



# Reviewers: Downloading DRM-Protected Application Materials From IAR (Steps and FAQs)

To enhance the security of sensitive and confidential review materials available in IAR, downloaded documents, such as application packages, will be protected by DRM (digital rights management), which will encrypt downloads to maintain peer review integrity.

## Steps to take *before* accessing the application materials in IAR

### Step 1: Add Nih.gov as a Trusted Site

1. In Adobe Acrobat, go to Edit > Preferences (Windows), or Acrobat > Preferences (Mac)
2. Select **Trust Manager** in the left pane, and then click the **Change Settings** button in the **Internet Access from PDF Files outside the web browser** section.
3. Enter `https://nih.gov` in **Host name** field and click the **Allow** button

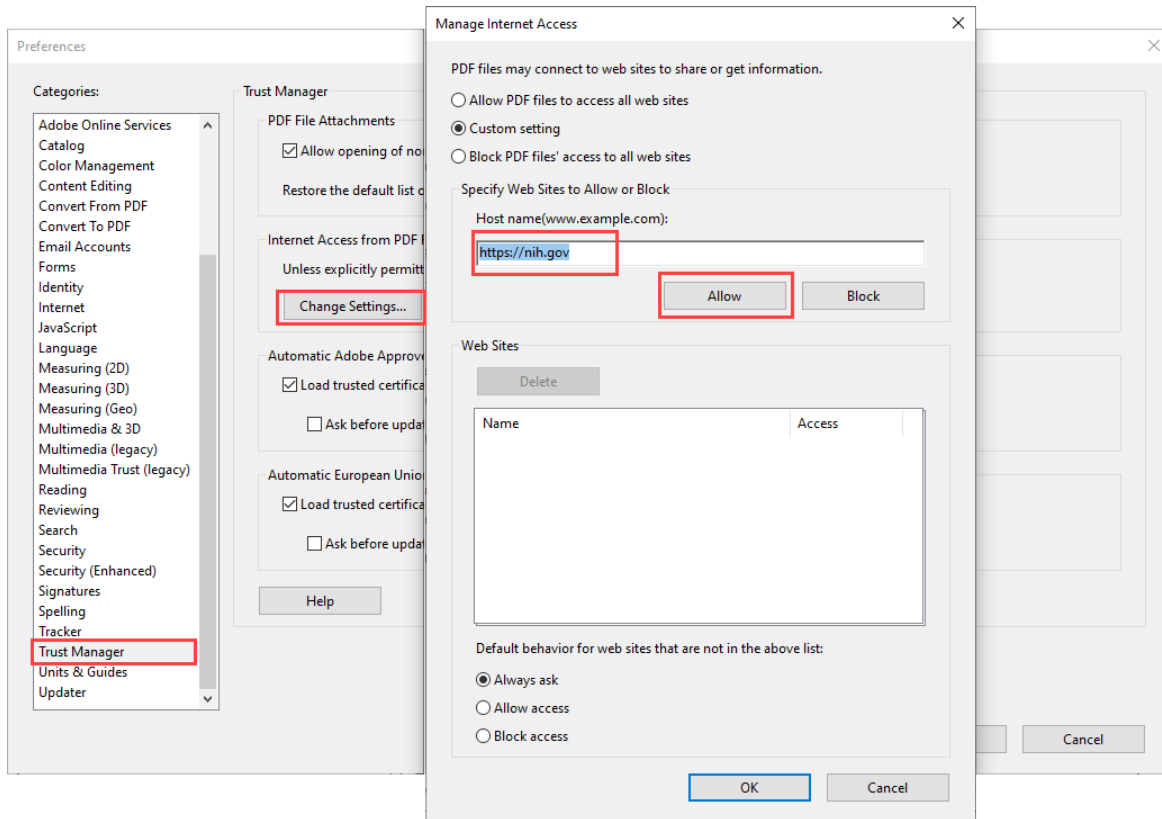


Figure 1: The Trust Manager tab and the Manage Internet Access screen where trusted sites can be added.

