	12/31/2022 11:59 PM <b>Active</b>
2023/01 HLBP (4) 1 Heart, Lung, and Blood Program Project Study Section <b>Workgroup 4</b>	09/29/2022-09/29/2022 National Institute on Aging, Bethesda, MD <b>Confidentiality Statement</b>	Garak, Elim (301) 555-6554 <a href="mailto:eRATest@mail.nih.gov">eRATest@mail.nih.gov</a>	EDIT	09/22/2022 12:01 AM	09/29/2022 12:01 AM	12/11/2022 12:01 AM <b>Active</b>
2022/10 RRD7 Research Career Scientist	08/12/2022-08/12/2022 Office of Research and Development, Washington, DC	McCoy, Leonard B. (301) 555-7532 <a href="mailto:eRATest@mail.nih.gov">eRATest@mail.nih.gov</a>	EDIT	07/21/2022 11:59 PM	08/21/2022 01:59 PM	12/30/2022 11:59 PM <b>Active</b>

Figure 15: List of Meetings screen

## Global Navigation

A **global navigation menu** is present on the following screens: *List of Applications*, *List of Meetings*, *Meeting Materials*, and *Preliminary Score Matrix*. This may change dependent upon the user's role.

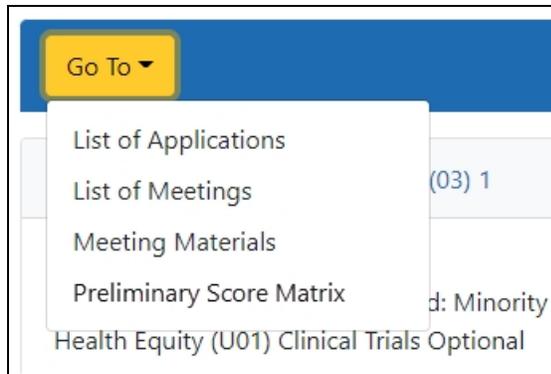


Figure 16: Global navigation menu

## Accessing the List of Meetings Screen

To access the *List of Meetings*:

1. Log into eRA Commons and select the **Internet Assisted Review** tab.

The *List of Meetings* screen displays any meetings having an active phase and for which the reviewer is enabled. The details of the meeting, such as location and time, are also displayed. Action links are found by clicking the three-dot ellipses icon in the **Meeting** column, depending on the current status of the reviewer and/or meeting (for example, whether the reviewer has signed the *Pre-Meeting COI Certification*, the current active meeting phase, type of meeting). These links are used for accessing additional meeting information.

2. *First time accessing the meeting only:* Select the **Pre-Meeting COI Certification link** under the three-dot ellipses icon to sign the *Pre-Meeting COI Certification* for the meeting. This certificate must be signed once for every meeting accessed by a reviewer. (The Post-Meeting link will be signed when all meeting duties are complete.)

Internet Assisted Review

List of Meetings ?

> IAR Information

Filter Table [icon] 1 Results [download icon] [grid icon] < 1 of 1 >

Meeting	Meeting Dates/Location	SRO Name	Phase	Critique Due	Read Phase	Edit Phase
2022/08 ZFD1 OC-S (03) 1 RFA-FD-22-005- Innovation Award: Minority Health and Health Equity (U01) Clinical Trials Optional	09/20/2022-09/20/2022	Montgomery, Scott (240) 555-1234 <a href="mailto:montgomerys@sfa.edu">montgomerys@sfa.edu</a>	SUBMIT	07/17/2023 10:00 AM Active	07/20/2023 01:00 PM	07/25/2023 10:00 AM

View List of Applications  
Pre-Meeting COI Certification  
Meeting Materials  
View Access Code for Downloads

Figure 17: Action links under the three-dot ellipses icon on List of Meetings screen

3. For Recruitment Phase meetings only: Select the **Check Conflicts** from the three-dot ellipses icon to indicate applications for which a conflict of interest exists. The **Check Conflicts** link displays only for meetings with an enabled Recruitment Phase.

The *List of Meetings* screen is displayed as a table of information. The columns are as follows:

### Meeting

Displays meeting information such as meeting identifier and title. If the meeting is not in-person, the words **(Virtual Meeting)** or **(Teleconference)** appear after the meeting title. If the meeting uses the Online Critiques screen for entering critiques rather than Microsoft Word-based template files, the circled phrase **Online Critique** appears after the meeting title.

### Actions accessed via the three-dot ellipses icon

Displays phase-appropriate links from which a reviewer can access all information and screens necessary for completing the review assignments in IAR. Not all links are displayed or available at all times or for all reviewers and vary depending on the active meeting phase and meeting type. The possible links are listed below, but are explained in detail throughout this user guide.

- [Confidentiality Statement](#)
- [Check Conflicts](#)
- [View List of Applications](#)

- [Preliminary Score Matrix](#)
- [SRG Minutes/Budget Form](#)
- [Pre-Meeting COI Certification](#)
- [Post-Meeting COI Certification](#)
- [Meeting Materials](#)
- [View Password for Materials](#)

### **Meeting Dates/Location**

Displays the actual meeting dates as well as the location (hotel, city, state) of the review meeting.

### **SRO Name\***

Displays the name, phone number, and email address of the SRO. The SRO's email address is displayed as a hyperlink and can be selected to open your default email provider and send an email to the SRO.

### **Phase**

This is the current IAR phase for the meeting (e.g., Recruitment, Submit, Read, Edit).

### **Critique Due**

Displays the date and time at which critiques are due. This date also represents the end of the Submit Phase of the meeting.

### **Read Phase End**

Displays the date and time at which the Read Phase ends.

### **Edit Phase End**

Displays the date and time at which the Edit Phase ends.

*For special activity codes review, the following columns may be displayed instead of the ones listed above:*

**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

---

## Required Review Integrity and Bias Awareness Training

Reviewers are required to complete two training modules prior to accessing their assigned applications in IAR. This requirement is effective in early 2024 and beyond. Reviewers who have not completed these trainings cannot access their applications for the early 2024 meetings. See NIH Guide Notice [NOT-OD-23-156](#).

Each of the two modules is approximately 30 minutes in length, and when completed, the training status is updated automatically in real time.

- “Review Integrity” module — raises awareness of actions that breach [review integrity](#) and provides tools to prevent and report them.
- “Bias Awareness and Mitigation” module — raises awareness of potential biases in the peer review process and provides strategies to mitigate them.

If a reviewer has not complete the training prior to being added to a roster, they receive a system-generated email from [nihreviewertraining@csr.nih.gov](mailto:nihreviewertraining@csr.nih.gov) with a customized link to the c.

If a reviewer has not completed the training and they are invited to the Recruitment or Submit Phase in IAR, the email with the link to the NIH Reviewer Training website comes from either IAR or Peer Review, depending where the invitation was initiated.

If a reviewer has not completed the training and they log into IAR to access their list of assigned applications, they are presented with a message on the [List of Meetings screen](#) after certifying their Confidentiality Agreement.

Internet Assisted Review |

### List of Meetings ?

> IAR Information

All times are in Eastern Standard Time/ Eastern Daylight Time.

Filter Table 1 Results

Meeting	Meeting Dates/Location	SRO Name	Phase	Critique Due	Read Phase End	Edit Phase End
2024/01 HLBP (JK) Heart, Lung, and Blood Program Project Study Section		McCoy, Leonard B. 301-555-1701 <a href="mailto:Bones.McCoy@mail.nih.gov">Bones.McCoy@mail.nih.gov</a>	RECRUITMENT/ SUBMIT	09/29/2023 01:20 AM <span>Active</span>	11/13/2023 01:20 AM	12/11/2023 01:20 AM

**You may not access your assigned applications until you complete the NIH-required training at the NIH Reviewer Training Site.**

*List of Meetings screen showing the message that Reviewer training is required*

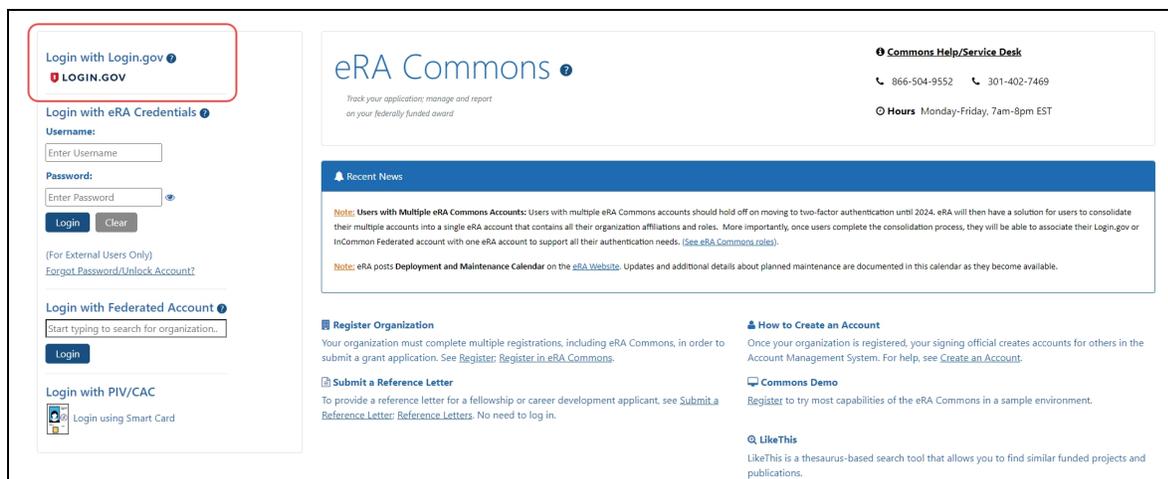
## Steps to Take Before Accessing the NIH Reviewer Training Website

Before accessing the training portal, reviewers will need to have completed the process of logging into eRA Commons with their Login.gov credentials and associating their Login.gov credentials with their eRA Commons username and password (a one-time association). Using Login.gov's two-factor authentication system is required for accessing IAR.

Reviewers need 2 sets of credentials (username and password) to use Login.gov to access eRA Commons, and thus IAR:

- one for Login.gov and
- the other for their eRA Commons account.

Reviewers begin the process on the [eRA Commons login screen](#), by clicking on the Login.gov logo on the upper left-hand side of the screen.



*eRA Commons (IAR) login screen showing the Login.gov link*

Reviewers provide the same Login.gov credentials that they used for eRA Commons, as well as their Commons user ID when accessing the NIH Reviewer Training website.

---

**NOTE:** Scientific review officers (SROs) track if reviewers have completed the training by going to the *Control Center* screen in IAR or the *Recruitment Control Center* screen in Peer Review. A new column labeled ‘Training Completed’ displays ‘Yes’ if reviewers have taken the training and ‘No’ if they have not. A ‘No’ allows a reviewer to complete the Recruitment phase but the training must be completed before the reviewer can access their assigned applications in the Submit phase.

---

## Confidentiality Agreement

[DOC users - click here.](#)

[SAMHSA users - click here.](#)

For each meeting for which a reviewer is enabled, IAR checks to determine if the *Confidentiality Agreement* has been electronically signed. The *Confidentiality Agreement* statement must be signed one time for each meeting, regardless of meeting phase. **If the reviewer has not signed the agreement for a particular meeting, the Confidentiality Statement link under the three-dot ellipses icon on *List of Meetings*. This link opens the Confidentiality Agreement.**

List of Meetings ?

> IAR Information

Filter Table [icon] 16 Results [download icon] [grid icon] 1 of 1 [arrow icon]

Meeting	Meeting Dates/Location	SRO Name	Phase	Critique Due	Read Phase End	Edit Phase End
2022/10 ZAG1 ZU-G (O2) longitudinal and peripheral AD biomarkers in a diverse cohort of subjects. Meeting Format <b>Virtual Meeting</b>	10/30/2022-11/01/2022 National Institute on Aging, Bethesda, MD	Boyce, Philip (301) 555-4321 <a href="mailto:eRATest@mail.nih.gov">eRATest@mail.nih.gov</a>	DISCUSSION	05/30/2022 11:59 PM	06/01/2022 08:00 AM	01/13/2023 11:59 PM
2022/10 RRD9 Career Development Program - Panel II	10/25/2022-10/26/2022 Office of Research and Development, Washington, DC	Williams, Mark A (301) 555-3214 <a href="mailto:eRATest@mail.nih.gov">eRATest@mail.nih.gov</a>	EDIT	11/04/2022 11:59 PM	11/06/2022 08:00 AM	02/12/2023 11:59 PM <b>Active</b>
2022/08 2216-M Community Crisis Response Partnerships	10/23/2022-10/25/2022 SAMHSA, Rockville, MD	Vespa, Janet (301) 555-1212 <a href="mailto:eRATest@mail.nih.gov">eRATest@mail.nih.gov</a>	EDIT	10/22/2022 11:59 PM	10/23/2022 11:59 PM	12/31/2022 11:59 PM <b>Active</b>
2023/01 HLBP (4) 1 Heart, Lung, and Blood Program Project Study Section <b>Workgroup 4</b>	09/29/2022-09/29/2022 Office of Research and Development, Washington, DC <b>Confidentiality Statement</b>	Garak, Elim (301) 555-6554 <a href="mailto:eRATest@mail.nih.gov">eRATest@mail.nih.gov</a>	EDIT	09/22/2022 12:01 AM	09/29/2022 12:01 AM	12/11/2022 12:01 AM <b>Active</b>
2022/10 RRD7 Research Career Scientist	08/12/2022-08/12/2022 Office of Research and Development, Washington, DC	McCoy, Leonard B. (301) 555-7532 <a href="mailto:eRATest@mail.nih.gov">eRATest@mail.nih.gov</a>	EDIT	07/21/2022 11:59 PM	08/21/2022 01:59 PM	12/30/2022 11:59 PM <b>Active</b>

Figure 18: Confidentiality Statement Link on the List of Meetings

**NOTE:** The **Confidentiality Statement** links only displays if the reviewer has not signed the agreement for the meeting. The links are removed once the agreement is signed.

In IAR, reviewers are required to indicate whether they are federally registered lobbyists before being granted access to a meeting. Office of Management and Budget (OMB) policy requires a ban on the appointment of federally registered lobbyists to federal advisory committees and other boards and commissions. The steps for signing the agreement vary depending on this designation. The *Confidentiality Agreement* explains this process and prompts reviewers to provide a status before electronically signing the agreement and gaining access to the meeting.

Follow the appropriate steps as indicated in the sections that follow.

### Reviewer is Not a Federally Registered Lobbyist

To access and sign the *Confidentiality Agreement* and indicate that you are NOT a federally registered lobbyist:

1. Select the **Confidentiality Statement** link from the **Action** column on the *List of Meetings*.

The *Confidentiality Agreement* displays. This screen contains the *NIH Confidentiality and Non Disclosure Rules*. Please read the agreement carefully.

2. Select the radio button indicating **I am NOT a federally registered lobbyist.**
3. Click the **I agree** button at the bottom of the screen.

The *List of Meetings* screen returns with the **Action** links appropriate for the meeting.

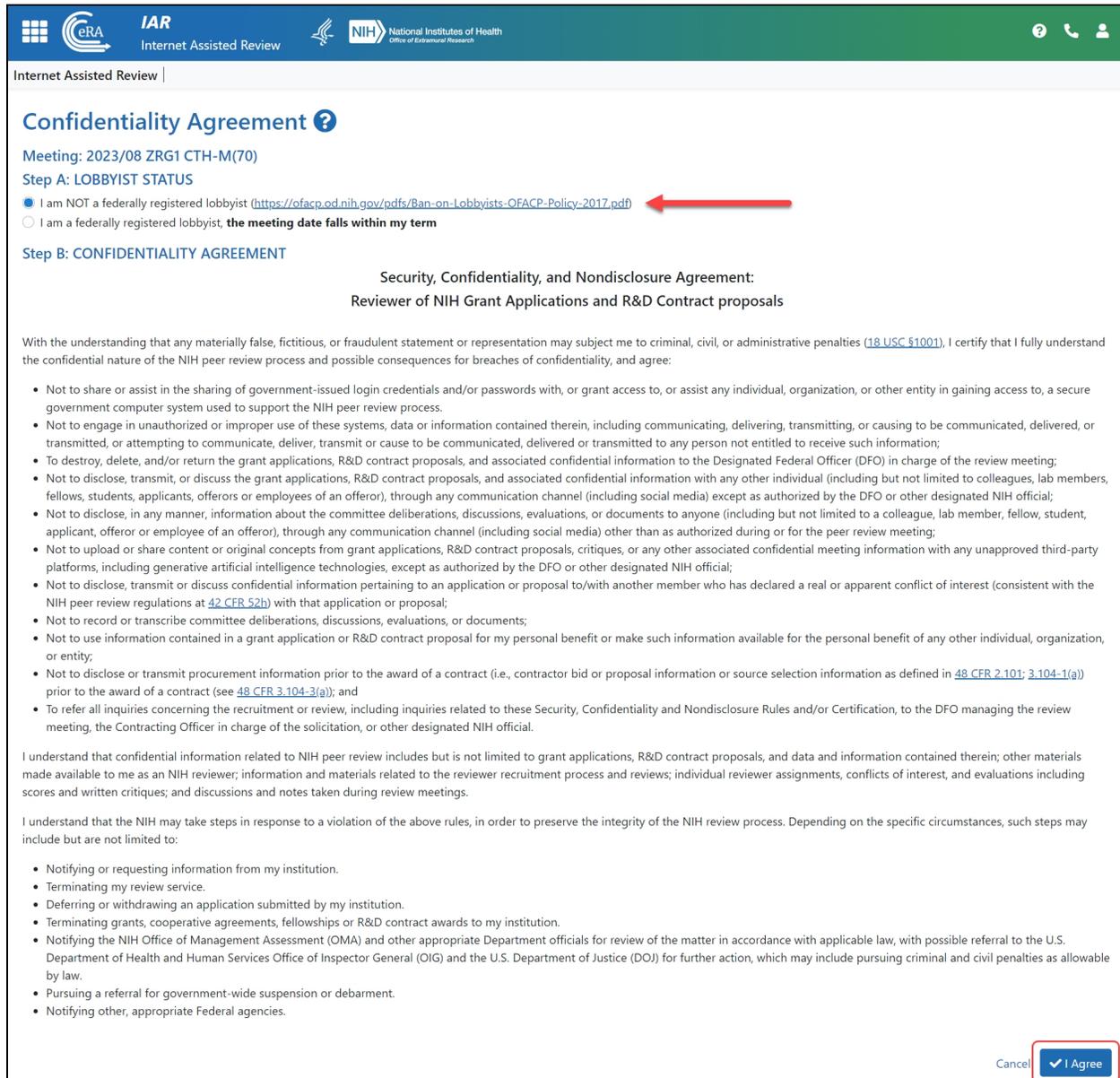


Figure 19: Confidentiality Agreement - Not a Lobbyist

## Reviewer is a Federally Registered Lobbyist

A federally registered lobbyist whose term falls within the dates of a review meeting cannot be granted access to the review meeting. A reviewer's status as a federally registered lobbyist must be indicated on the *Confidentiality Agreement* screen.

To access and sign the *Confidentiality Agreement* and indicate that you ARE a federally registered lobbyist:

1. Select the **Confidentiality Statement** link from the **Action** column of the *List of Meetings*.

The *Confidentiality Agreement* displays. This screen contains the *NIH Confidentiality and Nondisclosure Rules*. Please read the agreement carefully.

2. Select the radio button indicating **I am a federally registered lobbyist, the meeting date falls within my term.**
3. Click the **I agree** button at the bottom of the screen.

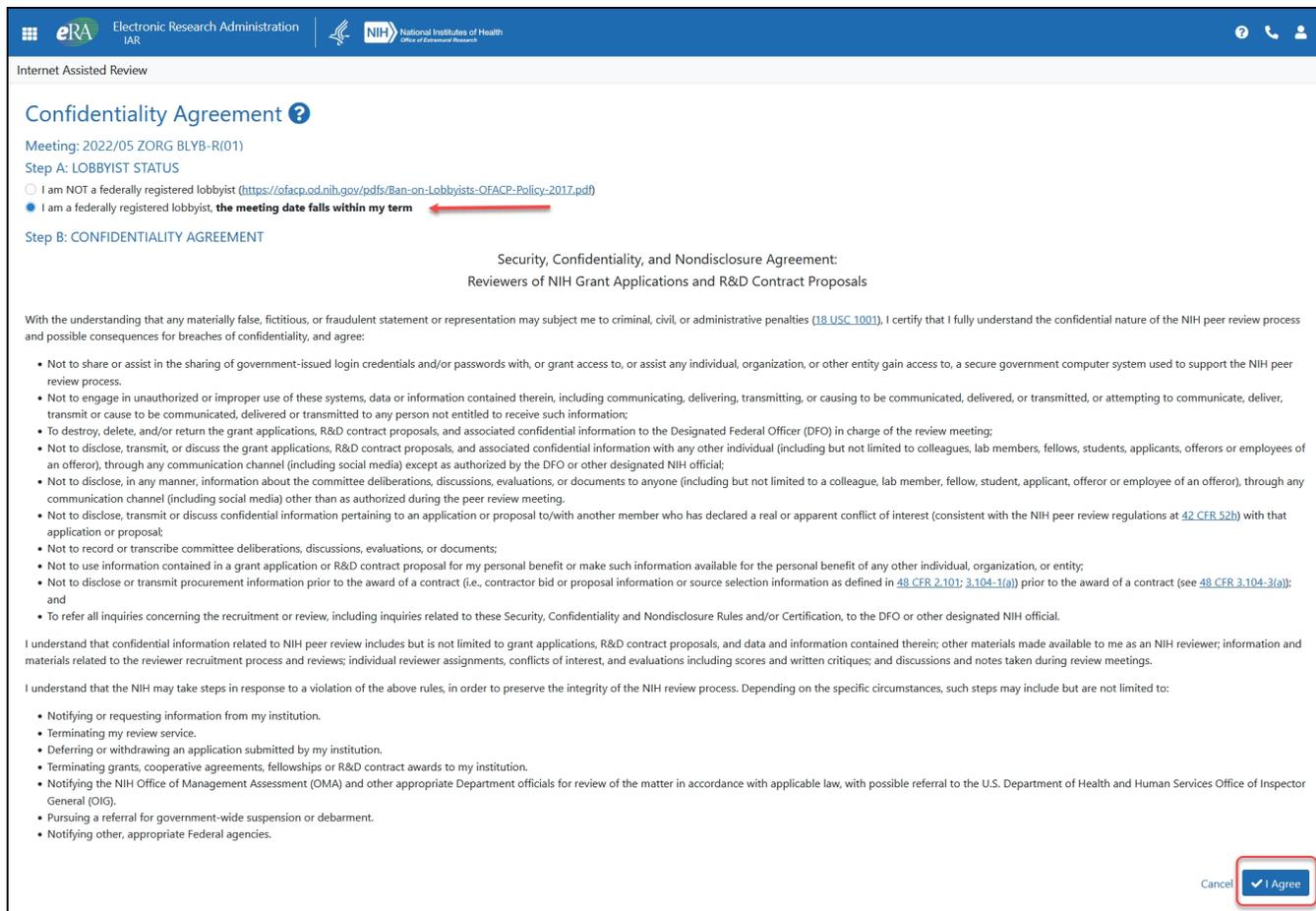


Figure 20: Confidentiality Agreement screen with the radio button for "I am a lobbyist" is selected.

The *Registered Lobbyist Verification* screen displays. This screen shows that you have indicated that you are a federally registered lobbyist and explains the purpose for requesting the lobbyist status of reviewers. The screen provides a link for accessing additional information on this topic.

The *Registered Lobbyist Verification* screen also provides a chance to confirm or cancel this designation.

**Registered Lobbyist Verification**

**Meeting: 2022/05 ZORG BLYB-R(01)**

On June 18, 2010, President Barack Obama issued a Presidential Memorandum announcing a continued commitment to reduce the influence of special interests by keeping federal advisory committees and boards free of federally registered lobbyists. The Office of Management and Budget (OMB) was directed to issue final guidance to implement this directive following a public comment period. On October 5, 2011, OMB published "Final Guidance on Appointment of Lobbyists to Federal Boards and Commissions." The prohibition on the appointment of federal registered lobbyists applies to appointments and re-appointments made after June 18, 2010.

**You have designated that you are a federally registered lobbyist** (<https://ofacp.od.nih.gov/pdfs/Ban-on-Lobbyists-OFACP-Policy-2017.pdf>)

If this is correct, select Confirm to continue. You will not be able to participate as a reviewer for this meeting and your access to this meeting in IAR will be removed.

If this is incorrect, choose Cancel to go back. You will be given an opportunity to correct your designation.

Cancel

*Figure 21: Registered Lobbyist Verification Screen*

**NOTE:** Once you have indicated your status as a federally registered lobbyist, you will be denied access to the meeting. You will not have the ability to reverse the status yourself. If you mistakenly designate yourself as a federally registered lobbyist, you must contact the [eRA Service Desk](#) for assistance.

4. *Only if you have accessed this screen and are NOT a federally registered lobbyist:* Select the **Cancel/Return** button to return to the *List of Meetings* screen. Refer to *Reviewer is Not a Federally Registered Lobbyist* on page 57 to continue.
5. *Only if you want to continue to confirm your status as a federally registered lobbyist:* Select the **Confirm/Continue** button.

The *List of Meetings* screen returns, displaying **Access Denied: Federally Registered Lobbyist** in the **Meeting** column. The SRO\* receives an email whenever a potential reviewer designates himself as a federal lobbyist; however, it is a good idea to contact the SRO directly in this situation.

List of Meetings ?

> IAR Information

Filter Table [icon] 16 Results [download icon] [table icon] 1 of 1 < >

Meeting	Meeting Dates/Location	SRO Name	Phase	Critique Due	Read Phase End	Edit Phase End
2022/10 ZAG1 ZU-G (O2) longitudinal and peripheral AD biomarkers in a diverse cohort of subjects. Meeting Format <span>Virtual Meeting</span>	10/30/2022-11/01/2022 National Institute on Aging, Bethesda, MD	Boyce, Philip (301) 555-4321 <a href="mailto:eRATest@mail.nih.gov">eRATest@mail.nih.gov</a>	DISCUSSION	05/30/2022 11:59 PM	06/01/2022 08:00 AM	01/13/2023 11:59 PM
2022/10 RRD9 Career Development Program - Panel II	10/25/2022-10/26/2022 Office of Research and Development, Washington, DC	Williams, Mark A (301) 555-3214 <a href="mailto:eRATest@mail.nih.gov">eRATest@mail.nih.gov</a>	EDIT	11/04/2022 11:59 PM	11/06/2022 08:00 AM	02/12/2023 11:59 PM <span>Active</span>
2022/08 2216-M Community Crisis Response Partnerships	10/23/2022-10/25/2022 SAMHSA, Rockville, MD	Vespa, Janet (301) 555-1212 <a href="mailto:eRATest@mail.nih.gov">eRATest@mail.nih.gov</a>	EDIT	10/22/2022 11:59 PM	10/23/2022 11:59 PM	12/31/2022 11:59 PM <span>Active</span>
2023/01 HLBP (4) 1 <small>Heart, Lung, and Blood Program Project Study Section</small> <span>Access Denied: Federally Registered Lobbyist</span>	09/29/2022-09/29/2022 National Institutes of Health, Bethesda, MD	Garak, Elim (301) 555-6554 <a href="mailto:eRATest@mail.nih.gov">eRATest@mail.nih.gov</a>	EDIT	09/22/2022 12:01 AM	09/29/2022 12:01 AM	12/11/2022 12:01 AM <span>Active</span>
2022/10 RRD7 Research Career Scientist	08/12/2022-08/12/2022 Office of Research and Development, Washington, DC	McCoy, Leonard B. (301) 555-7532 <a href="mailto:eRATest@mail.nih.gov">eRATest@mail.nih.gov</a>	EDIT	07/21/2022 11:59 PM	08/21/2022 01:59 PM	12/30/2022 11:59 PM <span>Active</span>

Figure 22: Access Denied Due to Lobbyist Status

**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

## Employment Certification

After agreeing to the Confidentiality Statement, you complete the *Employment Certification* form. The form accommodates the Federal Advisory Committee Act (FACA) policy involving federal employees as reviewers.

Internet Assisted Review |

## Employment Certification ?

List of Meetings

NIH/OER (Approved for implementation by January 2024)

Scientific Review Group Member  
Employment Certification

Reviewer Name: Eisenberg, Nog  
Address (employment):  
Department of Chemistry  
Duke University  
Durham, NC 27708

Scientific Review Group: BMBI  
Date(s) of review: October 26, 2023 - October 27, 2023

Please select one of the following:

- I certify that I am not a Federal employee.
- I certify that I am a Federal employee (full- or part-time) who is employed by HHS.
- I certify that I am a Federal employee (full- or part-time) who is employed by an **agency other than HHS** who is serving as part of my **official duties**.
- I certify that I am a Federal employee (full-or part-time) who is employed by an **agency other than HHS** who is serving in my **personal capacity as an outside activity**.
- I certify that I have a dual appointment with a **non-HHS Federal agency and a non-Federal organization or institution** and that I will be attending the peer review committee meeting and performing related activities on behalf of my **non-Federal organization or institution**.

You are required to certify the following before proceeding:

**Certification:**

I am a Federal employee/hold a Federal appointment (full or part-time) at a non-HHS Federal agency and I certify that I received agency approval to participate in NIH peer review committee meetings and related activities as part of my official duties. As such, I am NOT entitled to receive reviewer reimbursements, such as honoraria, flat rate, and travel.

**Signature:**

Electronically signed by [ Eisenberg, Nog ]  
via Internet Assisted Review on 01/09/2024 11:29 AM

Cancel

Figure 23: Employee Certification Screen

Reviewers click on one of the 5 radio buttons to specify in what capacity they are serving as reviewers. The options and the specific certification language are presented here:

- **I certify that I am not a Federal employee.**
  - Certification language: *None*
- **I certify that I am Federal employee (full- or part-time) who is employed by HHS.**
  - Certification language: *I am a Federal employee/hold a Federal appointment (full- or part-time) with HHS or an HHS component and I certify that I have received approval from my supervisor to participate in NIH peer review committee meetings and related activities as part of my official duties.*

- **I certify that I am Federal employee (full- or part-time) who is employed by an agency other than HHS who is serving as part of my official duties.**
  - Certification language: *I am a Federal employee/hold a Federal appointment (full or part-time) at a non-HHS Federal agency and I certify that I received agency approval to participate in NIH peer review committee meetings and related activities as part of my official duties. As such, I am NOT entitled to receive reviewer reimbursements, such as honoraria, flat rate, and travel.*
- **I certify that I am Federal employee (full- or part-time) who is employed by an agency other than HHS who is serving as part of my personal capacity as an outside activity.**
  - Certification language: *I am a Federal employee/hold a Federal appointment (full or part-time) at a non-HHS Federal agency and I certify that I will not be engaging in peer review committee meetings and related activities as part of my official Federal duties, but rather in my personal capacity as an outside activity. I understand that I must comply with the requirements of my employing agency regarding outside activities, and I will not attend peer review committee meetings or perform related activities while on official duty time or using the resources of my employing agency, except to the extent allowable under the agency's de minimis use policy, if applicable. As such, I am entitled to receive non-Federal reviewer reimbursement which includes honoraria, flat rate, and travel.*
- **I certify that I have a dual appointment with a non-HHS Federal agency and a non-Federal organization or institution and that I will attending the peer review committee meeting and performing related activities on behalf of my non-Federal organization or institution.**
  - Certification language: *I am an individual who has a dual appointment (Federal employee & non-Federal organization or institution) and I certify that I will be attending peer review committee meetings and performing related activities on behalf of my non-Federal organization or institution (duties to be performed will NOT be under my Federal responsibilities and I will NOT use*

*federal time or resources). As such, I am entitled to receive non-Federal reviewer reimbursement which includes honoraria, flat rate, and travel.*

Non-HHS federal staff can:

- Serve as reviewers in their official capacity if approved by their agency
- If not approved by their agency, serve as reviewers as a 'personal' or 'outside' activity
- If they have a dual appointment with a non-federal institution, serve as reviewers from their institution

HHS federal staff may:

- serve as reviewers if approved by supervisor(s) (previously they could not).

## Certifying the Employment Form

Once you agree to the Confidentiality Statement in IAR, the system will open the *Employment Certification* form. If you are unable to complete the form at that time, next time you log into IAR, click the **three-dot ellipsis icon** to open the action menu and select **Employment Certification**.

**List of Meetings** ?

> IAR Information

All times are in Eastern Standard Time/ Eastern Daylight Time.

Filter Table 1 Results

Meeting	Meeting Dates/Location
2024/01 BMBI Biomaterials and Biointerfaces Study Section	10/26/2023-10/27/2023 Health, Bethesda, MD

Employment Certification

Figure 24: Three-dot ellipsis icon showing the Employment Certification link

When the form opens, select **one of the five options** that specifies in what capacity you are serving as a reviewer.

Please select one of the following:

- I certify that I am not a Federal employee.
- I certify that I am a Federal employee (full- or part-time) who is employed by HHS.
- I certify that I am a Federal employee (full- or part-time) who is employed by an **agency other than HHS** who is serving as part of my **official duties**.
- I certify that I am a Federal employee (full- or part-time) who is employed by an **agency other than HHS** who is serving in my **personal capacity as an outside activity**.
- I certify that I have a dual appointment with a **non-HHS Federal agency and a non-Federal organization or institution** and that I will be attending the peer review committee meeting and performing related activities on behalf of my **non-Federal organization or institution**.

*Figure 25: Employment Certification radio buttons*

Depending on the option selected, a **blue text box appears**. Read the text and click the **I Certify** button when done.

Please select one of the following:

- I certify that I am not a Federal employee.
- I certify that I am a Federal employee (full- or part-time) who is employed by HHS.
- I certify that I am a Federal employee (full- or part-time) who is employed by an **agency other than HHS** who is serving as part of my **official duties**.
- I certify that I am a Federal employee (full- or part-time) who is employed by an **agency other than HHS** who is serving in my **personal capacity as an outside activity**.
- I certify that I have a dual appointment with a **non-HHS Federal agency and a non-Federal organization or institution** and that I will be attending the peer review committee meeting and performing related activities on behalf of my **non-Federal organization or institution**.

You are required to certify the following before proceeding:

**Certification:**

I am a Federal employee/hold a Federal appointment (full or part-time) at a non-HHS Federal agency and I certify that I will not be engaging in peer review committee meetings and related activities as part of my official Federal duties, but rather in my personal capacity as an outside activity. I understand that I must comply with the requirements of my employing agency regarding outside activities, and I will not attend peer review committee meetings or perform related activities while on official duty time or using the resources of my employing agency, except to the extent allowable under the agency's de minimis use policy, if applicable. As such, I am entitled to receive non-Federal reviewer reimbursement which includes honoraria, flat rate, and travel.

Signature: \_\_\_\_\_

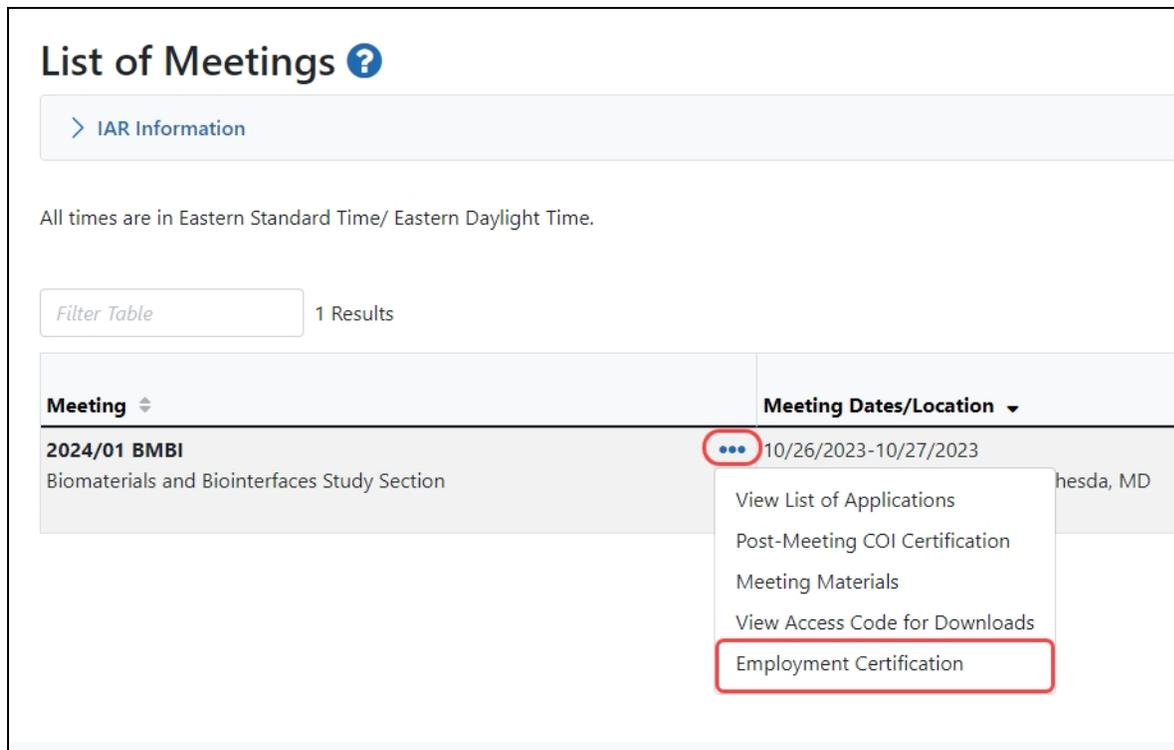
Cancel

*Figure 26: Employment Certification show blue text box and the **I Certify** button*

---

**NOTE:** If your circumstances change after the initial certification, you can return to the [List of Meetings](#) screen and from the three-dot ellipsis icon, select the **Employment Certification** link to update your status.

---



**List of Meetings** ?

> IAR Information

All times are in Eastern Standard Time/ Eastern Daylight Time.

