National Institutes of Health/Office of Extramural Research

Electronic Research Administration

Internet Assisted Review Reviewer Users Guide

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Introduction

Overview

The eRA Internet-Assisted Review (IAR) system is a Web-based system to manage the process of electronic submission of critiques by reviewers. IAR expedites the scientific review of grant applications by standardizing the current process of critique and initial priority score submissions by reviewers via the Internet. IAR enables reviewers to submit critiques and view each other's reviews before the actual meeting. As a result, review meetings can contain more informed discussions because reviewers are able to read the evaluations entered by others prior to the review meeting (except where there is a conflict of interest).

Using the IAR Module

IAR Reviewer capabilities include:

- electronically submit critiques and preliminary scores prior to scheduled meetings
- review the critiques submitted by others online
- modify critiques after the scheduled meeting
- maintain personal information (single point of ownership)
- acceptance of critiques in Microsoft Word (*.doc) or plain text (*.txt) format

IAR Phases

The IAR process included the following phases:

- **Submit**— Reviewers log in and submit critiques and preliminary scores for their applications. During this phase you only see your assigned applications. The phase end date is the Critique due date.
- **Read**—Time period after the Submit phase (the Submit phase end date determines the start of the Read Phase). After submission deadline, Reviewers may read other Reviewer's critiques. If a reviewer has not submitted, the SRA may block the Reviewer from reading until he

submits his own. During the Read phase, except where in conflict or blocked, you can see all applications and may read all critiques. At the end of the Read phase, the actual meeting is usually held.

- **Edit**—Your SRA/GTA determines whether or not to hold the optional Edit Phase which follows the Read phase. In this phase, you can correct/resubmit your critiques based on comments in the meeting or can post critiques for unassigned applications. At the end of the phase, the meeting in IAR goes back to Read Phase until assignments are manually purged or the Assignment Purge date is reached (the purge date is set automatically for 15 days after the meeting release date). After assignments are purged, you will lose access to the meeting.

Creating/Accessing an IAR Account

In order to access IAR Reviewers must:

- have an NIH Commons account in order to access IAR
- be listed on the official Meeting Roster (the reviewer must be a real person with person_id, no placeholders)
- have an email address on their profile MLG

Your SRA/GTA grants you access to utilize IAR to submit and view critiques for applications in meetings. When this occurs, you receive an email informing you of your ability to access IAR. If you do not have an IAR account, the email directs you to create a new IAR account. If you already have an IAR account, you are directed to access the eRA Commons Login page.

To create a new account:

1. Click the hyperlink in the email to open the NIH eRA Commons and the Create New Account page.

2. In the account form, enter the requested information noting the following:

   - If a field name is followed by an asterisk (*), it is a required field.

   - The username has a 6 character minimum and a 20 character maximum.
   - Passwords must contain a minimum of six characters. For additional protection, include a combination of letters and numbers.

3. Click **Submit** to enter the information. After your account information has been reviewed and authorized, you will receive a notification email containing the URL to the NIH eRA Commons Login page.

NOTE: To access IAR if you already have an IAR account or once you receive the notification email, see Introduction: *Logging On To IAR*.

Logging On To IAR

To log on to IAR, access IAR via the NIH eRA Commons. NIH eRA Commons is a web-based system that allows principal investigators (PIs) and central research administration offices to communicate and send information electronically. To access the NIH eRA Commons you must be registered as a user. Contact your Office of Sponsored Programs or Office of Clinical Research representative for information about registering.

Any registered user with a Web browser (Internet Explorer 5.01 or greater or Netscape 4.7 or greater) and Internet access can log on to the application. Other Web browsers are also supported, but some functionality may be lost.

To log on to IAR:

1. Open your web browser.
2. In the Address/Location field of your web browser, type **https://commons.era.nih.gov/commons/** and then press Enter. The eRA Commons Login Page (Figure 1) appears.