### Step 2: Disable Adobe Global Object Security Policy

1. In Adobe Acrobat/Reader, go to Edit > Preferences (Windows), or Acrobat > Preferences (Mac)

2. Select **JavaScript** in the left pane, and then clear the checkbox/uncheck **Enable global object security policy**.
3. Click the **OK** button. Close Acrobat/Reader, and then re-open it.

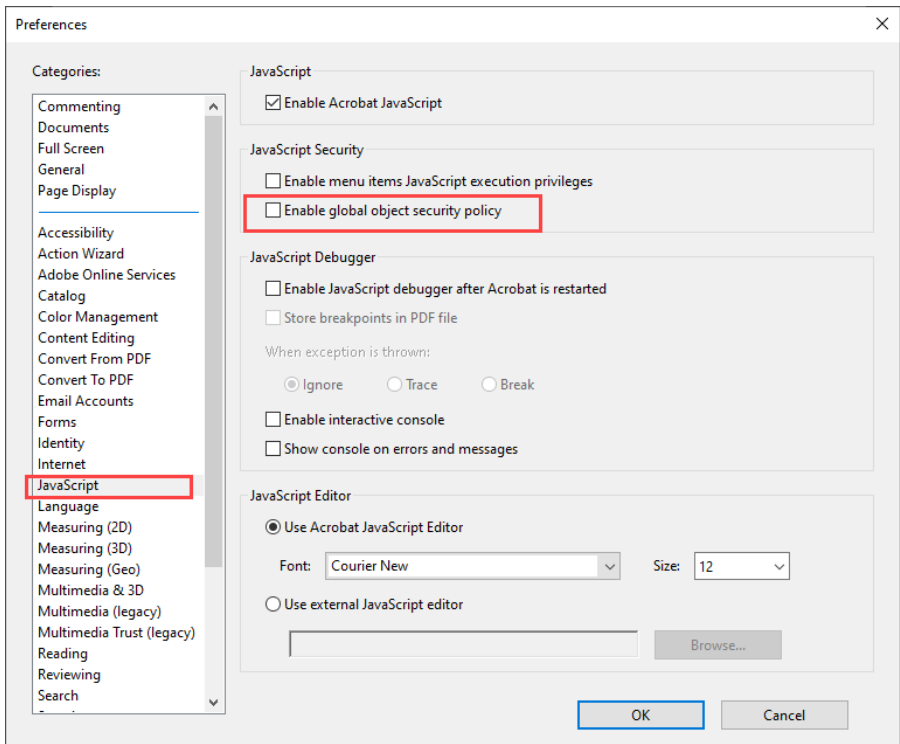


Figure 2: The Adobe Acrobat setting to disable the global object security policy

### Step 3: Use Adobe Acrobat as the default to open PDFs

See [instructions from Adobe](#).

## Steps for Accessing a DRM-Protected File in IAR (includes device registration)

**Step 1:** In IAR, go to your meeting and go to the *List of My Assigned Applications* screen. Click the **Download** button and click the **Assigned Applications ZIP**.

List of My Assigned Applications ?

Go To

Meeting: 2023/01 ZRG1 BBBT-M (82) S

Meeting Title	Meeting Identifiers	Current Phase	Meeting Date	Critique Due
Special Topics in Biomaterials, Biointerfaces, Gene and Drug Delivery	2023/01 ZRG1 BBBT-M (82) S	SUBMIT	12/02/2022 - 12/02/2022	06/25/2023 08:00 AM EDT

Show only Assigned Applications Final scoring is disabled

Download

Filter Table 6 Results (filtered from 47)

Review Order	Application Number (Opportunity Number)	PI Name	Project Title (Latest eAdditions Date)	Assignment Role

My Assigned Applications **DRM Meeting**

- Assigned Applications ZIP
- View Access Key
- Assigned Critique Templates ZIP

Figure 3: The Download button on the List of My Assigned Applications screen and the Assigned Applications ZIP option on the dropdown.