Filter Table 1 Results

Meeting	Meeting Dates/Location
2024/01 BMBI Biomaterials and Biointerfaces Study Section	10/26/2023-10/27/2023 hesda, MD

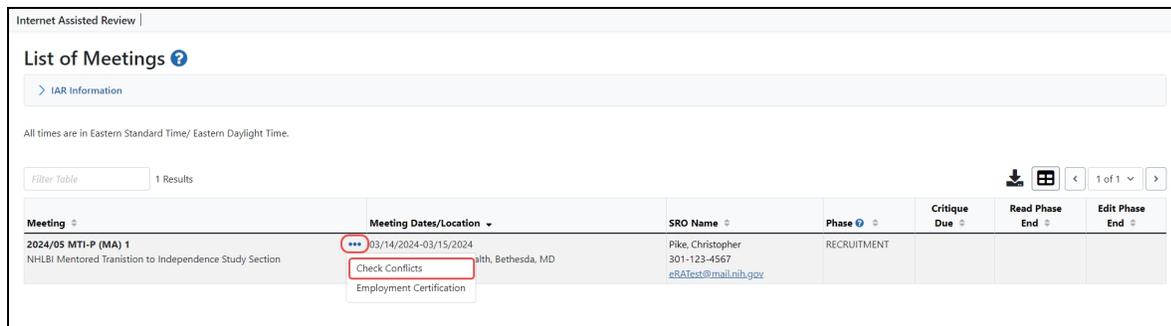
- View List of Applications
- Post-Meeting COI Certification
- Meeting Materials
- View Access Code for Downloads
- Employment Certification

Figure 27: List of Meetings screen showing the options, including Employment Certification, under the three-dot ellipsis icon

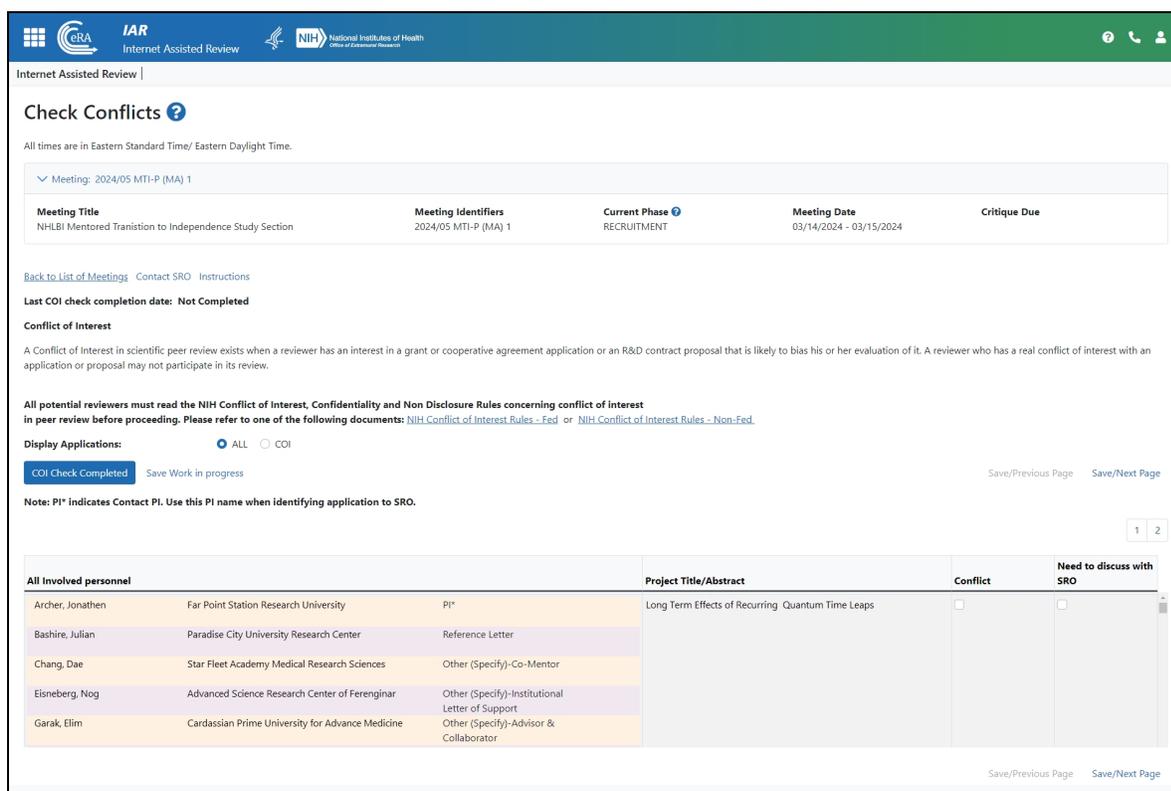
## Conflicts of Interest

The NIH peer review process relies on reviewers to identify any conflicts of interest (COI) that may affect the integrity of the process. The rules for identifying COIs can be found online at the following site: [https://www.grants.nih.gov/grants/peer/peer\\_coi.htm](https://www.grants.nih.gov/grants/peer/peer_coi.htm).

Reviewers should report to the SRO\* any conflicts of interest they might have with any of the applications in the meeting. If the meeting has a Recruitment Phase, conflicts can be identified and recorded by selecting the **Check Conflicts** link from the three-dot ellipsis icon on the *List of Meetings*. This link is only available if Recruitment Phase has been enabled for the meeting.



The Check Conflicts screen opens providing the reviewer the opportunity to review the involved personnel for each application.



The Check Conflicts screen has links to contact the SRO, [instructions](#) for completing the check, and conflict of interest rules for Feds and Non-Fed.

**Instructions** ✕

**Checking and Indicating Conflicts of Interest**  
 Examine the list of involved personnel and participating institutions and indicate whether you have a conflict of interest (COI) with an application. For each application, a COI with any involved personnel puts you in conflict with that application. Please indicate a COI in the "Conflict" column next to the PI name (shaded rows). If you need more information on what constitutes a COI, please refer to one of the following documents:

[NIH Conflict of Interest Rules - Fed](#)

[NIH Conflict of Interest Rules - Non-Fed](#)

**Understanding the Screen**

1. The application PI(s) is listed in the shaded rows. Other involved personnel, institutions, and roles are listed beneath the PI name(s).
2. A "Y" in the Conflict column indicates that the SRO has already placed you in conflict with this application.
3. Click the box in the application PI row ("Conflict" column) to indicate a COI with any of the involved personnel or institutions for that application.
4. If you are unsure about a COI or would like to have a further discussion, click the box in the "Need to Discuss with SRO" column.
5. Clicking "Save/Previous Page" or "Save/Next Page" will save your current work and go to the previous or next page.
6. Important! The Involved Personnel list may be continued on multiple pages. Be sure to navigate through all pages to check for COI.
7. Click the "Save Work in Progress" button on any page if you need to return to finish the COI check at another time.
8. Click the "COI Check Complete" button if you have finished checking the whole list for COIs. Clicking this button will notify the SRO that you have completed your COI check.

Close

Reviewers read through the list of the applications, reviewing the involved personnel and the institutions to which they belong. If a conflict is found for the application, the checkbox in the **Conflict** column is checked. If the reviewer is unsure if a conflict exists, the **Need to Discuss with SRO** checkbox in the corresponding column is checked.

Depending on the number of applications to review, there is the option to click the **Save Work in progress** link so the reviewer can come back at a later time and finish reviewing the applications. Once all the applications have been reviewed, click the **COI Check Completed** button.

**Display Applications:**  ALL  COI

COI Check Completed [Save Work in progress](#)

**Note: PI\* indicates Contact PI. Use this PI name when identifying application to SRO.**

Once the check is complete, any conflicts that were identified appear on the Conflicts Report for the SRO.

Reviewers not participating in Recruitment Phase must report any COIs to the SRO. For phases other than Recruitment, follow the steps below.

1. From the *List of Meetings* screen, select the View List of Applications from the three-dot ellipses icon.

The *List of My Assigned Applications* screen displays. By default, the **"Show only Assigned Applications"** toggle switch is set to on so that only assigned applications are shown.

2. Click the **"Show only Assigned Applications"** toggle switch to show all the applications for the meeting. This is important for determining if COIs exist for any other applications.

**List of My Assigned Applications**

Meeting: 2023/05 ANIE

Meeting Title	Meeting Identifiers	Current Phase	Meeting Date	Critique Due
Acute Neural Injury and Epilepsy Study Section	2023/05 ANIE	RECRUITMENT/EDIT	04/20/2023 - 04/25/2023	10/12/2022 11:59 PM EDT

Show only Assigned Applications

My Assigned Applications (ZIP) ZIP Generated (Please download ZIP file from the download option)

Filter Table 3 Results (filtered from 76)

Review Order	Application Number (Opportunity Number)	PI Name	Project Title (Latest Additions Date)	Average Prelim Score	Role (Reviewers, Prelim. Score, Final Score)
1 R01	FD012345-01 RFA/PA: PA20-183	Brink, Talas	It's All in Your Head, Until It's Not: Transporter Pay... more		Pri 1 ...
1 R21	FD123456-01 RFA/PA: PA21-219	Hays, Joseph	Polywater Intoxication Syndrome in Preadole... more		Sec 1 ...
1 R01	FD234567-01 RFA/PA: PA20-185	Kim, Harry	Advantages of Multiculturalism in Command Structu... more		Pri 1 ...

Contact Review Staff if you identify any conflicts or assignment discrepancies with Internet Assisted Review

Figure 28: Viewing My Assigned Applications in the Meeting showing the toggle switch "Show only Assigned Applications"

3. Examine the applications:
  - a. Click the folder icon to open the *Grant Folder* for the application.
  - b. From within *Grant Folder*, select the **e-Application** link to access the application.
  - c. Look over the names of PIs and all Senior/Key personnel to identify any conflict.
  - d. Repeat this process for all applications in the meeting.
  - e. Notify your SRO of any conflicts identified.

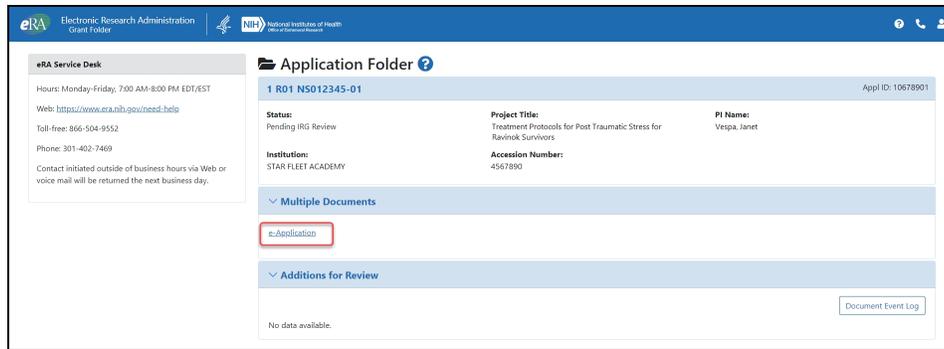


Figure 29: Grant Folder e-Application Link

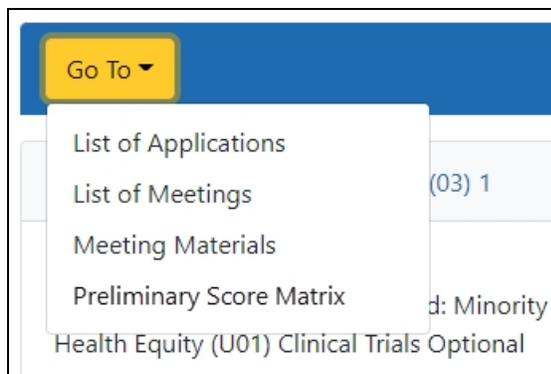
**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

## List of Applications Screen

The *List of Applications* screen lets reviewers view information about the applications in the meeting and provides access to such actions as submitting and viewing scores and critiques. The information shown on this page is customized based on the current meeting phase and on the meeting permissions set by the SRO\*. Available information also varies depending on the reviewer type and a reviewer's conflicts of interest.

### Global Navigation

Use the **Go To** menu, which has role-based links to other screens, to navigate to other screens. It displays on these screens: *List of Applications*, *List of Meetings*, *Meeting Materials*, and *Preliminary Score Matrix*.



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**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

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### Accessing the List of My Assigned Applications

Before accessing applications, you must sign the confidentiality agreement (refer to the topic titled [Confidentiality Agreement](#)) and certify the Pre-Meeting *Conflict of Interest* form. If you do not, an alert appears reminding you to perform these actions.

▲ Conflict certification is required. You must certify prior to submitting scores and reading or submitting critiques. Please [click here](#) to sign your certification for this meeting.

To view the *List of My Assigned Applications* screen:

1. Log into eRA Commons and click **Internet Assisted Review** button on the landing page.

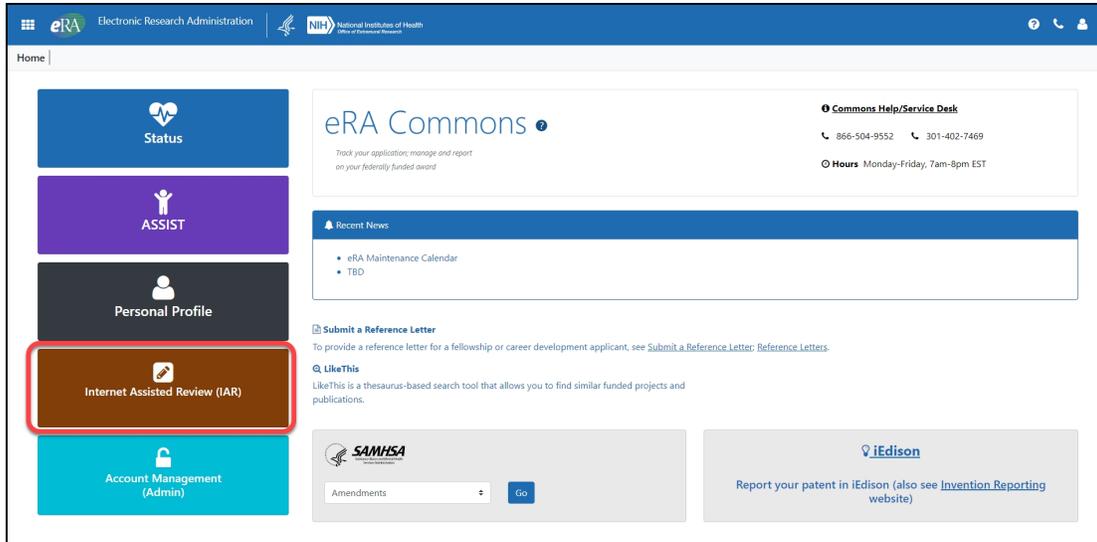


Figure 30: eRA Commons landing page showing the IAR button

You can also access IAR from the apps icon in the upper left corner and selecting Internet Assisted Review from the **drop-down menu**.

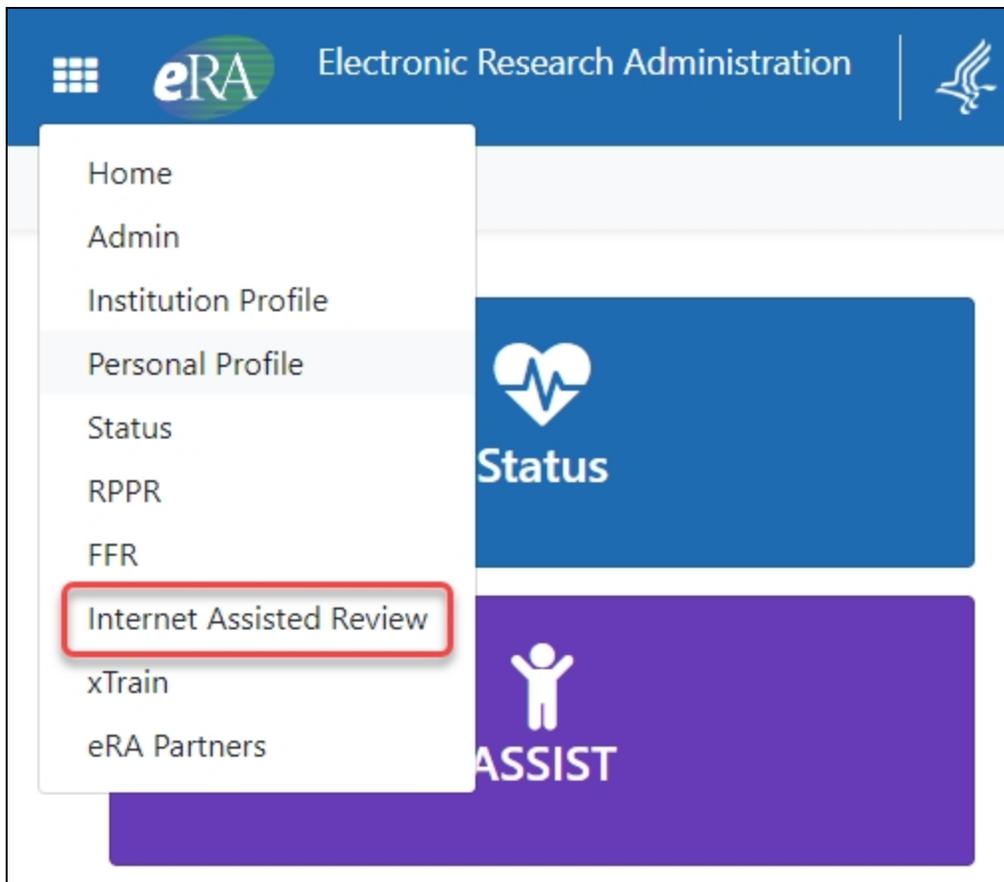


Figure 31: c

2. The *List of Meetings* screen displays. If accessible, the **View List of Applications** link is displayed by clicking on the three-dot ellipses icon. [Click the View List of Applications link.](#)

**List of Meetings** ⓘ

> IAR Information

All times are in Eastern Standard Time/ Eastern Daylight Time.

This table will save search, sorting, and pagination settings. [Click here to reset table to its original settings.](#)

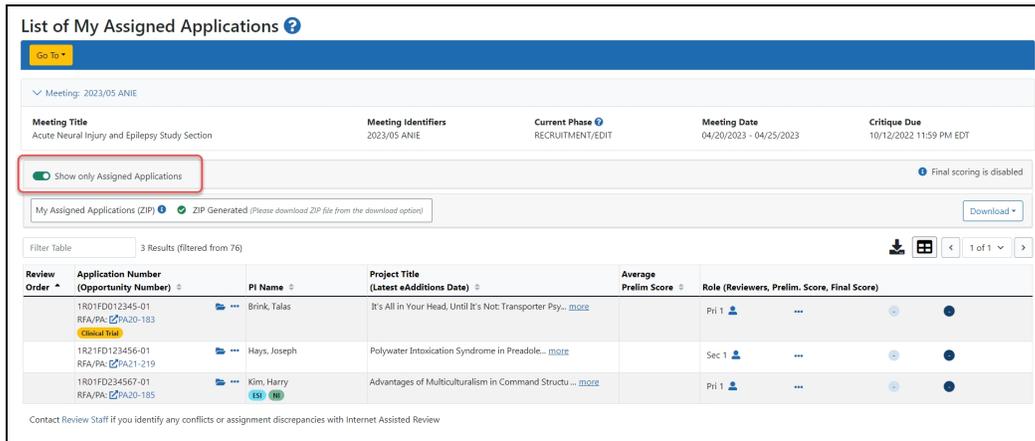
Filter Table [ ] 1 Results [ ] [ ] [ ] 1 of 1 [ ] [ ]

Meeting ⓘ	Meeting Dates/Location ⌵	SRO Name ⓘ	Phase ⓘ	Critique Due ⓘ	Read Phase End ⓘ	Edit Phase End ⓘ
2023/05 ANIE Acute Neural Injury and Epilepsy Study Section	⋮ 04/20/2023-04/25/2023 ... ..esda, MD	Sovel, Graham (123) 456-7890 <a href="mailto:Sovel-Graham@nih.gov">Sovel-Graham@nih.gov</a>	RECRUITMENT/ EDIT	10/12/2022 11:59 PM	10/20/2022 07:00 AM	01/08/2023 11:59 PM <b>Active</b>

View List of Applications  
Pre-Meeting COI Certification  
Meeting Materials  
View Access Code for Downloads

Figure 32: View List of Applications link on List of Meetings screen

- By default, the *List of My Assigned Applications* screen is displayed. In later phases of the meeting, IAR provides access via this screen for viewing all applications in the meeting if the SRO\* has opened the meeting for unassigned critiques.



To view all applications in the meeting, click the "Show only Assigned Applications" switch to the off position.

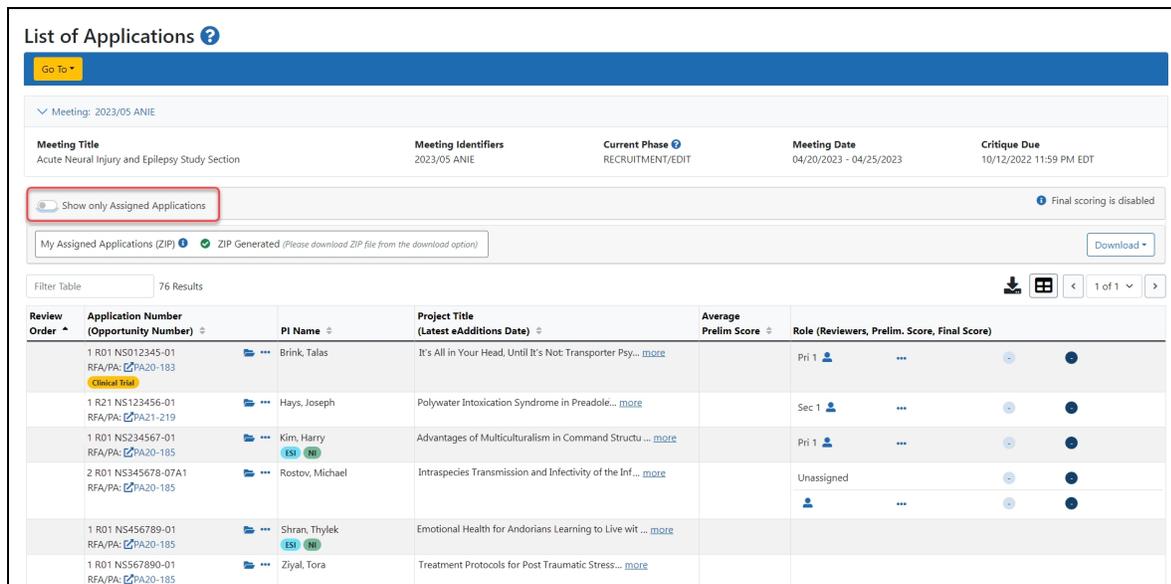


Figure 33: List of Applications screen with Show only Assigned Applications toggled off

## Required Review Integrity and Bias Awareness Training

Reviewers are required to complete two training modules prior to accessing their assigned applications in IAR. This requirement is effective in early 2024 and beyond. Reviewers who have not completed these trainings cannot access their applications for the early 2024 meetings. See NIH Guide Notice [NOT-OD-23-156](#).

Each of the two modules is approximately 30 minutes in length, and when completed, the training status is updated automatically in real time.

- “Review Integrity” module — raises awareness of actions that breach [review integrity](#) and provides tools to prevent and report them.
- “Bias Awareness and Mitigation” module — raises awareness of potential biases in the peer review process and provides strategies to mitigate them.

If a reviewer has not complete the training prior to being added to a roster, they receive a system-generated email from [nihreviewertraining@csr.nih.gov](mailto:nihreviewertraining@csr.nih.gov) with a customized link to the c.

If a reviewer has not completed the training and they are invited to the Recruitment or Submit Phase in IAR, the email with the link to the NIH Reviewer Training website comes from either IAR or Peer Review, depending where the invitation was initiated.

If a reviewer has not completed the training and they log into IAR to access their list of assigned applications, they are presented with a message on the [List of Meetings screen](#) after certifying their Confidentiality Agreement.

Meeting	Meeting Dates/Location	SRO Name	Phase	Critique Due	Read Phase End	Edit Phase End
2024/01 HLBP (JK) Heart, Lung, and Blood Program Project Study Section		McCoy, Leonard B. 301-555-1701 <a href="mailto:Bones.McCoy@mail.nih.gov">Bones.McCoy@mail.nih.gov</a>	RECRUITMENT/ SUBMIT	09/29/2023 01:20 AM Active	11/13/2023 01:20 AM	12/11/2023 01:20 AM

**You may not access your assigned applications until you complete the NIH-required training at the NIH Reviewer Training Site.**

*List of Meetings screen showing the message that Reviewer training is required*

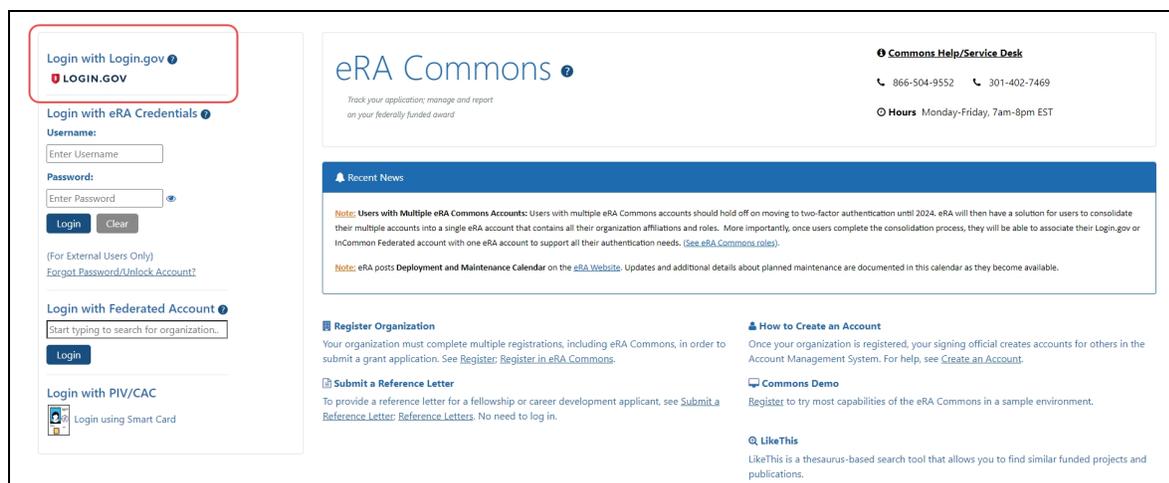
## Steps to Take Before Accessing the NIH Reviewer Training Website

Before accessing the training portal, reviewers will need to have completed the process of logging into eRA Commons with their Login.gov credentials and associating their Login.gov credentials with their eRA Commons username and password (a one-time association). Using Login.gov's two-factor authentication system is required for accessing IAR.

Reviewers need 2 sets of credentials (username and password) to use Login.gov to access eRA Commons, and thus IAR:

- one for Login.gov and
- the other for their eRA Commons account.

Reviewers begin the process on the [eRA Commons login screen](#), by clicking on the Login.gov logo on the upper left-hand side of the screen.



*eRA Commons (IAR) login screen showing the Login.gov link*

Reviewers provide the same Login.gov credentials that they used for eRA Commons, as well as their Commons user ID when accessing the NIH Reviewer Training website.

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**NOTE:** Scientific review officers (SROs) track if reviewers have completed the training by going to the *Control Center* screen in IAR or the *Recruitment Control Center* screen in Peer Review. A new column labeled 'Training Completed' displays 'Yes' if reviewers have taken the training and 'No' if they have not. A 'No' allows a reviewer to complete the

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Recruitment phase but the training must be completed before the reviewer can access their assigned applications in the Submit phase.

## Accessing the List of Applications Screen

To access the *List of Applications* after signing the confidentiality agreement (Refer to *Confidentiality Agreement* on page 56):

1. Log into eRA Commons and select the **Internet Assisted Review** button on the landing page.

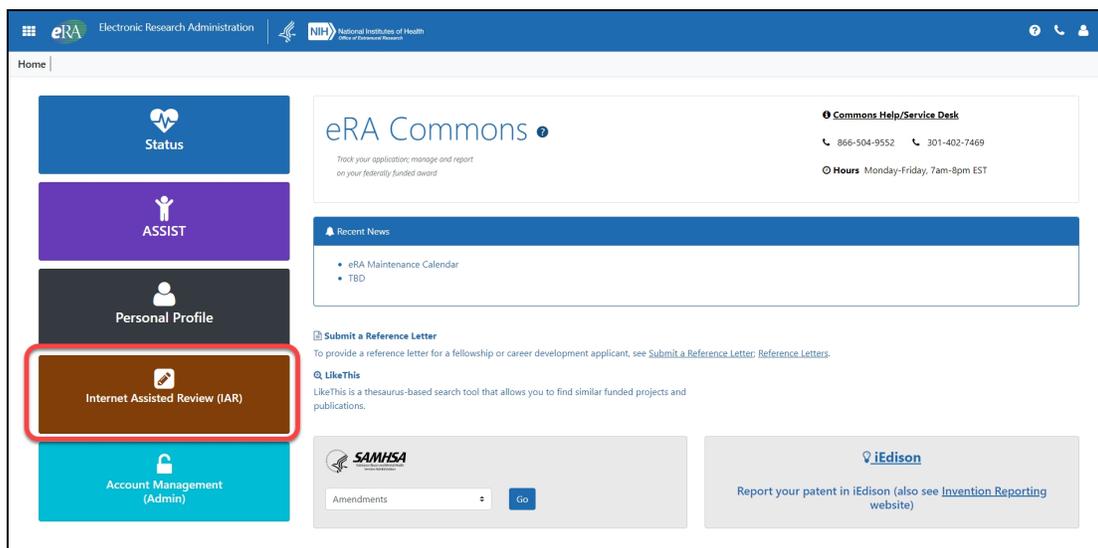


Figure 34: eRA Commons landing page showing the IAR button

You can also access IAR from the apps icon in the upper left corner and selecting **Internet Assisted Review** from the drop-down menu.

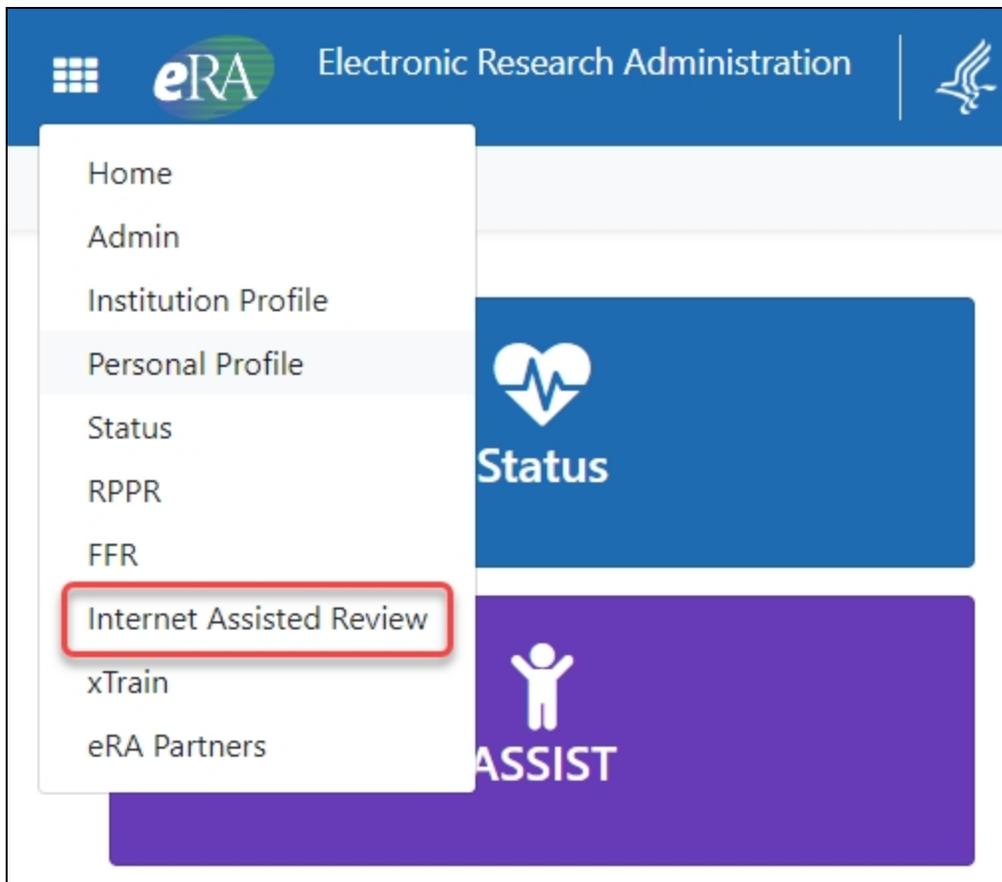


Figure 35: eRA Commons app icon showing the drop-down menu when clicked

The *List of Meetings* screen displays. If accessible, the **View List of Applications** link is displayed by clicking on the three-dot ellipses icon.

2. Select the **View List of Applications** link.

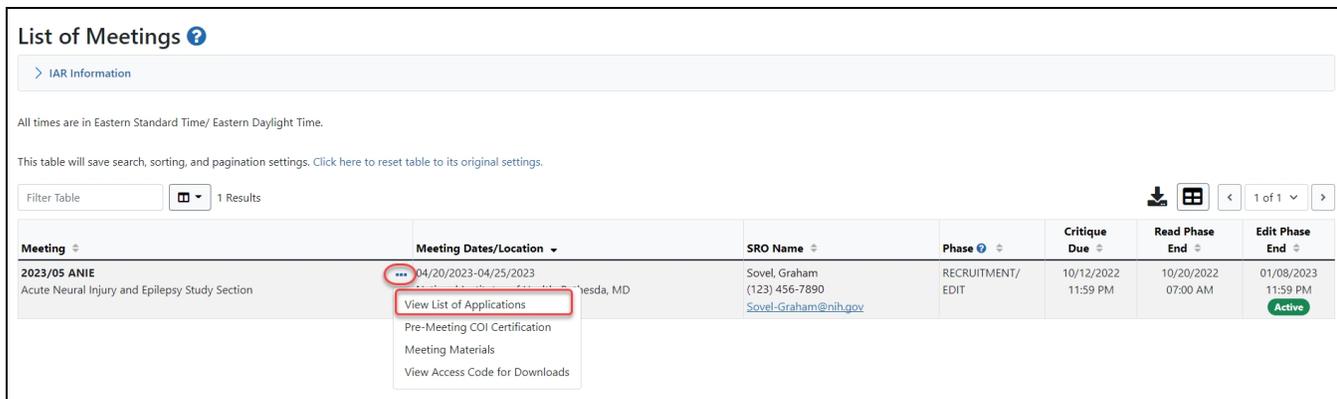
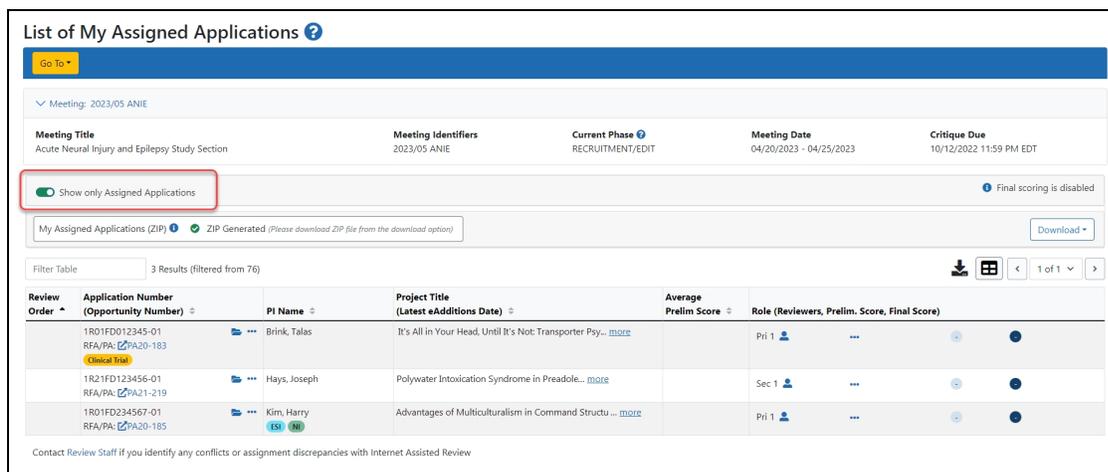


Figure 36: Accessing the View List of Applications Screen

By default, the List of My Assigned Applications is displayed. However, in later phases of the meeting, IAR provides access via this screen for viewing all applications in the meeting if the SRO\* has opened the meeting for unassigned critiques.



To view all applications in the meeting, click the "Show only Assigned Applications" switch to the off position. .

**NOTE: Mail reviewers** are only able to see applications to which they are assigned and can only view their own critiques.

Both views display information for the applications in the meeting. The meeting title, identifier, and phase as well as meeting dates and critique dates display above the list of applications.

Below this information are links for **List of Meetings**, **View Meeting Materials**, and links for viewing critiques, which vary from phase to phase. These links are discussed later.

The table displayed on the screen is the *List of My Assigned Applications*. This list includes columns of information for **Review Order**; **Application Number (Opportunity Number)** (including the application number and RFA/PA associated with the application), and include Clinical Trial (**CT**), Clinical Trial Research Experience (**CTRE**), and Human Fetal Tissue (**HFT**) indicators; **PI Name** (parent application PI), which includes Early Stage Investigator (**ESI**) indicator and New Investigator (**NI**) indicator; the **Project Title** of the application; Average Prelim Score (the average preliminary score for the application); **Role** of the reviewer; **Reviewer** (name); **Prelim. Score**; the **Final Score** of critiques; and the available action options for the reviewer are available by clicking the three-dot ellipses icon.

The information in the table can be sorted by any column that has a gray triangle icon after the column name (▲). A black triangle icon (▲) next to the column name indicates the current sort. The triangle pointing up is ascending. The triangle pointing down is descending.

The screenshot shows the 'List of Applications' interface. At the top, there is a 'Go To' button and a filter for 'Meeting: 2023/05 ANIE'. Below this is a summary row for the meeting: 'Acute Neural Injury and Epilepsy Study Section', 'Meeting Identifiers: 2023/05 ANIE', 'Current Phase: RECRUITMENT/EDIT', 'Meeting Date: 04/20/2023 - 04/25/2023', and 'Critique Due: 10/12/2022 11:59 PM EDT'. There are also options to 'Show only Assigned Applications' and a 'Download' button for 'My Assigned Applications (ZIP)'. The main table has 76 results and is sorted by 'Review Order' (indicated by a black triangle pointing up). The table columns are: Review Order, Application Number (Opportunity Number), PI Name, Project Title (Latest eAdditions Date), Average Prelim Score, and Role (Reviewers, Prelim. Score, Final Score). The table contains several rows of application data, including one marked as a 'Clinical Trial' and others with 'ESI' and 'NI' indicators.