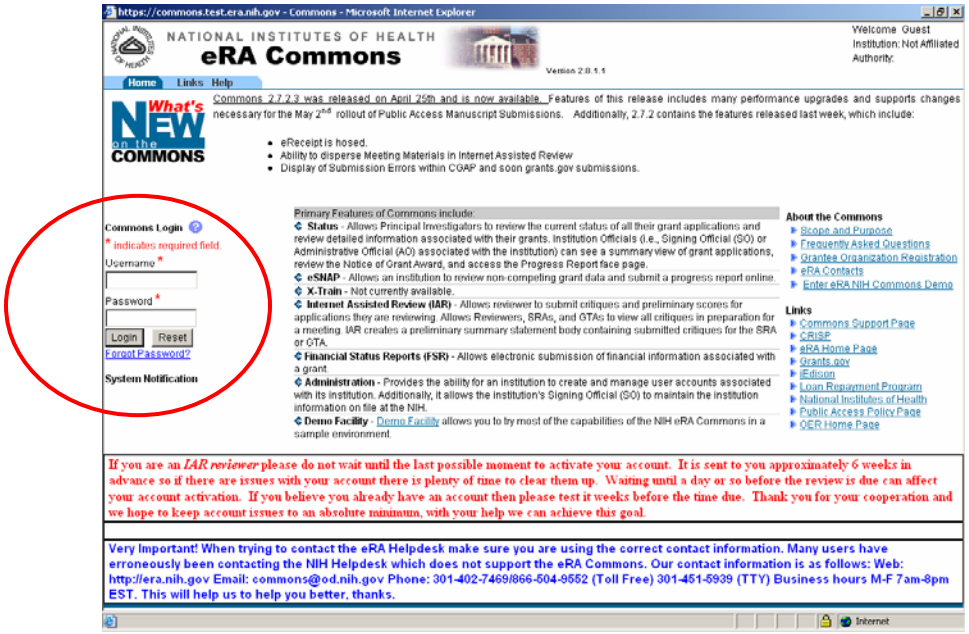

Figure 1: eRA Commons Login Page

3. In the **Username** field, type your eRA Commons username.
4. In the **Password** field, type your eRA Commons password.

NOTE: For security purposes, eRA Commons user passwords expire and must be reset. If your password is soon to expire, a "password close to expiration" message is generated when you log in.

If you get this notification, you will be directed to select a new password. When you change your password, you do not need to notify anyone.

5. Click **Login** (or press **Enter**). The eRA Commons Home page appears.

NOTE: You can only access eRA Commons for one session at a time. If you attempt to log in to another session, using a second browser instance, the system gives you the option of either terminating the first session or canceling the request.

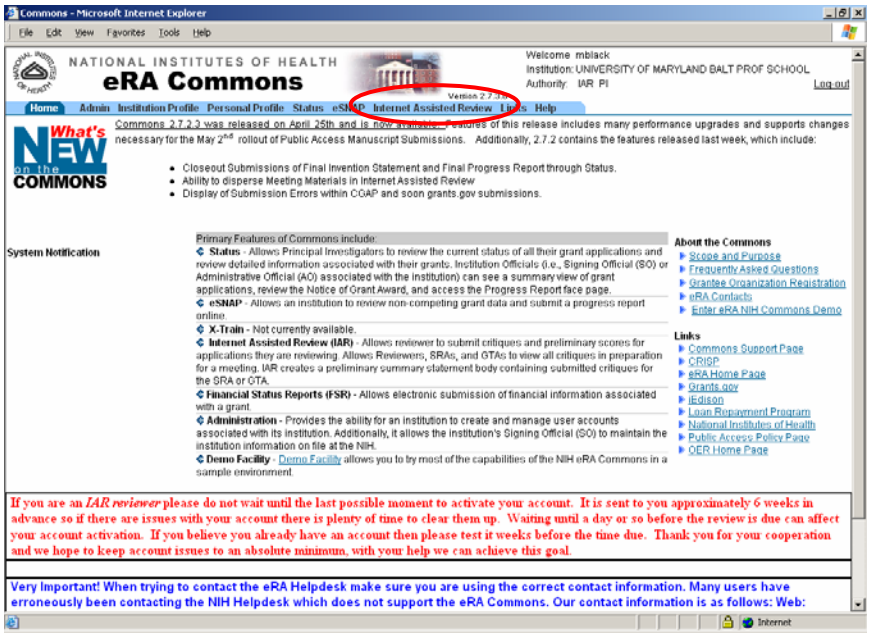

Figure 2: Internet Assisted Review Access Tab

6. Select the **Internet Assisted Review** access tab. The IAR **List of Meetings** page (IAR0001) appears (Figure 3).

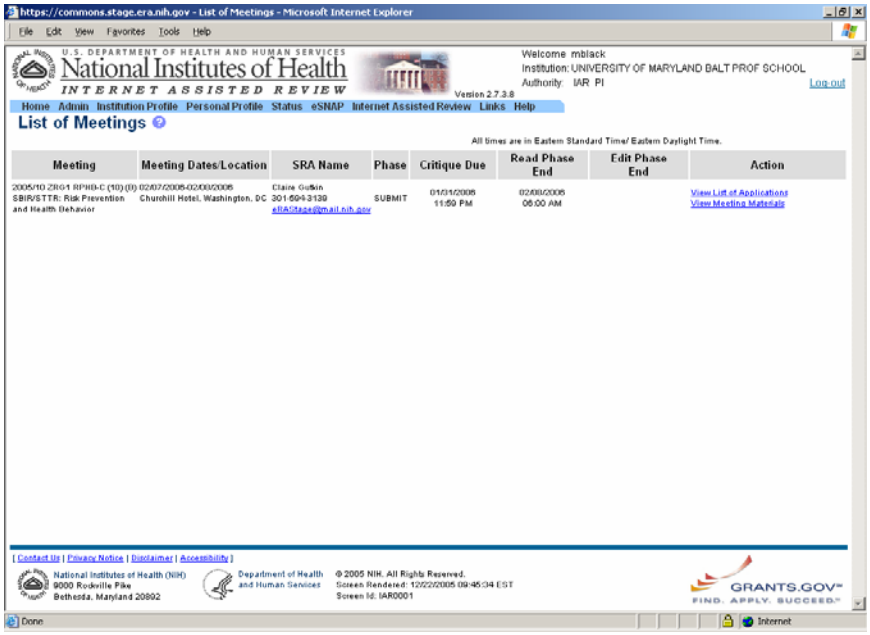

Figure 3: IAR Main Page

Logging Out of IAR

To log out of IAR:

- Select the **Log-out** hypertext link located at the top of each page.

