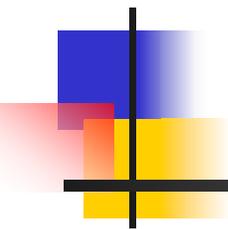


Internet Assisted Review (IAR) in eRA Commons



Review Users Group, May 29, 2003

NIH Requirements for IAR



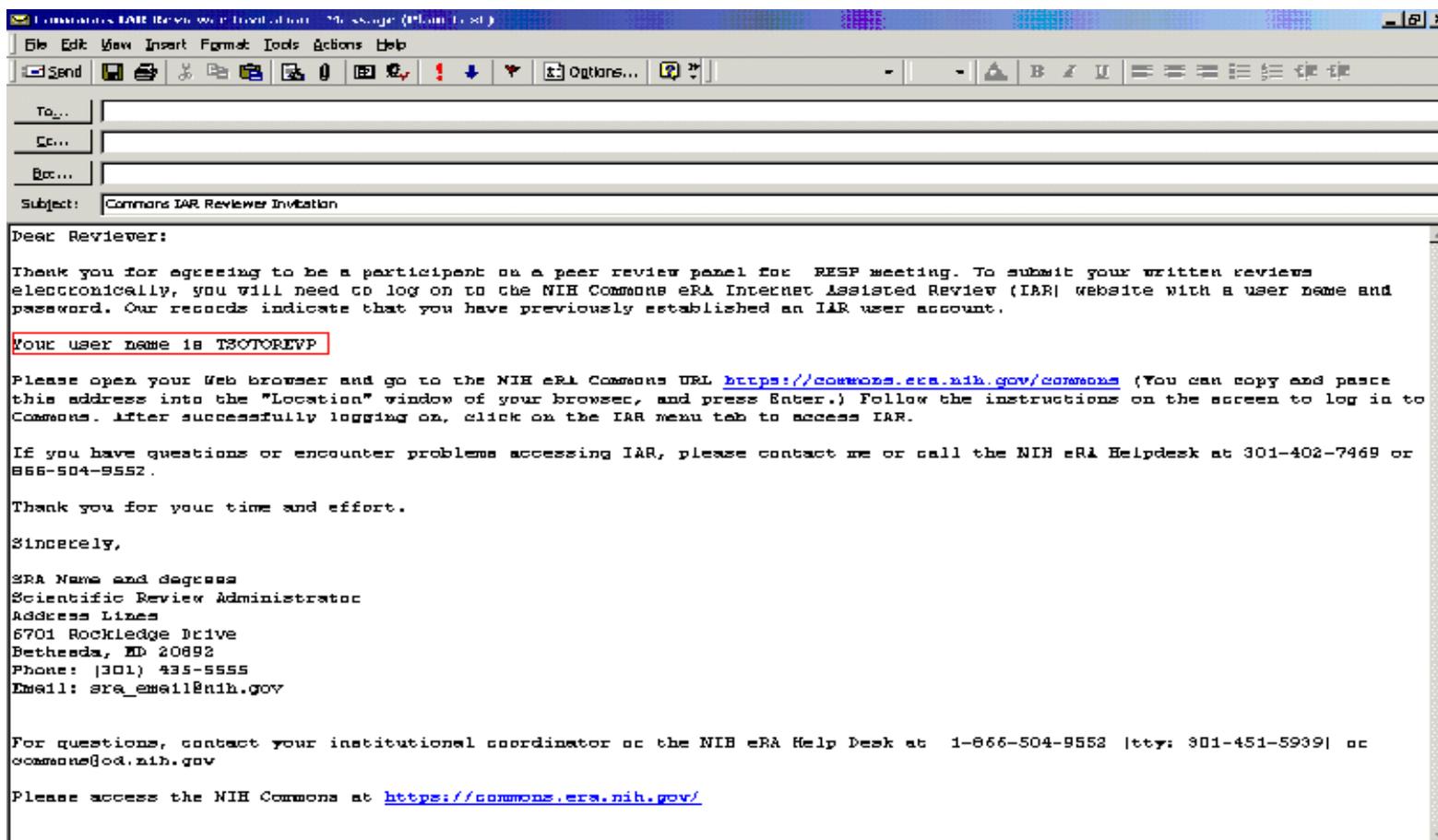
- One UserID/Password
- Single sign-on with eRA Commons
- Support both *affiliated* and *unaffiliated* accounts (> 80% of reviewers are PIs)