Review Order ▲	Application Number (Opportunity Number) ▲	PI Name ▲	Project Title (Latest eAdditions Date) ▲	Average Prelim Score ▲	Role (Reviewers, Prelim. Score, Final Score)
	1DP2AI012345-01 RFA/PA: PA20-183 <b>Clinical Trial</b>	Brink, Talas	It's All in Your Head, Until It's Not: Transporter Psy... <a href="#">more</a>		Pri 1
	1DP2AI123456-01 RFA/PA: PA21-219	Hays, Joseph	Polywater Intoxication Syndrome in Preadole... <a href="#">more</a>		Sec 1
	1DP2AI234567-01 RFA/PA: PA20-185	Kim, Harry <b>ESI</b> <b>NI</b>	Advantages of Multiculturalism in Command Structu... <a href="#">more</a>		Pri 1
	1DP2AI345678-01 RFA/PA: PA20-185	Rostov, Michael	Intraspecies Transmission and Infectivity of the Inf... <a href="#">more</a>		Unassigned
	1DP2AI456789-01 RFA/PA: PA20-185	Shran, Thylek <b>ESI</b> <b>NI</b>	Emotional Health for Andorians Learning to Live wit... <a href="#">more</a>		
	1DP2AI567890-01 RFA/PA: PA20-185	Ziyal, Tora	Treatment Protocols for Post Traumatic Stress... <a href="#">more</a>		

Figure 37: List of Applications

The Application Number (Opportunity Number) column includes a folder icon (📁). Clicking the icon opens the application *Application Folder*, from which several other options are available for viewing including the e-application, prior summary statements (if existing), and any e-additions that have been added for the application.

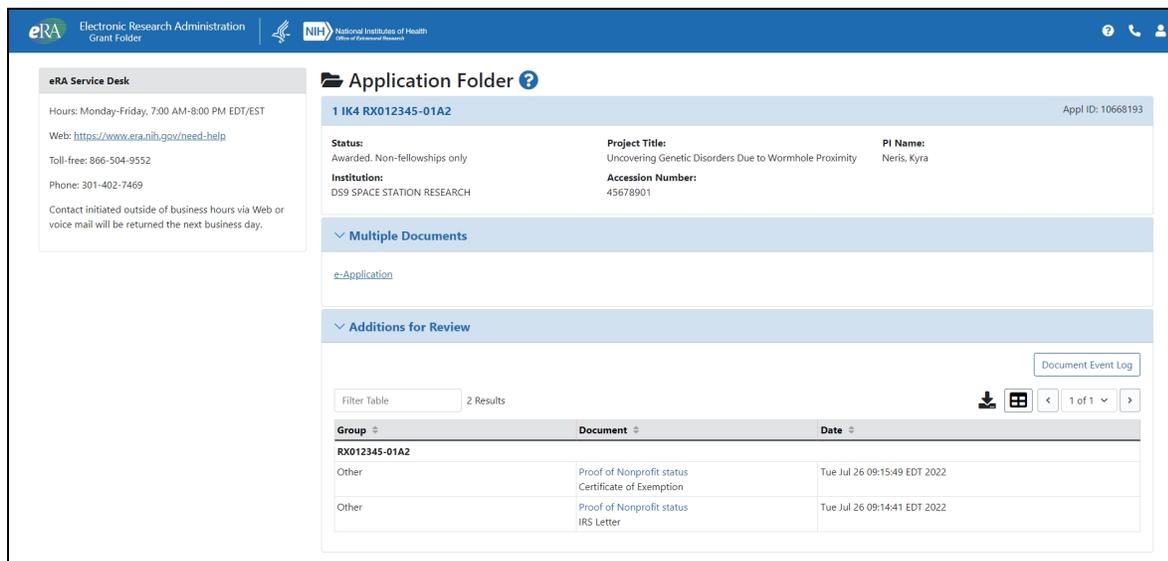


Figure 38: Application Folder screen

Action options found by clicking the three-dot ellipses icon are phase dependent and include **Review Criteria**, **Critique Template**, **Submit Critique**, **View Critique**, and **Delete Critique** depending on whether a reviewer is allowed to submit or has already submitted a critique.

The **Submitted Date** column shows the latest date when the critique for an application was (re)submitted.

The **Assignment Role** for an application displays *COI* if the reviewer has a conflict of interest with personnel of the application. Links for submitting, viewing, and deleting critiques are not displayed for these applications. In addition, the existence of a specific type of conflict (CD Conflict) will suppress the link to the application's *Application Folder*.

The *List of Applications* screen (among others) provides access to the tools necessary for completing tasks in each phase. As such, the look and functionality of this screen may vary depending on a reviewer's role and the current meeting phase.

Please refer to the other sections within this chapter for details on the links and actions available from this screen for each specific meeting phase.

The following links display on the *List of Applications* screen regardless of the current meeting phase:

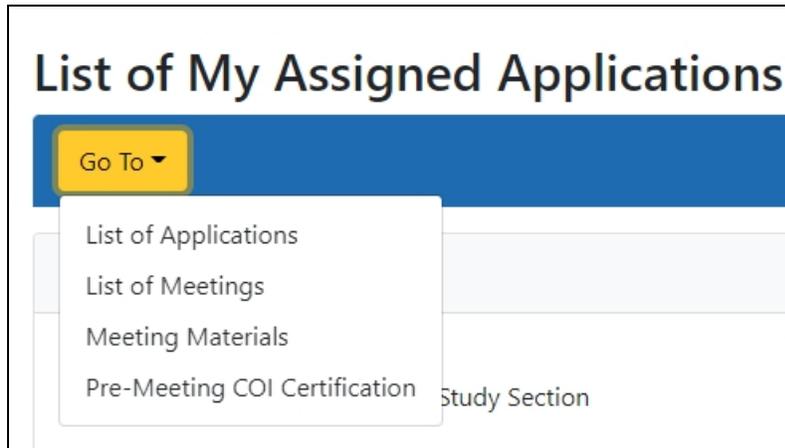


Figure 39: Cross-meeting Common Links on List of All Applications Screen

## Global Navigation

A **global navigation menu** is present on the following screens: *List of Applications*, *List of Meetings*, *Meeting Materials*, and *Preliminary Score Matrix*. This may change dependent upon the user's role.

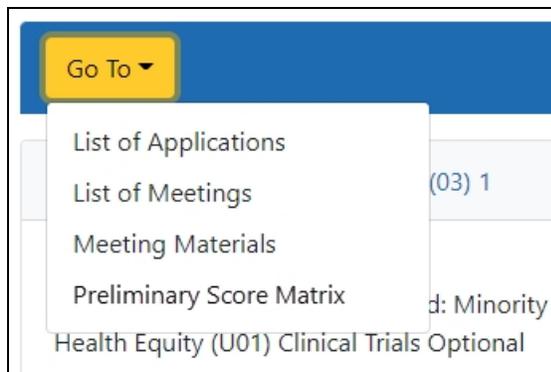


Figure 40: Global navigation menu

- **List of Applications**
  - Updates the screen to show all the applications in the meeting, regardless of the current reviewer's assignments. This is not available for Mail reviewers and reviewers blocked by the SRO from viewing others' critiques before submitting their own. The orange triangle icon next to the link indicates that this is the current view.
- **List of Meetings**
  - Returns the user to the *List of Meetings* screen.
- **Meeting Materials**
  - An SRO can provide reviewers with links and documents containing relevant information for the review meeting. If the SRO has provided materials, they are accessible through this link.
- **Preliminary Score Matrix**
  - The [Preliminary Score Matrix](#) screen option is only visible in **Read** phase. It allows a reviewer to see the preliminary overall/impact scores assigned by other reviewers for all applications in which the reviewer is not in conflict.

Each page includes a number of links specific to that page.

The other links include links to critiques, critique templates, and application options:

### **View Critique Options**

- **View My Critiques**
  - Opens a PDF document containing all of a reviewer's preliminary critiques and scores.
- **View Critiques by:**
  - Opens critiques by **Application, PI name, All the Reviewers' critiques** and by **Assigned Applications**.
- **Download a Zip of My Assigned Critique Templates**
  - (Does not appear for online critiques) Downloads a compressed file containing all of the critique templates associated with the applications assigned to you. When the file is extracted, the individual templates will follow this naming convention:
    - **[PI name]\_[application number]\_[reviewer role]**
    - e.g. **Smith\_1R01123456-01\_Pri\_4.docx**. (If a reviewer has no assigned role, that part of the file name will be dropped.)

- **List Applications Options** (Submit Phase) or **List My Assignments Only** (Read and Edit Phases)
  - Updates the screen to show only: **List all Applications**, or the applications **assigned to the reviewer**. This is the default view of the screen. .

## Column Headings

The column headings bar contains functionality, including:

- Where headings are underlined, this indicates that they can be sorted.
- If they contain orange triangle icons, this indicates this is the current view.
- The ***Collapse All*** heading

## Additional Materials

The **Additional Materials** link displays within the **Title** column (beneath the application title) if the application has at least one eAddition in its *Application Folder*. The link opens the **Additions for Review** section of the *Application Folder*.

**TIP:** To keep track of any additional material added without checking back every time, simply look for the date displayed within the link. This represents the Latest eAdditions Date.

Review Order	Application Number (Opportunity Number)	PI Name	Project Title (Latest eAdditions Date)	Average Prelim Score	Role
2	1IK4RX012345-01A2 RFA/PA: <a href="#">RX22-017</a>	Neris, Kyra	Uncovering Genetic Disorders Due to Wormhole Proximity <a href="#">Additional Materials - 07/26/2022 09:15 AM</a>		
4	1IK2RX234567-01 RFA/PA: <a href="#">RX22-017</a>	Huku, Sikara	The Effect of OHMY Alcohol Syndrome on the Success of Social Media Interaction <a href="#">read less</a>		
10	1IK2RX234567-01 RFA/PA: <a href="#">RX22-016</a>	Troylus, Elaan	Potential Cures Using Nanoprobe Virus... <a href="#">more</a>		

Figure 41: Additional Materials Link

Group	Document	Date
<b>IK4RX012345-01A2</b>		
Other	Proof of Nonprofit status Certificate of Exemption	Tue Jul 26 09:15:49 EDT 2022
Other	Proof of Nonprofit status IRS Letter	Tue Jul 26 09:14:41 EDT 2022

*Figure 42: Additions for Review*

**Final Score Sheet** (button)

Opens the Final Score Sheet for entering final impact scores as well as criterion scores. This button is only enabled during the period of final scoring as entered by the SRO in IAR and may not be applicable to all meetings. The button is visible but disabled outside of final scoring or if final scoring is not used for a meeting.

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**NOTE:** The **Final Score Sheet** button does not display on your *List of All Applications* if you are a Mail reviewer.

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**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

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## Finding a Reviewer's Assigned Role

Reviewers may have different responsibilities at review meetings depending on their roles. Please check with your SRO\* if you have questions or concerns about your role. To identify your assignment role, look in the **Role (Reviewers, Prelim. Score, Final Score)** column of the List of Applications.

**List of Applications** ?

Go To

Meeting: 2023/05 ANIE

Meeting Title	Meeting Identifiers	Current Phase	Meeting Date	Critique Due
Acute Neural Injury and Epilepsy Study Section	2023/05 ANIE	RECRUITMENT/EDIT	04/20/2023 - 04/25/2023	10/12/2022 11:59 PM EDT

Show only Assigned Applications Final scoring is disabled

My Assigned Applications (ZIP) ZIP Generated (Please download ZIP file from the download option) Download

Filter Table 76 Results

Review Order	Application Number (Opportunity Number)	PI Name	Project Title (Latest eAdditions Date)	Average Prelim Score	Role (Reviewers, Prelim. Score, Final Score)
	1DP2AI012345-01 RFA/PA: PA20-183 <b>Clinical Trial</b>	Brink, Talas	It's All in Your Head, Until It's Not: Transporter Psy... <a href="#">more</a>		Pri 1
	1DP2AI123456-01 RFA/PA: PA21-219	Hays, Joseph	Polywater Intoxication Syndrome in Preadole... <a href="#">more</a>		Sec 1
	1DP2AI234567-01 RFA/PA: PA20-185	Kim, Harry	Advantages of Multiculturalism in Command Structu... <a href="#">more</a>		Pri 1
	1DP2AI345678-01 RFA/PA: PA20-185	Rostov, Michael	Intraspecies Transmission and Infectivity of the Inf... <a href="#">more</a>		Unassigned
	1DP2AI456789-01 RFA/PA: PA20-185	Shran, Thylek	Emotional Health for Andorians Learning to Live wit... <a href="#">more</a>		
	1DP2AI567890-01 RFA/PA: PA20-185	Ziyal, Tora	Treatment Protocols for Post Traumatic Stress... <a href="#">more</a>		

**Role (Reviewers, Prelim. Score, Final Score) column in List of All Applications screen**

Possible roles and associated responsibilities are as follows:

**Primary/Reviewer 1, Secondary/Reviewer 2 and Tertiary/Reviewer 3 (sometimes also designated as Discussant):**

- Review your assigned applications
- Write and submit critiques and scores for assigned applications
- Read critiques form other assigned reviewers
- Be prepared to discuss the score driving strengths and weaknesses

**Discussant**

- Read and understand the critiques of the assigned applications
- Provide a short, written review if the SRO asks for one

**Mail Reviewer\***

- Check with your SRO
- Provide a written critique for the applications assigned and maybe submit preliminary criterion and/or impact scores.

\* A Mail reviewer is one who completes critiques of applications but who does not attend a meeting to discuss the applications.

## Chair

- Review the abstract and aims of all applications, and discuss any issues or changes in review policy/guidelines with the SRO
- Write critiques and submit scores for the specific applications assigned to them (can be Reviewer 1, 2 or 3 for any given assignment)
- Follow up on any other chair-specific instructions provided by the SRO

This information can also be found on the [Guidance for Reviewers](#) website, [Know Assignment Role](#) page.

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**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

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## List of Applications in Submit Phase

During the Submit Phase of a meeting, reviewers perform their initial submission of critiques. They may also modify critiques and preliminary scores during the Submit Phase. Viewing all applications and submitting critiques as an unassigned reviewer may be permitted by the SRO\*; however, the ability to view others' critiques is not available during this phase.

**NOTE:** The Veterans Affairs (VA) Meeting Chairperson can access submitted critiques during the Submit Phase. When the VA Meeting Chairperson navigates to the *List of Applications* screens, the system shows a **Download Zip of All Critiques (PDF)** link, even while the meeting is in the Submit Phase. Clicking the link downloads all the critiques that have been submitted at that time. However, critiques of applications identified by the SRO that are in conflict with the chairperson are omitted from the downloaded PDF.

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The *List of Applications* screen is the portal for reviewers to submit critiques and preliminary scores, as well as view meeting materials. The screen either lists only

applications assigned to the reviewer with the **Show only Assigned Applications** toggled on (*List of My Assigned Applications* screen) or lists all applications in the meeting with the **Show only Assigned Applications** toggled off, (*List of Applications* screen) unless the reviewer is a Mail reviewer. Mail reviewers can only see applications for which they are assigned.

List of My Assigned Applications ?

Go To

> Meeting: 2022/10 RRD5

Show only Assigned Applications Final scoring is disabled

My Assigned Applications (ZIP) Generate ZIP Download

Filter Table 2 Results (filtered from 16)

Discussion Order ^	Application Number (Opportunity Number) ⌵	PI Name ⌵	Project Title (Latest eAdditions Date) ⌵	Assignment Role ⌵	Prelim. Score ⌵	Submitted Date ⌵
1	1DP2AI012345-01 RFA/PA: <a href="#">RX22-013</a>	Brink, Talas	It's All in Your Head, Until It's Not: Transporter P... <a href="#">more</a>	Ter 1	2.3	07/25/2022 03:07 AM
11	1DP2AI123456-01 RFA/PA: <a href="#">RX22-013</a>	Hays, Joseph	Polywater Intoxication Syndrome in Preadolesce... <a href="#">more</a>	Ter 1	2.3	07/31/2022 11:44 PM

Contact Review Staff if you identify any conflicts or assignment discrepancies with Internet Assisted Review

Figure 43: Default View of the List of My Assigned Applications During the Submit Phase

The options in the Application Number column under the three-dot ellipses icon for the Submit Phase include the **Submit Critique**, **View Critique**, and **Delete Critique** links. The **Submit Critique** option is only available if a reviewer has not submitted a critique or scores; once a critique is submitted, the options become **View Critique** or **Delete Critique**. Refer to *Submitting Critiques and Scores* on page 103 for steps on performing this function.

If the SRO allows it, reviewers may see the **Submit Critique** link for unassigned applications (via the **List of Applications** view). In this case, reviewers can submit critiques for these unassigned applications, unless there is a conflict of interest. If conflicts exist for any of the applications, *COI* displays in the **Assignment Role** column, and critiques for this application cannot be viewed or submitted.

Discussion Order	Application Number (Opportunity Number)	PI Name	Project Title (Latest eAdditions Date)	Assignment Role	Prelim. Score	Submitted Date
1	1DP2AI012345-01 RFA/PA: <a href="#">ERX22-013</a>	Brink, Talas	It's All in Your Head, Until It's Not: Transporter ... <a href="#">more</a>	Ter 1	2.3	07/25/2022 03:07 AM
2	1DP2AI123456-01 RFA/PA: <a href="#">ERX22-013</a>	Kim, Harry	Advantages of Multiculturalism in Comma [Additional Materials - 06/10/2022 01:40:46 PM]			
3	1DP2AI234567-01 RFA/PA: <a href="#">ERX22-013</a>	Rostov, Michael	Intraspecies Transmission and Infectivity of the Legato Infection	My Unassigned		12/29/2022 04:28 PM
4	1DP2AI345678-01 RFA/PA: <a href="#">ERX22-013</a>	Shran, Thylek	Emotional Health for Andorians Learning to Live ... <a href="#">more</a>	COI		
5	1DP2AI456789-01 RFA/PA: <a href="#">ERX22-013</a>	Ziyal, Tora	Treatment Protocols for Post Traumatic Stress for Ra ... <a href="#">more</a>			

Figure 44: List Applications View Includes Unassigned and COI Applications

**NOTE:** In all meeting phases, for specific types of review, if the SRO has opted to display only applications selected for Phase 2 review, the *List of Applications* screen reflects this choice and displays only Phase 2 applications. The screen name is displayed as *List of Applications – Phase 2 Only* in this scenario.

**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

## List of Applications in Read Phase

Typically, reviewers are able to view the critiques of other reviewers during the Read Phase. As in other phases, any applications with a conflict are blocked and display *COI* as the Assignment Role. By default, only the reviewers’ application assignments are displayed in the list; however, by toggling off the **Show only Assigned Applications** toggle switch, the system presents a view of all applications in the meeting.

**NOTE:** To return to a view of only assigned applications, toggle the **Show only Assigned Applications** switch to the on position.

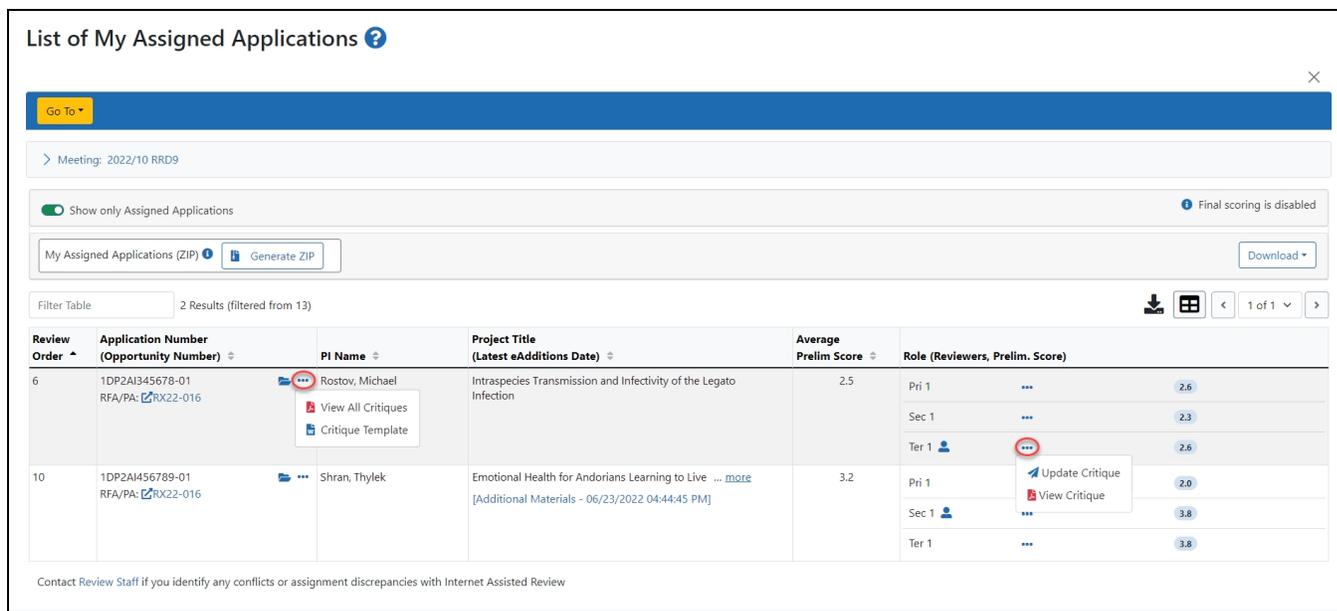


Figure 45: List of applications in Read phase for Reviewer's Applications Only

If the reviewer has submitted scores for an application, the **View All Critiques** link is found under the three-dot ellipses icon in the **Application Number** column for that application. This link can be used to access a PDF file of all reviewer’s critiques for this application. When setting up the meeting, the SRO\* can choose to block a reviewer from viewing the critiques of others if that reviewer has not yet submitted his or her own scores. If the SRO chooses not to block the reviewer, this link displays whether the reviewer has submitted his or her own scores or not.

When the block option is enabled by the SRO and a reviewer has not submitted critique and preliminary scores, the following message displays under the application **Role** column: You must submit your critique before you can read others. The **View All Critiques** option will not display until the reviewer submits his or her own scores. Additional links on this screen for viewing critiques also do not function if a blocked reviewer has not submitted his or her own scores and/or critique.

The options displayed in the **Role** column for the Read Phase may differ from those displayed during the Submit Phase. They may also vary within the Read Phase itself depending on the settings of the meeting and whether the reviewer has submitted scores. If a reviewer has not yet submitted scores, the **Submit Critique** option displays under the three-dot ellipses icon in the **Role** column, otherwise the **View Critique** link is displayed

for viewing only. If a critique is submitted, the **View Critique** link is also present for other reviews not submitted by the reviewer.

Refer to *Viewing Critiques* on page 124 for more information on the methods for viewing critiques within each phase of the meeting.

During the Read Phase of the meeting, the **Prelim. Score** column lists each application’s preliminary score per Reviewer Role. The **Average** score is displayed beneath these scores. reviewers may also view scores via the *Preliminary Score Matrix*, accessible via the **Preliminary Score Matrix** link. Refer to *Preliminary Score Matrix* on page 130 for more information.

List of Applications ?

Go To

> Meeting: 2022/10 RRD9

Show only Assigned Applications Final scoring is disabled

My Assigned Applications (ZIP) Generate ZIP Download

Filter Table 13 Results

Review Order	Application Number (Opportunity Number)	PI Name	Project Title (Latest eAdditions Date)	Average Prelim Score	Role (Reviewers, Prelim. Score)
10	1101RX012345-01 RFA/PA: <a href="#">RX22-016</a>	Brink, Talas	It's All in Your Head, Until It's Not: Transporter P ... <a href="#">more</a> [Additional Materials - 06/23/2022 04:44:45 PM]	3.2	Pri 1 ... 2.0 Sec 1 ... 3.8 Ter 1 ... 3.8
6	1101RX345678-01A1 RFA/PA: <a href="#">RX22-016</a>	Rostov, Michael	Intraspecies Transmission and infectivity of the Legato Infection	2.5	Pri 1 ... <b>View Critique</b> 2.6 Sec 1 ... 2.3 Ter 1 ... 2.6
13	1101RX234567-01 RFA/PA: <a href="#">RX22-017</a>	Kim, Harry	Advantages of Multiculturalism in Command Stru ... <a href="#">more</a>	2.3	Pri 1 ... - Sec 1 ... 1.8 Ter 1 ... 2.7 Unassigned ... -
15	1101RX456789-01 RFA/PA: <a href="#">RX22-017</a>	Shran, Thylek	Emotional Health for Andorians Learning t ... <a href="#">more</a>	2	Pri 1 ... 2.0 Sec 1 ... - Ter 1 ... - Unassigned ... -
2	1101RX567890-01A2 RFA/PA: <a href="#">RX22-017</a>	Ziyal, Tora	Treatment Protocols for Post Traumatic Stre ... <a href="#">more</a>		Pri 1 ... - Sec 1 ... - Ter 1 ... - Unassigned ... -
4	1101RX678901-01A1 RFA/PA: <a href="#">RX22-017</a>	Hayes, Joseph K	Treatment Protocols for Polywater Intoxication		COI

Figure 46: List of All Applications in Read Phase for All Applications

**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

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## List of Applications in Edit Phase

The Edit Phase is an optional meeting phase, usually after the actual meeting – determined by the SRO\* – the main purpose of which is to allow reviewers to update their criterion scores and/or to modify critiques after editing. In the Edit Phase of a meeting, the *List of All Applications* screen provides the basic information about the applications in the meeting, access to the *Grant Folder*, the list of all applications, critiques posted by the reviewer, and critiques posted by all reviewers for applications to which the reviewer is assigned.

The screen either lists applications assigned to the reviewer (**List of My Assigned Applications** the default view) or lists all applications in the meeting (**List of Applications**) unless the reviewer is a Mail reviewer. Mail reviewers, who submit critiques but do not attend review meetings, can only see applications for which they are assigned.

Internet Assisted Review

### List of My Assigned Applications ?

Go to ▾

Meeting: 2022/10 HSR1 1

Meeting Title	Meeting Identifiers	Current Phase ?	Meeting Date	Critique Due
HSR-1 Health Care and Clinical Management	2022/10 HSR1 1	EDIT	08/23/2022 - 08/24/2022	12/15/2022 11:59 PM EST

Show only Assigned Applications Final scoring is disabled

My Assigned Applications (ZIP) ? ZIP Generated (Please download ZIP file from the download option) Download ▾

Filter Table 4 Results (filtered from 15) 1 of 1 < >

Review Order ^	Application Number (Opportunity Number) ⇅	PI Name ⇅	Project Title (Latest eAdditions Date) ⇅	Average Prelim Score ⇅	Role (Reviewers, Prelim. Score, Final Score)																								
1	1101RX012345-01 RFA/PA: <a href="#">HX22-002</a>	Brink, Talas	It's All in Your Head, Until It's Not: Transporter Psych... <a href="#">more</a> [Additional Materials - 06/27/2022 11:31:53 AM]	3.4	<table border="1"> <tr> <td>Pri 1</td> <td>...</td> <td>4.0</td> <td>•</td> </tr> <tr> <td>Sec 1</td> <td>View Critique</td> <td>3.0</td> <td>•</td> </tr> <tr> <td>Ter 1</td> <td>...</td> <td>2.7</td> <td>•</td> </tr> <tr> <td>Rev 1</td> <td>...</td> <td>4.0</td> <td>•</td> </tr> <tr> <td>Dis 1</td> <td>Update Critique</td> <td>-</td> <td>•</td> </tr> <tr> <td></td> <td>View Critique</td> <td>-</td> <td>•</td> </tr> </table>	Pri 1	...	4.0	•	Sec 1	View Critique	3.0	•	Ter 1	...	2.7	•	Rev 1	...	4.0	•	Dis 1	Update Critique	-	•		View Critique	-	•
Pri 1	...	4.0	•																										
Sec 1	View Critique	3.0	•																										
Ter 1	...	2.7	•																										
Rev 1	...	4.0	•																										
Dis 1	Update Critique	-	•																										
	View Critique	-	•																										
2	1101RX345678-01A1 RFA/PA: <a href="#">HX22-001</a>	Rostov, Michael	Intraspecies Transmission and Infectivity of the Legato Infection [Additional Materials - 06/27/2022 11:36:34 AM]		<table border="1"> <tr> <td>Pri 1</td> <td>...</td> <td>4.0</td> <td>•</td> </tr> <tr> <td>Sec 1</td> <td>...</td> <td>-</td> <td>•</td> </tr> <tr> <td>Ter 1</td> <td>...</td> <td>-</td> <td>•</td> </tr> <tr> <td>Rev 1</td> <td>...</td> <td>2.0</td> <td>•</td> </tr> </table>	Pri 1	...	4.0	•	Sec 1	...	-	•	Ter 1	...	-	•	Rev 1	...	2.0	•								
Pri 1	...	4.0	•																										
Sec 1	...	-	•																										
Ter 1	...	-	•																										
Rev 1	...	2.0	•																										
7	1101RX234567-01 RFA/PA: <a href="#">HX22-001</a>	Kim, Harry	Advantages of Multiculturalism in Command Structure		<table border="1"> <tr> <td>Pri 1</td> <td>...</td> <td>-</td> <td>•</td> </tr> <tr> <td>Sec 1</td> <td>...</td> <td>-</td> <td>•</td> </tr> <tr> <td>Ter 1</td> <td>...</td> <td>-</td> <td>•</td> </tr> <tr> <td>Rev 1</td> <td>...</td> <td>3.0</td> <td>•</td> </tr> </table>	Pri 1	...	-	•	Sec 1	...	-	•	Ter 1	...	-	•	Rev 1	...	3.0	•								
Pri 1	...	-	•																										
Sec 1	...	-	•																										
Ter 1	...	-	•																										
Rev 1	...	3.0	•																										
8	1101RX456789-01 RFA/PA: <a href="#">HX22-001</a>	Shran, Thylek	Emotional Health for Andorians Learning to Live... <a href="#">more</a>		<table border="1"> <tr> <td>Rev 1</td> <td>...</td> <td>-</td> <td>•</td> </tr> </table> <p>⚠ You must submit your critique before you can read others.</p>	Rev 1	...	-	•																				
Rev 1	...	-	•																										

Contact Review Staff if you identify any conflicts or assignment discrepancies with Internet Assisted Review

Figure 47: List of All Applications During Edit Phase for Reviewer's Applications Only

The options in the **Role** column accessed by clicking the three-dot ellipses icon, for the Edit Phase vary depending on the settings of the meeting and whether the reviewer has submitted scores, with the possible options of **Submit Critique**, **View Critique**, and **Update Critique** options. The Submit critique option is only available if a reviewer has not submitted a critique or scores. Refer to *Submitting Critiques and Scores* on page 103 for steps on performing this function. For online critiques, see *About Online Critiques* on page 136.

Once a critique is submitted, the options become **View Critique** and **Update Critique** for a reviewer's own critiques and **View Critique** for the critiques of other reviewers. If working with online critiques, the options after submitting are **Submit critique**, **View Critique**, and **Delete Critique**, and you use **Submit Critique** to edit and resubmit the previously submitted online critique.

**NOTE:** If not blocked by the SRO, the reviewer also sees the **[view]** link for viewing others' critiques even if that reviewer has not submitted his or her own.

If conflicts exist for any of the applications, *COI* displays as the Assignment Role, and critiques for this application cannot be viewed or submitted.

If the reviewer has submitted scores for an application, the **View All Critiques** link displays in the **Application Number** column under the three-dot ellipses icon for that application and provides access to a PDF file of all reviewer's critiques for this application. When setting up the meeting, the SRO can choose to block a reviewer from viewing the critiques of others if that reviewer has not yet submitted his or her own scores. If the SRO chooses not to block the reviewer, this link displays whether the reviewer has submitted his or her own scores or not.

**NOTE:** The **Final Score** column displays on the *List of Applications* during the Edit phase.

The screenshot shows the 'List of Applications' page in the 'Edit Phase'. The page header includes 'Internet Assisted Review' and 'List of Applications'. Below the header, there are filters for 'Meeting: 2022/10 HSR1 1' and 'Meeting Title: HSR-1 Health Care and Clinical Management'. The main table displays 15 results with columns for Review Order, Application Number, PI Name, Project Title, Average Prelim Score, and Role. The table is filtered to show 'My Assigned Applications (ZIP)' and 'Final scoring is disabled'. The table data is as follows:

Review Order	Application Number (Opportunity Number)	PI Name	Project Title (Latest Additions Date)	Average Prelim Score	Role (Reviewers, Prelim. Score, Final Score)
1	1101RX012345-01 RFA/PA: [HX22-002]	Brink, Talas	It's All in Your Head, Until It's Not: Transporter Psych... more [Additional Materials - 06/27/2022 11:31:53 AM]	3.4	Pri 1: ---, 4.0 Sec 1: ---, 3.0 Ter 1: ---, 2.7 Rev 1: [User], ---, 4.0 Dis 1: ---, ---
2	1101RX345678-01A1 RFA/PA: [HX22-001]	Rostov, Michael	Intraspecies Transmission and Infectivity of the Legato Infection [Additional Materials - 06/27/2022 11:36:34 AM]		Pri 1: ---, 4.0 Sec 1: ---, --- Ter 1: ---, --- Rev 1: [User], ---, 2.0
3	1101RX234567-01 RFA/PA: [HX22-001]	Kim, Harry	Advantages of Multiculturalism in Command Struct... more		Pri 1: ---, --- Sec 1: ---, 2.0 Ter 1: ---, --- [User]: ---, ---
8	1101RX456789-01 RFA/PA: [HX22-001]	Shran, Thylek	Emotional Health for Andorians Learning to Live... more		Rev 1: [User], ---, --- ⚠ You must submit your critique before you can read others.
9	1101RX567890-01A2 RFA/PA: [HX22-025]	Ziyal, Tora	Treatment Protocols for Post Traumatic Stress Syn... more [Additional Materials - 06/29/2022 11:12:28 AM]		Pri 1: ---, --- Sec 1: ---, --- Ter 1: ---, --- [User]: ---, ---

Figure 48: List of Applications in Edit Phase for All Applications

When the block option is enabled by the SRO and a reviewer has not submitted scores, the following message displays under the application **Role** column: You must submit your critique before you can read others. The **View All Critiques** link under the three-dot ellipses icon in the **Application Number** column will not display until the reviewer submits his or her own scores.

To update scores or critiques during the Edit Phase:

1. Select the **Update Critique** link from the **Role** column, under the three-dot ellipses icon for the application in the *List of Applications* screen.
2. *Optional:* Enter the revised criterion scores as appropriate.
3. *Optional:* Browse and attach a new critique. To view the existing critique first, select the **View Existing Critique** link.
4. Select the **Submit** button.
5. From the confirmation screen, select the **Confirm** button.

---

**NOTE:** During the EDIT phase, the *View Discussion* link will display discussion comments in a read-only format until the scoring window has ended.

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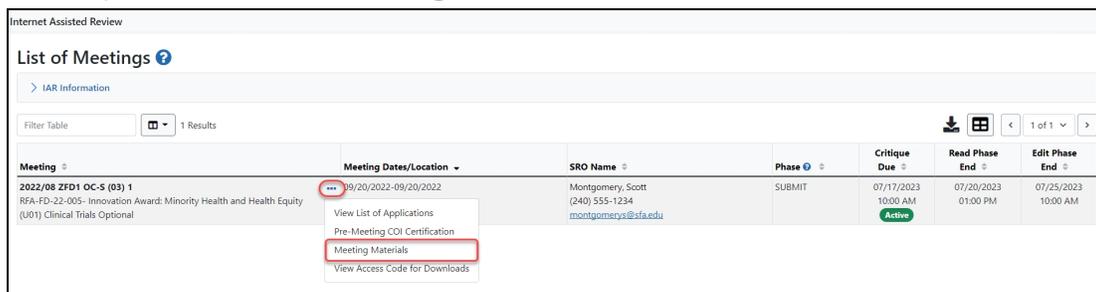
**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

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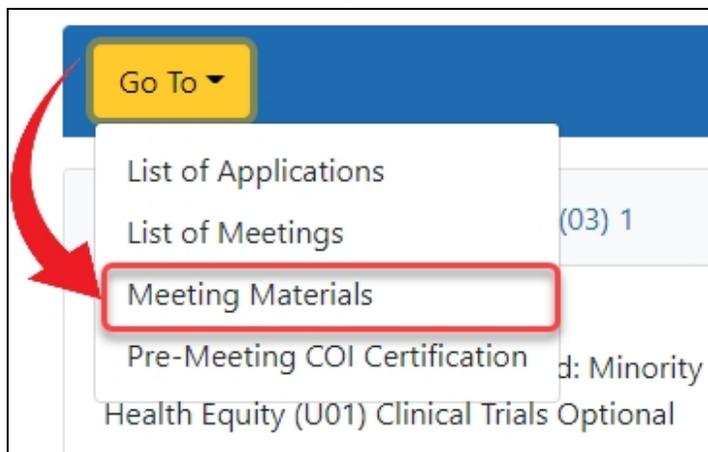
## Meeting Materials

Once an SRO adds materials to a meeting, reviewers can view and download those materials from the *Meeting Materials* screen. There are two ways to access the *Meeting Materials* screen:

1. From the *List of Meetings* screen, select the **Meeting Materials** link from the three-dot ellipses icon in the **Meeting** column.



2. From the *List of All Applications* screen in any phase, select the **Meeting Materials** link from the **Go To:** drop down menu.



The *Meeting Materials* screen displays a list of all available meeting materials. If the SRO enables it, a **Download Meeting Materials ZIP** button displays.

If critique templates are included in the materials, they appear in their own expandable section above other materials. Select the **+ Critique Templates** button to expand the list

of critique templates. When the list is expanded, the button becomes the - **Critique Templates** button and collapses the list again.

