

Internet Assisted Review (IAR) Version 3.4.1.3 Release Notes

New Features

Reviewers Required to Indicate Status as Federally Registered Lobbyists

New Office of Management and Budget (OMB) policy requires a ban on the appointment of federally registered lobbyists to federal advisory committees and other boards and commissions. In IAR, Reviewers are now required to indicate whether they are federally registered lobbyists before being granted access to a meeting. The *Confidentiality Agreement* screen has been modified to explain this new process to Reviewers and to provide the options **Yes** or **No** to indicate the federal lobbyist status.

If the Reviewer is not a federally registered lobbyist, the **No** option should be selected, and the *Confidentiality Statement* can be signed before accessing the meeting, as is the current process.

CONFIDENTIALITY AGREEMENT

[List of Meetings](#)

**NIH CONFIDENTIALITY AND NON DISCLOSURE RULES:
INFORMATION FOR REVIEWERS OF NIH GRANT APPLICATIONS AND R&D CONTRACT PROPOSALS**

The applications and proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussion that takes place during review meetings, are strictly confidential and must not be disclosed to or discussed with any individual who has not been officially designated to participate in the review process. In addition, disclosure of procurement information prior to the award of a contract is prohibited by the Procurement Integrity Act.

Reviewers must certify that they will maintain the confidentiality of the proceedings and associated material, and that they will not disclose any matter or information related to the recruitment or review proceedings.

Certification

I certify that I have read the "NIH Confidentiality and Non-Disclosure Rules and Information for Reviewers" above. Under penalty of perjury (18 USC 1001), I certify that I fully understand the confidential nature of the reviewer recruitment and NIH peer review process and agree:

- (1) to destroy or return all materials related to applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings;
- (2) not to disclose or discuss the applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings with any other individual except as authorized by the Scientific Review Officer (SRO) or other designated NIH official;
- (3) not to disclose procurement information prior to the award of a contract; and
- (4) to refer all inquiries concerning the recruitment or review to the SRO or other designated NIH official.

Are you a federally registered lobbyist? Yes No

Figure 1: Federal Lobbyist Indicator Radio Buttons

In the event that the Reviewer is a federal lobbyist, the **Yes** option must be selected. Once this option is selected, the *Registered Lobbyist Verification* screen displays to confirm that the correct option was chosen. This verification screen displays an explanation to the Reviewer that once confirmed as a federally registered lobbyist, the Reviewer is denied access to the meeting. The *Registered Lobbyist Verification* screen provides the Reviewer the option to choose

Cancel/Return if a mistake was made when indicating status on the *Confirmation Agreement*. Otherwise, if the Reviewer is indeed a lobbyist, the **Confirm/Continue** button must be selected.

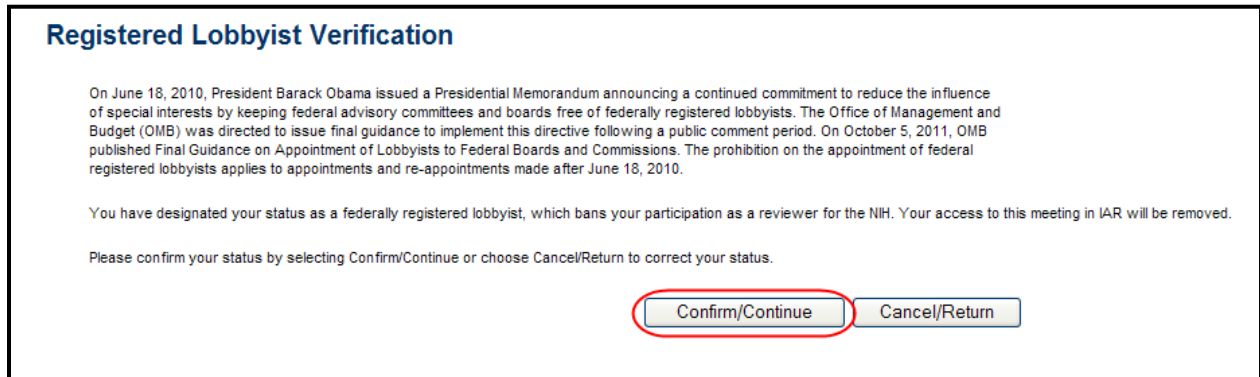


Figure 2: Registered Lobbyist Verification

NOTE: This action cannot be reversed by the Reviewer. In order to undo the confirmation, please contact the eRA Helpdesk (http://inside.era.nih.gov/eRA_helpdesk.cfm).