**Step 2:** The Assigned Application ZIP – Download Instructions popup screen is displayed. Click the **Continue with Download** button.

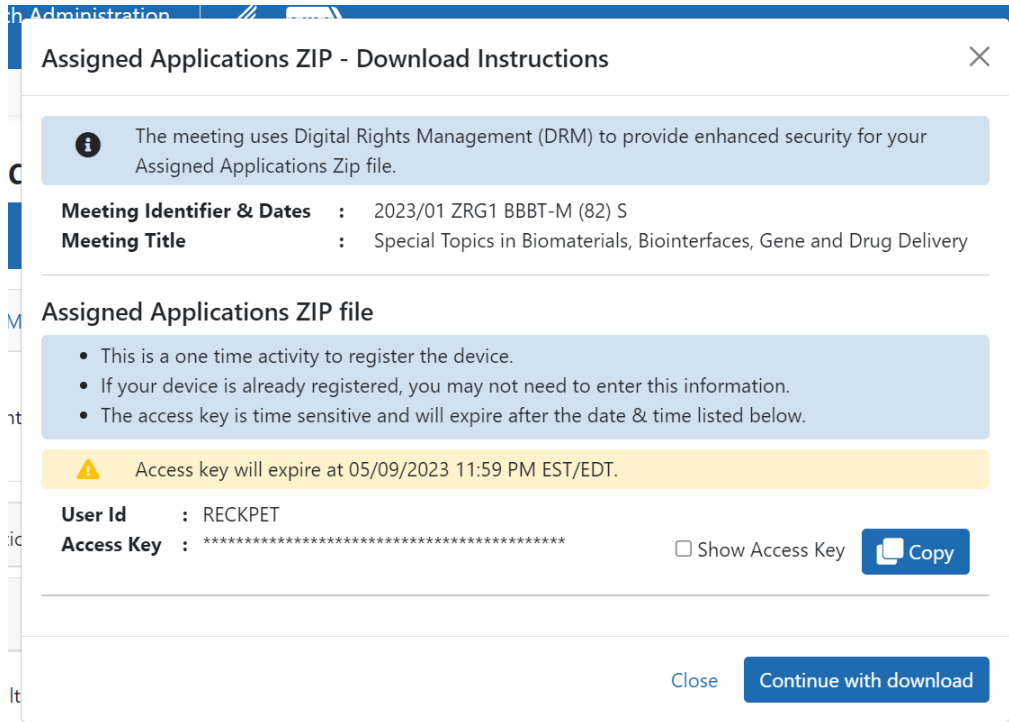


Figure 4: The user ID and access key on the Download Instructions popup screen

**IMPORTANT:** Keep this window open as you will need to retrieve your eRA Commons User ID and access key. Or click the **Copy** button to copy the access key as you will need it the first time you open a file.

- a. Go to the Downloads folder
- b. Unzip (or extract) the Assigned Application ZIP file.
  - i. Right-click the zipped folder saved to your computer.
  - ii. Choose "Extract All..." (an extraction wizard will begin).
  - iii. Click [Browse...] and navigate to where you would like to save the files.
  - iv. Click [Extract >].

The system will extract the zip file folder to the selected folder.

**Step 3:** In the folder, open a PDF file in **Adobe Acrobat**. **Do not** open the PDF in a browser, as DRM features and the login will not work properly in a browser.

**NOTE:** If Adobe Acrobat is not a default application to open a PDF file, then right-click on the file and choose **Open With > Adobe Acrobat**.

The eRA Adobe Login screen is displayed.

**Step 4:** Enter your eRA Commons user ID in the **User ID field**. Copy and paste the access key from the modal window in the **Access Key field**. Then click the **LOGIN** button.