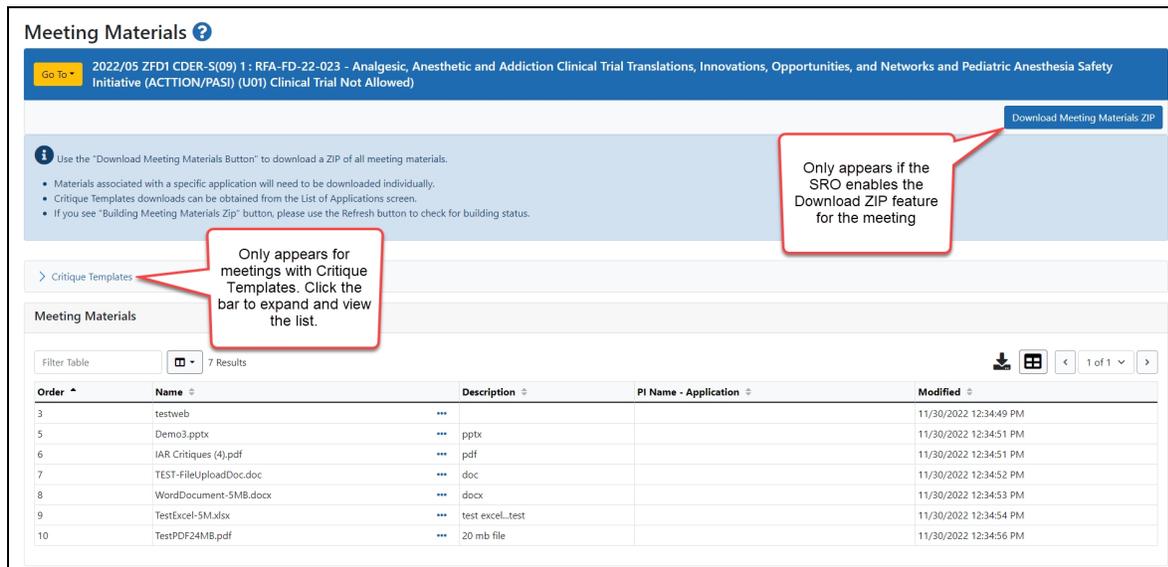


Figure 49: Meeting Materials screen showing expandable Critique Template section and Download Zip file button

Figure 50: Meeting Materials Screen with critique templates collapsed and expanded

**NOTE:** Additional materials that may not show up under *Meeting Materials* can be viewed by selecting the **Additional Materials** link under the **Title Column** on the *List of All Applications*. The link only displays when at least one eAddition exists for an application. For more information, refer to the [Additional Materials](#) section of the *Accessing the List of Applications Screen* topic.

**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

## Meeting Materials ZIP Files

### The Download Meeting Materials ZIP button

Some meetings include a [Download Meeting Materials ZIP button](#) at the top of the *Meeting Materials* screen. This button is set up by the meeting's SRO and enables you to download a full set of meeting files to a local computer.

The screenshot shows the 'Meeting Materials' interface. At the top, there is a header with a 'Go to' button and a meeting title: '2022/05 ZFD1 CDER-S(09) 1 : RFA-FD-22-023 - Analgesic, Anesthetic and Addiction Clinical Trial Translations, Innovations, Opportunities, and Networks and Pediatric Anesthesia Safety Initiative (ACTION/PASI) (U01) Clinical Trial Not Allowed'. Below this, there is a 'Download Meeting Materials ZIP' button. A callout box points to this button with the text: 'Only appears if the SRO enables the Download ZIP feature for the meeting'. Below the button, there is an information icon and a message: 'Use the "Download Meeting Materials Button" to download a ZIP of all meeting materials.' followed by three bullet points: 'Materials associated with a specific application will need to be downloaded individually.', 'Critique Templates downloads can be obtained from the List of Applications screen.', and 'If you see "Building Meeting Materials Zip" button, please use the Refresh button to check for building status.' Below this is a 'Critique Templates' link. The main section is titled 'Meeting Materials' and contains a table with 7 results. The table has columns for Order, Name, Description, PI Name - Application, and Modified. The table data is as follows:

Order	Name	Description	PI Name - Application	Modified
3	testweb	***		11/30/2022 12:34:49 PM
5	Demo3.pptx	*** pptx		11/30/2022 12:34:51 PM
6	IAR Critiques (4).pdf	*** pdf		11/30/2022 12:34:51 PM
7	TEST-FileUploadDoc.doc	*** doc		11/30/2022 12:34:52 PM
8	WordDocument-5MB.docx	*** docx		11/30/2022 12:34:53 PM
9	TestExcel-5M.xlsx	*** test excel...test		11/30/2022 12:34:54 PM
10	TestPDF24MB.pdf	*** 20 mb file		11/30/2022 12:34:56 PM

Figure 51: Meeting Materials Screen with Download Meeting Materials ZIP button

**NOTE:** ZIP files will not include any grant applications or URLs associated with a meeting. You must access these meeting materials while online at the *Meeting Materials* screen. Note that critique templates will not be part of the download. [Bulk download of critique templates for assigned applications is already available in IAR. (See [Access Critique Templates.](#))]

**TIP:** Since you will need an Access Code to open the downloaded ZIP file, it is recommended that you obtain the Access Code first and then download the ZIP file next. Refer to *View the Meeting Materials ZIP File Access Code* on page 101 for how to obtain the Access Code.

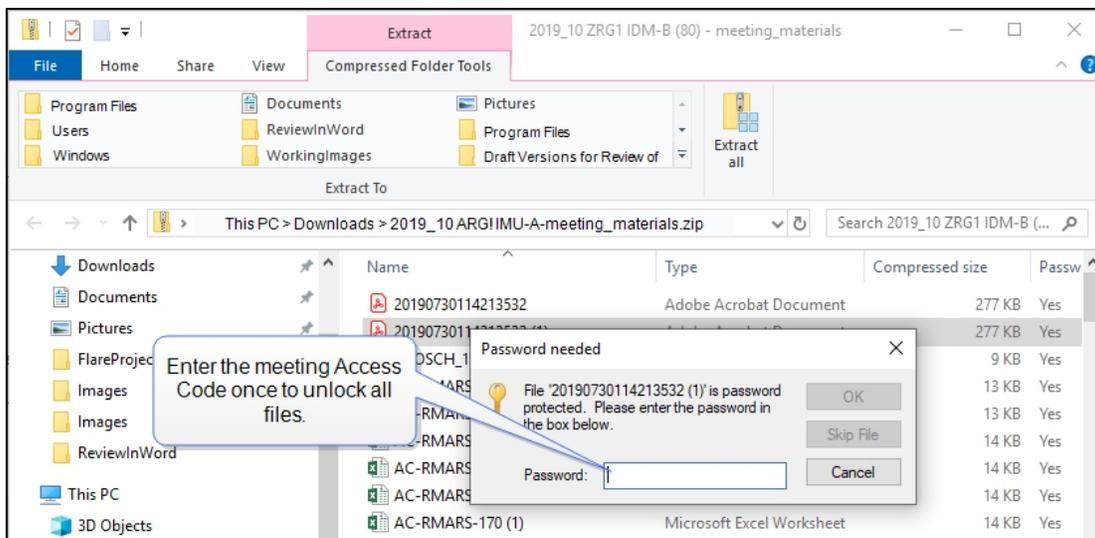
To download the Meeting Materials ZIP file:

1. From the *Meeting Materials* screen, select the **Download Meeting Materials ZIP** button 

The *Open or Save* confirmation dialog box displays.



2. Select the **Open** or **Save** button. If you select **Open**, a *list of the downloaded Meeting Materials* displays in your file explorer or ZIP File application.



Enter Access Code in "Password" field

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**NOTE:** Depending on your computer and operating system, your list may open in a different browser or application, but the functionality and behavior should be the same.

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**NOTE:** Additional materials that may not show up under *Meeting Materials* can be viewed by selecting the **Additional Materials** link under the **Title Column** on the *List of All Applications*. The link only displays when at least one eAddition exists for an application. For more information, refer to the [Additional Materials](#) section of the *Accessing the List of Applications Screen* topic.

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**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

## View the Meeting Materials ZIP File Access Code

Downloaded Meeting Materials are secured by an Access Code that is set by the SRO.

You can view the Access Code for a meeting's downloaded ZIP file directly from the *List of Meetings* page. Click the three-dot ellipses icon in the Meeting column, and, select the [View Access Code for Downloads](#). The [View Access Code for Meeting Materials](#) window opens and displays the meeting's Access Code.

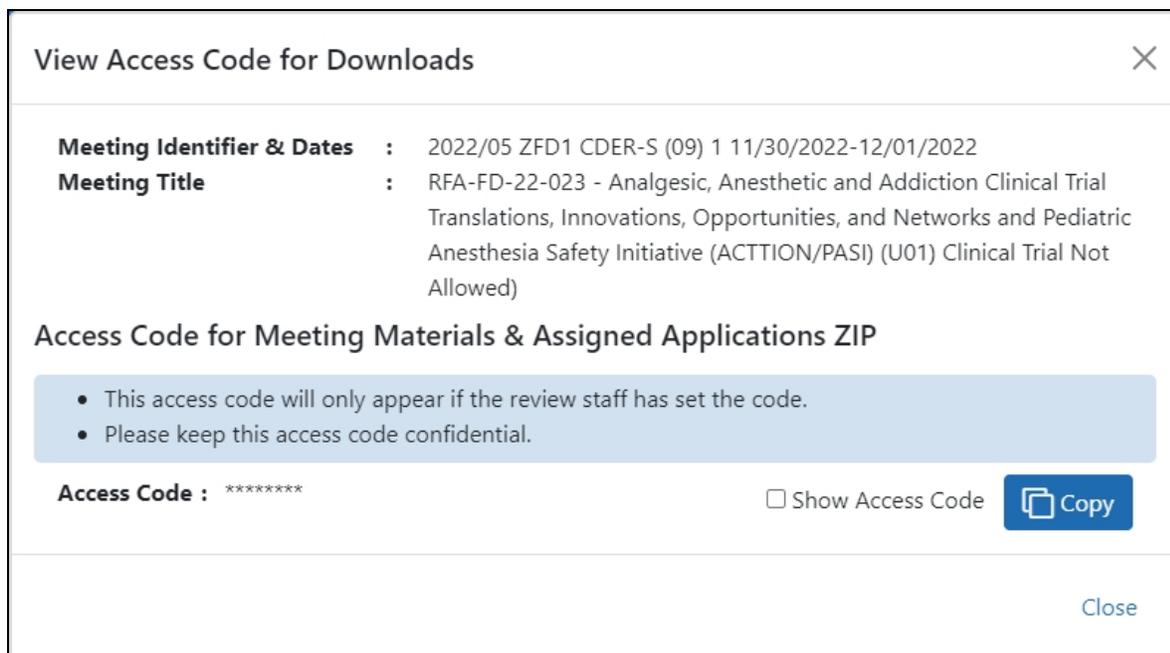
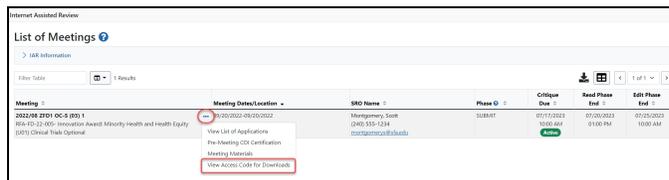


Figure 52: View Access Code for Meeting Materials screen

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**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

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## Submitting Critiques and Scores

IAR allows reviewers to submit or re-submit critiques and scores for assigned applications during the Submit and Edit Phases. During the Read Phase, reviewers who have missed the due date and have not submitted a critique or criterion scores for an assigned application are still able to submit critiques and criterion scores; however, they will not be able to view the other critiques for this application until they have submitted their own.

Before submitting critiques and scores for an application, the reviewer can view additional information about the application by accessing the application *Grant Folder*. From the *Grant Folder*, several options are available for viewing including the e-application, prior summary statements (if existing), and any e-additions that have been added for the application. To view the *Grant Folder*, click the application number displayed as a hyperlink. Select the appropriate link from within the *Grant Folder* to view additional information.

Two methods of critique submission exist in IAR: MS Word critique template submission and online critique submission. A meeting is assigned to either online critiques, in which case all critique feedback is entered into IAR via the Online Critique screen, or it can be assigned to traditional MS Word-based critique templates. See *About Online Critiques* on page 136 for information about online critiques.

The manner in which critiques and scores are recorded may differ depending on the type of review meeting in which you are participating. NIH business processes differ from those of other agencies and therefore require a different set of rules. Pioneer, New Innovator, and pre-applications review meetings may also have varying steps in their review process. The sections that follow outline steps specific to the type of meeting or business process and are not applicable to all reviewers.

[Click here to see SAMHSA-only Critique submission](#)

## Review with Scored Criteria (NIH Review Business Process)

### MS Word Templates: Submitting Critiques and Preliminary Scores

For the Scoring System and Procedure for NIH guidance only, select the following link:[https://grants.nih.gov/grants/peer/guidelines\\_general/scoring\\_system\\_and\\_procedure.pdf](https://grants.nih.gov/grants/peer/guidelines_general/scoring_system_and_procedure.pdf).

For the Additional Scoring Guidance for Research Applications, select the following link:[https://grants.nih.gov/grants/peer/guidelines\\_general/scoring\\_guidance\\_research.pdf](https://grants.nih.gov/grants/peer/guidelines_general/scoring_guidance_research.pdf).

NIH and the majority of Operating Divisions (OpDivs) followed the Enhancing Peer Review initiative, characterized by the existence of scored review criteria and a score scale of 1–9. While there may be more than five review criteria, only five need to be scored in IAR according to scientific and technical merit. These categories differ depending on the Funding Opportunity Announcement (FOA) and activity code of the applications. Reviewers provide separate scores for each category on a scale of 1 to 9, where 1 is exceptional and 9 is poor.

This topic discusses submitting scores and critiques and may not be applicable to all Reviewers.

#### To submit critiques and scores:

1. Select the **View List of Applications** link from the *List of Meetings* screen for the specific meeting.

The *List of Applications* screen displays, showing only the applications assigned to the reviewer.

2. *Optional:* Select the **List of Applications** link to display all applications in the meeting.
3. Select the **Submit Critique** option from the three-dot ellipses icon in the **Role** column.

**List of My Assigned Applications** ?

Go to ▼

Meeting: 2023/05 ANIE

Meeting Title	Meeting Identifiers	Current Phase	Meeting Date	Critique Due
Acute Neural Injury and Epilepsy Study Section	2023/05 ANIE	RECRUITMENT/EDIT	04/20/2023 - 04/25/2023	10/12/2022 11:59 PM EDT

Show only Assigned Applications Final scoring is disabled

My Assigned Applications (ZIP) ZIP Generated (Please download ZIP file from the download option) Download

Filter Table 3 Results (filtered from 76) Download Grid 1 of 1

Review Order	Application Number	PI Name	Project Title (Latest eAdditions Date)	Average Prelim Score	Role (Reviewers, Prelim. Score, Final Score)
	1R01FD012345-01 RFA/PA: <a href="#">PA20-183</a> <span>Clinical Trial</span>	Brink, Talas	It's All in Your Head, Until It's Not: Transporter Psy... <a href="#">more</a>		Pri 1 <span>...</span> <span>Submit Critique</span> <span>...</span>
	1R21FD123456-01 RFA/PA: <a href="#">PA21-219</a>	Hays, Joseph	Polywater Intoxication Syndrome in Preadole... <a href="#">more</a>		Sec 1 <span>...</span> <span>...</span> <span>...</span>
	1R01FD234567-01 RFA/PA: <a href="#">PA20-185</a>	Kim, Harry <span>ESI NI</span>	Advantages of Multiculturalism in Command Structu... <a href="#">more</a>		Pri 1 <span>...</span> <span>Submit Critique</span> <span>...</span>

Contact Review Staff if you identify any conflicts or assignment discrepancies with Internet Assisted Review

Figure 53: List of Applications - [submit] Link

The *Submit Critique and Preliminary Score* screen displays for entering scores and uploading a critique. To exit the screen without entering scores or critique, select the **Back to List of Applications** link at the top of the screen.

Internet Assisted Review |

## Submit Critique and Preliminary Score ?

[Back to List of Applications](#)

> Instructions

<b>Application:</b>	1R01NS1234566-01
<b>Title:</b>	Long Term Effects of Recurring Quantum Leaps
<b>PI Name:</b>	Archer, Jonathan
<b>Assignment Role:</b>	Rev 3

<b>Select preliminary scores from the drop-down list:</b>	
<b>Significance</b>	2 ▾
<b>Investigator(s)</b>	2 ▾
<b>Innovation</b>	3 ▾
<b>Approach</b>	3 ▾
<b>Environment</b>	1 ▾
<b>Preliminary Overall/Impact</b>	2 ▾ <span>Top 5 <input type="checkbox"/></span>

**Critique File:**  IAR-Critiques.docx

**Before Submitting:**

- Ensure that your critique file is not password protected
- If applicable, accept all track changes, save and turn Track Changes OFF before uploading your critique
- Please close the critique file on your computer

**Important Reminders**

Please be sure that your review has included, in separate sections, discussion of the following topics, when applicable\*:

**PROTECTION OF HUMAN SUBJECTS FROM RESEARCH RISK:**  
**INCLUSION OF WOMEN, MINORITIES, AND INDIVIDUALS ACROSS THE LIFESPAN:**  
**VERTEBRATE ANIMALS:**  
**BIOHAZARD:**  
**FOREIGN INSTITUTION:**  
 (e.g., Scientific advantages, any special or unique attributes, and necessity for the proposed work to be done in a foreign country.)  
**FOREIGN TRAINING:**  
 (e.g., Scientific advantages of the proposed training in a foreign country. Include for [Fellowship](#) applications)  
**MODEL ORGANISM SHARING PLAN:**  
 (Evaluate if, e.g., a new knockout is to be produced.)  
**DATA SHARING PLAN:**  
 (For any application > \$500,000, or as specified in RFA.)  
**BUDGET:**  
**BUDGETARY OVERLAP:**  
 (e.g., There is potential overlap with other existing grants and/or pending applications.)

\* NOTE - This list is not all inclusive. Please see the review guidelines for the specific type of application you are reviewing, and look for guidance from your SRO.

Figure 54: Submit Critique and Preliminary Score Screen

**NOTE:** During the final scoring and the Edit Phase of a meeting, the preliminary overall/impact score is displayed as read-only; however, the criterion scores and critique file can still be modified. For meetings allowing final scoring, the **Final Score** also displays during the Edit phase, as read-only above the **Critique File**.

4. *Optional:* Select a criterion score (**1–9**) from the drop-down lists for each of the five categories. These categories are determined by the RFA/PA associated with the application.
5. *Optional:* Select a preliminary score (**1–9**) from the drop-down list for the **Preliminary Overall/Impact**.

6. *Optional and Only if Top 5 Designation is applicable:* Select the **Top 5** checkbox to designate the application as one of the top 5. This checkbox is located next to the **Preliminary Overall/Impact** field only if enabled by the SRO\*.

A screenshot of a web form element. It consists of a rectangular box with a thin border. On the left side of the box, the text 'Preliminary Overall/Impact' is displayed. To the right of this text is a small square dropdown menu icon. Further to the right, the text 'Top 5' is followed by a small square checkbox icon.

*Figure 55: Top 5 Checkbox*

If 5 other applications have already been designated as Top 5, IAR displays the following error: You have already designated 5 applications in the Top 5 category. Please clear the Top 5 designation from existing application(s) to designate this application as Top 5. In this case, access the other Top 5 applications via the *List of All Applications* screen and uncheck the **Top 5** checkbox as appropriate.

When designating an application as Top 5, you must also submit a critique for that application.

7. Upload a critique file by selecting the **Browse** button, searching for the file, and selecting. You can only upload MS Word or Text files (.doc, .docx., .txt).
8. Select the **Submit** button.

---

**NOTE:** Selecting the **Reset** button clears the fields.

---

The *Submit Critique and Preliminary Score* screen then displays as read-only and prompts for a confirmation. The entered information can be canceled by selecting the **Cancel** button. Selecting **Cancel** returns the screen to an edit view on which scores can be re-entered and/or a new critique file attached.

The score and/or critique are not saved until the action is confirmed on this screen.

If IAR cannot upload the selected critique (e.g., the file is an invalid format or a virus has been identified on the file), an error is displayed.

9. Select the **Confirm** button to continue uploading the scores and critique.

Figure 56: Confirming Preliminary Score and Critique

The *Submit Critique and Preliminary Score* screen displays again as read-only, indicating that the information was successfully submitted. The critique file can be viewed on this screen by selecting the **View this submitted critique** link next to

the file name.

10. Select the **Back to List of Applications** link to exit this screen.

**Submit Critique and Preliminary Score** ? ✕

- Important Note: Your critique and/or score are not saved until you press Confirm below. Please verify the following data and press Confirm to save your information (critique and/or score). Otherwise, press Cancel.

<b>Application:</b>	1R01NS1234566-01
<b>Title:</b>	Long Term Effects of Recurring Quantum Leaps
<b>PI Name:</b>	Archer, Jonathan
<b>Assignment Role:</b>	Rev 3
<b>Significance:</b>	2
<b>Investigator(s):</b>	2
<b>Innovation:</b>	3
<b>Approach:</b>	3
<b>Environment:</b>	1
<b>Preliminary Overall/Impact:</b>	2 <span style="float: right;"><b>Top 5:</b> No</span>
<b>Critique File:</b>	IAR-Critques.docx
<b>Submitted Date:</b>	03/19/2024 01:30 PM EDT

Cancel
Confirm

Internet Assisted Review |

## Submit Critique and Preliminary Score ?

[Back to List of Applications](#)

- The following information has been successfully submitted:

<b>Application:</b>	1R01NS1234566-01
<b>Title:</b>	Long Term Effects of Recurring Quantum Leaps
<b>PI Name:</b>	Archer, Jonathan
<b>Assignment Role:</b>	Rev 1
<b>Fellowship Applicant:</b>	2
<b>Sponsors, Collaborators, and Consultants:</b>	2
<b>Research Training Plan:</b>	3
<b>Institutional Environment &amp; Commitment to Training:</b>	3
<b>Test Label KR 1:</b>	1
<b>Preliminary Overall/Impact:</b>	2
<b>Critique File:</b>	NIH-Critique-1.docx <a href="#">[View this submitted critique]</a>
<b>Submitted Date:</b>	03/21/2024 11:38 AM EDT

**Before Submitting:**

- Ensure that your critique file is not password protected
- If applicable, accept all track changes, save and turn Track Changes OFF before uploading your critique
- Please close the critique file on your computer

Figure 57: Successfully Submitted Critique and Preliminary Score

When returned to the *List of All Applications*, the **Action** column displays the **[submit]**, **[view]**, and **[delete]** links.

List of My Assigned Applications ?

Go to

Meeting: 2023/05 ANIE

Meeting Title	Meeting Identifiers	Current Phase	Meeting Date	Critique Due
Acute Neural Injury and Epilepsy Study Section	2023/05 ANIE	RECRUITMENT/EDIT	04/20/2023 - 04/25/2023	10/12/2022 11:59 PM EDT

Show only Assigned Applications Final scoring is disabled

My Assigned Applications (ZIP) ZIP Generated (Please download ZIP file from the download option) Download

Filter Table 3 Results (filtered from 76)

Review Order	Application Number (Opportunity Number)	PI Name	Project Title (Latest eAdditions Date)	Average Prelim Score	Role (Reviewers, Prelim. Score, Final Score)
	1R01FD012345-01 RFA/PA: PA20-183 <span style="background-color: yellow;">Clinical Trial</span>	Brink, Talas	It's All in Your Head, Until It's Not: Transporter Psy... <a href="#">more</a>		Pri 1 <span>...</span>
	1R21FD123456-01 RFA/PA: PA21-219	Hays, Joseph	Polywater Intoxication Syndrome in Preadole... <a href="#">more</a>		Sec 1 <span>Update Critique</span> <span>View Critique</span>
	1R01FD234567-01 RFA/PA: PA20-185	Kim, Harry <span>ESI NI</span>	Advantages of Multiculturalism in Command Structu... <a href="#">more</a>		Pri 1 <span>...</span>

Contact Review Staff if you identify any conflicts or assignment discrepancies with Internet Assisted Review

Figure 58: Preliminary Score, Submitted Date, and New Actions for Submitted Critique

Reviewers may view their own critiques and scores as well as those of other Reviewers (when permitted) once they have uploaded them. The manner in which critiques are viewed differs from phase to phase. Refer to *Viewing Critiques* on page 124 for a description of the phase-specific method of viewing critiques.

**NOTE:** If the pre-meeting COI certification has not been signed, a warning displays on the *Submit Critique and Preliminary Score* screen as follows: Please sign your pre-meeting Conflict of Interest Certification in IAR system. Refer to the help topic titled, *Refer to Certifying Conflicts of Interest* on page 156 for more information.

**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

### Final Score Sheet (formerly called Voter Sheet)

If allowed by the SRO\*, reviewers are able to submit final scores electronically in IAR within the score entry date and time range determined by the SRO for the meeting.

These final scores are entered using the *Final Score Sheet*. The *Final Score Sheet* allows reviewers to enter their final impact scores as well as criterion scores (if permitted by the SRO) if they changed as a result of the discussion. Scores may be entered for assigned and unassigned applications; however, the system does not allow entry of scores for any application with which a reviewer is in conflict.

At the time of the final scoring, the **Final Score Sheet** button becomes enabled on the *List of Applications* screen.

The screenshot shows the 'List of My Assigned Applications' interface for a meeting titled 'HIV Immunopathogenesis and Vaccine Development Study Section'. A red box highlights the 'Final Score' button, which is enabled as indicated by the 'Final scoring is enabled' message. Below the meeting summary, there is a table of assigned applications.

Review Order	Application Number (Opportunity Number)	PI Name	Project Title (Latest eAdditions Date)	Assignment Role	Prelim. Score	Submitted Date
	1T32HD012345-01 <a href="#">PAR-22-241</a>	Chapel, Christine	Characteristics of Computer Voice Responses that...	Rev 2	2	03/07/2023 01:47 PM
	1T32HD023456-01 <a href="#">PAR-21-068</a> <span>Clinical Trial</span>	Garak, Elim	The Evolutionary Advantages of the Cardassian Neck Tendons	Rev 3	4	03/07/2023 01:56 PM
	2T32HD234567-01 <a href="#">PA-20-185</a>	Leonard, Mark	How Hystomedine Interacts with Vulcan Physiology...	Rev 2	2	03/07/2023 01:57 PM

**NOTE:** If the reviewer has not signed the pre-meeting COI, an alert message will be displayed with a link taking the reviewer to the certification for that meeting.

The screenshot shows the 'List of My Assigned Applications' interface for a meeting titled 'K 38 Review Meeting'. A yellow alert message at the bottom states: 'Conflict certification is required. You must certify prior to submitting scores and reading or submitting critiques. Please [click here](#) to sign your certification for this meeting.' The 'click here' link is highlighted with a red box.

Figure 59: COI alert message and link to sign COI

To submit final scores:

1. Access the *List of All Applications* screen in IAR.
2. Select the **Final Score Sheet** button. This button is displayed on the screen only for reviewers allowed to submit final scores and only during the score entry date range for the meeting.

The *Final Score Sheet* screen opens for all applications in the meeting, showing **Review Order**, **Application Number**, **PI Name**, **Assignment Role** (of the reviewer), **Criterion Scores** (if available), and **Final Score** fields. The information in the table can be sorted by selecting the hyperlinked column name of the information being sorted by. An orange triangle (🔺) icon displays next to the column heading of the current sort.

Internet Assisted Review | Final Score Sheet ?

All times are in Eastern Standard Time/ Eastern Daylight Time.

Meeting: 2024/05 ZHL1 CSR-I (M3)

<b>Meeting Title</b> K 38 Review Meeting	<b>Meeting Identifiers</b> 2024/05 ZHL1 CSR-I (M3)	<b>Current Phase</b> RECRUITMENT/SUBMIT	<b>Meeting Date</b> 03/27/2024 - 03/27/2024	<b>Critique Due</b> 04/01/2024 05:00 PM EDT
<b>Final Score Entry</b> OPEN	<b>Final Score Entry Duration</b> 03/20/2024 08:00 AM to 03/25/2024 08:00 PM			

Reviewer Name: NERIS, KYRA Criterion Scores Label Report

Review Order	Application Number	PI Name [Conflicts] [Parent Application PI]	Assignment Role	Criterion Scores					Final Score (1 to 9), ND, NR, DF, NP, AB	Action
				1	2	3	4	5		
	1K01AA012345-01A1	Harry, Kim	Unassigned							Save All
	1K01AA234567-01A1	Mark, Leonard Robert	Rev 2	2	1	3	2	2		Save All
	1K99AA234567-01A1	Martok, Worf Rozenko	Unassigned							Save All
	1K02AA712345-01	McCoy, Leonard B	Unassigned							Save All
	1R21AA012345-01	Bashire, Julie	Rev 1	2	2	3	3	1		Save All
	1R21AA234567-01	Reed, Malcolm	Unassigned							Save All

Cancel Save All Save All and Return

Figure 60: Final Score Sheet screen

**NOTE:** When applicable, if the SRO has opted to display only Phase 2 applications, the *Final Score Sheet* includes only those applications, and the title displays as *Final Score Sheet – Phase 2 Applications Only*.

The **Criterion Scores Label Report** link opens the *Review Criteria Score Labels* report for the meeting. This report displays all applications per each RFA/PA in the

meeting with a key defining the scores for each of the RFA/PAs (e.g., Score 1 – Significance; Score 2 – Investigator(s), Score 3 – Innovation, etc.).

Final Scores may be entered for all applications in the meeting, assigned or unassigned; however, for applications with which a reviewer is in conflict, the **Final Score** field displays a read-only *CF* and this final score cannot be updated.

Deferred applications (those marked as *DF*) also display with their **Final Score** field as read-only as soon as the score is saved.

The ability to update criterion scores varies and may not be available for all applications. SROs must set up the meeting to allow criterion scores to display. Additionally, [several business rules](#) are in place to ensure that the criterion scores are only displayed based on the meeting settings configured by the SRO.

### **The rules for displaying criterion scores are as follows:**

- If the assigned reviewer has not submitted a critique before final scoring, criterion score fields are not displayed.
- If unassigned reviewers are permitted to submit scores (i.e., only scores – no critiques), the criterion score fields are displayed and editable.
- If unassigned reviewers are permitted to submit scores with a critique required as backup but have not submitted their required critique before final scoring, criterion score fields are not displayed.
- If unassigned reviewers are permitted to submit scores with a critique required as backup and have submitted their required critique, criterion score fields are displayed and editable.
- If a Discussant is required to submit a critique to support criterion scores and has not submitted the required critique before final scoring, the criterion score fields are not displayed.
- If a Discussant is required to submit a critique to support criterion scores and has submitted the critique before final scoring, criterion score fields are displayed and editable.

- If a reviewer is in conflict with an application, criterion score fields are not displayed.
- If an application already is scored as *DF*, criterion score fields are not displayed.

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**NOTE:** The SRO determines whether to show subproject applications during final scoring. If the SRO has allowed subprojects to be scored, these applications display on the *Final Score Sheet* screen.

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3. *Optional:* Update the existing **Criterion Scores** as needed.
4. Enter a **Final Score** for each application.

Final scores may be entered numerically as 1 to 9 –or– with one of the following score codes below:

**ND** – Not Discussed: All applications in a meeting are required to receive scores. Applications lacking the quality necessary to be discussed at review meetings should be designated as ND.

**NR** – Not Recommended: Applications marked NR are not recommended for further consideration.

**DF** – Deferred: Applications marked deferred are moved to the next council round.

**NP** – Not Present: The reviewer was not present at the meeting when the application was discussed and is unable to give a score.

**AB** – Abstain: The reviewer is abstaining from scoring the application.

Internet Assisted Review | Final Score Sheet ?

All times are in Eastern Standard Time/ Eastern Daylight Time.

Meeting: 2024/05 ZHLT1 CSR-1 (M3)

<b>Meeting Title</b> K 38 Review Meeting	<b>Meeting Identifiers</b> 2024/05 ZHLT1 CSR-1 (M3)	<b>Current Phase</b> RECRUITMENT/SUBMIT	<b>Meeting Date</b> 03/27/2024 - 03/27/2024	<b>Critique Due</b> 04/01/2024 05:00 PM EDT
<b>Final Score Entry</b> OPEN	<b>Final Score Entry Duration</b> 03/20/2024 08:00 AM to 03/25/2024 08:00 PM			

Reviewer Name: NERIS, KYRA Criterion Scores Label Report ?

Review Order	Application Number	PI Name [Conflicts] [Parent Application PI]	Assignment Role	Criterion Scores					Final Score (1 to 9), ND, NR, DF, NP, AB	Action
				1	2	3	4	5		
	1K01AA012345-01A1	Harry, Kim	Unassigned							Save All
	1K01AA234567-01A1	Mark, Leonard Robert	Rev 2	2	1	3	2	2		Save All
	1K99AA234567-01A1	Martok, Worf Rozhenko	Unassigned							Save All
	1K02AA712345-01	McCoy, Leonard B	Unassigned							Save All
	1R21AA012345-01	Bashire, Julie	Rev 1	2	2	3	3	1		Save All
	1R21AA234567-01	Reed, Malcolm	Unassigned							Save All

Cancel Save All Save All and Return

Figure 61: Reviewer's Final Score Sheet

5. Select the **Save All** link from the **Action** column or the **Save All** button at the bottom of the screen to save the changes. All updated information is saved by selecting either **Save All** feature.

Selecting the **Cancel** button at any time ignores the unsaved changes and closes the *Final Score Sheet* screen.

6. To save changes and leave the screen, select the **Save All and Return** button.

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**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

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## Review Criteria Score Labels Report

For reviews using scored criteria, the *Review Criteria Score Labels* report provides a key to the scores as defined by the different RFAs/PAs in the meeting (e.g., Score 1 – Significance; Score 2 – Investigator(s), Score 3 – Innovation, etc.). The report is divided by RFA/PA, showing the score definition as well as the applications submitted under that opportunity.

You can access the report by selecting the **Criterion Scores Label Report** link on the *Final Score Sheet*, which opens the report as a PDF in a separate window.

The screenshot shows the 'Final Score Sheet' interface. At the top, it says 'Internet Assisted Review' and 'Final Score Sheet' with a help icon. Below that, it states 'All times are in Eastern Standard Time/ Eastern Daylight Time.' There is a dropdown menu for 'Meeting: 2024/05 ZHL1 CSR-1 (M3)'. The main content is a table with the following data:

Meeting Title	Meeting Identifiers	Current Phase	Meeting Date	Critique Due
K 38 Review Meeting	2024/05 ZHL1 CSR-1 (M3)	RECRUITMENT/SUBMIT	03/27/2024 - 03/27/2024	04/01/2024 05:00 PM EDT
Final Score Entry	Final Score Entry Duration			
OPEN	03/20/2024 08:00 AM to 03/25/2024 08:00 PM			

Reviewer Name: NERIS, KYRA

A red box highlights the 'Criterion Scores Label Report' link in the bottom right corner.

Figure 62: Criterion Scores Label Report Link on the Final Score Sheet

**Review Criteria Score**  
**Epidemiology, Prevention and Behavior Research Study Section**  
**2024/01 Council AA-2, 10/24/2023, D Anna Troi, SRO**

**Opportunity Number:** PA-20-174 - Independent Scientist Award (Parent K02 - Independent Clinical Trial Not Allowed)

SCORE 1 - Candidate  
SCORE 2 - Career Development Plan/Career Goals /Plan to Provide Mentoring  
SCORE 3 - Research Plan  
SCORE 4 - Mentor(s), Co-Mentor(s), Consultant(s), Collaborator(s)  
SCORE 5 - Environment Commitment to the Candidate

1R21AA567890-01 Montgomery, Scott James

**Opportunity Number:** PA-20-176 - Mentored Research Scientist Development Award (Parent K01 - Independent Clinical Trial Required)

SCORE 1 - Candidate  
SCORE 2 - Career Development Plan/Career Goals /Plan to Provide Mentoring  
SCORE 3 - Research Plan  
SCORE 4 - Mentor(s), Co-Mentor(s), Consultant(s), Collaborator(s)  
SCORE 5 - Environment Commitment to the Candidate

1K01AA012345-01A1 Harry, Kim

**Opportunity Number:** PA-20-188 - NIH Pathway to Independence Award (Parent K99/R00 Independent Clinical Trial Not Allowed)

SCORE 1 - Candidate  
SCORE 2 - Career Development Plan/Career Goals & Objectives  
SCORE 3 - Research Plan  
SCORE 4 - Mentor/Co-Mentor(s), Consultant(s), and Collaborator(s)  
SCORE 5 - Environment and Institutional Commitment to the Candidate

1K02AA712345-01 McCoy, Leonard B

**Opportunity Number:** PA-20-190 - Mentored Research Scientist Development Award (Parent K01 - Independent Clinical Trial Not Allowed)

SCORE 1 - Candidate  
SCORE 2 - Career Development Plan/Career Goals /Plan to Provide Mentoring  
SCORE 3 - Research Plan  
SCORE 4 - Mentor(s), Co-Mentor(s), Consultant(s), Collaborator(s)  
SCORE 5 - Environment Commitment to the Candidate

1K01AA234567-01 Mark, Leonard Robert

Figure 63: Review Criteria Score Labels Report

## Review Without Scored Criteria

### Preliminary Scores

Some Operating Divisions (OpDivs) utilize the Review Business Process with no scored criteria, which differs from the NIH Review Business Process in that it does not use criterion scores, only a Preliminary Score, followed by final scoring. Scores consist of numeric values from 1.0 to 5.0 and/or non-numeric scores.

For meetings using the Review Business Process with no scored criteria, unassigned reviewers can only submit critiques and cannot enter scores.

This section discusses submitting scores and critiques for the Review Business Process with no scored criteria and may not be applicable to all reviewers.

To submit critiques and scores using the Review Business Process with no scored criteria:

1. Select the **View List of Applications** link from the *List of Meetings* screen for the specific meeting.

The *List of My Assigned Applications* screen displays, showing only the applications assigned to the reviewer.

2. *Optional:* Toggle the Show only Assigned Application switch to off to display all applications in the meeting.
3. Select the **[Submit Critique]** link from the three-dot ellipses icon in the **Role** column for the application being reviewed.