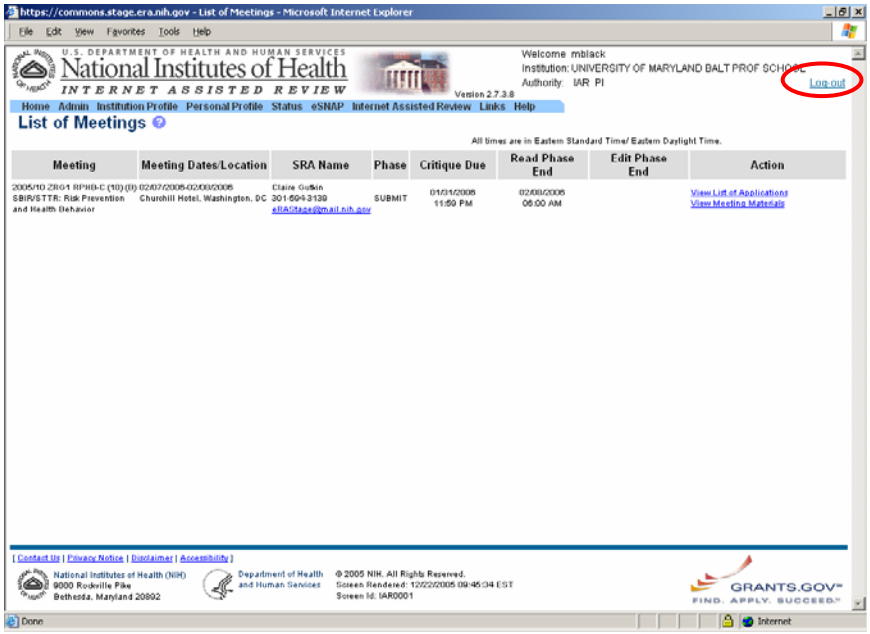

Figure 4: Select the Log-out hypertext link to log out of the IAR System

Expired Session

Your IAR session expires after 45 minutes of inactivity. Five minutes before expiration, an expiration message is displayed. Click **Keep Session** to resume your work or **Abandon Session** to force your account to log out.

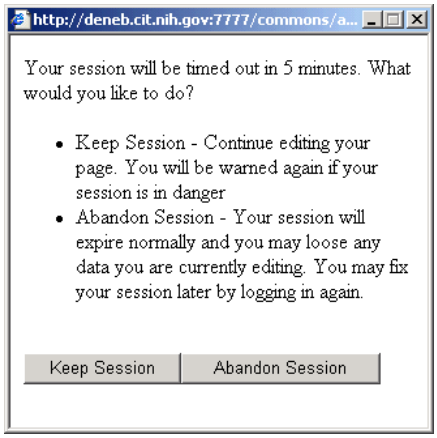

Figure 5: Select Abandon Session to log out of the IAR System

If your session expires while the NIH eRA Commons is open, because you did not respond to the expiration message within the allotted five minutes, you will experience errors or lost functionality in the system (such as disappearing buttons, Internal Server Error 500, pages displaying with no data, or prompts to log in again). If any of these problems occur, close your Web browser window and then reopen it to log in and start a new session.

List of Meetings

The IAR Home Page

When you log on to IAR, the IAR **List of Meetings** Screen (IAR0001, shown in Figure 6) appears with the navigation menu displayed across the top of the screen.