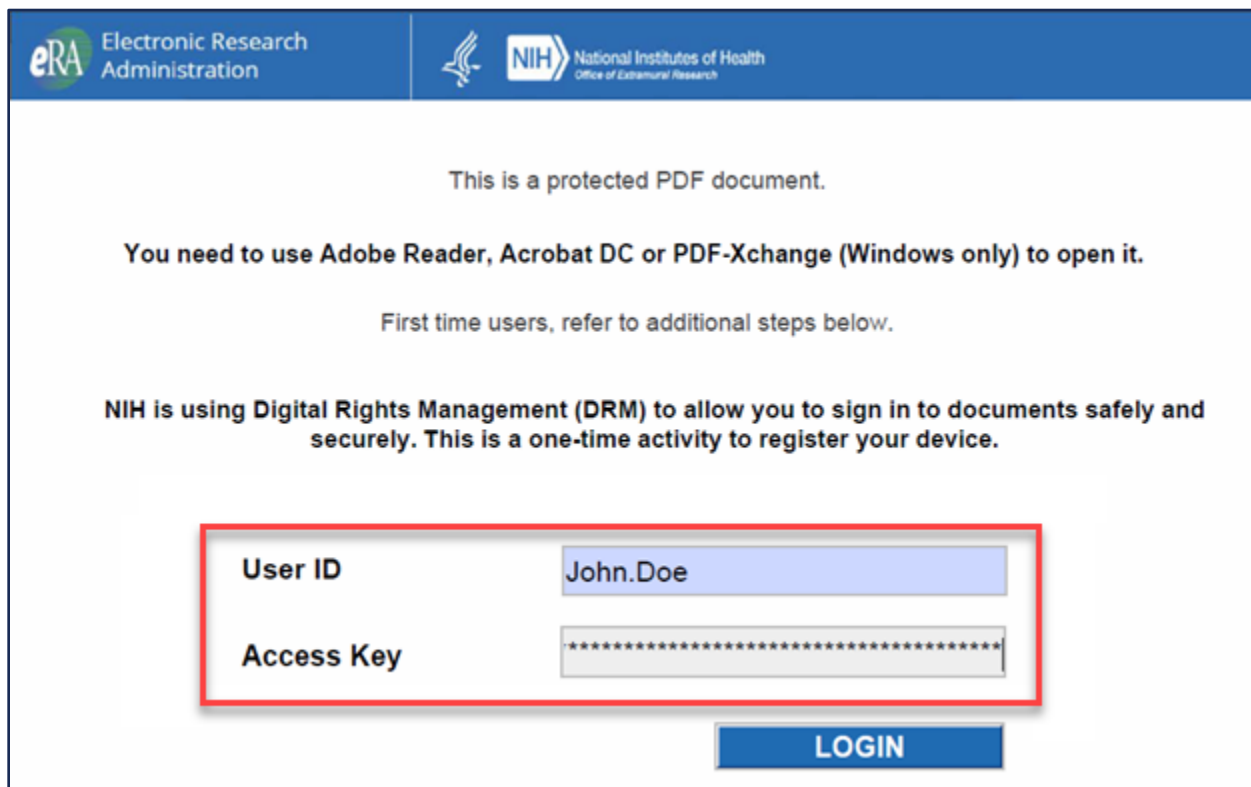


Figure 5: The Adobe login screen to enter the User ID and access key

The application materials will be displayed. With these steps completed, your device is registered, and you can access other files from the downloaded ZIP.

**NOTE:** The documents will display a diagonal watermark as a reminder to reviewers to maintain confidentiality: *CONFIDENTIAL, NIH REVIEW USE ONLY, DO NOT DISTRIBUTE NOR DISCLOSE.*

**IMPORTANT:** The access key expires every day. So open at least one file as soon as you complete the download.

### Keep in Mind

- If you use another device, you must repeat the procedure again on the new device.
- You have access to assigned applications (downloaded or in IAR) until the review meeting ends or until your access as a reviewer is disabled.