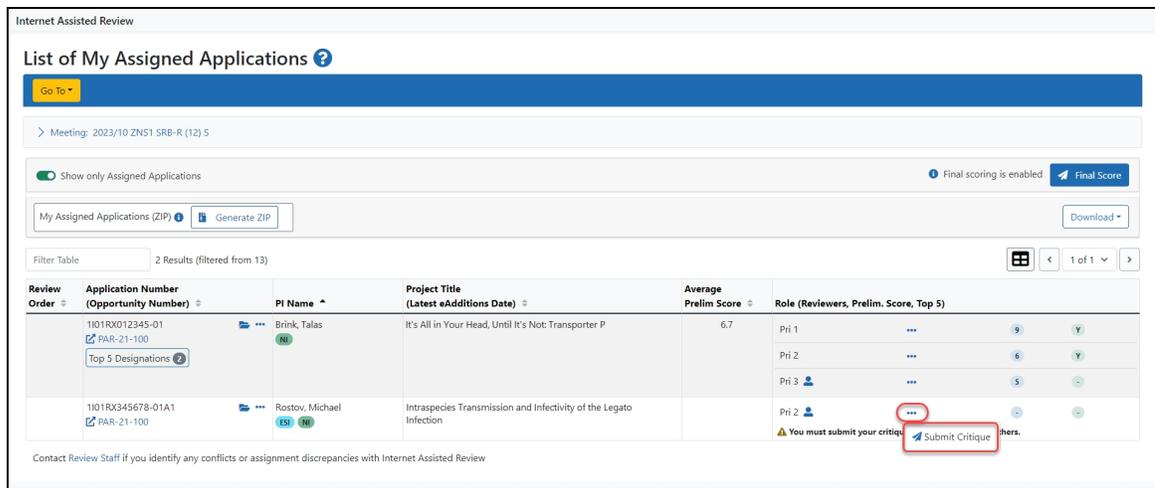


Figure 64: List of Applications - [submit] Link

The *Submit Critique and Preliminary Score* screen displays for entering a preliminary score and uploading a critique. To exit the screen without entering scores or critique, select the **Back to List of Applications** link.

**NOTE:** During the Edit Phase of a meeting, scores are displayed as read-only; however, a critique file can still be uploaded.

4. *Optional and Only if Top 5 Designation is applicable:* Select the **Top 5** checkbox to designate the application as one of the top 5. This checkbox is located next to the **Preliminary Overall/Impact** field only if enabled by the SRO.



Figure 65: Top 5 Checkbox

If 5 other applications have already been designated as Top 5, IAR displays the following error: You have already designated 5 applications in the Top 5 category. Please clear the Top 5 designation from existing application(s) to designate this application as Top 5. In this case, access the other Top 5 applications via the *List of All Applications* screen and uncheck the **Top 5** checkbox as appropriate.

When designating an application as Top 5, you must also submit a critique for that application.

5. Upload a critique file by selecting the **Browse** button, searching for the file, and selecting.
6. Enter a score of **1.0–5.0** in the **Preliminary Score** field.
7. Select the **Submit** button.

Internet Assisted Review | Submit Critique and Preliminary Score ?  
Back to List of Applications

> Instructions

Application:	110BX012345-01
Title:	Positive or Negative Effects of Beiber Hair in Starfleet While Quietly Hunting Vabbits
PI Name:	CHEKOV, KOENIG
Assignment Role:	Pri 2
Critique File:	<input type="button" value="Choose File"/> No file chosen
Preliminary Score (1.0 to 5.0):	<input checked="" type="radio"/> 2.2 <input type="radio"/> NR <input type="radio"/> UN/NC <input type="radio"/> DF

**Before Submitting:**

- Ensure that your critique file is not password protected
- If applicable, accept all track changes, save and turn Track Changes OFF before uploading your critique
- Please close the critique file on your computer

Reset

**Important Reminders**

Please be sure that your review has included, in separate sections, discussion of the following topics, when applicable:

- PROTECTION OF HUMAN SUBJECTS FROM RESEARCH RISK:**
- INCLUSION OF WOMEN, MINORITIES, AND INDIVIDUALS ACROSS THE LIFESPAN:**
- VERTEBRATE ANIMALS:**
- BIOHAZARD:**
- FOREIGN INSTITUTION:**  
(e.g., Scientific advantages, any special or unique attributes, and necessity for the proposed work to be done in a foreign country.)
- FOREIGN TRAINING:**  
(e.g., Scientific advantages of the proposed training in a foreign country. Include for Fellowship applications)
- MODEL ORGANISM SHARING PLAN:**  
(Evaluate if, e.g., a new knockout is to be produced.)
- DATA SHARING PLAN:**  
(For any application > \$500,000, or as specified in RFA.)
- BUDGET:**
- BUDGETARY OVERLAP:**  
(e.g., There is potential overlap with other existing grants and/or pending applications.)

\* NOTE - This list is not all inclusive. Please see the review guidelines for the specific type of application you are reviewing, and look for guidance from your SRO.

Figure 66: Submitting with No Scored Criteria

---

**NOTE:** Selecting the **Reset** button clears the fields.

---

The *Submit Critique and Preliminary Score* screen displays as read-only and prompts for a confirmation. The entered information can be canceled by selecting the **Cancel** button. Selecting **Cancel** returns the screen to an edit view on which scores can be re-entered and/or a new critique file attached.

The score and/or critique are not saved until the action is confirmed on this screen.

---

**NOTE:** If the pre-meeting COI certification has not been signed, a warning displays as follows: Please sign your pre-meeting Conflict of Interest certification in IAR system. Refer to the help topic titled [Certifying Conflicts of Interest](#) for more information.

---

If IAR cannot upload the selected critique (e.g., the file is an invalid format or a virus has been identified on the file), an error is displayed.

8. Select the **Confirm** button to continue uploading the scores and critique.

The *Submit Critique and Preliminary Score* screen displays again as read-only, indicating that the information was successfully submitted. The critique file can be viewed on this screen by selecting the **View this submitted critique** link next to the file name.

9. Select the **Back to List of Applications** link to exit this screen.
10. When returned to the *List of All Applications*, the **Action** column displays the **[submit]**, **[view]**, and **[delete]** links.

Reviewers may view their own critiques and scores as well as those of other Reviewers (when permitted) once they have uploaded them. The manner in which critiques are viewed differs from phase to phase. Refer to the help topic titled [Viewing Critiques](#) for a description of the phase-specific method of viewing critiques.

## **Final Score Sheet (previously called Voter Sheet)**

If allowed by the SRO, Reviewers are able to submit final scores electronically in IAR within the score entry date range determined by the SRO for the meeting. These final scores are entered using the *Final Score Sheet*. Scores may be entered for assigned and unassigned applications; however, the system does not allow entry of scores for any application with which a reviewer is in conflict.

At the time of the final scoring, the **Final Score Sheet** button becomes enabled on the *List of All Applications* screen.

Internet Assisted Review

List of My Assigned Applications ?

Go To

Meeting: 2023/05 HIVD

Meeting Title	Meeting Identifiers	Current Phase	Meeting Date	Critique Due
HIV Immunopathogenesis and Vaccine Development Study Section	2023/05 HIVD	RECRUITMENT/SUBMIT	03/16/2023 - 03/17/2023	03/09/2023 11:59 PM EST

Show only Assigned Applications

Final scoring is enabled Final Score

My Assigned Applications (ZIP) Generate ZIP Download

Filter Table 13 Results (filtered from 58)

Review Order	Application Number (Opportunity Number)	PI Name	Project Title (Latest Additions Date)	Assignment Role	Prelim. Score	Submitted Date
	1132HD012345-01 PAR-22-241	Chapel, Christine	Characteristics of Computer Voice Responses that... <a href="#">more</a>	Rev 2	2	03/07/2023 01:47 PM
	1132HD023456-01 PAR-21-068 Clinical Trial	Garak, Elin	The Evolutionary Advantages of the Cardassian Neck Tendons	Rev 3	4	03/07/2023 01:56 PM
	2132HD234567-01 PA-20-185	Leonard, Mark	How Hystomedine interacts with Vulcan Physiology... <a href="#">more</a>	Rev 2	2	03/07/2023 01:57 PM

Figure 67: Final Score Sheet Button

To submit final scores:

1. Access the *List of All Applications* screen in IAR.
2. Select the **Final Score Sheet** button. This button is displayed on the screen only for Reviewers capable of submitting final scores and only during the score entry date range for the meeting.

The *Final Score Sheet* screen opens for all applications in the meeting, showing **Review Order**, **Application Number**, **PI Name**, **Assignment Role** (of the reviewer), and **Final Score** fields. The information in the table can be sorted by selecting the hyperlinked column name of the information being sorted by. An orange triangle (▲) icon displays next to the column heading of the current sort.

**NOTE:** When applicable, if the SRO has opted to display only Phase 2 applications, the *Final Score Sheet* includes only those applications, and the title displays as *Final Score Sheet – Phase 2 Applications Only*.

Final Scores may be entered for all applications in the meeting, assigned or unassigned; however, for applications with which a reviewer is in conflict, the **Final Score** field displays a read-only CF and this final score cannot be updated. Deferred applications (those marked as DF) also display with their **Final Score** field as read-only.

---

**NOTE:** The SRO determines whether to show subproject applications during scoring. If the SRO has allowed subprojects to be scored, these applications display on the *Final Score Sheet* screen.

---

3. Enter a **Final Score** for each application.

Final scores may be entered numerically as 1.0 to 5.0 –or– with one of the following score codes below:

**UN** – Unscored: All applications in a meeting are required to receive scores. Applications lacking the quality necessary to be discussed at review meetings should be designated as UN.

**NR** – Not Recommended: Applications marked NR are not recommended for further consideration.

**DF** – Deferred: Applications marked deferred are moved to the next council round.

**NP** – Not Present: The reviewer was not present at the meeting when the application was discussed and is unable to give a score.

**AB** – Abstain: The reviewer is abstaining from scoring the application.

4. Select the **Save All** link from the **Action** column or the **Save All** button at the bottom of the screen to save the changes. All updated information is saved by selecting either **Save All** feature.

Selecting the **Cancel** button at any time ignores the unsaved changes and closes the *Final Score Sheet* screen.

Internet Assisted Review | Final Score Sheet ?

All times are in Eastern Standard Time/ Eastern Daylight Time.

Meeting: 2024/05 ZHLT1 CSR-1 (M3)

<b>Meeting Title</b> K 38 Review Meeting	<b>Meeting Identifiers</b> 2024/05 ZHLT1 CSR-1 (M3)	<b>Current Phase</b> RECRUITMENT/SUBMIT	<b>Meeting Date</b> 03/27/2024 - 03/27/2024	<b>Critique Due</b> 04/01/2024 05:00 PM EDT
<b>Final Score Entry</b> OPEN	<b>Final Score Entry Duration</b> 03/20/2024 08:00 AM to 03/25/2024 08:00 PM			

Reviewer Name: NERIS, KYRA Criterion Scores Label Report ?

Review Order	Application Number	PI Name [Conflicts] [Parent Application PI]	Assignment Role	Criterion Scores					Final Score (1 to 9), ND, NR, DF, NP, AB	Action
				1	2	3	4	5		
	1K01AA012345-01A1	Harry, Kim	Unassigned							Save All
	1K01AA234567-01A1	Mark, Leonard Robert	Rev 2	2	1	3	2	2		Save All
	1K99AA234567-01A1	Martok, Worf Rozhenko	Unassigned							Save All
	1K02AA712345-01	McCoy, Leonard B	Unassigned							Save All
	1R21AA012345-01	Bashire, Julie	Rev 1	2	2	3	3	1		Save All
	1R21AA234567-01	Reed, Malcolm	Unassigned							Save All

Cancel Save All Save All and Return

Figure 68: Final Score Sheet for Review Process With No Scored Criteria

- To save changes and leave the screen, select the **Save All and Return** button.

## Viewing Critiques

Reviewers have the ability to view critiques in IAR for all applications in a meeting. This ability may vary depending on the type of reviewer, the status of the reviewer’s own critique submission, the SRO’s\* meeting settings, or the IAR phase of the meeting. For example, a reviewer cannot view the critiques of any application with which he or she is in conflict; Mail Reviewers can only view their own critiques; and SROs can block the view of others’ critiques if a reviewer has not submitted his or her own.

The list below describes the various ways – for each meeting phase – in which critiques may be viewed in IAR.

---

**NOTE:** All methods may not be available to all Reviewers.

---

### Submit Phase

During the Submit Phase, Reviewers can view their own critiques one by one via the *List of Applications* screen by selecting the **[view]** option in the **Action** column of an indi-

vidual application. Selecting this option opens a PDF document of the reviewer's critique for the specified application.

### **Read and Edit Phases**

During the Read and Edit Phases, a reviewer may be able to view his or her own critiques for each application in the meeting individually; all meeting critiques merged into one file; all critiques for a specific application merged into one file; all of his or her submitted critiques merged into one file; or all critiques for a reviewer's assigned applications merged into one file.

The following is a list of possible methods for viewing critiques while in the Read and Edit Phases. It should not be assumed that all methods are available to all Reviewers.

- **[View Critique]** option under the three-dot ellipses icon in the **Role** column of an individual application

Selecting this option opens a PDF document of a reviewer's critique for the specified application. A **[View Critique]** link is provided for each available reviewer's critique. Missing links indicate that a critique is not available or that the reviewer does not have access to it.

- **View All Meeting Critiques: By Appl** link

Displayed only if the SRO has unblocked the reviewer in the meeting *Control Center*.

Selecting this option opens a PDF document of all critiques for all applications in the meeting – not just those submitted by the reviewer or applications assigned to the reviewer. The critiques are ordered by application number, with a secondary sort by reviewer role. If the reviewer is in conflict with an application, the critiques for that application are omitted from the document.

- **View All Meeting Critiques: By PI** link

Displayed only if the SRO has unblocked the reviewer in the meeting *Control Center*.

Selecting this option opens a PDF document of all critiques for all applications in the meeting – not just those submitted by the reviewer or applications assigned to the reviewer. The critiques are ordered by the last name of the applications’ PIs, with a secondary sort on the reviewer assignment role. Multi-project applications are sorted by the parent application’s PI. If the reviewer is in conflict with an application, the critiques for that application are omitted from the document.

- **View My Critiques** link, accessed by clicking the **Download** button

Selecting this option opens a PDF document of all critiques submitted by the reviewer, regardless of assignment.

- **View All Critiques for Assigned Applications** link

Displayed only if the SRO has unblocked the reviewer in the meeting *Control Center*.

Selecting this option opens a PDF document of all critiques submitted for applications assigned to the reviewer. This includes the critiques of other Reviewers for these applications.

- **View All Critiques – [PDF]** link

Selecting this option opens a PDF document of all critiques from all Reviewers for the specified application. The critiques are ordered by the reviewer assignment role. If the reviewer is in conflict with an application, this link is not displayed.

If the reviewer has not submitted scores, and the SRO has enabled the block feature for the reviewer, the **[View Critiques]** link is not present in the **Role** column and the **View All Critiques** option is not displayed. These links also are not available when a reviewer is in conflict with an application.

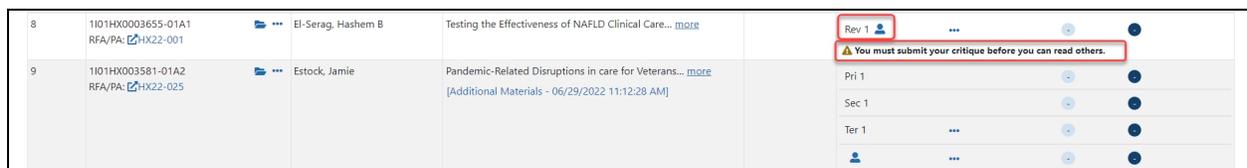


Figure 69: Portion of List of Applications screen showing warning message that you must submit a critique before view other's critiques

**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

---

## Deleting Scores and Critiques

During the Submit Phase of a meeting, reviewers possess the ability to delete their own previously submitted critiques or scores. This is particularly useful in the event that a critique and/or scores were entered for the wrong application or need to be revised.

---

**IMPORTANT:** The **Delete** link should only be used when the reviewer needs to remove both the critique and criteria scores. Reviewers may not realize that deleting the critique also deletes the criteria scores, which the system does not allow to exist without a critique.

---

If only the critique needs to be replaced, it is not necessary to follow the deletion steps below. Deleting the critique is not necessary before submitting a new one. If only the critique needs replacing, the **[submit]** link on the *List of All Applications* screen should be used. Refer to *Submitting Critiques and Scores* on page 103 for more information.

---

**NOTE:** During the Edit Phase, scores and critiques can be modified using the **[update]** link. Refer to *List of Applications in Edit Phase* on page 93 for more information.

---

To delete critiques and/or scores:

1. Access the *List of Applications* screen for the meeting.
2. Locate the application from the list, and select the **Delete Critique** link by clicking on the three-dot ellipsis icon.

Internet Assisted Review

List of My Assigned Applications ?

Go To

Meeting: 2023/05 HLB-P-G (7) 1

Meeting Title	Meeting Identifiers	Current Phase	Meeting Date	Critique Due
Heart, Lung, and Blood Program Project Study Section	2023/05 HLB-P-G (7) 1	SUBMIT	02/10/2023 - 02/10/2023	05/06/2023 12:00 PM EDT

Show only Assigned Applications Final scoring is disabled

My Assigned Applications (ZIP) Generate ZIP Download

Filter Table 2 Results (filtered from 7)

Review Order	Application Number (Opportunity Number)	PI Name	Project Title (Latest eAdditions Date)	Assignment Role	Prelim. Score	Submitted Date
2	1101RX012345-01/Project-002 PAR-21-088	Brink, Talas [Parent PI: Tiberius, Kirk.]	It's All in Your Head, Until It's Not: Transporter Psychosis	Rev 4	1	04/05/2023 11:10 AM
5	1101RX567890-01/Admin-Core-001 PAR-21-088	Ziyal, Tora [Parent PI: Huku, Sikara]	Treatment Protocols for Post Traumatic Stress Syndrome from Transporter Psychosis	Rev 2		02/05/2023 09:24 PM

Contact Review Staff if you identify any conflicts or assign...

- Review Criteria
- Critique Template
- Submit Critique
- View Critique
- Delete Critique

Figure 70: List of My Assigned Applications - Delete Option

The *Delete Critique/Score* screen displays options for deleting (refer to the Note below):

- **Critique and Top 5 designation (if any)**
- **Score and Top 5 designation (if any)**
- **Critique, Score, and Top 5 designation (if any)**

**NOTE:** Based on business rules in place, the **Critique and Top 5 designation (if any)** option may or may not be available for meetings following the NIH review business process (i.e., using scored criteria). The ability to delete only critiques is available if the assigned reviewer is a Discussant and the SRO\* has set the option to allow Discussants to submit scores without critiques –or– if the reviewer is an unassigned reviewer and the SRO has set the option to allow Unassigned Reviewers to submit scores without critiques. For agencies outside of NIH (i.e., those following the old business process without scored criteria), the option is always available.

3. Select the radio button for the appropriate delete action and select the **Delete Critique** button.

### Delete Critique/Score

**i** Choosing 'Delete' will erase all scores and critiques for this application. Please note that you'll need to re-enter scores upon resubmitting the critique. It's important to know that deleting isn't necessary for updates. If you intend to revise your critique, click 'Cancel', then utilize the 'Submit Critique' link on the previous screen.

**Application Title**  
Characteristics of Computer Voice Responses that Facilitate Feedback

PI Name	Application	Reviewer Type
Chapel, Christine	1R01CA234567-01	Pri 2

**Score Deletion Options**

Score and Top 5 designation (if any)

Critique, Score and Top 5 designation (if any)

**Note:** This action cannot be undone

Cancel Delete Critique

Figure 71: Delete Critique/Score Screen

A confirmation screen displays before the delete is committed. The Note on the screen indicates what will happen if the action is continued. Review this information to make sure the correct option has been selected and that the correct data is being removed.

4. Select the **Confirm** button to continue the action. Selecting **Cancel** will abort the deletion.

### Delete Critique/Score

**i** Do you really wish to delete the critique/score? **Note:** This action cannot be undone.

**Application Title**  
Characteristics of Computer Voice Responses that Facilitate Feedback

PI Name	Application	Reviewer Type
Chapel, Christine	1R01CA234567-01	Pri 2

**Selected to be deleted**  
Critique, Score and Top 5 designation (if any)

Cancel Confirm

Figure 72: Delete Critique/Scores Confirmation

When confirmed, IAR displays a confirmation of what has been deleted. The top of the *List of My Assigned Applications* screen displays 'Success! Critique, Score and Top 5 designation (if any) has been deleted.'. Scores are removed and/or the uploaded PDF of the critique is deleted as appropriate, based on the delete option selected. If a critique is deleted, the Preliminary Summary Statement\* is updated with the deleted critique removed. In the event that only scores have been deleted, the critique PDF document is updated to reflect the change in scores.

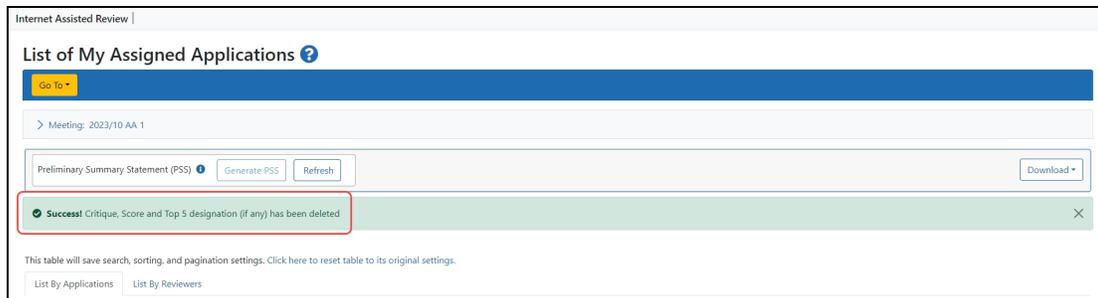


Figure 73: Deletion Successfully Completed

**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

## Preliminary Score Matrix

Based on preliminary/overall impact scores entered by reviewers, the SRO\* designates applications for the SRG to consider for streamlining.

In the *Preliminary Score Matrix*, a reviewer designated as the Chairperson or Acting Chairperson can see the preliminary overall/impact scores assigned by other reviewers for all applications in which the reviewer is not in conflict. The *Preliminary Score Matrix* also provides a means for viewing only those lower half applications as designated by the SRO. The *Preliminary Score Matrix* is available during the Read Phase from the *List of Applications* screen by selecting the **Preliminary Score Matrix** link from the Go To: menu.

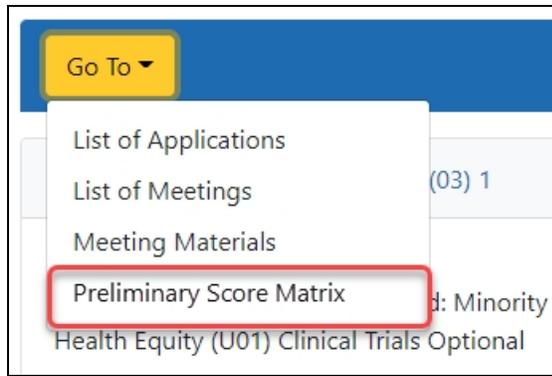


Figure 74: Preliminary Score Matrix Link

It can also be accessed from the *List of Meetings* screen by clicking on the three-dot ellipsis icon found in the Meeting column and then selecting the **Preliminary Score Matrix** option from the list.

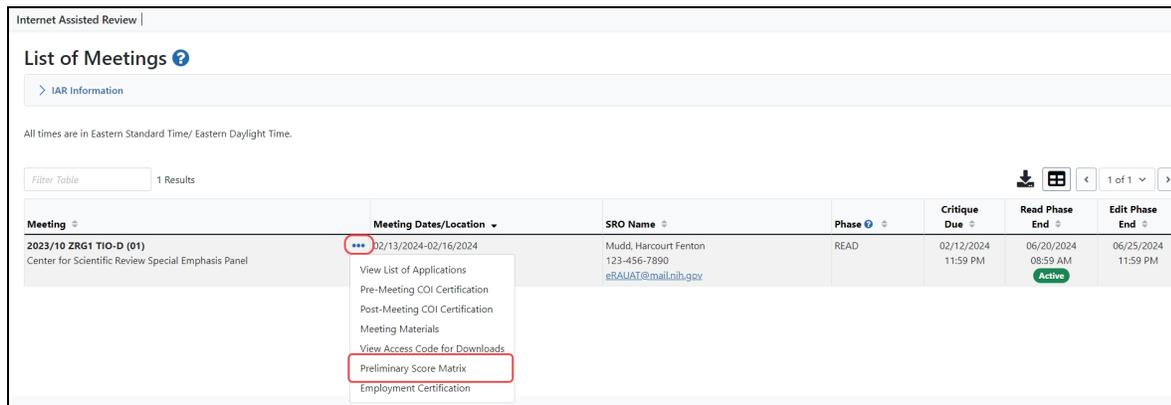


Figure 75: List of Meetings screen showing Preliminary Score Matrix link under the three-dot ellipsis icon

For each application in the meeting, the *Preliminary Score Matrix* displays all preliminary overall/impact scores from worst to best score as well as average score. If a reviewer has not submitted scores and the SRO has blocked access to reviewers who have not submitted scores, IAR blocks the scores for these applications in the **AVG** and **Preliminary Overall/Impact Scores [Worst to Best]** columns. A message You are blocked from seeing scores displays in the **Preliminary Overall/Impact Scores [Worst to Best]** column instead.

Internet Assisted Review |

### Preliminary Score Matrix ?

Go To

All times are in Eastern Standard Time/ Eastern Daylight Time.

Meeting: 2024/01 AA-2

<b>Meeting Title</b> Epidemiology, Prevention and Behavior Research Study Section	<b>Meeting Identifiers</b> 2024/01 AA-2	<b>Current Phase</b> READ	<b>Meeting Date</b> 10/24/2023 - 10/24/2023	<b>Critique Due</b> 10/18/2023 11:59 PM EDT
<b>Final Score Entry</b> -	<b>Final Score Entry Duration</b> -			

Filter Table [icon] 67 Results [download icon] [grid icon] [page 1 of 1]

Lower Half	Discussion Order	Application Number	PI Name	AVG Assigned Reviewers Only	Preliminary Overall/Impact Score Assigned Reviewer(s)
<input type="checkbox"/>	1	1K01AA012345-01A1	Harry, Kim	2.3	3, 2, 2
<input type="checkbox"/>	2	1K01AA234567-01A1	Mark, Leonard Robert	3	3, 3, 3
<input type="checkbox"/>	3	1K99AA234567-01A1	Martok, Worf Rozhenko	2.3	3, 2, 2
<input type="checkbox"/>	4	1K02AA712345-01	McCoy, Leonard B	3.7	6, 3, 2
<input type="checkbox"/>	5	1R21AA012345-01	Bashire, Julie	3	4, 3, 2
<input type="checkbox"/>	6	1R21AA234567-01	Reed, Malcolm	3	4, 3, 2
<input type="checkbox"/>	7	1R21AA345678-01	Cutler, Liz		You are blocked from seeing scores
<input checked="" type="checkbox"/>	8	1R21AA456789-01	Fleck, Siliik	4	5, 4, 3
<input checked="" type="checkbox"/>	9	1R21AA567890-01	Montgomery, Scott James	4.7	7, 5, 2
<input checked="" type="checkbox"/>	10	1K01AA678901-01	Cisko, Benjamin	4	5, 4, 3
<input checked="" type="checkbox"/>	11	1K23AA789012-01	Way, Jane	4	4, 4, 4

Note: If at least one of the scores for the application is not numeric (such as NR, UN/ND or DF), the average is not computed.

Figure 76: Preliminary Score Matrix Screen

The information on the screen can be sorted by either **Review Order**, or **Discussion Order**, **Application Number**, **PI Name**, or **AVG** (average score of assigned reviewers). Click the column title to specify the sort.

**NOTE:** If the Discussion Order has been set in Peer Review, the column will display applications by Discussion Order. If the Order of Review has been set and a Discussion Order does not exist, the applications will display Order of Review. If both Discussion Order and Order of Review are not set, the applications will be arranged in alphabetical order by PI last name.

**NOTE:** In the case of Pioneer Meetings, if the SRO has indicated that only Phase 2 applications should be displayed, then the *Preliminary Score Matrix* displays only Phase 2 applications. In this case, the title of the screen reads as *Preliminary Score Matrix – Phase 2 Only*.

### Lower Half

Applications designated as Lower Half are identified by the Lower Half toggle switches that are in the 'On' position.

Lower Half	Discussion Order ^	Application Number	PI Name
<input type="checkbox"/>	1	1K01AA012345-01A1	Harry, Kim
<input type="checkbox"/>	2	1K01AA234567-01A1	Mark, Leonard Robert
<input type="checkbox"/>	3	1K99AA234567-01A1	Martok, Worf Rozhenko
<input type="checkbox"/>	4	1K02AA712345-01	McCoy, Leonard B
<input type="checkbox"/>	5	1R21AA012345-01	Bashire, Julie
<input type="checkbox"/>	6	1R21AA234567-01	Reed, Malcolm
<input type="checkbox"/>	7	1R21AA345678-01	Cutler, Liz
<input checked="" type="checkbox"/>	8	1R21AA456789-01	Fleck, Silik
<input checked="" type="checkbox"/>	9	1R21AA567890-01	Montgomery, Scott James
<input checked="" type="checkbox"/>	10	1K01AA678901-01	Cisko, Benjamin
<input checked="" type="checkbox"/>	11	1K23AA789012-01	Way, Jane

Note: If at least one of the scores for the application is not numeric (such as NR, UN/ND or DF), the average is not computed.

Figure 77: Preliminary Score Matrix screen showing the Lower Half applications

### Export to Excel, PDF or Print

Use the Export tool icon to open the menu and select Excel to export the *Preliminary Score Matrix* to Microsoft Excel. The Excel version opens in a separate window with the same data as displayed on the screen in IAR. You can also export the table as a PDF, or send the table to a printer for a hard copy.

In tables, you can filter, show and hide columns, download/print data, choose display options, and more. For information on table tools below, see *Standard Tools for Tables* on page 7.

This table will save search, sorting, and pagination settings. <a href="#">Click here to reset the table to its original settings.</a>							
Filter Table	2,929 Results			<	1 of 1	>	
	Grant Number	RFA/PA Number	PI Name	Institution	Project Title	Accession #	Appl ID

Internet Assisted Review |

### Preliminary Score Matrix ?

Go To ▾

All times are in Eastern Standard Time/ Eastern Daylight Time.

Meeting: 2024/01 AA-2

Meeting Title: Epidemiology, Prevention and Behavior Research Study Section  
 Meeting Identifiers: 2024/01 AA-2  
 Current Phase: READ  
 Meeting Date: 10/24/2023 - 10/24/2023  
 Critique Due: 10/18/2023 11:59 PM EDT

Final Score Entry: -  
 Final Score Entry Duration: -

Filter Table: 67 Results

Lower Half	Discussion Order	Application Number	PI Name	AVG Assigned Reviewers Only	Preliminary Overall/Impact Score Assigned Reviewer(s)
1	1	1K01AA012345-01A1	Harry, Kim	2.3	3, 2, 2
2	2	1K01AA234567-01A1	Mark, Leonard Robert	3	3, 3, 3
3	3	1K99AA234567-01A1	Martok, Worf Rozhenko	2.3	3, 2, 2
4	4	1K02AA712345-01	McCoy, Leonard B	3.7	6, 3, 2
5	5	1R21AA012345-01	Bashire, Julie	3	4, 3, 2
6	6	1R21AA234567-01	Reed, Malcolm	3	4, 3, 2
7	7	1R21AA345678-01	Cutler, Liz		You are blocked from seeing scores
8	8	1R21AA456789-01	Fleck, Slikk	4	5, 4, 3
9	9	1R21AA567890-01	Montgomery, Scott James	4.7	7, 5, 2
10	10	1K01AA678901-01	Cisko, Benjamin	4	5, 4, 3
11	11	1K23AA789012-01	Way, Jane	4	4, 4, 4

Note: If at least one of the scores for the application is not numeric (such as NR, UN/ND or DF), the average is not computed.

Figure 78: Preliminary Score Matrix showing the Export Tool icon and the menu.

## Global Navigation

The global "Go To:" navigation menu is present on the following screens: *List of Applications*, *List of Meetings*, *Meeting Materials*, and *Preliminary Score Matrix*. The list of links may change, dependent upon the user's role.

Go To ▾

- List of Applications
- List of Meetings (03) 1
- Meeting Materials
- Preliminary Score Matrix
- Health Equity (U01) Clinical Trials Optional

Figure 79: Global navigation menu

**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant

nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

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## About Online Critiques

**IMPORTANT:** This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

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You can fill out application critiques using the Online Critique screen in Internet Assisted Review. Previously, critiques were filled out only via downloading, filling out, and uploading a Microsoft Word template file that had the appropriate guidance and entry fields pre-created.

With the new online critique system, you fill out critiques on a web page. The online critique templates have the advantage of being more closely aligned with the funding opportunity announcement (FOA) requirements. A given meeting will either have **all** online critiques, or **all** traditional Microsoft Word critique templates. The two types will not be mixed within a single meeting.

However, during a transition period, both systems will be used: filling out application critiques with Microsoft Word-based critique templates and the online critique system. Applications will be gradually transitioned to the full use of online critiques during the transition period.

If the FOA for an application is compatible with IAR online critiques, then you can click on the submit link in the **Actions** column of the *List of Applications* or *List of My Assigned Applications* screen to access online critiques.

The *List of Applications* screen will not have [Download Zip of All Critiques](#) link for the meeting if online critiques are in use. There will be no [Critique Template](#) links in *Meeting Materials* or *List of Applications* screens. Instead users click the Submit link in the **Action** column of the *List of Applications* screen and are taken to the *Online Critique* screen.

- To learn about the *Online Critique* screen, see *Navigating the Online Critique Screen* on page 137.
- To learn how to complete an online critique, see *Completing an Online Critique* on page 145.
- To learn how to delete a critique or to see the versions you currently have and their save date, see *Deleting an Online Critique* on page 152

## Navigating the Online Critique Screen

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**IMPORTANT:** This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

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Navigation in online critiques was designed with flexibility in mind so that you can devote screen space to the area that you are working on. Various user interface elements let you collapse and expand areas of the screen. Some UI elements, such as text formatting tools, appear only when and where you need them.

Each area of the screen and what you can do with it, is explained below. Use the Tab key to navigate to each editable text entry field.

Topics on page:

*Opening an Online Critique* on page 137

*Floating Gray Summary Box* on page 138

*Identifying Critique You are Working On* on page 142

*Viewing the FOA and Grant Folder* on page 142

*Navigation Pane of Review Criteria* on page 143

*Blue and Green Critique Criteria Text Entry Areas* on page 144

### Opening an Online Critique

To open an online critique, log into Internet Assisted Review, open a meeting, and go to the *List of All Applications* screen or the *List of My Assigned Applications* screen. There, click the submit link in the **Actions** column for an application. Only those applications that are compatible with online critiques will open the *Online Critique* screen, which is shown below.

The screenshot shows the 'Online Critique for 2 P51 OD011111-23 - Singer, Sara' interface. At the top, there is a blue header with the eRA and NIH logos. Below the header, the page title 'Internet Assisted Review' is visible. The main content area is divided into several sections: 'Overall Impact', 'Scored Review Criteria', and 'Additional Review Criteria'. A floating gray summary box is positioned at the top of the main content area, containing the following information:

- Grant Number:** 1 R01 AG071673-01
- PI Name:** Bhatt, Tanvi
- Important Reminders:** (Section header)
- Overall Impact:** (Section header)
- Scored Review Criteria:** (Section header)
- Additional Review Criteria:** (Section header)

## Floating Gray Summary Box

The gray floating summary box at the top of the *Online Critique* screen contains information to identify what application you are working on as well as buttons for navigation or actions you can take. This gray box floats on the page and remains at the top of the screen as you scroll down. It contains the grant number and principal investigator (PI) name to serve as a visual cue as to what application you are currently critiquing.

The gray box can appear in three different ways, depending on where you are in the online critique process:

The screenshot shows a floating gray summary box with the following information:

- Grant Number:** 2 P51 OD011111-23/Admin-Core-007
- PI Name:** Wing, Mian
- Navigation Buttons:** Open All, Close All, Top, Print, Cancel, Save, Save & Exit, Submit
- Last Saved:** 08/22/2020 12:30:27 AM by BROWN, LOU ANN S.

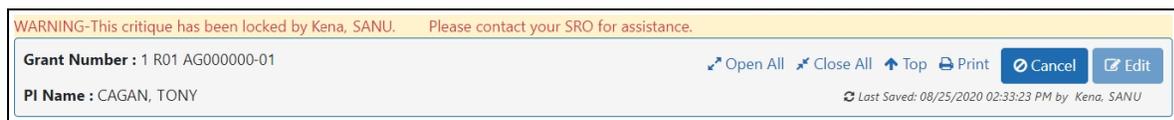
ABOVE: Upon accessing the online critique for the first time, the floating gray box does not have a **Delete** button, but does have **Save**, **Save & Exit**, and **Submit**. The critique is editable.



ABOVE: If you save or submit an online critique, navigate away from the *Online Critique* screen, and return to the online critique later by clicking the submit link on the *List of Applications* screen, the online critique is initially read-only. You must click the **Edit** button to make it editable. Save and Submit buttons are unavailable while the critique is read-only.



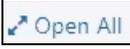
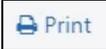
ABOVE: The **Delete** button appears only the second time you access the *Online Critique* screen for a given application. If you go into a critique and save or submit it, then you return to the same online critique, and then you click **Edit**, you are presented with the gray box above, containing a **Delete** button. See *Deleting an Online Critique* on page 152.



ABOVE: The scientific review officer (SRO) or extramural support assistant (ESA) has the ability to open and edit a critique. If the SRO/ESA opens a critique and clicks the **Edit** button to make changes to it, it is locked to the reviewer until the SRO/ESA submits it. You can still view the critique, and you can see the changes the SRO/ESA has made, but you cannot continue editing until the SRO/ESA submits the critique.