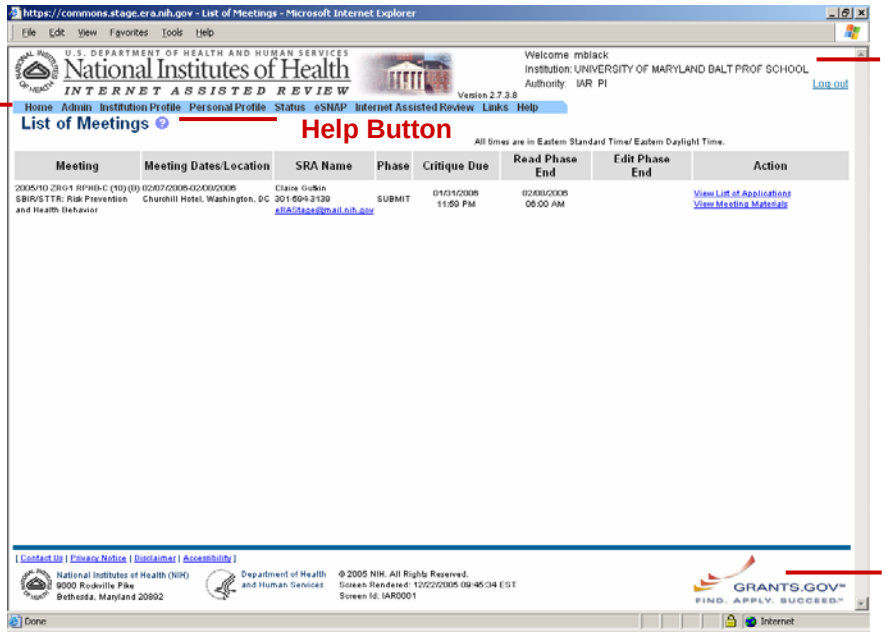

Figure 6: IAR List of Meetings Screen (IAR0001)

Navigation Menu

You use the blue navigation menu that appears at the top of the IAR screens to access the various functions associated with IAR. The navigation menu links are

- Home
- Status

- eSNAP
- FSR
- Internet Assisted Review
- Links
- Help

List of Meetings Block

The following information is included on the **List of Meetings** block:

- **Meeting**- Includes the meeting identifier and title.

  Meeting identifier is made up of seven fields: Council Date, IRG (SRG) Code, IRG (SRG) Flex Code, SRA Designator Code, SRA Flex Code, Group Code, Group Extension Code, and the Workgroup Number.

  Meeting title indicates the title of the meeting or panel name if the meeting is a SEP.

- **Meeting Dates/Location**- Identifies the meeting start and end date, hotel name, city and state of meeting location.

- **SRA Name-** First and last name, work telephone number, and work email address of the SRA. SRA email address is a hypertext link that can be selected in order to send an email directly to the SRA.

- **Phase**- The current IAR Phase for the meeting.

- **Critique Due**- Lists the date and time the application critiques are due. This is considered the phase end date.

- **Read Phase End**- The Read phase end date and time.

- **Edit Phase End**- The Edit phase end date and time.

- **# of Appls**- The number of applications scheduled for review in the listed meeting.

- **Action**- Hypertext link that allows access to the **List of Applications** page.

Meeting Materials

To view meeting materials:

1. Log in to IAR to access the **List of Meetings** screen as described in *Logging On To IAR* on page 3.

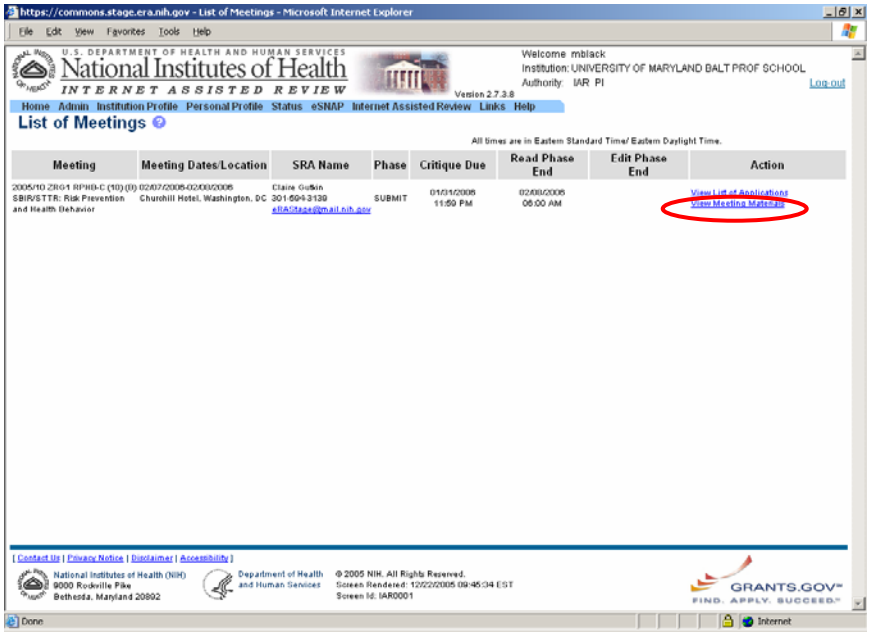

Figure 7: List of Meetings Screen (IAR0001)

2. Select the **View Meeting Materials** hypertext link. To access the **Meeting Materials** screen (Figure 8).

Figure 8: Meeting Materials Screen

3. To view details of any of the meeting materials select the **View** hypertext link in the **Action** column.

A listing of all the meeting materials associated with the selected meeting, appears.

List of Applications

Overview

The List of Applications page lets you view information about the applications in your meeting and provides access to actions such as submitting and viewing critiques. The data viewed on the List of Applications page is customized based on the current IAR phase and the type of reviewer you are. By default, the page initially shows only applications assigned to you but it provides access to show all applications in the meeting if your SRA/GTA has opened the meeting for unassigned critiques or comments to be posted.

Note:
Mail reviewers can only see their own assigned applications.