# Frequently Asked Questions (FAQs) For Reviewers – Accessing DRM Protected Files

## 1. I forgot to copy my Access Key while downloading Assigned Application ZIP. How do I find my User ID and Access Key later?

There are a few places within IAR where you can view your user ID and Access Key:

From the IAR *List of Meetings*, click on the 3 dots (...) and *View Access Code for Downloads*

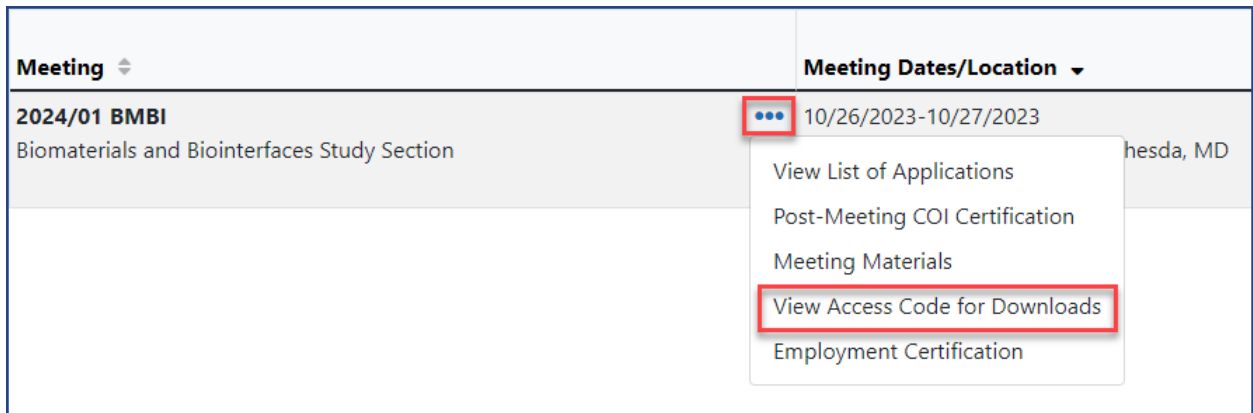


Figure 1: Click on the three-dot ellipsis icon to see the dropdown menu and click on the *View Access Code for Downloads*

From the *List of Applications* under the *Download* button, you can *View Access Key* or *Assigned Applications Zip*.

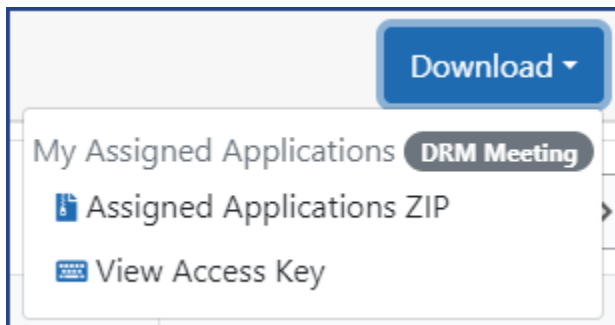


Figure 2: The dropdown from the *Download* button on the *List of Applications* screen, with *View Access Key* and *Assigned Applications ZIP* as options.

Note the user ID, as well as the date/time that the access key expires.

For added security, please note that access key is valid until midnight (i.e., 11:59 PM EST/EDT) of the day you download the file or click the **View Access Key** link to re-open the above popup window, whichever is later. If you download the file and do not register your device within the same day you

will need to obtain a new Access Key from IAR. We strongly suggest that you complete the registration process immediately after downloading the file.

## 2. I have already registered my device; do I need to undergo the login process again?

No, registration is a one-time process that is completed when you first access and log into a DRM downloaded file. Once the device is registered, you can access other files from the downloaded ZIP. Changes to the reviewers' assignments (removing an assignment) may block access to that application file (including supporting documents such as a prior summary statement).