## Gray Box Action Buttons

The buttons on the floating gray box are as follows:

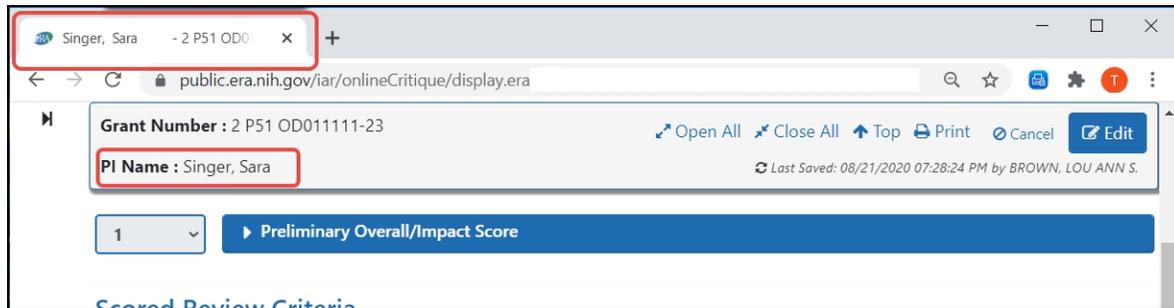
Button	Action
	Expands all the data entry areas under the blue and green bars.
	Collapses all the data entry areas under bars.
	Jumps you to the top of the <i>Online Critique</i> screen.
	Opens the a print window with the critique, complete with review criteria, criteria descriptions, and data you have entered. Print to PDF for a file that you can store on your local hard drive.
	Discards any changes since the last manual save or the last autosave, and returns you to the <i>List of Applications</i> screen. Autosave occurs every minute and every time you click from one text entry field to another. A manual save occurs when you click the <b>Save</b> button. So in general, the <b>Cancel</b> button only discards the last 60 seconds of edits. To blank out a critique completely, use the <b>Delete</b> button instead. See <i>Deleting an Online Critique</i> on page 152.
	The autosave indicator tells you exactly when, down to the second, the last save occurred. You cannot turn the autosave function off. Autosave is currently configured to occur every minute and every time you click from one text entry field to another.

Button	Action
	Saves the draft online critique.
	Saves the draft online critique and returns to the <i>List of Applications</i> screen.
	<p>Takes you to the <i>Delete Critique/Score</i> screen, where you can delete the draft and/or the submitted version.</p> <p>The <b>Delete</b> button does not appear on the Online Critique screen the first time you access an online critique. It appears only after you save or submit and then subsequently edit the unsubmitted draft or submitted version.</p> <p>In the <i>Delete Critique/Score</i> screen, you can see the save and submit dates and times of both your submitted version (if applicable) and your draft version. See <i>Deleting an Online Critique</i> on page 152.</p>
	Starts the submittal of the online critique. See <i>Completing an Online Critique</i> on page 145.
	This button appears only if you have previously submitted or saved the online critique, and then you navigated away from the <i>Online Critique</i> screen and then you return to the critique. In that case, the online critique is initially read-only, and you must click the <b>Edit</b> button to make it editable. See <i>Completing an Online Critique</i> on page 145 or <i>Completing an Online Critique</i> on page 145.

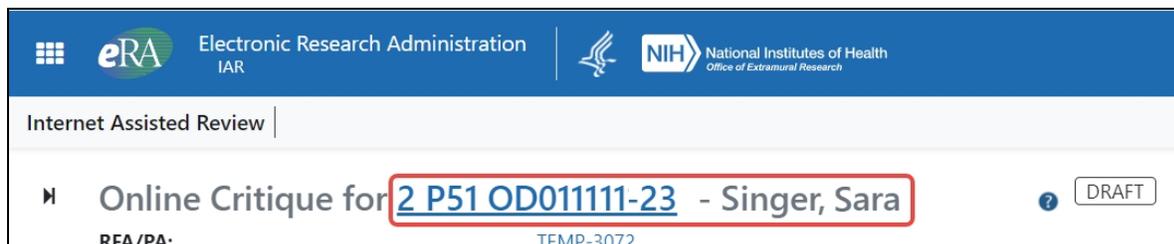
## Identifying Critique You are Working On

While you are working on critiques, you might open several critiques in separate tabs. There are a few visual aids to help you keep track of the critiques you are editing.

The browser tab label lists the principal investigator (PI) and grant number, as does the floating gray summary box that is always visible at the top of the screen.

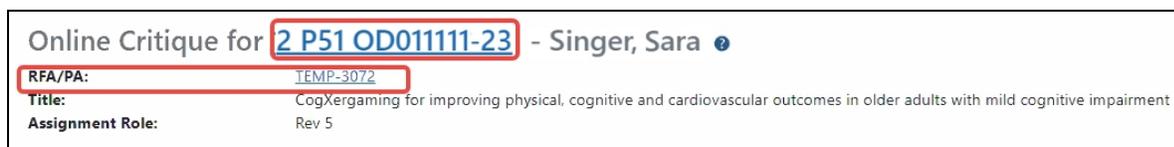


In addition, the PI and grant number are always listed at the top of the screen:



## Viewing the FOA and Grant Folder

Click the application number link to be taken to the application folder for this application. To view the complete FOA that this application is submitted under, click the RFA/PA link at the top of the Online Critique screen.



## Navigation Pane of Review Criteria

The navigation pane of review criteria on the left is essentially an interactive, clickable table of contents for the critique. These criteria are based on the activity code of the funding opportunity announcement (FOA) and are pulled directly from the Application Review Information section of the FOA. Each review criteria on the left links to the corresponding blue and green bars on the right.

To navigate quickly through areas of the critique, click on the list of review criteria on the left to be taken to the corresponding heading.

The screenshot displays the IAR interface. On the left is a navigation pane with a blue background and a white sidebar. The sidebar contains a list of review criteria under several headings: 'Overall Impact', 'Scored Review Criteria', 'Additional Review Criteria', and 'Additional Review Considerations'. The 'Overall Impact' section includes 'Preliminary Overall/Impact Score'. The 'Scored Review Criteria' section includes 'Fellowship Applicant', 'Sponsors, Collaborators, and Consultants', 'Research Training Plan', and 'Training Potential'. The 'Additional Review Criteria' section includes 'Institutional Environment & Commitment to Training', 'Protections for Human Subjects', 'Inclusion of Women, Minorities, and Individuals Across the Lifespan', 'Vertebrate Animals', 'Biohazards', 'Resubmissions', 'Renewals', and 'Revisions'. The 'Additional Review Considerations' section includes 'Training in the Responsible Conduct of Research', 'Applications from Foreign Organizations', 'Select Agent Research', 'Resource Sharing Plans', and 'Budget and Period of Support'. On the right is the main critique content area. At the top, it shows the 'Grant Number : 1 F30 AG000000-01' and 'PI Name : Bolt, Ash'. Below this is a section for 'Important Reminders'. The 'Overall Impact' section is highlighted with a blue bar and contains the text: 'Reviewers will provide an overall impact score to reflect their assessment of the likelihood that the fellowship will enhance the applicant's potential for, and commitment to, a productive independent scientific research career in a health-related field, in consideration of the scored and additional review criteria.' Below this is a 'Preliminary Overall/Impact Score' section with a blue bar and a 'Sec' dropdown. The 'Scored Review Criteria' section is highlighted with a green bar and contains the text: 'Reviewers will consider each of the review criteria below in the determination of scientific merit, and give a separate score for each. An application does not need to be strong in all categories to be judged likely to have major scientific impact.' Below this are several green bars, each with a 'Sec' dropdown and a right-pointing arrow, representing the criteria: 'Fellowship Applicant', 'Sponsors, Collaborators, and Consultants', 'Research Training Plan', 'Training Potential', and 'Institutional Environment & Commitment to Training'. Red boxes highlight the 'Preliminary Overall/Impact Score' and 'Sponsors, Collaborators, and Consultants' criteria in the navigation pane, with red arrows pointing to their respective sections in the main content area.

If you need more room onscreen to work, you can hide the navigation pane by clicking the back button highlighted in red.



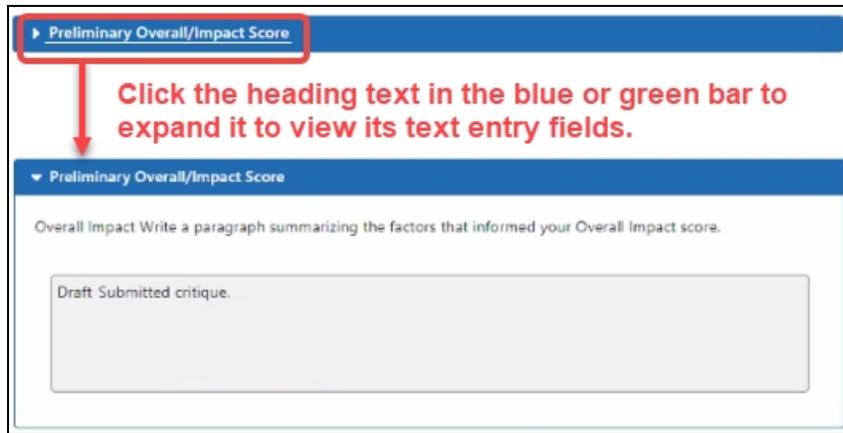
If the navigation pane is hidden, click the forward button shown below to restore it. This button appears at the upper left of the *Online Critiques* screen anytime the navigation pane is hidden.



## Blue and Green Critique Criteria Text Entry Areas

When you want to edit a review criteria of the critique, click its name on the blue or green bar to "open" it. The text entry fields or other fields such as radio buttons drop down under the blue or green bar.

The blue and green colors do not have any particular meaning, but are meant as visual cues to show the extent of the section you are in. The section colors alternate between blue and green.



See *Editing in a Critique Text Field* on page 148 for filling out information under a blue or green heading.

## Completing an Online Critique

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**IMPORTANT:** This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

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Access an online critique from the *List of Applications* or *List of My Assigned Applications* screen. If the application is using online critiques instead of traditional downloadable Microsoft Word templates, then the **Download Zip of All Critiques** link is absent, and the View Template or Critique Templates links do not appear on the *Meeting Materials* or *List of Applications* screens.

The submit link appears in the **Action** column of the *List of Applications* screen, which leads to the *Online Critique* screen where you can enter your feedback on the application. This topic guides you through the workflow of completing a critique from start to finish.

Other topics:

- *Navigating the Online Critique Screen* on page 137
- *Submitting an Online Critique*
- *Editing in a Critique Text Field* on page 148
- *Saving the Critique to Finish Later* on page 149

- *Making Changes to a Critique After Submitting* on page 150
- *How Do You Know If You Have Submitted Online Critique?* on page 151
- *Deleting an Online Critique* on page 152

## Opening and Completing the Critique

Follow these steps to complete the online critique:

1. Go to the *List of Applications* or *List of My Assigned Applications* screen in Internet Assisted Review.
2. In the **Action** column for the application you are critiquing, click the submit link.

The **Online Critique** screen opens.

The screenshot shows the 'Online Critique' interface. At the top, there are logos for 'eRA Electronic Research Administration IAR' and 'NIH National Institutes of Health Office of Extramural Research'. The page title is 'Internet Assisted Review'. The main content area is titled 'Online Critique for 2 P51 OD011111-23 - Singer, Sara'. It includes fields for 'RFA/PA: TEMP-3072', 'Title: CogXergaming for improving physical, cognitive and cardiovascular outcomes in older adults with mild cognitive impairment', and 'Assignment Role: Rev 5'. Below this, there are fields for 'Grant Number: 1 R01 AG071673-01' and 'PI Name: Bhatt, Tanvi'. A blue bar contains 'Important Reminders'. The 'Overall Impact' section has a 'Score' dropdown and a 'Preliminary Overall/Impact Score' button. The 'Scored Review Criteria' section lists criteria with 'Score' dropdowns: Fellowship Applicant, Sponsors, Collaborators, and Consultants, Research Training Plan, Training Potential, and Institutional Environment & Commitment to Training. The 'Additional Review Criteria' section is partially visible at the bottom.

3. Optionally, review the Important Reminders heading by clicking on the heading text *Important Reminders* in the blue bar. This might contain instructions, set by the

SRO, that are relevant for the current meeting.

- Click the **blue or green headers** in whatever order suits you and begin filling out the critique. Use the tab key to jump from field to field.

Score ▾

▼ Fellowship Applicant

- Are the applicant's academic record and research experience of high quality?
- Does the applicant have the potential to develop into a productive researcher?
- Does the applicant demonstrate commitment to a research career in the future?

[... read more](#)

**Strengths**

B I U S x<sub>2</sub> x<sup>2</sup> I<sub>x</sub> [List Bullets] [List Numbered] Ω ↶ ↷

Summary is:

- Strength: well documented
- Strength: necessary resources available

This is a well thought out Proposal.

**Weaknesses**

[Empty text field]

- For each review criteria, read all guidance at the top of the editing area by clicking the [read more](#) link, which shows all available guidance for the criteria item.
- Select a radio button from each radio button group.
- Enter your comments in text fields. See *Editing in a Critique Text Field* on page 148. As a best practice, to ensure you don't forget a field unintentionally, enter N/A in the field if you have no comments for the field. This will also reduce warnings about empty fields when you submit the critique.
- If applicable, select scores from the **Score** dropdown menu. See the next section for details.

After you have completed the critique, you are ready to submit the critique; see *Submitting an Online Critique* below.

If you don't want to submit at this time, see *Saving the Critique to Finish Later* on page 149.

## About Scores

NIH and the majority of Operating Divisions (OpDivs) followed the Enhancing Peer Review initiative, characterized by the existence of scored review criteria and a score scale of 1–9. The scored categories differ depending on the Funding Opportunity Announcement (FOA) and activity code of the applications. Reviewers provide separate scores for each category on a scale of 1 to 9, where 1 is exceptional and 9 is poor.

Also see:

- [Scoring System and Procedure](#)
- [Additional Scoring Guidance for Research Applications](#)
- [Additional Scoring Guidance: Applications for Fellowships, Career Awards, and Institutional Training Grants](#)

## Editing in a Critique Text Field

When you click in a field, a toolbar appears with formatting tools:



The first six of these are familiar to most users, and are bold, italic, underline, strikethrough, subscript, and superscript. You can hover your cursor over any editing tool to see its name and its keyboard shortcut keys if available.

The less familiar icons are explained below.

Formatting Button	Action
	Removes all formatting from selected text.
	Copy Formatting tool. This works like Microsoft Word's Format Painter tool, transferring formatting from one section of text to another section

Formatting Button	Action
	of text. Select the text with the format you want, then click the Copy Formatting tool, then select the text to which you want to apply formatting.
	Numbered List/Bulleted List tools. Bullet or number the selected text.
	Special character tool. Opens a <i>Select Special Character</i> window, from which you can choose special characters. While you can copy and paste from other applications to the <i>Online Critique</i> screen, special characters might not be rendered correctly in the final critique if you do so. It is recommended that you use the special character editing tool for inserting special characters to ensure correct rendering of special characters.
	Undo and redo tools.

## Saving the Critique to Finish Later

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**IMPORTANT:** This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

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If you are not finished with the critique and want to return to it later:

1. Click **Save & Exit** at the top of the screen to return to the *List of Applications* or *List of My Assigned Applications* screen.
2. Later, when you want to continue working on the critique, click the submit link on the *List of Applications* or *List of My Assigned Applications* screen.

The critique opens, but it is read-only.

3. Click the **Edit** button and continue recording your responses on the critique form.

Remember to submit your changes using the **Submit** button.

## Making Changes to a Critique After Submitting

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**IMPORTANT:** This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

---

After you submit a critique, you can still go back and make changes to it as long as the meeting is still in the Submit or Edit phases.

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**NOTE:** The scientific review officer (SRO) or extramural support assistant (ESA) has the ability to open and edit a critique. Until the SRO/ESA submits the critique, it is locked to the reviewer. This might happen if there is a compelling reason the reviewer is not able to submit the critique. If you enter your critique and the **Edit** button is disabled and you see a message such as the following, contact your SRO for help accessing the critique: *WARNING: This critique has been locked by [SRO NAME]. Please contact your SRO for assistance.* After the SRO/ESA submits, you can view/edit/resubmit if allowed by the meeting phase.

---

To change your responses on the critique:

1. Go to the *List of Applications* or *List of My Assigned Applications* screen.
2. Click the submit or update link in the **Action** column again.

The submitted critique opens, which has the SUBMITTED indicator next to the PI name.

3. Click the **Edit** button.

The critique becomes editable, the SUBMITTED indicator changes to **UNSUBMITTED DRAFT**, and you can start editing it. Keep in mind that you are now editing a draft copy, and the submitted version remains in the system.

**To submit your new changes**, you must click **Resubmit** after editing, which replaces the submitted version with the new version you just changed.

**If you are not ready to resubmit**, you can simply save and exit, and two versions now co-exist: the originally submitted version, and the draft copy that you edited but have not yet submitted.

Remember to submit the draft copy later if you want it to become your official submitted version. After you submit the draft copy, it becomes the submitted version, and there is only one copy (the submitted version) saved in the system.

## How Do You Know If You Have Submitted Online Critique?

**IMPORTANT:** This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

You can tell you have submitted an online critique in the following ways:

### On the List of Applications screen:

If the application has **Submitted Date** and a view link in the **Action** column, the critique has been submitted. The last three columns for the *List of Applications / List of My Assigned Applications* screen are shown below.

<a href="#">Assignment Role</a>	<a href="#">Prelim. Score</a>	<a href="#">Submitted Date</a>	Action			
Rev 5			<a href="#">submit</a>		Not yet started.	
Rev 1	1		<a href="#">submit</a>	<a href="#">delete</a>	Draft started, but not submitted.	
Rev 4	2	08/26/2020 08:31 AM	<a href="#">submit</a>	<a href="#">view</a>	<a href="#">delete</a>	Submitted on 8/26 at 8:21 AM.

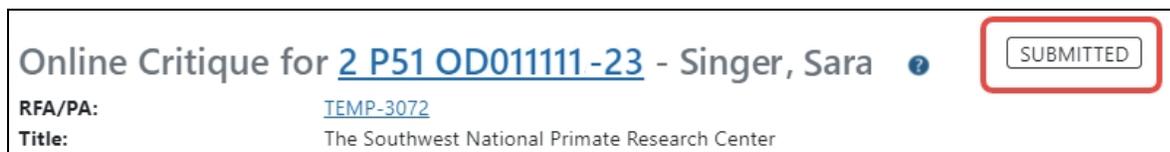
If it has a **Submitted Date**, it has been submitted.

If it lacks a **Submitted Date** and lacks a delete link, no draft is saved, which means it has not been started.

If it lacks a **Submitted Date**, has a number in the **Preliminary Score** column, and has a delete link, it has been started and a draft version is saved. However, it is not yet submitted.

### On the Online Critique Screen:

When you open the critique by clicking the submit link on the *List of Applications / List of My Assigned Applications* screen, if it has been submitted and has not been edited since submission, you see the word SUBMITTED next to the Principal Investigator name (shown below).



## Deleting an Online Critique

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**IMPORTANT:** This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

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You can delete an online critique from the system. In certain situations, you can have two different versions of an online critique, and you can choose to delete either or both versions; see *Why You Might Have Two Critiques* on page 154 below. If you only have one version, and you delete that version, you will be left with a blank online critique. You can initiate a delete of an online critique from the *List of Applications* screen or from the *Online Critique* screen.

**NOTE:** You cannot delete a submitted critique in while in the EDIT Phase.

---

To delete an online critique:

1. Initiate an online critique in one of the following two ways:
  - If you have previously submitted or saved the critique, click the delete link in the **Action** column on the *List of Applications* screen.

- If you are working in the *Online Critique* screen on a saved or submitted critique, click the **Delete** button in the gray summary box at the top of the screen.

**NOTE:** The **Delete** button does not appear the first time you access an online critique. To delete a new critique that you just started, you must first **Save & Exit**, then return to the critique, then you can use the **Delete** button to delete it. Alternatively, you can refresh the browser page and then click the **Edit** button to access the **Delete** button.

The *Delete Critique/Score screen* appears, which contains identifying information about the online critique, such as what application it is for and the application's title and principal investigator (PI). The versions that exist are shown below, outlined in red. By default the latest version has its checkbox selected.

**Delete Critique/Score**

- To delete Critique version for the following application, please indicate Critique version and select Delete option.
- To return to the list of applications, press Cancel

Application: 2 P51 OD011111-23

Title: The Southwest National Primate Research Center

PI Name: Singer, Sara

Reviewer Type: Rev 1

Delete Option: System has identified more than one critique version, please select which version you want to delete

- Draft version, saved on 08/21/2020 07:28:24 PM by BROWN, LOU ANN S.
- Submitted version, submitted on 08/21/2020 07:22:33 PM by BROWN, LOU ANN S.

Delete Cancel

Note: This 'Delete' action will delete all the scores and the critique for this application. Please remember to enter the scores when you resubmit the critique. Deleting a critique is not necessary before resubmitting a new one. If you only need to update your critique, click 'Cancel' button above and use the 'Submit' link on the previous screen to submit a new critique and/or update the scores.

2. Mark the checkbox of the critique version(s) that you wish to delete and click the **Delete** button.
3. A second, similar *Delete Critique/Score* screen with the following alert appears:

- The following information is selected to delete Critique version/Score/Top 5 designation(if any).
  - Press Cancel to change Delete Options, otherwise - Continue.

4. Click the **Continue** button in the second *Delete Critique/Score* screen and the selected critique(s) are deleted.

If you now return to the critique, you see the following:

- If you had both a submitted and a draft version, and you delete the **draft**, you see the submitted version.
- If you had both a submitted and a draft version, and you delete the **submitted**, you see the draft version.
- If you had both a submitted and a draft version, and you delete **both**, you see a completely blank online critique.
- If you had only one version to choose from, and you delete it, you see a completely blank online critique.

## Why You Might Have Two Critiques

You might have two critiques in the following scenario:

1. You click the submit link on the *List of Applications* screen and fill out a critique, then you click the **Submit** button and submit it.  
**You now have a *Submitted version* in the system.**
2. You then return to a copy of the submitted application by again clicking the submit link on *List of Applications* screen, then you click the **Edit** button and make changes.

**You now also have a *Draft version* with the new changes.**

The *Submitted version* remains the same as when you last submitted it. At this point, if you want to save your edits in the Draft version, you must click the **Submit** button again in the online critique and submit the draft, which will overwrite the previously submitted version.

If you then click the delete link on the *List of Applications* screen, or the **Delete** button on the *Online Critique* screen, the *Delete Critique/Score* screen appears, and you will see both versions, **outlined in red below**:

**Delete Critique/Score**

- To delete Critique version for the following application, please indicate Critique version and select Delete option.
- To return to the list of applications, press Cancel

Application: 2 P51 OD011111-23

Title: The Southwest National Primate Research Center

PI Name: Singer, Sara

Reviewer Type: Rev 1

Delete Option: System has identified more than one critique version, please select which version you want to delete

Draft version, saved on 08/21/2020 07:28:24 PM by BROWN, LOU ANN S.

Submitted version, submitted on 08/21/2020 07:22:33 PM by BROWN, LOU ANN S.

Delete Cancel

Note: This 'Delete' action will delete all the scores and the critique for this application. Please remember to enter the scores when you resubmit the critique. Deleting a critique is not necessary before resubmitting a new one. If you only need to update your critique, click 'Cancel' button above and use the 'Submit' link on the previous screen to submit a new critique and/or update the scores.

If you just want to see the versions you have and their save date, you can initiate a **Delete**, but click **Cancel** in the above screen without actually deleting anything.

## Certifying Conflicts of Interest

The electronic Conflict of Interest (eCOI) forms are certified via IAR from the *List of Meetings* screen for the particular meeting. There is a pre-meeting eCOI certification as well as a post-meeting eCOI certification (to be certified after the meeting has ended).

Pre-and-post-meeting conflict of interest (COI) certification by reviewers is performed in the Internet Assisted Review (IAR) module. Paper certifications are no longer supported.

Certifying both the pre-meeting COI certification and the post-meeting COI certifications is essential to ensuring that the NIH peer review process is fair, impartial and conducted with integrity. The certifications must be completed electronically whether or not there is a conflict.

If an attempt is made to submit critiques, criterion scores, and preliminary overall impact score before the pre-meeting COI certification, the reviewer will see an alert on the *Submit Critiques and Preliminary Scores* screen. Similar alerts will be seen on the *List of All Applications* screen and the *Final Score Sheet* screens. The reviewer should click the '**click here**' link in the alert pop-up to access the pre-meeting COI certification.

▲ Conflict certification is required. You must certify prior to submitting scores and reading or submitting critiques. Please [click here](#) to sign your certification for this meeting.

The alert will also be displayed if a re-certification is needed in these scenarios:

- If an additional conflict is discovered before the meeting
- If the meeting date changes and previous certifications reflect the prior meeting date
- If the scientific review officer (SRO) changes the designation of the reviewer from federal to non-federal or vice versa
- If the meeting agenda has changed from grants to contracts or vice versa

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**NOTE:** Non-NIH reviews might use a different COI certification. Reviewers should contact the SRO\* of the meeting if the electronic COI link is not available in IAR.

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**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant

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nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

---

## Pre-Meeting Conflict of Interest Certification

The NIH peer review process relies on reviewers to identify any conflicts of interest (COI) that may affect the integrity of the process. The rules for identifying COIs can be found online at the following site: [https://www.grants.nih.gov/grants/peer/peer\\_coi.htm](https://www.grants.nih.gov/grants/peer/peer_coi.htm).

Reviewers certify the *Pre-Meeting Certification* before participating in the review meeting. The purpose of the certification is to confirm that the reviewer will not participate in discussions surrounding applications with which that reviewer is in conflict.

Reviewers must certify their pre-meeting COI certification early in the process. **If reviewers do not certify the pre-meeting COI certification, they will not be able to submit critiques, criterion scores and preliminary/overall impact scores in IAR.** They will also not be able to view critiques submitted by other reviewers.

The language of the pre and post meeting COI certifications has been updated, so reviewers should read it carefully before certifying at the bottom of the screen. Note that the system will recognize whether it is a non-federal or federal reviewer or whether it is a grants or contracts review and will accordingly display the right text.

### Here are the steps to certify the pre-meeting COI before the meeting

#### To certify the Pre-Meeting COI form:

1. Access the *List of Meetings* screen.
2. Select the **Pre-Meeting COI Certification** by clicking the three-dot ellipses icon and selecting the pre-meeting CIO option from the menu.

The *Pre-Meeting Certification* displays. Before displaying the screen, IAR checks to see if the reviewer has any conflicts of interest. If conflicts are found, **the corresponding applications display** in the mid-section of the screen. If no conflicts are

found, this section displays the message There are no applications with conflict of interest.

**Pre-Meeting Certification: Reviewer Who Is Not A DHHS Federal Employee**

I certify that I have read and that I understand the [NIH Conflict of Interest Rules: Information for Reviewers of Applications for NIH Grants, Cooperative Agreements, and Fellowships](#) summarized above, and examined the list of applications to be reviewed. I hereby certify that, to the best of my knowledge and consistent with my understanding of potential consequences, including the prospect of penalties for falsification, concealment, fraud, and other actions as authorized by US Code Title 18 chapter 47 section 1001 (<https://www.govinfo.gov/content/pkg/USCODE-2014-title18/pdf/USCODE-2014-title18-part1-chap47-sec1001.pdf>), I have disclosed all conflicts of interest or the appearance of conflict of interest that I may have with the applications and I fully understand the confidential nature of the review process.

**I have** a conflict of interest or present the appearance of a conflict of interest with the specific applications listed below and hereby recuse myself from their review unless a waiver has been obtained from the NIH Office of Extramural Research (identify applications by number and name of the Principal Investigator).

**I do not** have a conflict of interest and do not present the appearance of conflict of interest with any of the applications to be reviewed.

1 PO 1HL170107-01A1 - Tiberius, Kirk J
1 PO 1HL746561-01A1 - McCoy, Leonard B

Signature: Cancel

**COI Certification History**

Date Certified	Applications/Proposals Conflict	Reason(s) for (re)certification	Certified By

**NOTE:** The displayed certification differs for reviewers depending on whether they are Federal or non-Federal staff and if the award is a grant or a contract. For examples of the Pre-Meeting Certification screens click on these links:

### Grants certifications (effective 05/25/2022)

- [NIH Conflict of Interest Grants Pre-Review Certification](#), Non-Federal (05/19/2022)
- [NIH Conflict of Interest Grants Pre-Review Certification](#), Federal (effective 05/19/2022)

### Contracts certifications (effective 05/25/2022)

- [NIH Conflict of Interest Contract Pre-Review Certification](#), Non-Federal (05/19/2022)
- [NIH Conflict of Interest Contract Pre-Review Certification](#), Federal (05/19/2022)

3. *Optional:* Select the **List of Meetings** link to return to the *List of Meetings* without certifying the form.
4. *Optional:* Select the **NIH Conflict of Interest Rules** link to read COI certification rules and information. This link displays with a **-Fed** suffix when the reviewer is a federal employee as specified in the Committee Management system. The link displays with a suffix of **Non-Fed** if the reviewer is not a federal employee.
5. Non-Federal Reviewers: Select the radio button appropriate for the meeting:
  - For grant applications:
    - **I do not** have a conflict of interest and do not present the appearance of conflict of interest with any of the applications to be reviewed
    - **I have** a conflict of interest or present the appearance of a conflict of interest with the specific applications listed below and hereby recuse myself from their review (identify applications by number and name of the Principal Investigator).
  - For contract proposals:
    - **I do not** have a conflict of interest and do not present the appearance of conflict of interest with any of the proposals to be reviewed.
    - **I have** a conflict of interest or present the appearance of a conflict of interest with the proposal(s) listed below, and hereby recuse myself from their review (identify proposals by the names of the offeror and Principal Investigator). I understand that a waiver is required for me to participate in this review meeting.
6. Select the **I Certify** button.

**Pre-Meeting Certification of Reviewers\* of Applications for NIH Grants, Cooperative Agreements, and Fellowships:**

I certify that I have read and that I understand the NIH Conflict of Interest Rules: Information for Reviewers of Applications for NIH Grants, Cooperative Agreements, and Fellowships summarized above, and examined the list of applications to be reviewed. I hereby certify that, to the best of my knowledge and consistent with my understanding of potential consequences, including the prospect of penalties for falsification, concealment, fraud, and other actions as authorized by US Code Title 18 chapter 47 section 1001 (<https://www.govinfo.gov/content/pkg/USCODE-2014-title18/pdf/USCODE-2014-title18-part1-chap47-sec1001.pdf>), I have disclosed all conflicts of interest or the appearance of conflict of interest that I may have with the applications and I fully understand the confidential nature of the review process.

I have a conflict of interest or present the appearance of a conflict of interest with the specific applications listed below and hereby recuse myself from their review unless a waiver has been obtained from the NIH Office of Extramural Research (identify applications by number and name of the Principal Investigator).

I do not have a conflict of interest and do not present the appearance of conflict of interest with any of the applications to be reviewed.

There are no applications with conflict of interest

Signature: \_\_\_\_\_

Cancel

COI Certification History			
Date Certified	Applications/ Proposals Conflict	Reason(s) for (re) certification	Certified By

**NIH PRE-REVIEW CERTIFICATION REGARDING  
CONFLICT OF INTEREST FOR NON-FEDERAL REVIEWERS  
OF APPLICATIONS FOR NIH GRANTS, COOPERATIVE AGREEMENTS, AND FELLOWSHIPS**

Reviewer Name: \_\_\_\_\_ (Lastname, Firstname M)  
 Address (employment): \_\_\_\_\_  
 Address Line 1 \_\_\_\_\_  
 Address Line 2 \_\_\_\_\_  
 City, State Zip Code \_\_\_\_\_  
 Scientific Review Group: \_\_\_\_\_  
 Date(s) of review: \_\_\_\_\_

**NIH Conflict of Interest Rules:  
Information for Reviewers of Applications for NIH Grants, Cooperative Agreements, and Fellowships**

The NIH peer review system relies on the professionalism of each reviewer to identify any conflict of interest (COI) or apparent COI that may affect or appear to affect the integrity of the NIH peer review process.

- The NIH COI rules for initial peer review for grant applications, cooperative agreements, and fellowships are based on federal regulations ([42 CFR Part 52h](#)) and presented in detail in NIH Guide Notice [NOT-OD-13-010](#).
- In order to participate in the review meeting, you must:
  - Review the rules below and screen the applications for real or apparent COI for yourself.
  - Notify the Scientific Review Officer *immediately*:
    - If you have a COI that prevents you from serving on that review panel (see below), or
    - If you identify an application with which you have a COI or appearance of COI.
  - Certify:
    - On the *pre-meeting* Conflict of Interest Certification that you have identified any application with which you have a COI or appearance of COI.
    - On the *post-meeting* Conflict of Interest Certification that you recused yourself from the review of any application where your participation constitutes a real or apparent COI. In addition, the NIH may determine that a particular situation involves a COI and require that the potential reviewer not be involved in the review of the application(s) in question.

You may not be on the study section if:

- You are named on an application in a major professional role (Program Director/Principal Investigator [PD/PI], Senior/Key Personnel, Other Significant Contributor, Project/Site/Core Director collaborator, consultant, sponsor, mentor, or conference organizer).
- You are a member of an NIH Advisory Council.
- You have a direct financial interest: you, your close family member would receive a direct financial benefit if an application is funded.
- You have a major professional role in an application submitted to a Request for Applications (RFA) and the study section will evaluate applications submitted in response to that RFA.

You may be on the study section but may not review certain applications, and must leave the room when:

- The PD/PI or anyone else on the application with a major professional role is from your institution or for multicomponent institutions, from your institutional component.
- You are planning a collaboration with anyone with a major professional role on the application.
- Within the past three years, you have published with, have collaborated with, or have been in a mentoring relationship with any person on the application who has a major professional role.
- The application includes a letter of support or reference letter from you.
- The reviewer serves as a member of the advisory board for the project under review.
- You have an indirect financial interest: you will have received more than \$10,000 (in the form of honoraria, stocks, or fees) from the PD/PI or the submitting institution over the period from one year ago through the end of the proposed project.

You may be on the study section and may review specific applications if (not considered a COI):

- An application originates from an institution where you have collaborators, but your collaborators are not listed on the application.
- You have an indirect financial interest of less than \$10,000.
- You freely donate reagents or other materials to the proposed project, and these reagents or materials would also be available to other researchers.
- You, as well as a person with a major role on the proposed project, contribute data, reagents, specimens, etc., to the same repository or database.
- You are a member of a research network that involves a person with a major role on the proposed project.
- You are a co-author of a non-research publication (e.g., review, commentary) or a mega- multi-authored publication with a person with a major role on the proposed project.

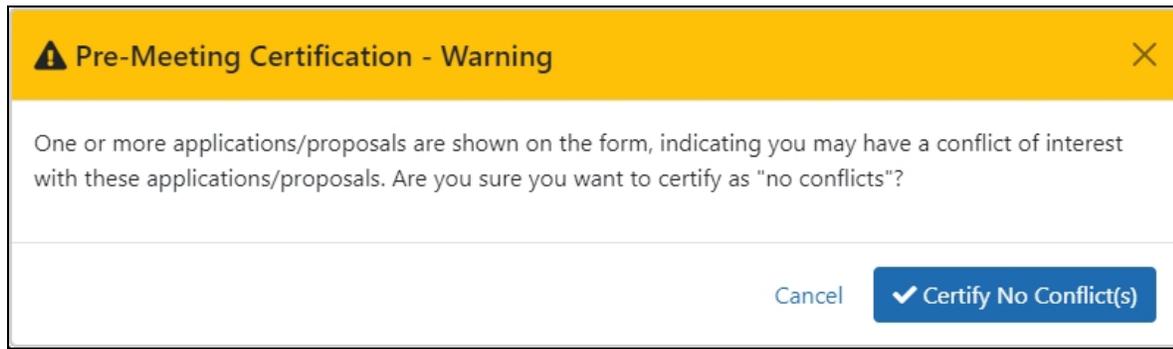
**Pre-Meeting Certification: Reviewer Who Is Not A Federal Employee**

I certify that I have read and that I understand the [NIH Conflict of Interest Rules: Information for Reviewers of Applications for NIH Grants, Cooperative Agreements, and Fellowships](#), and examined the list of applications to be reviewed. I hereby certify that, to the best of my knowledge and consistent with my understanding of potential consequences, including the prospect of penalties for falsification, concealment, fraud, and other actions as authorized by US Code Title 18 chapter 47 section 1001 (<https://www.gpo.gov/fdsys/pkg/USCODE-2011-title18/pdf/USCODE-2011-title18-part1-chap47.pdf>), I have disclosed all conflicts of interest that I may have with the applications and I fully understand the confidential nature of the review process.

Signature: \_\_\_\_\_  
 Printed name: \_\_\_\_\_  
 Electronically signed by \_\_\_\_\_ [Lastname, Firstname M] via Internet Assisted Review on \_\_\_\_\_ (Date and Time)

Figure 80: Pre-Meeting Non-Federal COI certification form

When the certification is submitted, IAR performs several system checks to verify the entries. If applications with conflicts are displayed on the screen, but the radio button for no conflict is chosen, a **warning message** displays indicating that one or more conflicts may exist. Reviewers can either go back (**Go Back** button) and update the selection or choose the **Certify No Conflicts** button to continue.



*Figure 81: Pre-Meeting Certification - Warning*

If the non-federal reviewer has not selected one of the two radio button options but selects the **I Certify** button, a message displays as follows: You must select one of the radio buttons above before certifying.

Other messages may display based on all the business and system rules in place. Review any messages and follow the appropriate steps to resolve the issue.

Federal reviewers do not need to click any radio buttons as they are only required to certify that they comply with their agency's financial disclosure and ethical conduct requirements.

If the certification passes verification, IAR adds the electronic signature of the reviewer with the current date and time.

**Pre-Meeting Certification of Reviewers\* of Applications for NIH Grants, Cooperative Agreements, and Fellowships:**

I certify that I have read and that I understand the NIH Conflict of Interest Rules: Information for Reviewers of Applications for NIH Grants, Cooperative Agreements, and Fellowships summarized above, and examined the list of applications to be reviewed. I hereby certify that, to the best of my knowledge and consistent with my understanding of potential consequences, including the prospect of penalties for falsification, concealment, fraud, and other actions as authorized by US Code Title 18 chapter 47 section 1001 (<https://www.govinfo.gov/content/pkg/USCODE-2014-title18/pdf/USCODE-2014-title18-part1-chap47-sec1001.pdf>), I have disclosed all conflicts of interest or the appearance of conflict of interest that I may have with the applications and I fully understand the confidential nature of the review process.

I have a conflict of interest or present the appearance of a conflict of interest with the specific applications listed below and hereby recuse myself from their review unless a waiver has been obtained from the NIH Office of Extramural Research (identify applications by number and name of the Principal Investigator).

I do not have a conflict of interest and do not present the appearance of conflict of interest with any of the applications to be reviewed.

**There are no applications with conflict of interest**

**Signature:**  
 Electronically signed by [ Tiberius, Kirk J ]  
 via Internet Assisted Review on 04/06/2023 04:13 PM

Cancel

**COI Certification History**

Date Certified	Applications/ Proposals Conflict	Reason(s) for (re) certification	Certified By
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Figure 82: Pre-Meeting COI Certification - Electronic Signature

For non-Federal reviewers in non-contract meetings, a **COI Certification History table** will be displayed at the bottom of the screen showing the initial certification and any subsequent activity affecting the certification.