Reviewers Restricted from Any Meetings When Indicated as Federally Registered Lobbyist

Reviewers are restricted from any meeting for which the Reviewer has indicated that he is a federally registered lobbyist. For these meetings, the *List of Meetings* screen displays only a note in the **Action** column indicating *Access Denied: Federally Registered Lobbyist*.

List of Meetings ⓘ

Notes and Tips:

- **IMPORTANT:** Remember that the information contained on this web site is private. Any information concerning applications, critiques or scores is highly confidential. Please remember to destroy all review materials after the review session is over. This includes all paper copies that were printed as well as and electronic files that you may have downloaded. This also pertains to the CD containing the applications being reviewed that you may have received and any files that were copied from there. If you do download files, make sure that they are downloaded to a secure PC and not to any network drives or servers.
- For information on the latest changes in IAR, go to the [IAR Release Notes](#).

Reviewers must agree to the Confidentiality Statement, once per meeting, in order to access any review materials. Reviewers should click on the "Confidentiality Statement" link in the Action column.

All times are in Eastern Standard Time/ Eastern Daylight Time.

Meeting	Meeting Dates/ Location	SRO Name	Action	Phase ⓘ	Critique Due	Read Phase End	Edit Phase End
2012/10 ABCD ABCD-A (55) Center for Scientific Review Special Emphasis Panel	07/01/2012-07/11/2012 Charm City Hotel, Baltimore, MD	Jane Austen 301-555-1212 eRATest@mail.nih.gov	Access Denied: Federally Registered Lobbyist.	SUBMIT	08/05/2012 05:00 PM	08/28/2012 08:00 PM	

Figure 3: Meeting Access Denied for Federally Registered Lobbyists

eNotifications Sent to SRO when a Reviewer Indicates Status as Federally Registered Lobbyist

When a Reviewer indicates in IAR that he is a federally registered lobbyist by selecting the **Yes** option on the *Confidentiality Agreement* screen, the SRO for that meeting receives an email relaying this information. The email is sent immediately after the Reviewer confirms his status.

The text of the email is as follows:

From: <NIH_ERA_NOTIFICATIONS>
Sent: <Date Time>
To: <SRO Role WRK Preferred Email Address>
Subject Line: Reviewer is a federally registered lobbyist

*** This is an automated notification - Please do not reply to this message. ***

Reviewer <First Mi Last Name>, COMMONS ID: <CommonsID>, in meeting <meeting identifier> has indicated that s/he is a federally registered lobbyist. In accordance with “Final Guidance on Appointment of Lobbyists of Federal Boards and Commissions” from the Office of Management and Budget (published on October 5th, 2011) this reviewer’s access to the meeting is DENIED. You must remove this reviewer from the Roster.

Number of TER Reviewer Types Increased to Five

The number of TER Reviewer Types has increased to five. Previously there was only one TER Reviewer Type (TER1). Now, SROs can assign up to five Reviewers the Reviewer Type of TER (TER1 through TER5).

Meeting Phases Description Includes Important Note Concerning the Meeting Chairperson

A note has been added to the *Meeting Phases Description* help screen, which is accessed by clicking the question mark (?) icon in the **Phase** column on the *List of Meetings* screen. This note explains that the Chair of a meeting is treated as any other Reviewer regarding access to critiques.

No functionality has changed. This note was present within the meeting phases document on the Reviewers’ page of the eRA website (http://era.nih.gov/files/meeting_phases.pdf), but was missing from the help screen in IAR.

The text of the note is as follows:

Chairperson Note: The Chair of a meeting is not granted any special privileges in IAR regarding access to critiques. During Submit Phase, the Chair will only be able to view critiques for his/her assigned applications. During Read Phase, the Chair will be able to read all meeting critiques (unless blocked or in conflict). The List of Applications will default to show a reviewer’s assignment list, but the reviewers can see the full meeting list of applications by clicking on the List All Assignments link. If a Chair has no assignments, he/she will need to click on List All Applications link to view all meeting critiques.

