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# Internet Assisted Review (IAR) Commons 2.7.2.0 Release Notes

## Provisional Commons Accounts

### Enabling Reviewers

In the previous version, enabling the reviewers would result in an email inviting the reviewer to either a) register for account if reviewer does not have an account; or b) start using the system if reviewer already has an account.

However, the registration process is complex and there are two statuses of the account that make it provisional:

- a) Pending Reviewer – Reviewer has not completed the registration process.
- b) Pending NIH – Reviewer has completed the registration process, but NIH has not yet activated that reviewer.

IAR's Enable function has been modified to allow for these provisional accounts. Now, when reviewer is enabled, four different emails could go out (one to each reviewer in the meeting):

1. New Account – Reviewer does not have an account. The email invites the reviewer to register before starting to use IAR. There is a link in the email to the Registration page.
2. Existing Account – Reviewer has an active account. The email invites the reviewer to log in (includes the USER ID in the email) and start using the system.
3. Pending Reviewer Account – Individual has a provisional Commons account, but it needs to be verified by the reviewer. The email to the reviewer indicates that he/she must complete the registration process and includes the URL to the account verification screen to complete the registration.
4. Pending NIH – Individual has completed the registration process, but NIH has not yet activated the account. The email states just that and asks the reviewer to wait for the activation email prior to using Commons/IAR.

## List of Meetings Screen (IAR0001)

### IAR Menu Change

The IAR tab that appears at the top of the List of Meetings screen has been changed to Internet Assisted Review, as shown in Figure 1. Additionally, the invitation emails have been updated to instruct users to click the Internet Assisted Review menu.

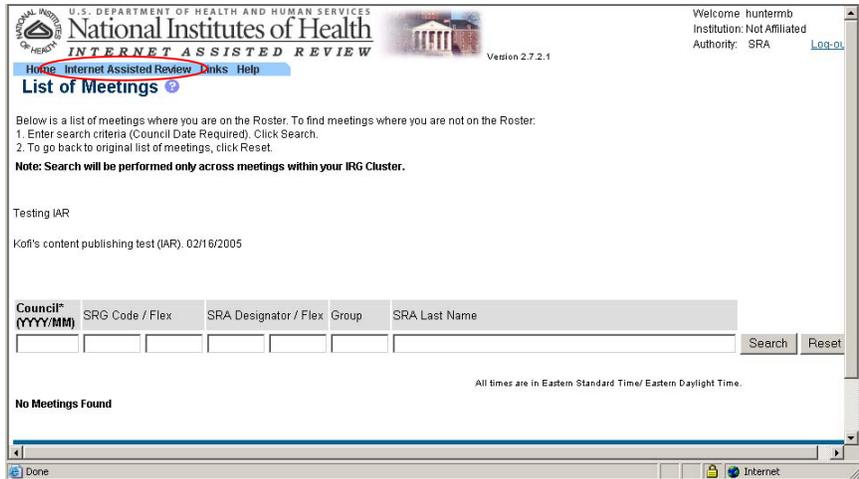


Figure 1 Internet Assisted Review Tab

## Searching for Meetings via the List of Meetings Screen

IAR has been modified so that SRAs/GTAs (and NCAA) are now able to search for additional meetings from the List of Meetings screen (IAR0001), as shown in Figure 1. When the SRA/GTA logs into IAR, the List of Meeting screen (IAR0001) appears and presents all meetings available to the SRA/GTA (where SRA or GTA is on the meeting roster, the meeting is not closed, and the meeting is no older than 6 months).

However, SRAs/GTAs can now also search for meetings, provided that they have IRG Cluster access to the meetings.

To search for a meeting:

1. Enter a Council Date value in the **Council\*** field. This is a required field in YYYY/MM format.



Figure 2 List of Meetings Search Fields

2. Enter values in the subsequent fields if desired.
3. Click **Search** to process the query.

The results of the search will be displayed in the List of Meetings Screen (IAR0001).

To revert back to the default list of Meetings as seen when first logged in, click Reset.

## Control Center

### Ability to Send Batch Emails to Selected Reviewers

The ability has been added to send batch emails to selected reviewers.

## Summary Statements

### Create Preliminary Summary Statements of Subprojects

The capability has been added to create Preliminary Summary Statements of subprojects. Now, in addition to having the Word option for Parent Applications, each subproject will have a Word option to view all subproject critiques within one Word file.

### Modified Generation of Preliminary Summary Statement

To aid in managing Preliminary Summary Statements, functionality has been added so that each subproject critique is marked with the header of the subproject in the Preliminary Summary Statement text of the parent application.

IC Subproject ID will now separate each group of critiques for each subproject, followed by the title of the subproject application and the description as provided by the applicant.

### Critiques in Correct Order Based on Subprojects

It was reported that a list of subproject critiques within Preliminary Summary Statements was not arranged using the Order of Review structure. This has been corrected, and now critiques in Preliminary Summary Statements are in the correct order based on subprojects.

## Score Matrix Screen

### Score Matrix Screen Renamed

The name of the Score Matrix screen has been renamed from View Score Matrix to Preliminary Score Matrix.

## IAR Email Notifications

### Invitation Email

The text of the IAR notification email for reviewers who have been granted participation on a Special Emphasis Panel/Scientific Review Group has now been modified. The affected changes are located in two paragraphs, and are highlighted here in bold print.

“This is a system-generated invitation to the NIH eRA Commons Internet Assisted Review (IAR) website in connection with your participation on Special Emphasis Panel/**Scientific** Review Group <insert meeting identifier> **meeting**, scheduled for <insert meeting begin/end dates>.”

“Please visit this web site to create your account **as soon as possible** or no later than **2 weeks** before your reviews are due.”

## Enhancements

### IAR Performance Increased

Performance of the IAR software application was increased by redesigning and optimizing some of the software components.

### Discussants Can Read and Submit Critiques

Just like Regular Reviewers who have not submitted their critiques in SUBMIT phase and are blocked, Discussants were unable to upload their critiques. This is due to the rule that allows Discussant to view other critiques in READ phase even if they did not submit their own. This has been corrected. Discussants are

now able to read and submit critiques during Read phase even if their have not submitted their own previously.