I have a conflict of interest or present the appearance of a conflict of interest with the proposal(s) listed below, and hereby recuse myself from their review (identify proposals by the names of the offeror and Principal Investigator). I understand that a waiver is required for me to participate in this review meeting.

I do not have a conflict of interest and do not present the appearance of conflict of interest with any of the proposals to be reviewed.

**1 R01 CA123456-01 - DURAS, LURSA B.**

**Signature:**  
 Electronically signed by [ Bashire, Jolene M ]  
 via Internet Assisted Review on 03/12/2024 03:07 PM

Cancel

**COI Certification History**

Date Certified	Applications/ Proposals Conflict	Reason(s) for (re) certification	Certified By
03/12/2024 02:42 PM		No pre-meeting conflict(s)	Certified - No Conflict BASHIRE, JOLENE M
03/13/2024 01:42 PM	1 R01 CA123456-01 - DURAS, LURSA B.	Pre-meeting conflict(s)	Certified - Conflict(s) Exist BASHIRE, JOLENE M

Select the **List of Meetings** link or the **Cancel** button to exit the screen.

## Re-certifying a Pre-Meeting COI

A re-certification is needed in the following scenarios:

- If an additional conflict is discovered before the meeting, or if an existing conflict is removed
- If the meeting date changes and certifications reflect the previous date
- If the scientific review officer (SRO) changes the designation of the reviewer from federal to non-federal or vice versa, either as a result of an actual change in status

- or as a means to correct a status previously assigned in error.
- If the meeting agenda has changed from grants to contracts or vice versa
- **An alert** on IAR screens will notify reviewers that they need to certify the pre-meeting COI certification if they have forgotten to do so or in case they need to recertify. The reviewers must click on the 'click here' link in the alert box to access the pre-meeting COI certification.



Figure 83: Certification alert

- The pre-meeting certification is available until the start of the meeting, at which time only the post-meeting certification is available. If a conflict is reported before the meeting starts (or under any of the other scenarios below), the pre-meeting COI certification will be available (even past the meeting start date and time) until the pre-meeting certification is certified. Once certified, the post-meeting COI certification will appear until the end of the Edit phase.
- The **COI Certification History** table will display all the scenarios of pre-meeting recertifications from initial certification at the top and the most recent certification at the bottom.

I have a conflict of interest or present the appearance of a conflict of interest with the proposal(s) listed below, and hereby recuse myself from their review (identify proposals by the names of the offeror and Principal Investigator). I understand that a waiver is required for me to participate in this review meeting.

I do not have a conflict of interest and do not present the appearance of conflict of interest with any of the proposals to be reviewed.

1 R01 CA123456-01 - DURAS, LURSA B.

Signature: Electronically signed by [ Bashire, Jolene M ] via Internet Assisted Review on 03/12/2024 03:07 PM

Cancel

COI Certification History			
Date Certified	Applications/ Proposals Conflict	Reason(s) for (re) certification	Certified By
03/12/2024 02:42 PM		No pre-meeting conflict(s)	Certified - No Conflict BASHIRE, JOLENE M
03/13/2024 01:42 PM	1 R01 CA123456-01 - DURAS, LURSA B.	Pre-meeting conflict(s)	Certified - Conflict(s) Exist BASHIRE, JOLENE M
03/15/2024 10:42 AM	1 R01 CA123456-01 - DURAS, LURSA B.	Change of meeting agenda	Certified - Conflict(s) Exist BASHIRE, JOLENE M
03/20/2024 05:42 PM	1 R01 CA123456-01 - DURAS, LURSA B.	Change of meeting date	Certified - Conflict(s) Exist BASHIRE, JOLENE M
03/28/2024 03:07 PM	1 R01 CA123456-01 - DURAS, LURSA B.	Change of Federal/Non-Federal status	Certified - Conflict(s) Exist BASHIRE, JOLENE M

Figure 84: COI Certification History tables showing all possible re-certification scenarios

**Here are the steps to recertify the pre-meeting COI before the meeting:**

- The reviewer will see an alert in a box on one of these IAR screens — on the *List of All Applications* or the *Submit Critique and Preliminary Scores* or the *Final Score*

Sheet screen. The alert will state:

*Conflict certification is required. You must certify prior to submitting scores and reading or submitting critiques. Please click here to sign your certification for this meeting.*

The 'Submit Critique' option under the three-dot ellipses icon is missing.

The reviewer should click on 'click here' in that alert box.

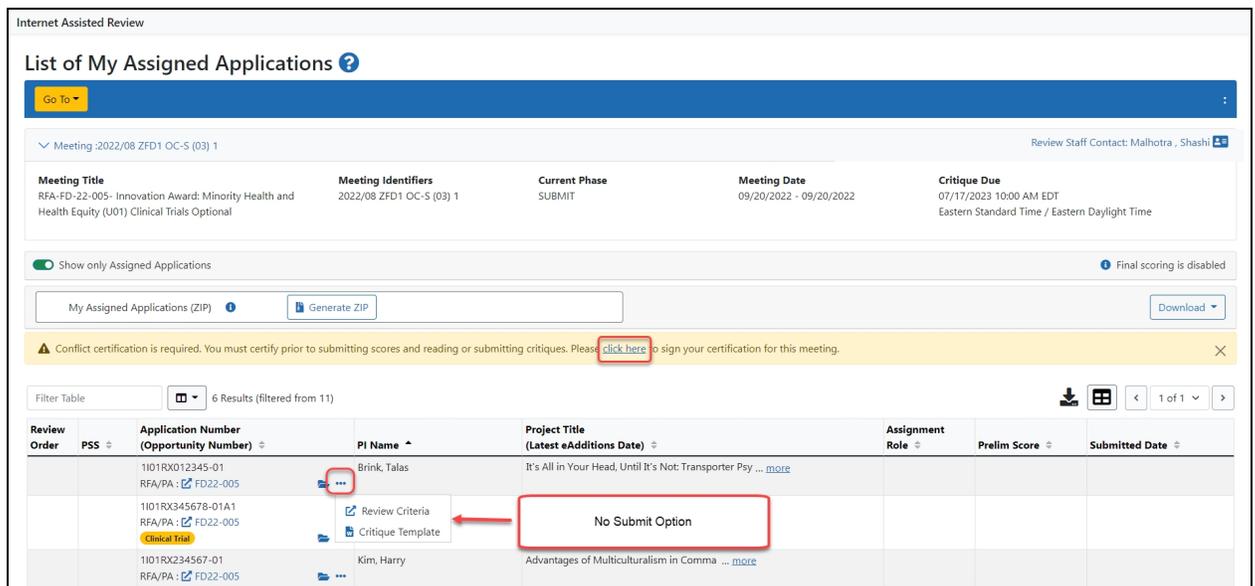


Figure 85: List of All Applications screen showing the alert

- The Pre-Meeting COI certification will open up.

Note that the system will recognize whether it is a non-federal or federal reviewer, whether it is a grants or contracts review and accordingly display the right text. The language of the pre- and post-meeting certifications has been updated, so reviewers should read it carefully before certifying at the bottom of the screen.

- A non-federal reviewer is required to choose one of two radio buttons – one indicating no conflict with any of the applications/proposals to be reviewed: the other indicating a conflict.
- The non-federal reviewer will then click the **I Certify** blue button at the bottom of the page. The system will show that the pre-meeting COI has been electronically signed and a **COI Certification History** chart will appear, showing the name of the

reviewer and the date and time the pre-meeting COI was signed. If the reviewer indicated a conflict, the grant number of the relevant application will be listed.

I have a conflict of interest or present the appearance of a conflict of interest with the proposal(s) listed below, and hereby recuse myself from their review (identify proposals by the names of the offeror and Principal Investigator). I understand that a waiver is required for me to participate in this review meeting.

I do not have a conflict of interest and do not present the appearance of conflict of interest with any of the proposals to be reviewed.

1 R01 CA123456-01 - DURAS, LURSA B.

Signature: Electronically signed by [ Bashire, Jolene M ]  
via Internet Assisted Review on 03/12/2024 03:07 PM

Cancel

COI Certification History			
Date Certified	Applications/ Proposals Conflict	Reason(s) for (re) certification	Certified By
03/12/2024 02:42 PM		No pre-meeting conflict(s)	Certified - No Conflict BASHIRE, JOLENE M
03/13/2024 01:42 PM	1 R01 CA123456-01 - DURAS, LURSA B.	Pre-meeting conflict(s)	Certified - Conflict(s) Exist BASHIRE, JOLENE M

Figure 86: The COI certification chart at the bottom of the certification screen

- Once the I Certify button is clicked, the pre-meeting COI certification will be automatically saved. The reviewer will click cancel to exit the screen and return to the *List of All Applications* screen. The submit link will now be visible under the three-dot ellipsis icon.

## Post Meeting Conflict of Interest Certification

The NIH peer review process relies on reviewers to identify any conflicts of interest (COI) that may affect the integrity of the process. The rules for identifying COIs can be found online at the following site: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-010.html>.

Reviewers certify the *Post Meeting Certification* at the completion of a review meeting to confirm that participation in discussions about conflicted applications did not take place with the reviewer present.

The post-meeting COI certification must be electronically signed at the time reviewers complete their participation in the study section meeting. **Paper certifications will no longer be accepted.**

The post-meeting COI form will be available until the end of the Edit phase.

The language of the pre- and post-meeting COI certifications has been updated, so reviewers should read it carefully before certifying at the bottom of the screen. Note that

the system will recognize whether it is a non-federal or federal reviewer or whether it is a grants or contracts review, and will accordingly display the right text:

To access and sign the *Post Meeting Certification*:

1. Access the [List of Meetings](#) screen.

List of Meetings ?

> IAR Information

All times are in Eastern Standard Time/ Eastern Daylight Time.

Filter Table 1 Results

Meeting	Meeting Dates/Location	SRO Name	Phase	Critique Due	Read Phase End	Edit Phase End
<b>2022/05 ZFD1 CDER-S (09) 1</b> RFA-FD-22-023 - Analgesic, Anesthetic and Addiction Clinical Trial Translations, Innovations, Opportunities, and Networks and Pediatric Anesthesia Safety Initiative (ACTION/PASI) (U01) Clinical Trial Not Allowed <a href="#">Online Critique</a>	11/30/2022-12/01/2022 View List of Applications <b>Post-Meeting COI Certification</b> Meeting Materials View Access Code for Downloads	Vespa, Janet (301) 111-5555 <a href="mailto:jvespa@sfa.edu">jvespa@sfa.edu</a>	SUBMIT	02/16/2023 10:00 AM <span>Active</span>	02/24/2023 10:00 AM	06/30/2023 10:00 AM

2. Select the **Post-Meeting COI Certification** link from the three-dot ellipses icon menu in the **Meeting** column of the specific meeting.

The *Post Meeting Certification* screen displays. The reviewer's name and address as well as the Scientific Review Group name and review date/s are at the top of the form.

At the bottom of the certification, the **Printed Name** of the reviewer displays along with a **Signature** field for capturing the electronic signature of the reviewer and the date and time of the review.

3. *Optional:* Select the **List of Meetings** link to return to the *List of Meetings* screen without signing the form. Selecting the **Cancel** button also returns the *List of Meetings* screen without saving the form.
4. Select the **I Certify** button after reading the certification.

The **Signature** field updates with the electronic signature of the reviewer and timestamp. If necessary, reviewers may access the form and follow the steps for submission to re-submit the certification.

Note that there is some additional text in the Federal Reviewer version that is not part of the Non-Federal Reviewer version. The format, rules and final certification paragraph contain the same language and links.

*Figure 87: Post Meeting Certification for Non-Federal Reviewer.*

**NIH POST-REVIEW CERTIFICATION REGARDING CONFLICT OF INTEREST FOR  
REVIEWERS\* OF APPLICATIONS FOR NIH GRANTS,  
COOPERATIVE AGREEMENTS, AND FELLOWSHIPS**

(\*Reviewers who are not employees of the Department of Health and Human Services)

Reviewer Name: Tiberius, Kirk J

Address (employment):

Scientific Review Group: AA-3 2

Date(s) of review: February 08, 2023 - February 08, 2023

**NIH Conflict of Interest Rules:**

**Information for Reviewers of Applications for NIH Grants, Cooperative Agreements, and Fellowships**

The NIH peer review system relies on the professionalism of each reviewer to identify any conflict of interest (COI) or the appearance of COI that may affect or appear to affect the integrity of the NIH peer review process.

- The NIH COI rules for initial peer review for grant applications, cooperative agreements, and fellowships are based on federal regulations (42 CFR Part 52h) and presented in detail in NIH Guide Notice NOT-OD-13-010, as clarified and revised in NIH Guide Notices NOT-OD-21-005 and NOT-OD-21-019.
- At the conclusion of the SRG meeting, you must certify on the post-meeting Conflict of Interest Certification below that you recused yourself from the review of any application where your participation would have constituted a COI or the appearance of COI. In addition, the NIH may have determined that a particular situation involves a COI or the appearance of COI and required that you not be involved in the review of the application(s) in question.

You **may not have been** on the SRG if:

- You are named on an application in a **major professional role** (Program Director/Principal Investigator [PD/PI], Senior/Key Personnel, Other Significant Contributor, Project/Site/Core Director collaborator, consultant, sponsor, mentor, or conference organizer).
- You are a member of an NIH Advisory Council.
- You have a direct financial interest: you or your close family member would receive a direct financial benefit if an application is funded.
- You are a non-DHHS Federal employee participating in NIH peer review while on official duty time or administrative leave or while using the resources or supplies of your employing agency.

You **may have been** on the SRG but may not review certain applications, and **must have left the room** when:

- The PD/PI or anyone else on the application with a **major professional role** is from your organization or for multicomponent organizations, from your organizational component.
- You are planning a collaboration with anyone with a **major professional role** on the application.
- Within the past three years, you have published with, have collaborated with, have been involved in the preparation of an application or proposal with, or have been in a mentoring relationship with any person on the application who has a **major professional role**.
- The application includes a letter of support or reference letter from you.
- You serve as a member of the Advisory Board for the project under review or for a grant held by anyone playing a **major professional role** on the application.
- You have an indirect financial interest: you will have received more than \$10,000 (in the form of honoraria, stocks, or fees) from the PD/PI or the submitting organization over the period from one year ago through the end of the proposed project.

You **may have been** on the SRG and **may have reviewed** specific applications if (not considered a COI):

- An application originates from an organization where you have collaborators, but your collaborators are not listed on the application.
- You have an indirect financial interest of less than \$10,000.
- You freely donate reagents or other materials to the proposed project, and these reagents or materials would also be available to other researchers.
- You, as well as a person with a major role on the proposed project, contribute data, reagents, specimens, etc., to the same repository or database.
- You are a member of a research network that involves a person with a major role on the proposed project.
- You are a co-author of a non-research publication (e.g., review, commentary) or a mega-multi-authored publication with a person with a major role on the proposed project.

**Post-Meeting Certification: Reviewer Who Is Not A DHHS Federal Employee**

This is to certify that in the review identified above, I did not participate in an evaluation of any application: (1) from any applicant organization where I am a full- or part-time salaried employee or where I am negotiating for such employment; (2) from any applicant organization where I have received or could receive a direct financial benefit in relation to the application under review or have received or could receive a financial benefit from the applicant organization or principal investigator valued at \$10,000 or more per year that is unrelated to the application under review; (3) submitted by, or involves in a major professional role, a close personal relative, a member of my household, or professional associate, or if such person receives financial benefits from or provides financial benefits to an applicant; or (4) in which I had any other interest in the application that is likely to bias my evaluation of that application. If there was a conflict of interest or an appearance of conflict of interest, I recused myself from the review of the application or was granted an appropriate waiver.

**CERTIFICATION**

Consistent with my understanding of potential consequences, including the prospect of penalties for falsification, concealment, fraud, and other actions as authorized by US Code Title 18 chapter 47 section 1001 (<https://www.govinfo.gov/content/pkg/USCODE-2014-title18/pdf/USCODE-2014-title18-part1-chap47-sec1001.pdf>), I fully understand the confidential nature of the review process and certify that in the review above I did not participate in an evaluation of any application with which I knowingly had a conflict of interest, unless an appropriate waiver was granted.

Signature:

Electronically signed by [ Tiberius, Kirk J ]  
via Internet Assisted Review on 02/08/2023 04:10 PM

Cancel

A list of examples for Federal, Non-Federal grants and contract Post-Meeting Certifications can be found at the links below:

### **Grants certifications (effective 05/25/2022)**

- [NIH Conflict of Interest Grants Post-Review Certification](#), Non-Federal (effective 05/19/2022)
- [NIH Conflict of Interest Grants Post-Review Certification](#), Federal (effective 05/19/2022)

### **Contracts certifications (effective 05/25/2022)**

- [NIH Conflict of Interest Contract Post-Review Certification](#), Non-Federal (05/19/2022)
- [NIH Conflict of Interest Contract Post-Review Certification](#), Federal (05/19/2022)

5. Select the **List of Meetings** link to exit the certification.

---

**NOTE:** In rare cases, the **I Certify** button may not appear on the screen. This is due to multiple profiles in the system for the same person. Contact the SRO\* or [eRA Service Desk](#) in this case.

---

**NOTE:** If the post-meeting COI has not been signed and the meeting end date has been passed, a reminder email will be sent to the MLG email address indicating the relevant meeting name and date as well as the date when access to the meeting will expire.

---

**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

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## SRG Minutes/Budget Form

The Chairperson of the meeting designated by the SRO\* has the ability to electronically sign the *SRG Minutes/Budget Form* in IAR. The SRO may designate multiple reviewers to perform this task.

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**NOTE:** Please keep in mind that this task must be completed while the meeting is still in the Edit Phase. Once the Edit Phase ends, reviewers may no longer have access to the meeting, including links to the *SRG Minutes/Budget Form*.

---

To sign the *SRG Minutes/Budget Form*:

1. Access the *List of Meetings* screen.
2. Select the **SRG Minutes/Budget Form** link by clicking on the three-dot ellipsis icon in the meeting column and selecting it from the menu.

The *SRG Minutes/Budget Form* displays.

3. *Optional:* Select the **List of Meetings** link to return to the *List of Meetings* screen without signing the form.
4. Enter the **Meeting Adjourned Time** and the **Meeting Adjourned Date**.
5. Select the **I Certify** button.

---

**NOTE:** If the SRO has designated multiple reviewers, each reviewer's name appears on the form with a certification line. Clicking the **I Certify** button only updates the electronic signature of the reviewer currently in the form. Reviewers cannot sign the form for other Reviewers.

---

---

**NOTE:** In rare cases, the **I Certify** button may not appear on the screen. This is due to multiple profiles in the system for the same person. Contact the SRO or [eRA Service Desk](#) in this case.

---

---

**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

---

## Department of Commerce (DOC)-Only Topics

The collection of topics contained within the Department of Commerce-Only Topics group provide steps for completing Department of Commerce (DOC) review meeting activities where these functions are specific to DOC review meeting processes. These are DOC-specific processes; for other steps, please follow the general NIH processes outlined in the online help.

The following link to specific DOC-only topics.

- [Department of Commerce Non-Disclosure Agreement](#)

For additional information, please see [Grant Reviewer Training](#).

### Non-Disclosure Agreement

**Agency-Specific Instructions:** This content applies to DOC users only.

For each meeting for which a reviewer is enabled, IAR checks to determine if the Non-Disclosure Agreement (NDA/COI) has been electronically signed.

The NDA/COI statement must be signed one time for each meeting, regardless of meeting phase. If the reviewer has not signed the agreement for a particular meeting, the **Non-Disclosure Agreement (NDA/COI)** link displays in the **Meeting** column under the three-dot ellipses icon. This link accesses the *Review Conflict of Interest and Confidentiality Certification for Peer Reviewers*.

[Click here for a sample image.](#)

Meeting	Meeting Dates/Location	SRO Name	Phase	Critique Due	Read Phase End	Edit Phase End
2024/10 ZQN1 PGT-H (78) DOC meeting Stage <a href="#">Online Critique</a>	... 09/05/2023-09/07/2023 <a href="#">Non-Disclosure Agreement (NDA/COI)</a>	Kirk, James T (333) 333-3333 <a href="mailto:eRAtest@mail.nih.gov">eRAtest@mail.nih.gov</a>	RECRUITMENT/ SUBMIT	10/12/2023 01:20 AM <span>Active</span>	10/13/2023 01:20 AM	10/14/2023 01:20 AM
2024/05 ZQN1 PGT-H (08) DOC SEP meeting2	... 07/29/2023-08/01/2023	Kirk, James T (333) 333-3333 <a href="mailto:eRAtest@mail.nih.gov">eRAtest@mail.nih.gov</a>	SUBMIT	07/26/2024 08:00 AM <span>Active</span>	07/28/2024 10:00 PM	07/29/2024 10:00 PM

**NOTE:** The **Non-Disclosure Agreement (NDA/COI)** link only displays if the reviewer has not signed the agreement for the meeting. The link is removed once the agreement is signed.

[Click here for a sample NDA/COI.](#)

**Non-Disclosure Agreement (NDA/COI)** 

(Rev 07/21) United States Department of Commerce

**REVIEWER CONFLICT OF INTEREST AND CONFIDENTIALITY  
CERTIFICATION FOR PEER REVIEWERS**

**1. Confidentiality of Documents and Restriction on Contact**

I understand that 4 applications for proposed awards are made available to reviewers solely for the purpose of reviewing those applications against the published evaluation criteria for the financial assistance program.

I agree not to discuss the contents of the applications outside the Department during or after the review process, and to discuss the proposals within the Department only with the other reviewers and Department staff members and in the context of, and under the procedures for, application review. I agree to follow the written instructions provided by the Department for the completion of review forms. I agree to retain no copies of documents or parts of documents related to review.

I further agree not to contact the originators of applications being reviewed concerning any aspect of their contents. In addition, I agree not to use any information obtained as result of my participation as a panel member for personal or private gain.

As required by 5 U.S.C. § 2302(b)(13) and the annual Appropriations Act, these provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General or the Office of Special Counsel of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling. This agreement shall not be construed to prohibit or restrict an employee or applicant for employment from disclosing to Congress, the Special Counsel, the Inspector General of an agency, or any other agency component responsible for internal investigation or review any information that relates to any violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or any other whistleblower protection.

**2. Conflict of Interest**

I hereby certify that, to the best of my knowledge, I do not have a conflict of interest and that my particular circumstances are not likely to raise the appearance of a conflict of interest, impropriety, or the appearance of impairment of objectivity with respect to any application I am asked to review or comment on.

For purposes of this agreement, I understand that a financial interest may include employment, stock ownership, a creditor or debtor relationship, or prospective employment with an applicant. An appearance of impairment of objectivity could result from, an organizational conflict where, because of other activities relationships with other persons or entities, a person is unable or potentially unable to render impartial assistance or advice to the Government. It could also result from non financial gain to the individual, such as benefit to reputation or prestige in a professional field.

I also recognize that I will be considered to have a financial or other interest, and therefore a conflict of interest, if any of the following have a financial or other interest in the application I am asked to review or comment on:

- (1) I, my spouse, minor child, or general partner.
- (2) A profit or non-profit organization in which I serve as an officer, director, trustee, general partner, or employee; or
- (3) Any person or organization with which I am negotiating or have an arrangement concerning employment, including consultancy or a past employer (within the last year).

I recognize that this certification is a continuing representation. I acknowledge that it is in effect at all times until I have completed all of the work performed by me under this agreement.

If I discover that I might have a conflict of interest, might present a conflict of interest, or might have an appearance of impairment of objectivity with any application with the competition, I will immediately inform the appropriate Program official and refrain from further Work as a reviewer until authorized to continue.

I also understand that my views as a peer reviewer will be protected from disclosure to the extent permitted by law.

Cancel  Agree

In IAR, reviewers are required to agree to a confidentiality and contact restriction statement, as well as acknowledge that there are no-known conflicts of interest with the reviewer’s ability to objectively review and critique the grant application to which they are assigned.

Please see [Grant Reviewer Training](#) for more information.

## SAMHSA-Only Topics

The collection of topics contained within the SAMHSA-Only Topics group provide steps for completing SAMHSA review meeting activities where these functions are specific to SAMHSA review meeting processes. These are SAMHSA-specific processes; for other steps, please follow the general NIH processes outlined in the online help.

The following link to specific SAMHSA-only topics.

- [SAMHSA Meeting: Reviewers' Workflow](#)
- [SAMHSA - Confidentiality Agreement](#)
  - SAMHSA - Reviewer is a Lobbyist
  - SAMHSA - Reviewer is NOT a Lobbyist
- [SAMHSA - List of All Applications](#)
- [SAMHSA - Applying Critiques and Scores](#)
  - [Submitting SAMHSA Scores and Critiques](#)
  - [SAMHSA - Qualitative Assessment Definitions](#)

### Submitting Critiques and Scores

To submit critiques and scores:

1. Locate the application from the **List of My Assigned Applications** and select the **Submit Critique** link from the three-dot ellipses icon.

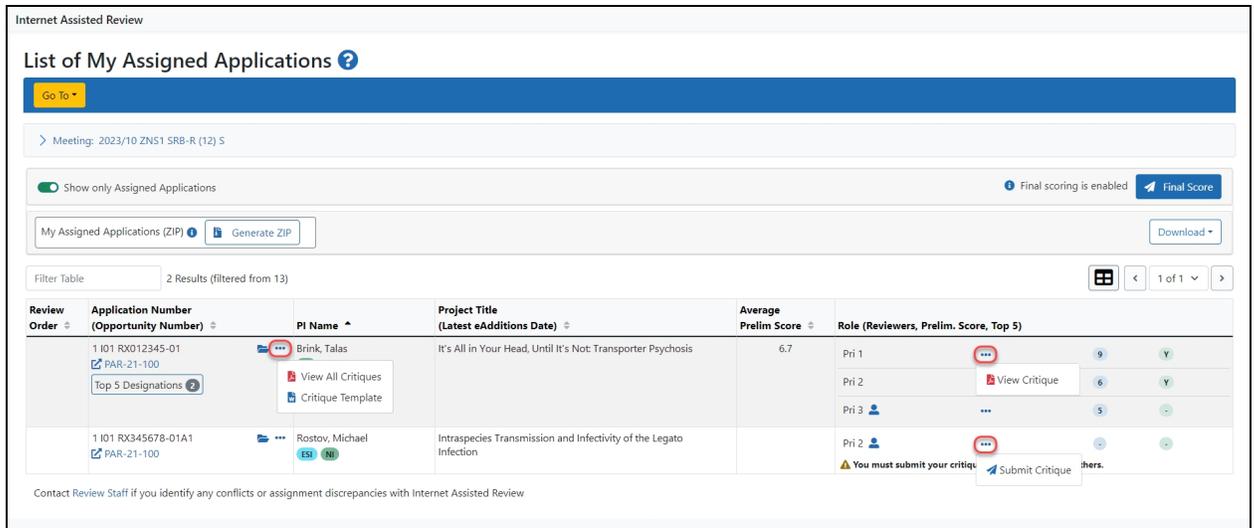


Figure 88: Sample Submit Link on List of All Applications Screen

The [Submit Critiques and Scores](#) screen displays for the reviewer. Use the **Back to List of Applications** link if you wish to exit the screen without making changes.

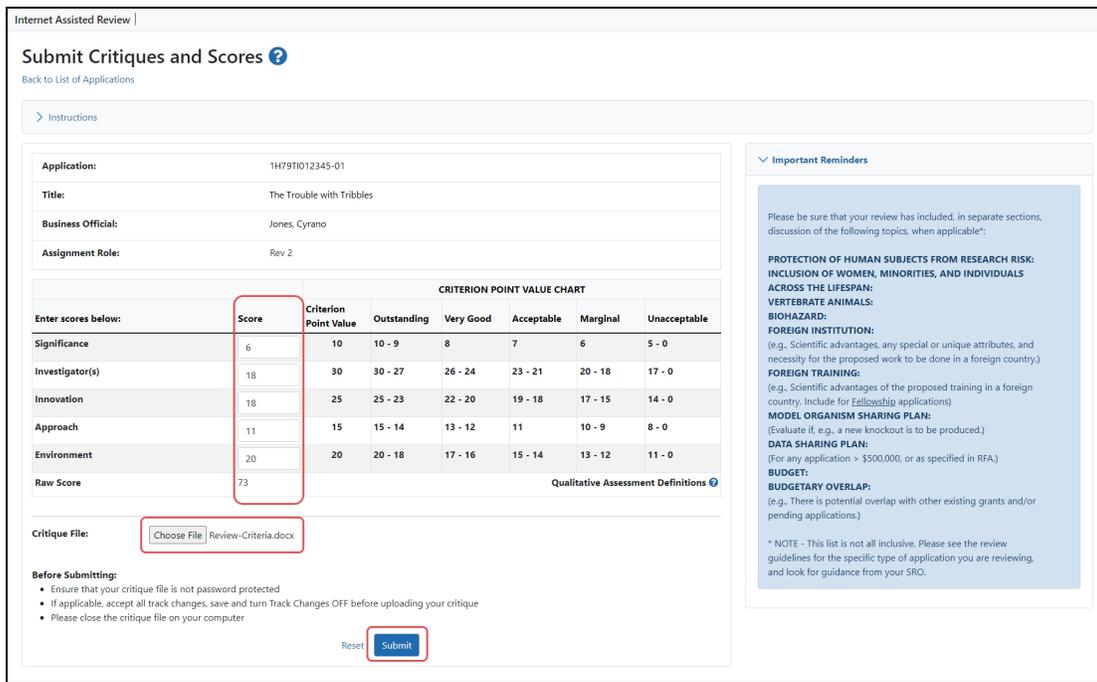


Figure 89: Sample Submit Critiques and Scores Screen

Figure 90: For more information on applying scores, see [Applying SAMHSA Scores](#).

2. *Enter scores:* Enter a score in the corresponding field of the Score column. Scores can range from 0 to the criterion's point value.

---

**TIP:** Tip: If re-entering scores, you can use the **Reset** button to first clear the criterion fields.

---

3. *Upload a critique file:* by selecting the **Browse** button, searching for the file and selecting. You can upload MS Word or Text files (.doc, .docx, .txt). [Instructions for upload are available in the first accordion on the screen named Instructions.](#) It is collapsed by default but can be expanded by clicking on the horizontal bar.

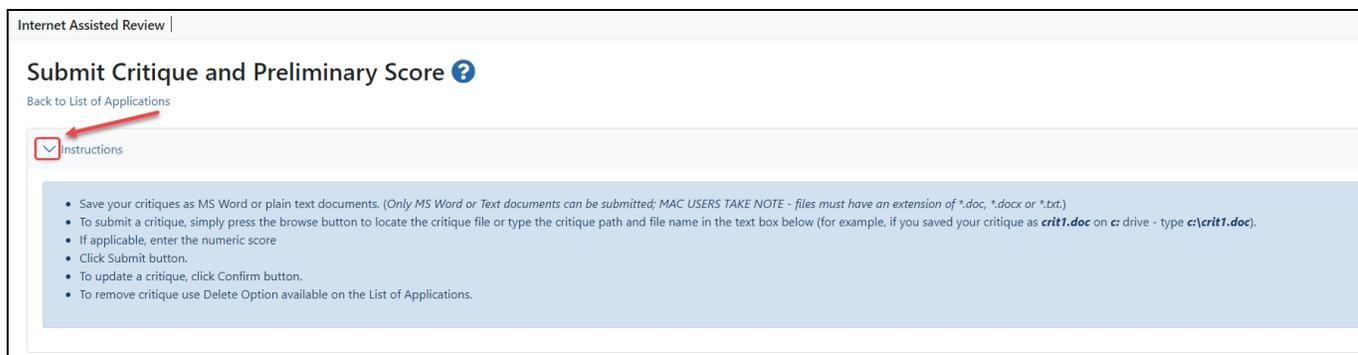


Figure 91: Upload Critique Instructions

---

**NOTE:** Note: If an uploaded critique already exists, the **View Existing Critique** link displays under the **Browse** button. It opens a PDF version of your assessment of that application.

---

4. Select the Submit button.

The screen updates to display read-only scores and critique file. This serves as a confirmation to submit the scores and critique. Selecting **Cancel** at this point will cancel the submission.

5. Select the **Confirm** button to continue submitting.

**Submit Critiques and Scores** ?
✕

- Important Note: Your critique and/or score are not saved until you press Confirm below. Please verify the following data and press Confirm to save your information (critique and/or score). Otherwise, press Cancel.

<b>Application:</b>	1H79TI012345-01
<b>Title:</b>	The Trouble with Tribbles
<b>Business Official:</b>	Jones, Cyrano
<b>Assignment Role:</b>	Rev 2
<b>Significance</b>	6
<b>Investigator(s)</b>	18
<b>Innovation</b>	18
<b>Approach</b>	11
<b>Environment</b>	20
<b>Raw Score</b>	73
<b>Critique File:</b>	Review-Criteria.docx
<b>Submitted Date:</b>	03/22/2024 09:36 AM EDT

Cancel
Confirm

Figure 92: Submit Critique and Preliminary Score Confirmation

If submitting is successful, the screen updates to display the message The following information has been successfully submitted: with the read-only scores and critique file information below it. The **View Existing Critique** link displays below the Critique File field.

If unsuccessful, the screen will display an error message.

#### Potential error messages.

- Criterion Score must be less than or equal to the criterion's Point Value
  - Critique is required when submitting scores. Please upload a critique file for this application.
  - Screen accepts only critique templates file types meeting current system requirements on NIH Submit Critique and Preliminary Score screen (.doc, .docx, .txt and any other file types currently accepted)
  - Although you did not enter a score with your critique, you may do so at any time during the Submit phase. Simply click Submit from the List of Applications and enter only your scores. Your previously submitted critique will be retained.
  - Critique cannot be processed. Possible cause: file is password protected. Please remove password protection and upload critique again.
  - Critique cannot be processed. Possible cause: file is corrupt. Please verify the file can be opened without errors in Microsoft Word. If you continue having problems, please contact the [eRA Commons Service Desk](#).
  - Critique cannot be processed. The file you are attempting to upload is OPEN BY ANOTHER APPLICATION. Please close the file and try uploading again
  - Critique cannot be processed. Please accept all changes before uploading.
  - Critique cannot be processed. Please contact the [eRA Commons Service Desk](#).
  - You must select a score for every criterion before you can submit.
6. Select the **Back to List of Applications** link at the top of the screen to exit.

The reviewer information is updated for the application. Once the critique and scores are submitted, the options in the **Role** column under the three-dot ellipses icon are **Submit Critique** (replaces existing critique), **View Critique** (only if critique exists, in Word or PDF format), and Delete Critique.

Project Title (Latest eAdditions Date) ▾	Average Prelim Score ▾	Role (Reviewers, Prelim. Score, Top 5)
It's All in Your Head, Until It's Not: Transporter Psychosis	6.7	Pri 1 <span>...</span> 9 Y
		Pri 2 <span>...</span> 6 Y
		Pri 3 <span>...</span> 5 -
Intraspecies Transmission and Infectivity of the Legato Infection		Pri 2 <span>...</span> -
		<span>⚠ You must submit your critique</span> <span>...</span> -

Figure 93: Updated Information for the Reviewer

## SAMHSA Critiques and Scores

The *Submit Critiques and Scores* screen enables SAMHSA reviewers to submit critiques and apply scores to an application during the Submit and Edit phases of the meeting.

SAMHSA's reviewers will score applications based on criteria with point values, depending on the assessment of the application as outstanding through unacceptable. The weights - called **Criterion Point Values** - are a percentage of 100 with the sum of all criteria weights totaling 100.

Reviewers of SAMHSA score applications based on categories called criteria. Each criterion is assigned a point value, which translates to a percentage of 100, and the criteria differ depending on the Funding Opportunity Announcement for which the application was submitted. Reviewers provide scores for each individual criterion not to exceed the criterion's point value.

The criteria are displayed on the screen along with the following:

- Score column for entering each criterion's score
- Criterion Point Value, which represents the max number of points that can be assigned to the criterion
- Criterion Point Value ranges, which indicates the range of value points associated with each qualitative assessment (e.g., Outstanding, Very Good, etc.)

---

**NOTE:** Note: For the definition of the qualitative assessment values, select the '?' next to the Qualitative Assessment Definitions label.

---

The SAMHSA *Submit Critique and Scores* screen allows Reviewers to:

- see the application information, including number, title, business official, and your assignment role
- view a Criterion Point Value Chart specific to the point values of the application's criteria
- enter criterion scores based on the specific point value of each criterion
- see the current Raw Score
- search and select attach a critique file (i.e., assessment form) from your local device for uploading
- view an attached critique file
- link to the Qualitative Assessment Definitions
- see Important Reminders
- submit critique and scores
- reset the scores

## **Criterion Scores**

A criterion's score must be between 0 (minimum) and its Criterion Point Value as the maximum.

The Criterion Point Value Chart (without half points).

If the <u>total</u> point value for a Review Criterion is:	The point range for Outstanding is:	The point range for <u>Very Good</u> is:	The point range for <u>Acceptable</u> is:	The point range for <u>Marginal</u> is:	The point range for <u>Unacceptable</u> is:
5	5	4	3	2	1-0
10	10-9	8	7	6	5-0
15	15-14	13-12	11	10-9	8-0
20	20-18	17-16	15-14	13-12	11-0
25	25-23	22-20	19-18	17-15	14-0
30	30-27	26-24	23-21	20-18	17-0
35	35-32	31-28	27-25	24-21	20-0
40	40-36	35-32	31-28	27-24	23-0
45	45-41	40-36	35-32	31-27	26-0
50	50-45	44-40	39-35	34-30	29-0
100	100-90	89-80	79-70	69-60	59-0

Figure 94: The Criterion Point Value Chart

An explanation of the Quantitative Assessment Definitions can be found [here](#).