IAR Account Creation Process



- SRA initiates an invitation to a meeting
- If reviewer has an eRA Commons account--
 - An invitation to the meeting is sent
- If a reviewer doesn't have an account
 - An email containing an account registration URL is sent

Email for Reviewers with eRA Commons Accounts



Email for Reviewers without eRA Commons Accounts



Commons IAR Reviewer Invitation Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward Print Forward Stop

From: Soto, Tracy (NIH/OD) Sent: Mon 11/26/2002 4:58 PM
To: Soto, Tracy (NIH/OD)
Cc:
Subject: Commons IAR Reviewer Invitation

Dear Reviewer:

Thank you for agreeing to be a participant on a peer review panel for ZDK1 GRB-D (01) meeting. To submit your written reviews electronically, you will need to log on to the NIH Commons eRA 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. Open your Web browser and go to the URL <http://impacwebdev2.ocr.od.nih.gov:8060/commons/inicReviewAcct.do?code=8887f308b1be319d>

(You can copy and paste this address into the "Location" window of your browser, and press Enter.) Follow the instructions on the screen to enter information about yourself and select your user name and password.

After submitting your registration request, you should receive an email within 24 hours indicating that your account is active.

Once your account is active, you may log in to IAR. If you have questions or problems setting up your account, please call or email the NIH eRA Helpdesk at 301-402-7469 or 866-504-9552 or commons@od.nih.gov.

Thank you for your time and effort.