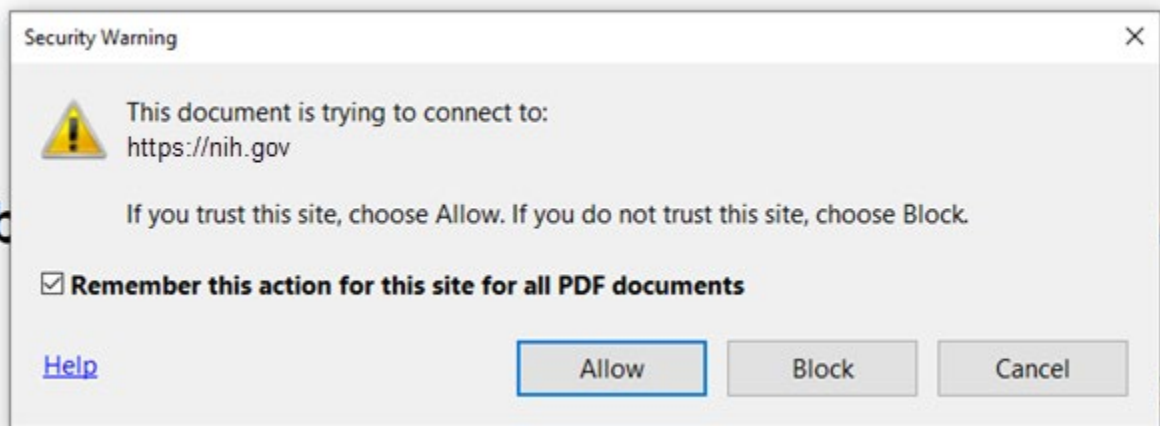
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**NOTE:** If the **Adobe global object security policy** checkbox remains checked, you are required to repeat login to open each file; see the steps for accessing a DRM file. Clearing your Adobe cache may require a re-registration of your device.

**NOTE:** After registration, if the file is moved to a different folder or location, even on the same device, you may be prompted to login again.

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## 3. Why am I seeing a security warning after going through the registration process?



*Figure 3: A pop up screen displaying a security warning from Adobe Acrobat asking if the nih.gov website should be trusted.*

This security warning may appear if you did not add <https://nih.gov> as a trusted website. Clicking the checkbox for **Remember this action for this site for all PDF documents** and selecting **Allow** from this popup adds <https://nih.gov> as a trusted site and prevents this security warning from appearing for DRM downloaded files.

## 4. Can I remove my registration from a device?

Yes. Windows Users can de-register the device by following the instructions below.

### **Windows users**

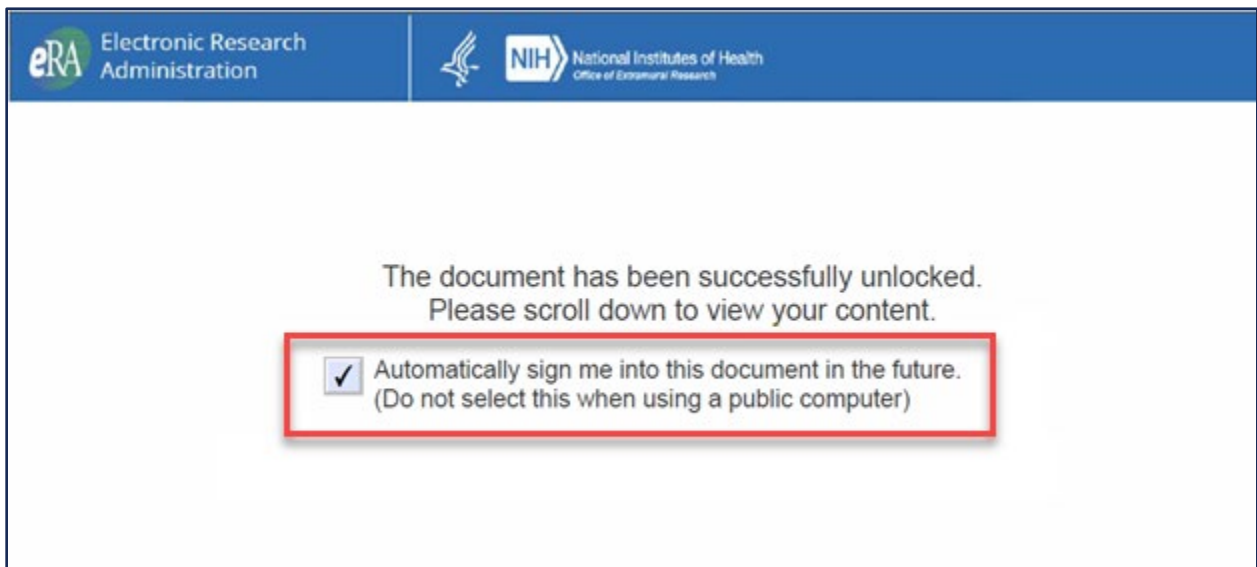
- I. Clearing the Adobe Acrobat cache folder -  
**C:\Users\<<yourUserName>\AppData\Roaming\Adobe\Acrobat\DC\JSCache.**
- II. **Delete** both the files in the folder, namely GlobData, and GlobSettings.