## SAMHSA - Qualitative Assessment Definitions

Qualitative Assessment	Definition
<p><b>Outstanding</b></p>	<p>All criteria are thoroughly addressed, strongly developed, and well-supported.</p> <p>Documentation and required information are specific and comprehensive.</p> <p>Application is extremely strong with insignificant weaknesses.</p> <p>Weaknesses identified will likely have no impact on the successful implementation of the proposed project.</p>
<p><b>Very Good</b></p>	<p>Criteria are thoroughly addressed with necessary detail and clearly supported.</p> <p>Documentation and required information are specific and feasible.</p> <p>Application is very strong with only some minor weaknesses.</p> <p>Weaknesses identified will likely have minor impact on the successful implementation of the proposed project.</p>

Qualitative Assessment	Definition
<b>Acceptable</b>	<p>Criteria are addressed, but do not contain necessary detail and/or support.</p> <p>Most documentation and required information are present and sufficient, although some are deficient or missing.</p> <p>Application has some strengths but with at least one major weakness.</p> <p>Weaknesses identified will likely have moderate impact on the successful implementation of proposed project.</p>
<b>Marginal</b>	<p>Some criteria are addressed, although when addressed, do not contain necessary detail and/or support.</p> <p>Some documentation and required information are missing or deficient.</p> <p>Application has a few strengths and a few major weaknesses.</p> <p>Weaknesses identified will like impact the successful implementation of the proposed project.</p>
<b>Unacceptable</b>	<p>Few, if any, criteria are addressed.</p> <p>Documentation and required information are missing.</p> <p>Application has very few strengths and numerous major weaknesses.</p> <p>Weaknesses identified will likely prevent the successful implementation of the proposed project.</p>

## Submitting Critiques and Scores

To submit critiques and scores:

1. Locate the application from the **List of My Assigned Applications** and select the **Submit Critique** link from the three-dot ellipses icon.

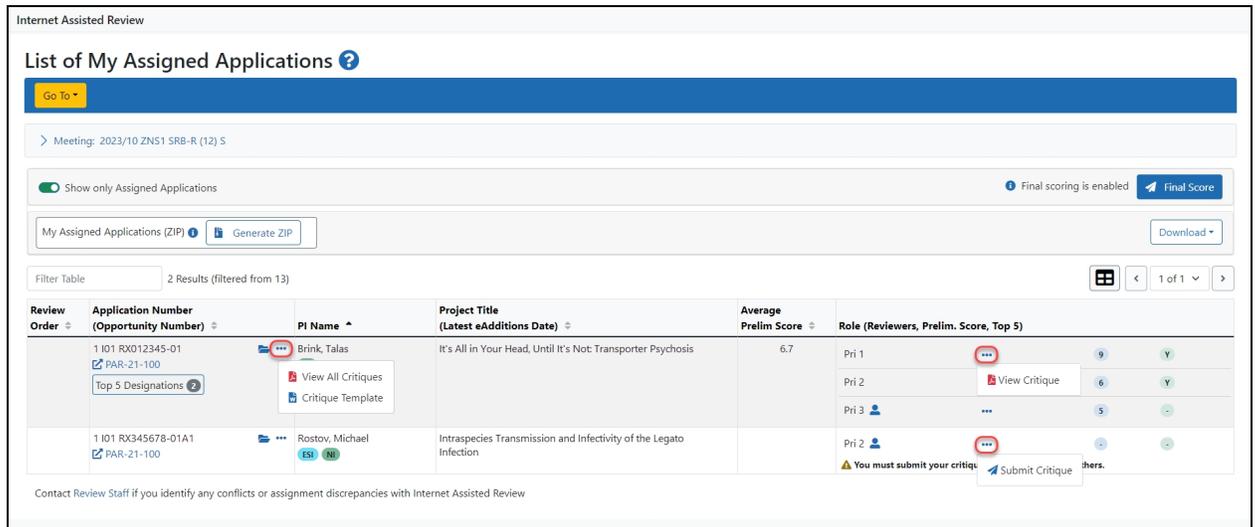
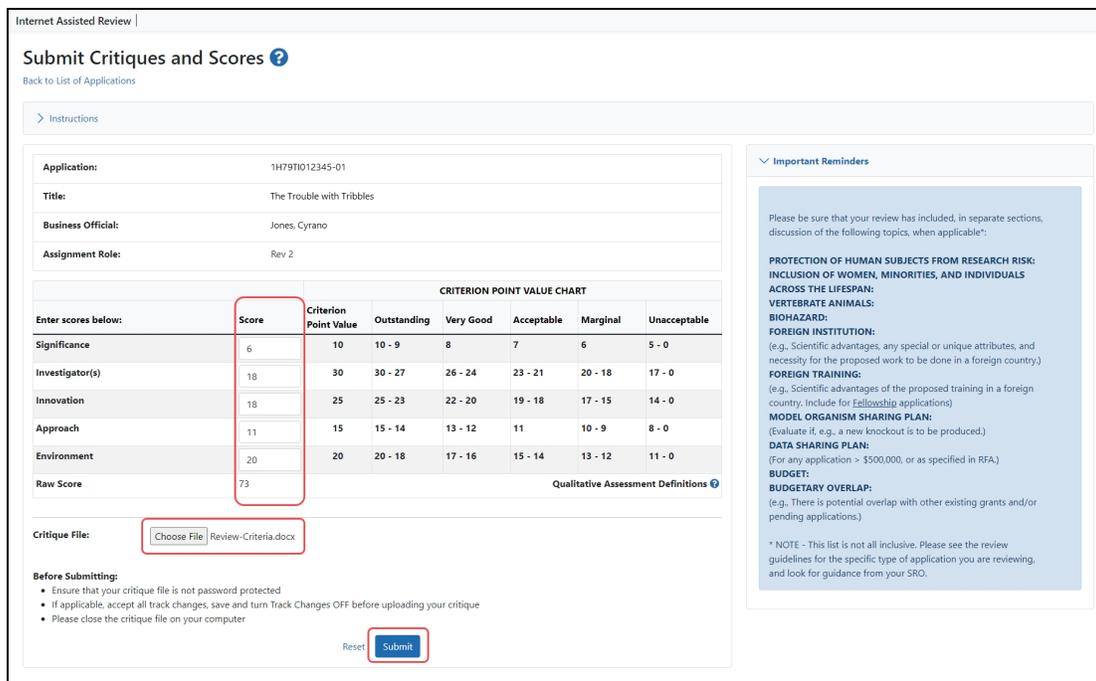


Figure 95: Sample Submit Link on List of All Applications Screen

The **Submit Critiques and Scores** screen displays for the reviewer. Use the **Back to List of Applications** link if you wish to exit the screen without making changes.



*Figure 96: Sample Submit Critiques and Scores Screen*

*Figure 97: For more information on applying scores, see [Applying SAMHSA Scores](#).*

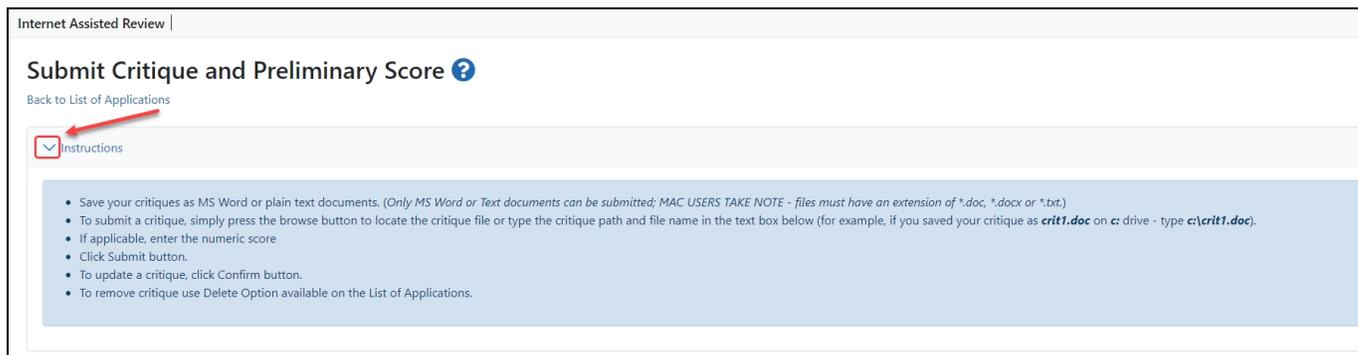
2. **Enter scores:** Enter a score in the corresponding field of the Score column. Scores can range from 0 to the criterion's point value.

---

**TIP:** Tip: If re-entering scores, you can use the **Reset** button to first clear the criterion fields.

---

3. **Upload a critique file:** by selecting the **Browse** button, searching for the file and selecting. You can upload MS Word or Text files (.doc, .docx, .txt). **Instructions for upload are available in the first accordion on the screen named Instructions.** It is collapsed by default but can be expanded by clicking on the horizontal bar.



*Figure 98: Upload Critique Instructions*

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**NOTE:** Note: If an uploaded critique already exists, the **View Existing Critique** link displays under the **Browse** button. It opens a PDF version of your assessment of that application.

---

4. Select the Submit button.

The screen updates to display read-only scores and critique file. This serves as a confirmation to submit the scores and critique. Selecting **Cancel** at this point will cancel the submission.

5. Select the **Confirm** button to continue submitting.

**Submit Critiques and Scores** ?
✕

- Important Note: Your critique and/or score are not saved until you press Confirm below. Please verify the following data and press Confirm to save your information (critique and/or score). Otherwise, press Cancel.

<b>Application:</b>	1H79TI012345-01
<b>Title:</b>	The Trouble with Tribbles
<b>Business Official:</b>	Jones, Cyrano
<b>Assignment Role:</b>	Rev 2
<b>Significance</b>	6
<b>Investigator(s)</b>	18
<b>Innovation</b>	18
<b>Approach</b>	11
<b>Environment</b>	20
<b>Raw Score</b>	73
<b>Critique File:</b>	Review-Criteria.docx
<b>Submitted Date:</b>	03/22/2024 09:36 AM EDT

Cancel
Confirm

Figure 99: Submit Critique and Preliminary Score Confirmation

If submitting is successful, the screen updates to display the message The following information has been successfully submitted: with the read-only scores and critique file information below it. The **View Existing Critique** link displays below the Critique File field.

If unsuccessful, the screen will display an error message.

#### Potential error messages.

- Criterion Score must be less than or equal to the criterion's Point Value
  - Critique is required when submitting scores. Please upload a critique file for this application.
  - Screen accepts only critique templates file types meeting current system requirements on NIH Submit Critique and Preliminary Score screen (.doc, .docx, .txt and any other file types currently accepted)
  - Although you did not enter a score with your critique, you may do so at any time during the Submit phase. Simply click Submit from the List of Applications and enter only your scores. Your previously submitted critique will be retained.
  - Critique cannot be processed. Possible cause: file is password protected. Please remove password protection and upload critique again.
  - Critique cannot be processed. Possible cause: file is corrupt. Please verify the file can be opened without errors in Microsoft Word. If you continue having problems, please contact the [eRA Commons Service Desk](#).
  - Critique cannot be processed. The file you are attempting to upload is OPEN BY ANOTHER APPLICATION. Please close the file and try uploading again
  - Critique cannot be processed. Please accept all changes before uploading.
  - Critique cannot be processed. Please contact the [eRA Commons Service Desk](#).
  - You must select a score for every criterion before you can submit.
6. Select the **Back to List of Applications** link at the top of the screen to exit.

The reviewer information is updated for the application. Once the critique and scores are submitted, the options in the **Role** column under the three-dot ellipses icon are **Submit Critique** (replaces existing critique), **View Critique** (only if critique exists, in Word or PDF format), and Delete Critique.

Project Title (Latest eAdditions Date)	Average Prelim Score	Role (Reviewers, Prelim. Score, Top 5)
It's All in Your Head, Until It's Not: Transporter Psychosis	6.7	Pri 1 ... 9 Y
		Pri 2 ... 6 Y
		Pri 3 ... 5 -
Intraspecies Transmission and Infectivity of the Legato Infection		Pri 2 ... -
		⚠ You must submit your critique

- Submit Critique
- View Critique
- View Critique
- Delete Critique

Figure 100: Updated Information for the Reviewer

## Confidentiality Statement

For each meeting for which a reviewer is enabled, IAR checks to determine if the *Confidentiality Agreement* has electronically signed the *Confidentiality Agreement*.

The *Confidentiality Agreement* statement must be signed one time for each meeting, regardless of meeting phase. If the reviewer has not signed the agreement for a particular meeting, the **Confidentiality Statement** link displays in **Meeting** column under the three-dot ellipses icon on *List of Meetings*. This link accesses the *Confidentiality Agreement*.

Meeting	Meeting Dates/Location	SRO Name	Phase	Critique Due	Read Phase End	Edit Phase End
2022/10 ZAG1 ZU-G (O2) longitudinal and peripheral AD biomarkers in a diverse cohort of subjects. Meeting Format: Virtual Meeting	10/30/2022-11/01/2022 National Institute on Aging, Bethesda, MD	Boyce, Philip (301) 555-4321 eRATest@mail.nih.gov	DISCUSSION	05/30/2022 11:59 PM	06/01/2022 08:00 AM	01/13/2023 11:59 PM
2022/10 RRD9 Career Development Program - Panel II	10/25/2022-10/26/2022 Office of Research and Development, Washington, DC	Williams, Mark A (301) 555-3214 eRATest@mail.nih.gov	EDIT	11/04/2022 11:59 PM	11/06/2022 08:00 AM	02/12/2023 11:59 PM Active
2022/08 2216-M Community Crisis Response Partnerships	10/23/2022-10/25/2022 SAMHSA, Rockville, MD	Vespa, Janet (301) 555-1212 eRATest@mail.nih.gov	EDIT	10/22/2022 11:59 PM	10/23/2022 11:59 PM	12/31/2022 11:59 PM Active
2023/01 HLBP (4) 1 Heart, Lung, and Blood Program Project Study Section Workgroup	09/29/2022-09/29/2022 Confidentiality Statement	Garak, Elim (301) 555-6554 eRATest@mail.nih.gov	EDIT	09/22/2022 12:01 AM	09/29/2022 12:01 AM	12/11/2022 12:01 AM Active
2022/10 RRD7 Research Career Scientist	08/12/2022-08/12/2022 Office of Research and Development, Washington, DC	McCoy, Leonard B. (301) 555-7532 eRATest@mail.nih.gov	EDIT	07/21/2022 11:59 PM	08/21/2022 01:59 PM	12/30/2022 11:59 PM Active

Figure 101: Confidentiality Statement Link on the List of Meetings

**NOTE:** The **Confidentiality Statement** link only displays if the reviewer has not signed the agreement for the meeting. This link is removed once the agreement is signed.

---

In IAR, reviewers are required to indicate whether they are federally registered lobbyists before being granted access to a meeting. Office of Management and Budget (OMB) policy requires a ban on the appointment of federally registered lobbyists to federal advisory committees and other boards and commissions. The steps for signing the agreement vary depending on this designation. The *Confidentiality Agreement* explains this process before electronically signing the agreement and gaining access to the meeting.

### Reviewer is a Federally Registered Lobbyist

A federally registered lobbyist whose term falls within the dates of a review meeting cannot be granted access to the review meeting. A reviewer's status as a federally registered lobbyist must be indicated on the *Confidentiality Agreement* screen.

To access and sign the *Confidentiality Agreement* and indicate that you ARE a federally registered lobbyist:

1. Select the Confidentiality Statement link from the Action column of the List of Meetings.

The *Confidentiality Agreement* displays. This screen contains the *SAMHSA Confidentiality and Nondisclosure Rules*. Please read the agreement carefully.

**Confidentiality Agreement ?**

Meeting: 2023/08 ZRG1 CTH-M(70)

Step A: LOBBYIST STATUS

I am NOT a federally registered lobbyist (<https://ofacp.od.nih.gov/pdfs/Ban-on-Lobbyists-OFACP-Policy-2017.pdf>)

I am a federally registered lobbyist, **the meeting date falls within my term**

Step B: CONFIDENTIALITY AGREEMENT

**Security, Confidentiality, and Nondisclosure Agreement:  
Reviewer of NIH Grant Applications and R&D Contract proposals**

With the understanding that any materially false, fictitious, or fraudulent statement or representation may subject me to criminal, civil, or administrative penalties ([18 USC §1001](#)), I certify that I fully understand the confidential nature of the NIH peer review process and possible consequences for breaches of confidentiality, and agree:

- Not to share or assist in the sharing of government-issued login credentials and/or passwords with, or grant access to, or assist any individual, organization, or other entity in gaining access to, a secure government computer system used to support the NIH peer review process.
- Not to engage in unauthorized or improper use of these systems, data or information contained therein, including communicating, delivering, transmitting, or causing to be communicated, delivered, or transmitted, or attempting to communicate, deliver, transmit or cause to be communicated, delivered or transmitted to any person not entitled to receive such information;
- To destroy, delete, and/or return the grant applications, R&D contract proposals, and associated confidential information to the Designated Federal Officer (DFO) in charge of the review meeting;
- Not to disclose, transmit, or discuss the grant applications, R&D contract proposals, and associated confidential information with any other individual (including but not limited to colleagues, lab members, fellows, students, applicants, offerors or employees of an offeror), through any communication channel (including social media) except as authorized by the DFO or other designated NIH official;
- Not to disclose, in any manner, information about the committee deliberations, discussions, evaluations, or documents to anyone (including but not limited to a colleague, lab member, fellow, student, applicant, offeror or employee of an offeror), through any communication channel (including social media) other than as authorized during or for the peer review meeting;
- Not to upload or share content or original concepts from grant applications, R&D contract proposals, critiques, or any other associated confidential meeting information with any unapproved third-party platforms, including generative artificial intelligence technologies, except as authorized by the DFO or other designated NIH official;
- Not to disclose, transmit or discuss confidential information pertaining to an application or proposal to/with another member who has declared a real or apparent conflict of interest (consistent with the NIH peer review regulations at [42 CFR 52h](#)) with that application or proposal;
- Not to record or transcribe committee deliberations, discussions, evaluations, or documents;
- Not to use information contained in a grant application or R&D contract proposal for my personal benefit or make such information available for the personal benefit of any other individual, organization, or entity;
- Not to disclose or transmit procurement information prior to the award of a contract (i.e., contractor bid or proposal information or source selection information as defined in [48 CFR 2.101; 3.104-1\(a\)](#)) prior to the award of a contract (see [48 CFR 3.104-3\(a\)](#)); and
- To refer all inquiries concerning the recruitment or review, including inquiries related to these Security, Confidentiality and Nondisclosure Rules and/or Certification, to the DFO managing the review meeting, the Contracting Officer in charge of the solicitation, or other designated NIH official.

I understand that confidential information related to NIH peer review includes but is not limited to grant applications, R&D contract proposals, and data and information contained therein; other materials made available to me as an NIH reviewer; information and materials related to the reviewer recruitment process and reviews; individual reviewer assignments, conflicts of interest, and evaluations including scores and written critiques; and discussions and notes taken during review meetings.

I understand that the NIH may take steps in response to a violation of the above rules, in order to preserve the integrity of the NIH review process. Depending on the specific circumstances, such steps may include but are not limited to:

- Notifying or requesting information from my institution.
- Terminating my review service.
- Deferring or withdrawing an application submitted by my institution.
- Terminating grants, cooperative agreements, fellowships or R&D contract awards to my institution.
- Notifying the NIH Office of Management Assessment (OMA) and other appropriate Department officials for review of the matter in accordance with applicable law, with possible referral to the U.S. Department of Health and Human Services Office of Inspector General (OIG) and the U.S. Department of Justice (DOJ) for further action, which may include pursuing criminal and civil penalties as allowable by law.
- Pursuing a referral for government-wide suspension or debarment.
- Notifying other, appropriate Federal agencies.

Cancel

Figure 102: Confidentiality Agreement - Lobbyist

2. Select the radio button indicating **I am a federally registered lobbyist, the meeting date falls within my term.**
3. Click the **I agree** button at the bottom of the screen.

The *Registered Lobbyist Verification* screen displays. This screen shows that you have indicated that you are a federally registered lobbyist and explains the purpose for requesting the lobbyist status of reviewers. The screen provides a link for accessing additional information on this topic.

The *Registered Lobbyist Verification* screen also provides a chance to confirm or cancel this designation.

### Registered Lobbyist Verification

**Meeting:** 2016/10 SAMS-1 (01)

On June 18, 2010, President Barack Obama issued a Presidential Memorandum announcing a continued commitment to reduce the influence of special interests by keeping federal advisory committees and boards free of federally registered lobbyists. The Office of Management and Budget (OMB) was directed to issue final guidance to implement this directive following a public comment period. On October 5, 2011, OMB published "Final Guidance on Appointment of Lobbyists to Federal Boards and Commissions." The prohibition on the appointment of federal registered lobbyists applies to appointments and re-appointments made after June 18, 2010.

**You have designated that you are a federally registered lobbyist (See Answers A1 at this site:**  
<http://www.gpo.gov/fdsys/pkg/FR-2014-08-13/pdf/2014-19140.pdf> )

If this is correct, select Confirm/Continue below. You will not be able to participate as a reviewer for this meeting and your access to this meeting in IAR will be removed.

If this is incorrect, choose Cancel/Return below. You will be given an opportunity to correct your designation.

Figure 103: Registered Lobbyist Verification Screen

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**NOTE:** Once you have indicated your status as a federally registered lobbyist, you will be denied access to the meeting. You will not have the ability to reverse the status yourself. If you mistakenly designate yourself as a federally registered lobbyist, you must contact the [eRA Service Desk](#) for assistance.

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4. *Only if you have accessed this screen and are NOT a federally registered lobbyist:* Select the **Cancel/Return** button to return to the *List of Meetings* screen. Refer to *Reviewer is Not a Federally Registered Lobbyist* on page 57 to continue.
5. *Only if you want to continue to confirm your status as a federally registered lobbyist:* Select the **Confirm/ Continue** button.

The *List of Meetings* screen returns, displaying **Access Denied: Federally Registered Lobbyist** in the **Meeting** column. The Review Administrator receives an email

whenever a potential reviewer designates himself as a federal lobbyist; however, it is a good idea to contact the Review Administrator directly in this situation.

List of Meetings

> IAR Information

Filter Table 16 Results 1 of 1

Meeting	Meeting Dates/Location	SRO Name	Phase	Critique Due	Read Phase End	Edit Phase End
<b>2022/10 ZAG1 ZIJ-G (02)</b> longitudinal and peripheral AD biomarkers in a diverse cohort of subjects. Meeting Format <b>Virtual Meeting</b>	10/30/2022-11/01/2022 National Institute on Aging, Bethesda, MD	Boyce, Philip (301) 555-4321 <a href="mailto:eBATest@mail.nih.gov">eBATest@mail.nih.gov</a>	DISCUSSION	05/30/2022 11:59 PM	06/01/2022 08:00 AM	01/13/2023 11:59 PM
<b>2022/10 RRD9</b> Career Development Program - Panel II	10/25/2022-10/26/2022 Office of Research and Development, Washington, DC	Williams, Mark A (301) 555-3214 <a href="mailto:eBATest@mail.nih.gov">eBATest@mail.nih.gov</a>	EDIT	11/04/2022 11:59 PM	11/06/2022 08:00 AM	02/12/2023 11:59 PM <b>Active</b>
<b>2022/08 2216-M</b> Community Crisis Response Partnerships	10/23/2022-10/25/2022 SAMHSA, Rockville, MD	Vespa, Janet (301) 555-1212 <a href="mailto:eBATest@mail.nih.gov">eBATest@mail.nih.gov</a>	EDIT	10/22/2022 11:59 PM	10/23/2022 11:59 PM	12/31/2022 11:59 PM <b>Active</b>
<b>2023/01 HLBP (4) 1</b> Heart, Lung, and Blood Program Project Study Section ⚠ Access Denied: Federally Registered Lobbyist	09/29/2022-09/29/2022 National Institutes of Health, Bethesda, MD	Garak, Elim (301) 555-6554 <a href="mailto:eBATest@mail.nih.gov">eBATest@mail.nih.gov</a>	EDIT	09/22/2022 12:01 AM	09/29/2022 12:01 AM	12/11/2022 12:01 AM <b>Active</b>
<b>2022/10 RRD7</b> Research Career Scientist	08/12/2022-08/12/2022 Office of Research and Development, Washington, DC	McCoy, Leonard B. (301) 555-7532 <a href="mailto:eBATest@mail.nih.gov">eBATest@mail.nih.gov</a>	EDIT	07/21/2022 11:59 PM	08/21/2022 01:59 PM	12/30/2022 11:59 PM <b>Active</b>

Figure 104: Access Denied Due to Lobbyist Status

### Reviewer is Not a Federally Registered Lobbyist

To access and sign the *Confidentiality Agreement* and indicate that you are NOT a federally registered lobbyist:

1. Select the **Confidentiality Statement** link from the three-dot ellipses icon menu in the **Meeting** column on the *List of Meetings*.

The *Confidentiality Agreement* displays. This screen contains the *SAMHSA Confidentiality and Non-Disclosure Rules*. Please read the agreement carefully.

1. Select the radio button indicating **I am NOT a federally registered lobbyist**.
2. Click the **I agree** button at the bottom of the screen.

The *List of Meetings* screen returns with the **Action** links appropriate for the meeting.

**Confidentiality Agreement** ?

Meeting: 2023/08 ZRG1 CTH-M(70)

Step A: LOBBYIST STATUS

I am NOT a federally registered lobbyist (<https://ofacp.od.nih.gov/pdfs/Ban-on-Lobbyists-OFACP-Policy-2017.pdf>)

I am a federally registered lobbyist, the meeting date falls within my term

Step B: CONFIDENTIALITY AGREEMENT

**Security, Confidentiality, and Nondisclosure Agreement:  
Reviewer of NIH Grant Applications and R&D Contract proposals**

With the understanding that any materially false, fictitious, or fraudulent statement or representation may subject me to criminal, civil, or administrative penalties ([18 USC §1001](#)), I certify that I fully understand the confidential nature of the NIH peer review process and possible consequences for breaches of confidentiality, and agree:

- Not to share or assist in the sharing of government-issued login credentials and/or passwords with, or grant access to, or assist any individual, organization, or other entity in gaining access to, a secure government computer system used to support the NIH peer review process.
- Not to engage in unauthorized or improper use of these systems, data or information contained therein, including communicating, delivering, transmitting, or causing to be communicated, delivered, or transmitted, or attempting to communicate, deliver, transmit or cause to be communicated, delivered or transmitted to any person not entitled to receive such information;
- To destroy, delete, and/or return the grant applications, R&D contract proposals, and associated confidential information to the Designated Federal Officer (DFO) in charge of the review meeting;
- Not to disclose, transmit, or discuss the grant applications, R&D contract proposals, and associated confidential information with any other individual (including but not limited to colleagues, lab members, fellows, students, applicants, offerors or employees of an offeror), through any communication channel (including social media) except as authorized by the DFO or other designated NIH official;
- Not to disclose, in any manner, information about the committee deliberations, discussions, evaluations, or documents to anyone (including but not limited to a colleague, lab member, fellow, student, applicant, offeror or employee of an offeror), through any communication channel (including social media) other than as authorized during or for the peer review meeting;
- Not to upload or share content or original concepts from grant applications, R&D contract proposals, critiques, or any other associated confidential meeting information with any unapproved third-party platforms, including generative artificial intelligence technologies, except as authorized by the DFO or other designated NIH official;
- Not to disclose, transmit or discuss confidential information pertaining to an application or proposal to/with another member who has declared a real or apparent conflict of interest (consistent with the NIH peer review regulations at [42 CFR 52h](#)) with that application or proposal;
- Not to record or transcribe committee deliberations, discussions, evaluations, or documents;
- Not to use information contained in a grant application or R&D contract proposal for my personal benefit or make such information available for the personal benefit of any other individual, organization, or entity;
- Not to disclose or transmit procurement information prior to the award of a contract (i.e., contractor bid or proposal information or source selection information as defined in [48 CFR 2.101; 3.104-1\(a\)](#)) prior to the award of a contract (see [48 CFR 3.104-3\(a\)](#)); and
- To refer all inquiries concerning the recruitment or review, including inquiries related to these Security, Confidentiality and Nondisclosure Rules and/or Certification, to the DFO managing the review meeting, the Contracting Officer in charge of the solicitation, or other designated NIH official.

I understand that confidential information related to NIH peer review includes but is not limited to grant applications, R&D contract proposals, and data and information contained therein; other materials made available to me as an NIH reviewer; information and materials related to the reviewer recruitment process and reviews; individual reviewer assignments, conflicts of interest, and evaluations including scores and written critiques; and discussions and notes taken during review meetings.

I understand that the NIH may take steps in response to a violation of the above rules, in order to preserve the integrity of the NIH review process. Depending on the specific circumstances, such steps may include but are not limited to:

- Notifying or requesting information from my institution.
- Terminating my review service.
- Deferring or withdrawing an application submitted by my institution.
- Terminating grants, cooperative agreements, fellowships or R&D contract awards to my institution.
- Notifying the NIH Office of Management Assessment (OMA) and other appropriate Department officials for review of the matter in accordance with applicable law, with possible referral to the U.S. Department of Health and Human Services Office of Inspector General (OIG) and the U.S. Department of Justice (DOJ) for further action, which may include pursuing criminal and civil penalties as allowable by law.
- Pursuing a referral for government-wide suspension or debarment.
- Notifying other, appropriate Federal agencies.

Cancel

Figure 105: Confidentiality Agreement - Not a Lobbyist

## SAMHSA - List of My Assigned Applications

The *List of Applications* screen lets reviewers view information about the applications in the meeting and provides access to such actions as submitting and viewing scores and

critiques. The information shown on this page is customized based on the current meeting phase and on the meeting permissions set by the SRA. Available information also varies depending on the reviewer type and a reviewer's conflicts of interest.

## Accessing the List of My Assigned Applications Screen

To access the *List of Applications* after signing the confidentiality agreement (refer to [SAMHSA Confidentiality Agreement](#)):

1. Log into eRA Commons and select **the Internet Assisted Review** tab.

The **List of Meetings** screen displays. If accessible, the **View List of Applications** link is displayed in the **Meeting** column by clicking the three-dot ellipses icon.

2. Select the **View List of Applications** link.

Internet Assisted Review

List of Meetings ?

> IAR Information

All times are in Eastern Standard Time/ Eastern Daylight Time.

Filter Table 1 Results

Meeting	Meeting Dates/Location	SRO Name	Phase	Critique Due	Read Phase End	Edit Phase End
2022/08 2201-P Harm Reduction	...	Garak, Elim (222) 111-555 eRATest@mail.nih.gov	RECRUITMENT/ READ	04/01/2023 11:59 PM	05/01/2023 11:59 PM	06/01/2023 11:59 PM

View List of Applications  
Pre-Meeting COI Certification  
Meeting Materials  
View Access Code for Downloads

Figure 106: View List of Applications link in List of Meetings screen

By default, the applications screen initially shows only the applications assigned to the reviewer; however, in later phases of the meeting, IAR provides access via this screen for viewing all applications in the meeting if the SRO\* has opened the meeting for unsigned critiques. To view all applications in the meeting, toggle the Show only Assigned Applications switch to off.

Both views display information for the applications in the meeting. The meeting title, identifier, and phase as well as meeting dates and critique dates display above the list of applications.

Below this information are links for **View Critique Options**, and **List Application Options**, which vary from phase to phase.

The *List of Applications* table lists applications with columns on information for **Review Order**; **Application Number** (including the associated RFA/PA), which can include special identifiers for **Clinical Trial**, **CTRE** (Clinical Trial Research Experience) and **HFT** (Human Fetal Tissue); **PI Name** which can include **ESI** and **NI** (Early Stage Investigator and New Investigator) status identifiers; **Project Title**, which can include **Latest eAddition Date** link; **Average Preliminary Score**; **Role** column which, depending on the phase in the review process, can show Reviewer, Prelim. Score, and Final Score. Available actions for review are accessed by clicking the three-dot ellipses icon.

For Type 3 competitive applications linked to a Notice of Special Interest (NOSI), a link to that NOSI appears in the **Application Number** column.

You can sort any column where an ascending/descending icon (↕) is shown. Clicking the icon will first sort the column in an ascending order,

**List of Applications** ?

Go To

Meeting: 2023/05 ANIE

Meeting Title	Meeting Identifiers	Current Phase	Meeting Date	Critique Due
Acute Neural Injury and Epilepsy Study Section	2023/05 ANIE	RECRUITMENT/EDIT	04/20/2023 - 04/25/2023	10/12/2022 11:59 PM EDT

Show only Assigned Applications Final scoring is disabled

My Assigned Applications (ZIP) ZIP Generated (Please download the file from the download option) Download

Filter Table 76 Results

Review Order	Application Number	PI Name	Project Title (Latest eAdditions Date)	Average Prelim Score	Role (Reviewers, Prelim. Score, Final Score)
	1R01NS012345-01 RFA/PA: PA20-183 <b>Clinical Trial</b>	Brink, Talas	It's All in Your Head, Until It's Not: Transporter Psy... <a href="#">more</a>		Pri 1
	1R21NS... RFA/PA: ...	Hays, Joseph	Polywater Intoxication Syndrome in Preadole... <a href="#">more</a>		Sec 1
	1R01NS... RFA/PA: ... <b>CTRE HFT</b>	Kim, Harry	Advantages of Multiculturalism in Command Structu... <a href="#">more</a>		Pri 1
	2R01NS... RFA/PA: ...	Rostov, Michael	mission and Infectivity of the Inf... <a href="#">more</a>		Unassigned
	1R01NS456789-01 RFA/PA: PA20-185	Shran, Thylek	for Andorians Learning to Live wit... <a href="#">more</a>		
	1R01NS567890-01 RFA/PA: PA20-185	Ziyal, Tora	Treatment Protocols for Post Traumatic Stress... <a href="#">more</a>		

Figure 107: List of Applications default view showing special identifiers for New and Early Stage Investigators and Clinical Trial applications

The application number is displayed as a hyperlink. Selecting this link opens the application Grant Folder, from which several other options are available for viewing including

the e-application, prior summary statements (if existing), and any e-additions that have been added for the application.

Available actions accessed by clicking the three-dot ellipses icon include **Submit Critique**, **View Critique**, and **Delete Critique** depending on whether a reviewer is allowed to submit or has already submitted a critique.

The **Assignment Role** for an application displays a red COI identifier if the reviewer has a conflict of interest with personnel of the application. Links for submitting, viewing, and deleting critiques are not displayed for these applications. In addition, the existence of a specific type of conflict (CD Conflict) will suppress the link to the application’s Grant Folder.

The *List of Applications* screen provides access to the tools necessary for completing tasks in each phase. As such, the look and functionality of this screen may vary depending on a reviewer’s role and the current meeting phase.

The following links display on the List of All Applications screen regardless of the current meeting phase:

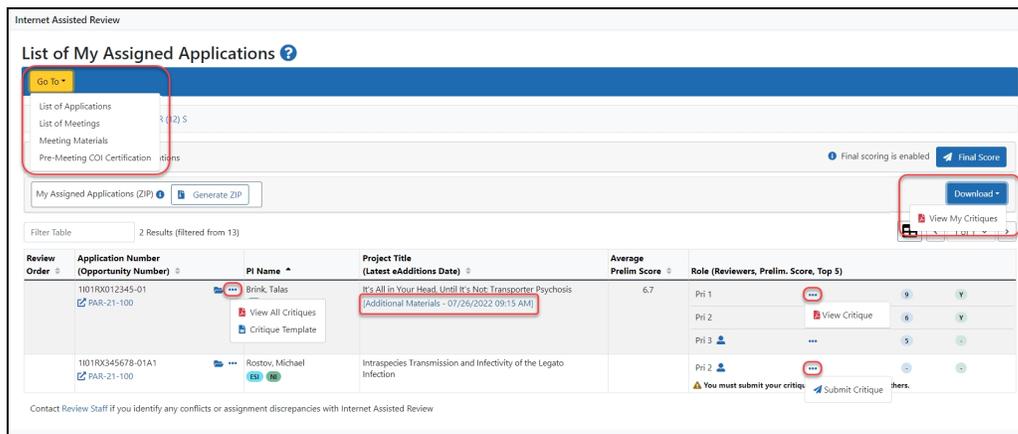


Figure 108: List of My Assigned Applications with outlined links

## List All Applications

Updates the screen to show all the applications in the meeting, regardless of the current reviewer’s assignments. This is not available for Mail reviewers and reviewers blocked by the SRO from viewing others’ critiques before submitting their own. The yellow triangle (🚩) icon next to the link indicates that this is the current view.

## List of Meetings

Returns the user to the *List of Meetings* screen.

## Show only Assigned Applications toggle

Updates the screen to show only the applications assigned to the reviewer. This is the default view of the screen. The yellow triangle (🔺) icon next to the link indicates that this is the current view.

## View My Critiques / View All Critiques for Assigned Applications

Opens a PDF document containing all of a reviewer's preliminary critiques and scores.

## Additional Materials

The Additional Materials link displays within the Title column (beneath the application title) if the application has at least one eAddition in its Grant Folder. [The link opens the Additions for Review section of the Grant Folder.](#)



The screenshot shows a table titled "Additions for Review" with a "Document Event Log" button in the top right. The table has a search filter "Filter Table" with "2 Results" and navigation controls. The table columns are "Group", "Document", and "Date".

Group	Document	Date
RX012345-01A2		
Other	Proof of Nonprofit status Certificate of Exemption	Tue Jul 26 09:15:49 EDT 2022
Other	Proof of Nonprofit status IRS Letter	Tue Jul 26 09:14:41 EDT 2022

**TIP:** To keep track of any additional material added without checking back every time, simply look for the date displayed within the link. This represents the Latest eAdditions Date.

## Final Score Sheet (button)

This button is not applicable to SAMHSA users.

**TIP:** \*Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant

nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

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## **SAMHSA Meeting - Reviewers' Workflow**

Reviewers attending SAMHSA's initial review group meetings have responsibilities before, during, and after the meeting, spanning the different phases of the meeting. The following outlines a high level process for a SAMHSA meeting reviewer and the links to the appropriate online help topic.

- [Create an eRA Commons account to access IAR](#)
- [Access the IAR List of Meetings screen](#)
- [Electronically sign the Confidentiality Agreement and indicate Federal lobbyist status](#)
- [Find review-related materials, such as review guidelines, rosters, etc.](#)
- [Access the applications](#)
- [Submit critiques and scores](#)
- [Read other reviewers' critiques](#)
- [Edit critiques and scores](#)

Refer to these other SAMHSA-specific help topics for more information:

- [SAMHSA - Confidentiality Agreement](#)
  - SAMHSA - Reviewer is a Lobbyist
  - SAMHSA - Reviewer is NOT a Lobbyist
- [SAMHSA - List of All Applications](#)
- [SAMHSA - Applying Critiques and Scores](#)
  - [Submitting SAMHSA Scores and Critiques](#)
  - [SAMHSA - Qualitative Assessment Definitions](#)