By default, you are blocked from reading application critiques submitted by other reviewers before you submit your own critique. This default may be changed for selected reviewers by the SRA/GTA.

Applications with conflicts are marked COI and have no links available for submitting, deleting, or viewing a critique.

Accessing the List of Applications Screen

The **List of Applications** screen lists all applications assigned to you. Each application has a link for submitting critique. Details concerning the available information according to the IAR phase include:

Submit Phase:

- If a critique has already been submitted, links are available to delete or to view the critique.

Read Phase:

- If you have been permitted by your SRA/GTA to view the critiques of other reviewers, the list of available applications will list only assigned applications or all reviewed applications.

- If you have not submitted a critique on an application and are blocked from reading the critiques of other reviewers, the only option available for the blocked application is the *Submit* option.
- All other applications will each have a separate link for viewing critiques

Edit Phase:

- Each application has a link for submitting a critique. If you have already submitted a critique, other links allow you to delete and view the critique.
- If you have not submitted a critique on an application and are blocked from reading the critiques of other reviewers, the only option available for blocked applications is the *Submit* option.

To access the **List of Applications** screen:

1. Access the IAR **List of Meetings** screen.

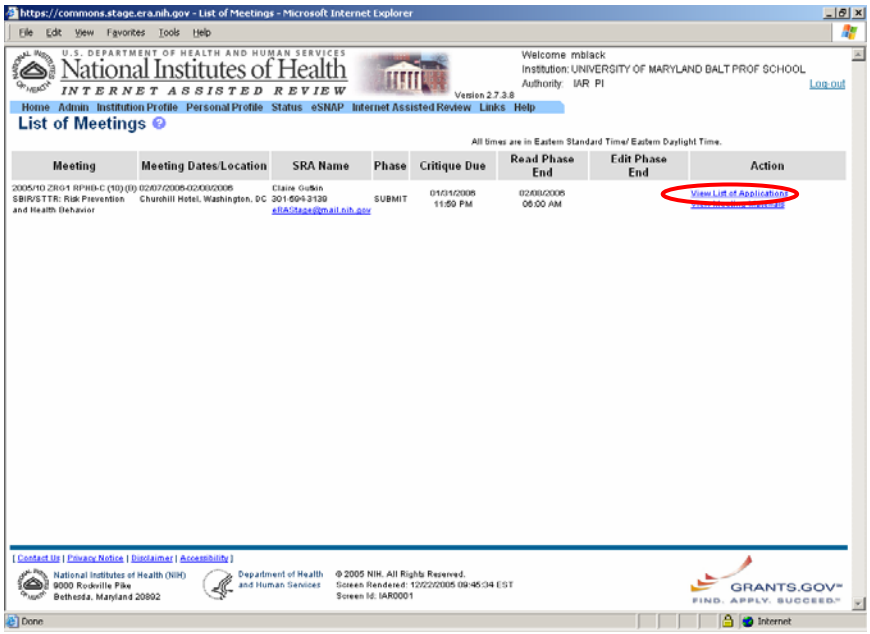

Figure 9: Select the View List of Application hypertext link to access the List of Application screen

2. Select the **View List of Applications** hypertext link displayed in the **Action** column of the application you would like to view. The **List of Applications** screen appears (Figure 10).

Figure 10: List of Applications Screen

List of Applications Screen

At the top of the **List of Applications** screen specific details pertaining to the application you selected appear. The details include:

- **Meeting Title** – Lists the title of the meeting or the pane name if the meeting is a SEP.
- **Meeting Identifier** – The meeting identifier is made up of seven fields: Council Date (in YYYY/MM format), IRG (SRG) Code, IRG (SRG) Flex Code, SRA Designator Code, SRA Flex Code, Group Code, Group Extension Code, and the Workgroup Number.

  Example: SRG Meeting is 2002/10 PC-1 (01)

  Example: SEP Meeting is 2002/10 ZRG1 SRG-F (GC) X 001
- **Meeting Phase** – Displays the current IAR phase for the meeting.
- **Meeting Dates** – The dates that the actual meeting starts and ends
- **Critiques Due** – The date and time critiques are due. This is also known as the Submit phase end date.

List of Applications Available Links

There are several links on the **List of Applications** screen that allow you to navigate the IAR application in several ways.

Back to List of Meetings

Use the **Back to List of Meetings** hypertext link to return to the **List of Meetings** screen (Figure 11). Use this link instead of using the browser's Back button.