**Mac users**

- I. Open Finder.
- II. Click the Go menu and choose Library (if you don't see Library, press the option key).
- III. Open the Application Support folder.
- IV. Open the Adobe folder.
- V. Open the Acrobat folder.
- VI. Open the DC folder.
- VII. Open the JSCache folder.
- VIII. Delete both files in the folder (both files will show up if Acrobat Reader is closed).

**5. I am seeing a checkbox – “Automatically sign me into this document in the future” — on the first page of the file after login**

This is only informational. No action is required, and no functionality is impacted by selecting or deselecting the checkbox.



*Figure 4: A screen with a checkbox ‘Automatically sign me into this document in the future.’*

**6. Can I access Assigned Applications files when I am offline?**

Yes, to provide more flexibility to access assigned applications files, you can access Assigned Applications ZIP files in the offline mode provided you have registered your device while you were online. It is recommended that you register your device by accessing (opening) at least one file immediately after downloading the file. This ensures that your access will not be interrupted if you no longer have internet access.

## 7. I can't access some of my previously available assigned application files.

Reviewers can only access assigned applications in a DRM protected ZIP file when the following criteria are met –

- (1) Reviewer must be enabled for the meeting
- (2) Currently assigned
- (3) No conflict
- (4) Meeting is active for the reviewer (Until end of Edit phase; if Edit phase is not configured then end of Read phase)

## 8. What happens if I want to use a different or secondary device to view the files?

Each device where you need to view the files must be registered. If using a loaner device or one that may be shared, be sure to delete all files and clear the Adobe cache to prevent unauthorized access to the content. During the pilot run, there is no cap limit on the number of devices users can authenticate.

## 9. Can I use my mobile device or a web browser to open these PDF files?

No, the protected files are not accessible from mobile devices. DRM only supports opening the PDF files in Adobe or PDF-Xchange desktop software; web browsers do not support the security required for decryption.

## 10. I downloaded the application files yesterday, and today the steps to open them do not work.

When you download and receive an access key, the access key expires at the end of the day you downloaded and cannot be used the next day. Obtain a new access key by clicking **View Access Key** as described above and be sure to complete the download steps to open the files on the same day.

## 11. SRO/ESA only: Can I extend access to the Assigned Application ZIP beyond the end of the Edit Phase?

To align with IAR access for the Reviewer, DRM protected Assigned Applications files are valid through the end of the Edit Phase set in the IAR Control Center. If one or more of your reviewers need access to these files after the initially planned Edit Phase end date, please use the following steps -

- a) From the IAR control center **disable** all the reviewers **except** those you want to have access to IAR and the assigned applications files.
- b) Extend the **Edit Phase** to a date and time that will provide your reviewer(s) with continued access to make their required updates.

Reviewer(s) will now be able to access IAR and the files until the new Edit Phase end date/time.