Sincerely,

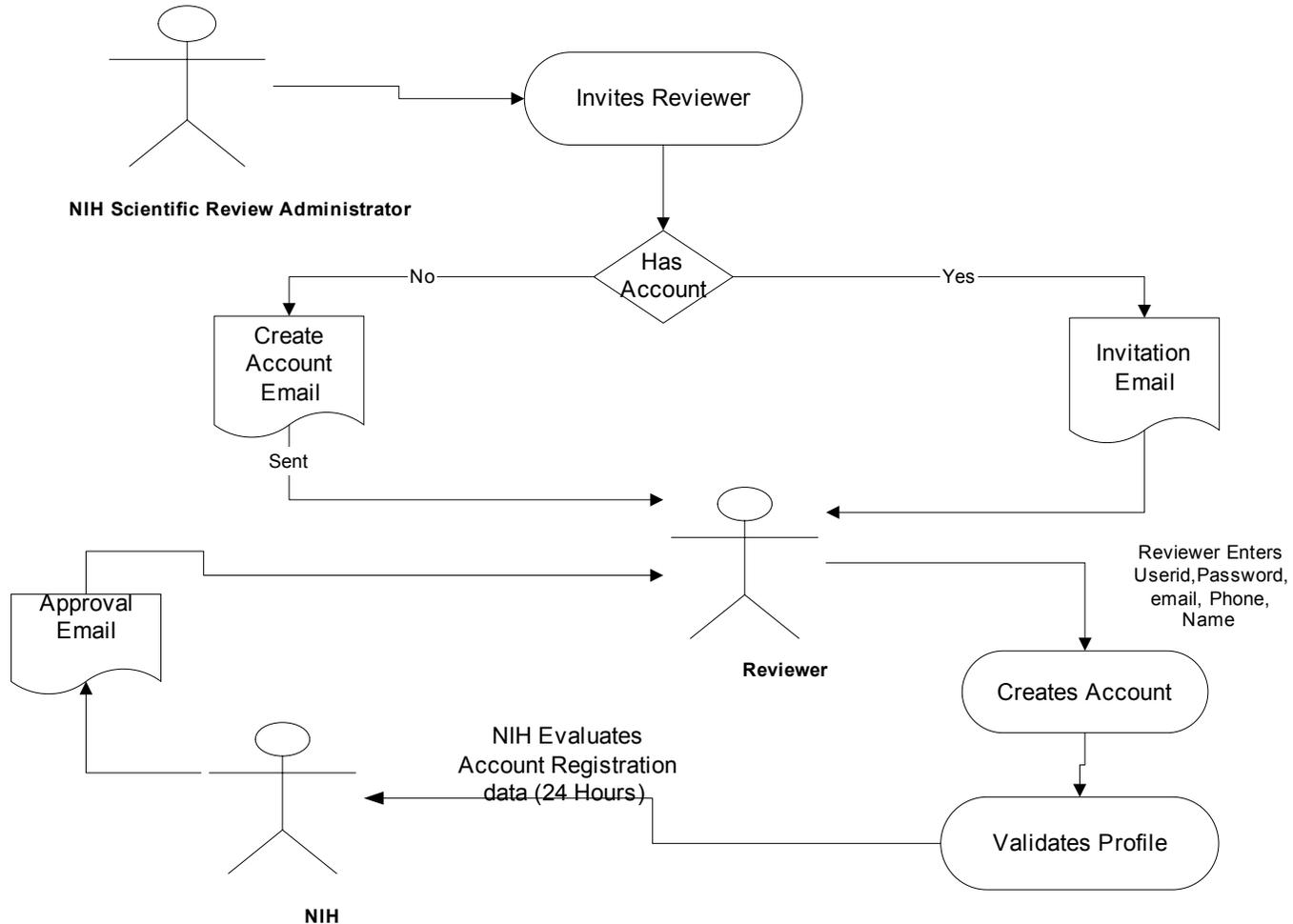
NEAL MUSTO, Ph.D., MD
Scientific Review Administrator
REVIEW BRANCH, DEA, NIDDK
ROOM 750, 6707 DEMOCRACY BOULEVARD
NATIONAL INSTITUTES OF HEALTH
BETHESDA, MD 20892-6600

Phone: (301) 594-7798
Email: sotr@od.nih.gov

For questions, contact your institutional coordinator or the NIH eRA Help Desk at 1-866-504-9552 (tty: 301-451-5939) or commons@od.nih.gov

Please access the NIH Commons at <http://impacwebdev2.ocr.od.nih.gov:8060/commons>

IAR Account Registration



How This Affects Institution Administrators (SO, AO, AA)?

- Two states of an IAR account:
 - *Affiliated* with an institution
 - *Unaffiliated* with an institution
- Institution administrators manage these states by:
 - Create the initial accounts in eRA Commons or affiliate reviewers to their institution
 - Remove institution affiliation through Delete Account (IAR accounts are not deleted)



Affiliated Reviewer

Commons - Microsoft Internet Explorer

File Edit View Favorites Tools Help

NATIONAL INSTITUTES OF HEALTH
eRA Commons

Welcome pittsnapiar
Institution: [UNIVERSITY OF PITTSBURGH AT PITTSBURGH](#)
Authority: IAR PI [Log-out](#)

[Home](#) [Administration](#) [Institution Profile](#) [Personal Profile](#) [Status](#) [eSNAP](#) [X-Train](#) [IAR](#) [Links](#) [Help](#)

System Notification

- You are now using Commons version 2.0.0

About the Commons

- [Scope and Purpose](#)
- [Frequently Asked Questions](#)
- [Grantee Organization Registration](#)
- [ERA Contacts](#)
- [Enter Commons Demo](#)

What's NEW on the COMMONS

NIH Commons Version 2 is now available and registration is open to all NIH grantee organizations.

Registration and account information for most active organizations who had been registered in the previous version of NIH Commons, has been migrated to the new version. These institutions are asked to validate their institution information and account profile information upon receiving access to Commons to ensure that the migration was appropriately performed. All previously registered organizations should have been contacted by the NIH Commons User Support Staff by now with new logon information and passwords. If you think your organizations had been previously registered but you have not been contacted please contact the [NIH Commons Help Desk](#).