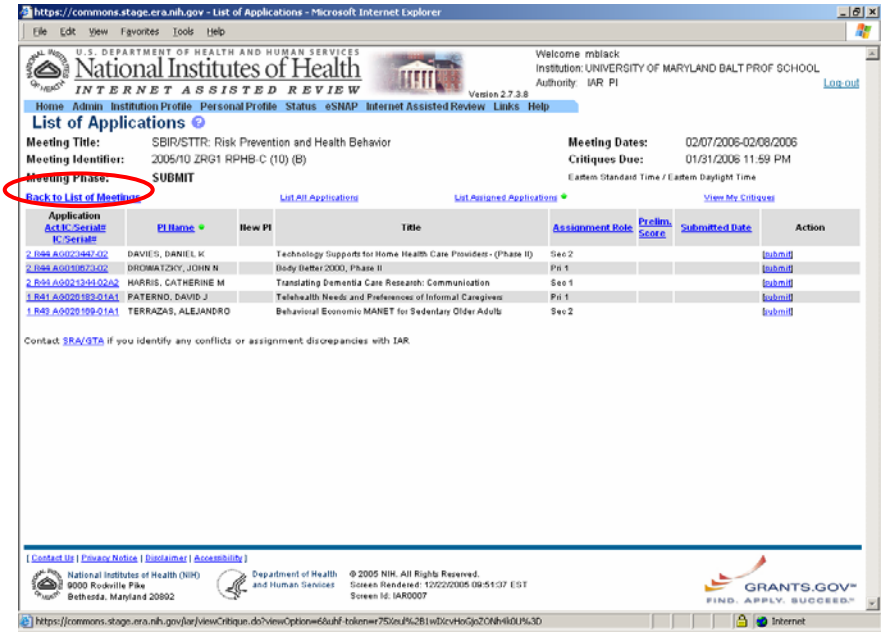

Figure 11: Select the Back to List of Meetings hypertext link to return to the List of Meetings Screen

List of All Applications

Select the **List of All Applications** hypertext link to view a list of all applications for the selected meeting, including those with conflicts in ascending sort order by reviewer name.

List Assigned Applications

Select the **List Assigned Applications** hypertext link to view a list of all applications assigned to the user. This view is only available in the Submit phase. This is the default view when you first access the List of Applications page.

View My Critiques

Select the **View My Critiques** hypertext link to access a Adobe Acrobat PDF file of all critiques that you have submitted thus far.

SRA/GTA

Contact information is provided as a convenient way to contact your SRA/GTA to discuss any issues that may arise. (For example, when there are assignment discrepancies or conflicts of interest with an application viewed in IAR).

1. Select the **SRA/GTA** hypertext link located at the bottom of the **List of Applications** screen to obtain SRA/GTA contact information.

Figure 12: Select the SRA/GTA hypertext link to access contact information for the assigned SRA/GTA

- The **SRA/GTA Name and Contact Information** page (IAR0010) appears. The page displays SRA/GTA name, telephone number and email address.

Figure 13: SRA/GTA Name and Contact Information (IAR0010)

2. The email address is in the form of a hyperlink so that an email can be sent to the SRA/GTA. Select the hyperlink to open your default email program.

Action Column Hypertext Links

A [**submit**] hypertext link appears in the **Action** column, this link allows you to submit application critiques. See *Submitting Critiques/Scores* on page 13.

Submitting Critiques/Scores

Overview

IAR allows you to submit critiques and scores for your assigned applications during the *Submit* and *Edit* phases. During the *Read* phase, only reviewers who have missed the due date may submit late critiques.

NOTE:
Only critiques uploaded in Microsoft Word format (with a *.doc extension) or in plain text format (with a *.txt extension) can be submitted.

Critiques cannot be edited online and must be resubmitted if you want to make changes to a previously submitted critique. Critiques cannot be resubmitted during the Read phase.

The WP Greek font family is not supported during the conversion of uploaded critiques to Adobe PDF. In order to include Greek characters (for example, α orβ) insert them as symbols within the Microsoft Word document.

Unassigned reviewers can not submit scores for any applications.

Review Criteria

The following special considerations are part of the review criteria:

- protection of human subjects from research risks
- data and safety monitoring
- inclusion of women
- inclusion of minorities
- inclusion of children
- animal welfare
- biohazards

This above list is not inclusive; other criteria may apply for a specific review group. Contact your SRA for guidance.

View Grant Application Image, Prior Summary Statements, and Appendices

To vie the PDF image of the Grant Application, prior Summary Statements (if they exist), and Appendices (if they exist), click on the **Grant Number** hypertext link. The **Grant Folder** screen appears:

