



Virtual Meeting in IAR

A Quick Walkthrough for Reviewers

Virtual Meeting provides provide reviewers and scientific review officers the ability to collaborate in an online discussion, in place of meeting face-to-face at a physical location for a scientific review meeting.

What's New

The central hub will be the new *Virtual Meeting List of Applications* screen, where reviewers can quickly check discussion activity and navigate to discussions.

Each application will have a unique screen displaying select topics, added by the scientific review officer (SRO), and corresponding discussion threads where reviewers will interact with one another and the SRO as needed.

SUBMIT and **READ** phase remain the same, with one exception. During the **SUBMIT** phase, assigned reviewers will have the ability to add 'initial comments' about the application when submitting the critique on the *Submit Critiques and Scores* screen or by clicking the 'Initial Comment' link in **READ** phase. These comments will be later displayed on the Discussion board during the online meeting.

Two new phases, **INTRODUCTION** and **DISCUSSION** phases, which occur after the **SUBMIT** and **READ** Phases, replace the face-to-face discussion.

In the **INTRODUCTION** phase, reviewers have the ability to rescue applications, which have been designated in the lower half, for discussion.

In the **DISCUSSION** phase, reviewers participate in the online discussion by navigating to the discussion thread through the *Virtual Meeting Discussion Board* screen.

1. Reviewers drill down on the Topics, Counts and Documents section to click on the Go to Discussion button that takes them to the *Virtual Meeting Discussion Comments* section (Counts are the number of discussion items that have not been read, compared to the total items). Here they read comments in the discussion thread and enter their own under the relevant topic for a given application.

2. Reviewers enter new discussion scores that indicate their current enthusiasm for each application based on the ongoing discussion. The discussion score is different from the final score, which reviewers will enter separately (as before) during the **FINAL SCORING** phase. Reviewers will have access to the discussion scores during the **FINAL SCORING** phase on the *Virtual Meeting Discussion Board* screen.

eRA Resource at the Ready

- The Virtual Meeting section in the IAR for Reviewers online help: https://era.nih.gov/erahelp/IAR_Rev/default.htm (also available by clicking on the question mark on IAR screens)

Coming Soon: Virtual Meeting for Reviewers video tutorial

Questions?

Contact your SRO or the eRA Service Desk (<http://grants.nih.gov/support/index.html>)