Other NIH grantee organizations who now want to register should go to the "Grantee Organization Registration" link on this page. Registrations must be requested by an "authorized organization official".

Commons now includes the following functionality which may be beneficial to your organization:

- Status** - This facility allows a Principal Investigator to review the current status of all their grant applications and review detailed information associated with the grant. Institution Officials (i.e. Signing Official (SO) or Administrative Official (AO) associated with the institution) are able to see a summary view of grant applications, review the Notice of Grant Award, and access the Progress Report face page.
- IN PILOT eSNAP** - This facility allows an institution to review non-competing grant data and perform a progress report submission online.
- X-Train** - Through the Commons, our X-Train application is available for institutions registered to use X-Train.
- IN PILOT Internet Assisted Review (IAR)** - IAR allows a Reviewer to submit critiques and preliminary scores for applications they are reviewing. Allows Reviewers, SRAs, and GTAs to view all critiques in preparation for the meeting. IAR creates a preliminary summary statement body containing submitted critiques for the SRA or GTA.

Links

- [Commons Support Page](#)
- [CRISP](#)
- [Edison](#)
- [eRA Home Page](#)
- [Loan Repayment Program](#)
- [National Institutes of Health](#)
- [NSF Fastlane](#)
- [OER Home Page](#)

Done Internet

Process for Affiliating Reviewers Accounts

- Requires eRA Commons UserID and email
- Select affiliation link in Maintain Accounts



Maintain Accounts



Account List - Microsoft Internet Explorer

Address: https://commons.era.nih.gov/commons/account/accountSearch.jsp

NATIONAL INSTITUTES OF HEALTH
eRA Commons

Welcome KYOUNG
Institution: UNIVERSITY OF CALIFORNIA DAVIS
Authority: SO [Log-out](#)

Home Administration Institution Profile Personal Profile Status eSNAP X-Train Links Help

Accounts
Create Account Create Affiliation **Maintain Account** Delegate Submit Delegate PPF Edit Change Password

Account List ?

Search Criteria

User ID:

Name: First Last

Account Status:
Hold down Ctrl key to do multiple select or to deselect.

Role:
AO
ASST
PI
SO
FSR

Account Search Results 1 - 8 out of 8 records Prev 1 Next All

User Name	User ID	Email Address	Account Status	Role	Action
GRANDO, SERGEI			Not Affiliated		Create Account
GRAY, CHARLES	CMGRAY	cmgray@cns.montana.edu	Not Affiliated		Create Affiliation
GRAY, SARAH	SARAHD	sdgray@ucdavis.edu	Not Affiliated		Create Affiliation
GREEN, RALPH			Not Affiliated		Create Account
GREENHALGH, DAVID			Not Affiliated		Create Account
GREGG, JEFFREY			Not Affiliated		Create Account
GREGORY, CLARE			Not Affiliated		Create Account
GRIFFEN, STEVEN			Not Affiliated		Create Account

July Changes



Control Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://commons.era.nih.gov/iar/controlcenter/controlCenterView.jsp>


National Institutes of Health
 U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
 INTERNET ASSISTED REVIEW

Welcome tsotoncaa
 Institution: U.S. NATIONAL INSTITUTES OF HEALTH
 Authority: NCAA [Log-out](#)

Home Administration Institution Profile Personal Profile **IAR** Links Help

Control Center

[Back to List of Meetings](#) [View List of Applications](#)