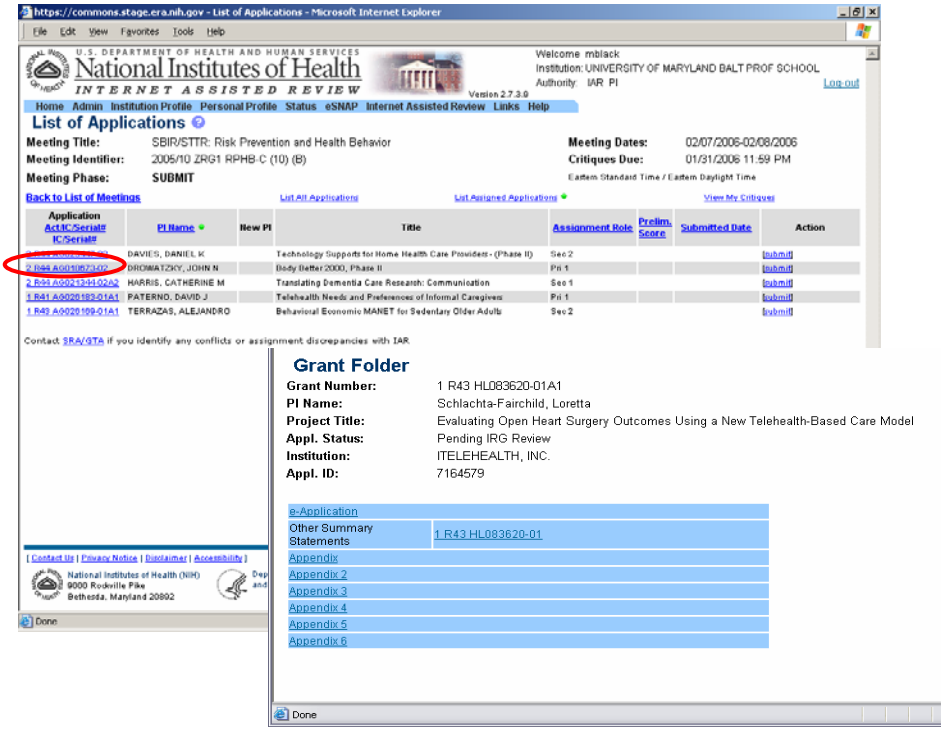

Figure 14: Click on the hypertext link of the grant number to access the Grant Folder Screen

NOTE: To access each individual document, select the Document hypertext link from the **Grant Folder** screen.

Submit Critique and Preliminary Score Screen

Use the **Submit Critique and Preliminary Score** screen to submit application scores and critiques.

To submit critiques/scores:

1. Access the IAR application as described in *Logging On To IAR* on page 3.

2. From the **List of Meetings** screen, select the **View List of Applications** hypertext link (in the **Action** column) to open

the **List of Applications** screen for the application you desire (IAR0007).

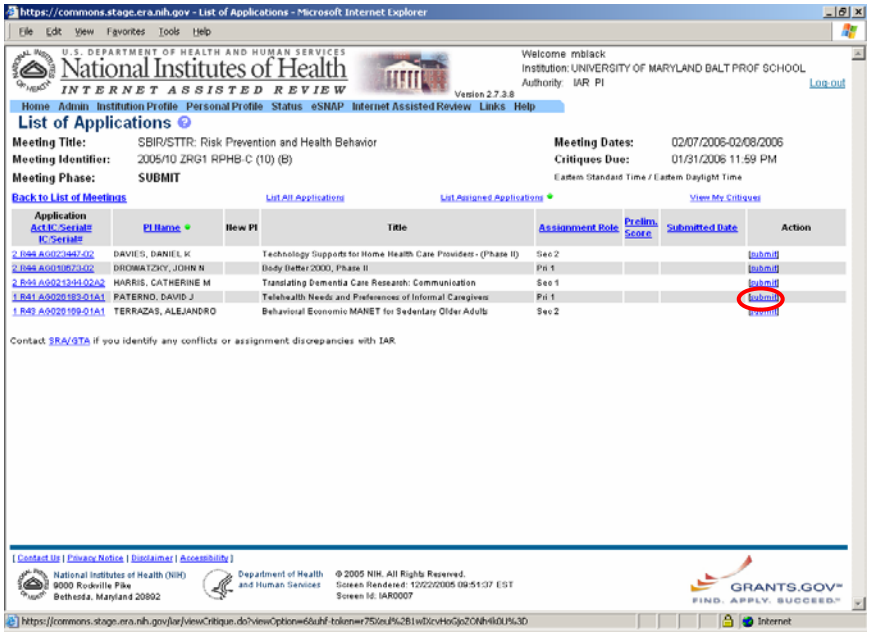

Figure 15: Select the Submit hypertext link to submit critiques and scores

3. Click the **Submit** hypertext link in the **Action** column for the desired application to access the **Submit Critique and Preliminary Score** screen (IAR0011).

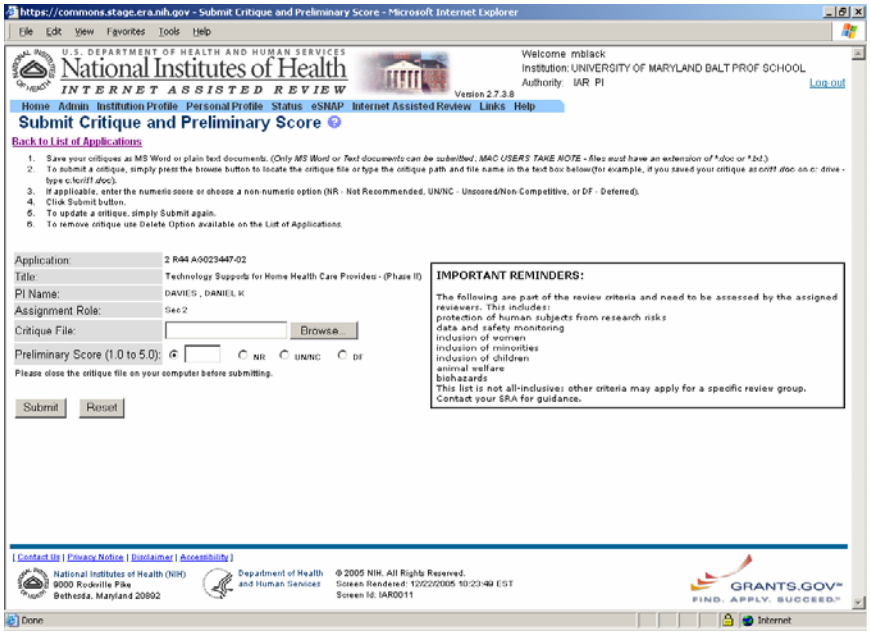

Figure 16: Submit Critique and Preliminary Score Screen (IAR0011)

4. Enter the full path and filename (including extension) of the critique or click **Browse** to locate the file.

5. If applicable, either a numeric score or a score code can be entered.

NOTE: A numeric score must be within a range of 1.0–5.0. If you do not wish to add a numeric score you must use one of the following codes: NR (not recommended), UN/NC (unscored/not competitive), or DF (deferred). Only one option is permitted.

6. Click **Submit** to upload the file. The file is checked for the proper file type and is virus-checked. A message appears to validate the submission, with an option to cancel or submit critique and score.

Viewing Critiques

Your ability to view critiques depends upon the type of reviewer that you are and the current IAR phase of the meeting. Critiques cannot be modified during the *Read* Phase. You are not able to view critiques and scores for applications that cause a conflict of interest for you. When there is more than one critique to display, the critiques are merged into one file with each critique printed on a new page.

- **Regular reviewers**—During the *Read* phase, you can usually view critiques posted by other reviewers to help you prepare for review meeting discussions. However, if you have not submitted your critique during the *Submit* phase, your SRA/GTA can block you from reading other critiques until you have submitted your own. If you are blocked from reading, you must submit your critique before you will be able to read other critiques.
- **Mail reviewers**—You will not be able to view critiques that are submitted by other reviewers. During the *Submit* phase, you can view critiques you have submitted from the List of Applications page, one at a time. During the Read Phase, you can view critiques in several ways:
    - all critiques for all applications in a specific meeting
    - all of your own critiques for a specific meeting
    - all critiques for your assigned applications
    - all critiques for one application merged into one file

NOTE: Subprojects are treated like all other applications. For example, if you are assigned to two subprojects and don't submit a critique on time for one of them, if the SRA/GTA blocks you from viewing other critiques you only will be blocked from viewing critiques for the specific subproject that doesn't yet have a critique submitted.

To view critiques:

1. From the List of Meetings screen, select the **View List of Applications** hypertext link of the desired application to access the **List of Applications** screen (IAR0007).

2. To view an individual critique (during all IAR phases):

   Select the **View My Critiques** hypertext link of the desired application. The critique is usually viewed in Adobe PDF, but may be displayed in the original Word/text format if the conversion has not occurred.

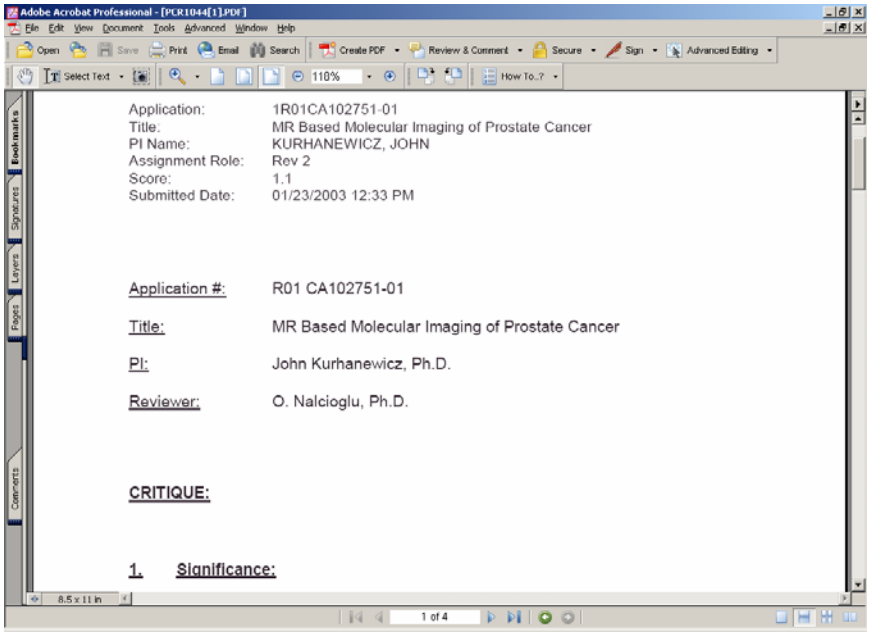

Figure 17: Critique View as it appears in Adobe Acrobat Reader®

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