Checked Reviewer(s) Options		Reviewers in the 2003/10 ZRG1 SRB (51) (R) Meeting								
<p>(E) Enable for this Meeting, send e-mail with registration URL -OR- if already registered send User Name and IAR Login URL ("Y" in E column indicates e-mail sent)</p> <p>(B) Block from reading other critiques if Reviewer(s) did not submit their own ("Y" in B column indicates Blocked)</p> <p>(E) Disable, revoke Reviewer access to this Meeting ("N" in E column indicates disabled)</p> <p>(B) Unblock from reading other critiques if Reviewer(s) did not submit their own ("N" in B column indicates Unblocked)</p>		<input type="checkbox"/>	Select All/None	Reviewer Name	E-Mail	User Name	Active Account	In Roster	E	B
		<input type="checkbox"/>		Alderson, Philip	poa1@columbia.edu	ALDERSON	Y	Yes	Y	Y
		<input type="checkbox"/>		BANSAL, NAVIN	nbansal@iupui.edu	NBANSAL	Y	Yes	Y	Y
		<input type="checkbox"/>		Bolinger, Lizann	lizann.bolinger@ncrc-ncrc.gc.ca	BOLINGERL	Y	Yes	Y	Y
		<input type="checkbox"/>		BOTTOMLEY, PAUL	bottoml@mri.jhu.edu		N	Yes	Y	Y
		<input type="checkbox"/>		BOUMA, BRETT	bouma@helix.mgh.harvard.edu	BBOUMA	Y	Yes	Y	Y
		<input type="checkbox"/>		BURNS, ALAN	aburns@sandia.gov	ABURNS	Y	Yes	Y	Y
		<input type="checkbox"/>		CONSTABLE, R.	todd.constable@wale.edu		N	Yes	Y	Y
		<input type="checkbox"/>		DELP, SCOTT (Phone)	delp@stanford.edu		N	Yes	Y	Y
		<input type="checkbox"/>		DILSIZIAN, VASKEN	vdilsizian@umm.edu		N	Yes	Y	Y
		<input type="checkbox"/>		Ellis, Bonnie	ellisb@csr.nih.gov		N	Yes		
		<input type="checkbox"/>		FABIANI, MONICA	mfabiani@uiuc.edu	MFABIANI	Y	Yes	Y	Y
		<input type="checkbox"/>		FAUPEL, MARK	mfaupel@spectrx.com	MARK FAUPEL	Y	Yes	Y	Y
		<input type="checkbox"/>		FOWLKES, J.	fowlkes@umich.edu		N	Yes	Y	Y
		<input type="checkbox"/>		GEFTER, WARREN (Phone)	gefter@rad.upenn.edu		N	Yes	Y	Y
		<input type="checkbox"/>		HE, BIN	BHE@UIC.EDU		N	Yes	Y	Y
		<input type="checkbox"/>		HIBBARD, LYN	lyn@cms-ftl.com	LYNHIBBARD	Y	Yes	Y	Y
		<input type="checkbox"/>		IZATT, JOSEPH	jizatt@duke.edu		N	Yes	Y	Y

IAR Phases and Options [Edit]	
SUBMIT Phase End	06/25/2003 11:00 PM
READ Phase End	06/30/2003 08:00 AM
EDIT Phase End	
Assignment Purge Date	
Closure Date	
Allow Unassigned During SUBMIT	Yes
Allow Unassigned During EDIT	Yes

Internet

Create Account Page



Create a New Account - Microsoft Internet Explorer

Address: http://impacwebdev2.oer.od.nih.gov:8060/commons/account/IARAccountCreate.jsp;jsessionid=42d6362f0e7e4e4c92a6b8d2697163b6

NATIONAL INSTITUTES OF HEALTH
eRA Commons

Welcome Guest
Institution:
Authority:

Home Links Help

Create a New Account ?

Account Form

- Please enter the required fields to create an account.
- * indicates required field.

Account Information

User Name *	<input type="text" value="tsotorev"/>
Password *	<input type="password" value="*****"/>
Re-type Password *	<input type="password" value="*****"/>
First Name	<input type="text" value="tracy"/>
Middle Name	<input type="text" value="lynn"/>
Last Name *	<input type="text" value="soto"/>
Phone *	<input type="text" value="301-594-1520"/>
E-mail *	<input type="text" value="powrtoy88@hotmail.com"/>
Organization	<input type="text"/>
Birth Date	(mm dd yyyy) <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>
SSN	(123456789) <input type="text"/>

Submit Reset Cancel

Process Being Deployed in July



- Following Create Account, we match on:
 - SSN
 - Phone, last name, first initial, IPF
 - Email, last name, first initial, IPF
 - Birthdate, last name, first initial, IPF
- Match is on profile and all role records
- Return all matching profiles
- Have reviewer validate role information (awarded grants, non-SEP committees, and training grants)
- NIH still validates and approves UserID request

Validation Page

eRA Commons

eRA - Verify NIH Support for AUGUSTINE, ALPHA - Microsoft Internet Explorer

Address: <http://erawebdev.od.nih.gov/UI/maintainProfiles/validateRoles.asp>

NATIONAL INSTITUTES OF HEALTH eRA Commons

Verify NIH Support for AUGUSTINE, ALPHA

[First Name Last Name] (email: **[Institution Admin email]** from **[Institution Name]**) has requested that an Account to the National Institute of Health (NIH) Commons application be created for you so that you may view and process applications in which you are identified as the Principal Investigator. To ensure that NIH has the appropriate information on file, we ask you to:

1. Validate the applications, committee involvement, and training applications that we have for you on file by specifying if the support is Correct (associated with you) or Incorrect (not associated with you). If there are any grants not shown*, you may add them by selecting the add NIH Support button.
2. Once you have validated your information, add any comments for NIH, and approve the selection. NIH will then verify the information and complete your account request. This generally takes about 2 business days.

Principal Investigator - Funded Applications for which you participated as the Principal Investigator

Confirm Your NIH Support	PI Name	Grant	Project Title	Project Start Date
<input checked="" type="radio"/> Correct <input type="radio"/> Incorrect	AUGUSTINE, ALPHA	2 R01 CA078052-03	GENE DELIVERY BY A CELL-SURFACE DNA BINDING PROTEIN	1/21/2001
<input type="radio"/> Correct <input checked="" type="radio"/> Incorrect	AUGUSTINE, ALPHA	1 R15 GM059050-01	PULMONARY ENDOTHELIAL PLASMA MEMBRANE ELECTRON TRANSPORT	5/12/2000
<input checked="" type="radio"/> Correct <input type="radio"/> Incorrect	AUGUSTINE, ALPHA	5 R01 AA035456-01 A1	THE BIOSYNTHESIS OF OLEAMIDE AND OTHER FATTY ACID AMIDES	7/24/1998

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

Confirm Your Committee Involvement	Committee Member Name	Committee	Committee Title	Start Date	End Date
<input checked="" type="radio"/> Correct <input type="radio"/> Incorrect	AUGUSTINE, ALPHA	NIABC	Advisory Committee to the Director	4/15/2001	8/21/2002
<input checked="" type="radio"/> Correct <input type="radio"/> Incorrect	AUGUSTINE, ALPHA	NIDF	Director's Consumer Liaison Group	3/2/2001	7/13/2002
<input checked="" type="radio"/> Correct <input type="radio"/> Incorrect	AUGUSTINE, ALPHA	NIGHI	Acrylonitrile Study Advisory Panel	5/3/2001	9/12/2002

Training - Funded Applications for which you participated as a trainee

Confirm Your Trainee Assignments	Trainee Name	PI Name	Grant	Project Title	Project Start Date
<input type="radio"/> Correct <input type="radio"/> Incorrect	AUGUSTINE, ALPHA	MACAULEY, MACARENA	1 R01 HL060807-01	Role of Signaling Elements in Uroguanylin/Guanylyl Cyclase C-Medicated MAP Kinase Activation in Colon Carcinoma Cells	4/26/2000
	AUGUSTINE	MACAULEY	1 F05		

Done

Internet

Start

11:49 PM

We Hope This...



- Improves Data Accuracy
(20% duplicate profiles)
- Reduces time to validate and approve accounts
- Allows PI to let us know if profile is not 100% accurate through application