Final Scores Details Screen Updated with Navigation Links

The *Final Scores Details* screen has been enhanced to ease navigation to related screens. New navigation links have been added to the screen, which eliminate the one-way navigation that was necessary to drill down to other screens. The links are displayed together underneath the meeting information and are as follows:

List of Meetings

Control Center

List of Applications (**By Application**, **By Reviewer**, **Simple List of Applications**)

Preliminary Score Matrix

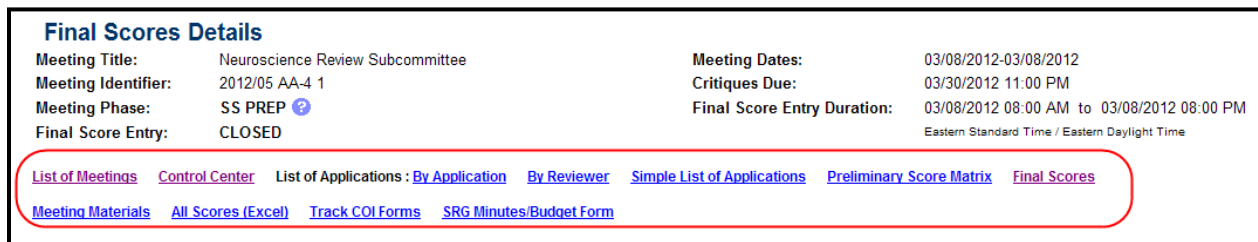
Final Scores

Meeting Materials

All Scores (Excel)

Track COI Forms

SRG Minutes/Budget Forms



The screenshot shows the 'Final Scores Details' screen. At the top, the title 'Final Scores Details' is displayed. Below it, meeting information is presented in two columns. The left column includes: Meeting Title: Neuroscience Review Subcommittee; Meeting Identifier: 2012/05 AA-4 1; Meeting Phase: SS PREP (with a question mark icon); and Final Score Entry: CLOSED. The right column includes: Meeting Dates: 03/08/2012-03/08/2012; Critiques Due: 03/30/2012 11:00 PM; and Final Score Entry Duration: 03/08/2012 08:00 AM to 03/08/2012 08:00 PM (with a note: Eastern Standard Time / Eastern Daylight Time). Below the meeting information, a horizontal navigation bar contains several links: List of Meetings, Control Center, List of Applications: By Application, By Reviewer, Simple List of Applications, Preliminary Score Matrix, Final Scores, Meeting Materials, All Scores (Excel), Track COI Forms, and SRG Minutes/Budget Form. A red oval highlights the navigation links.

Figure 4: Final Scores Details Screen with New Navigation Links

Preliminary Score Matrix Sorted by Reviewer Assignment for SRO/ESA

For SROs and ESAs only, the *Preliminary Score Matrix* screen default sort order has changed. The information on the screen now sorts by default to **By Reviewer Assignment**. Additionally, the excel report (when accessed using the **Export to Excel** link) also sorts by Reviewer assignment by default.

SROs may toggle between this default order and the order of worst to best by selecting the **By Worst to Best** link (and the **By Reviewer Assignment** link to toggle back). The current sort order is indicated with a green diamond symbol displayed next to the current sort order's link.

NOTE: To preserve the integrity of the review process, the default view for Reviewers remains **By Worst to Best**, and Reviewers do not have the ability to toggle to the **By Reviewer Assignment** view.

Preliminary Score Matrix ?									
Meeting Title:	Study Section	Meeting Dates:	01/05/2012-01/06/2012						
Meeting Identifier:	2012/05 AAAA	Critiques Due:	01/30/2013 11:59 PM						
Meeting Phase:	SUBMIT ?		Eastern Standard Time / Eastern Daylight Time						
List of Meetings Control Center List of Applications: By Application By Reviewer Simple List of Applications Preliminary Score Matrix ? Final Scores Meeting Materials All Scores (Excel)									
Show All Applications Show Lower Half Applications Only Designate Lower Half Applications Export to Excel By Reviewer Assignment ? By Worst to Best									
Review Order	Application Number Act/IC/Serial# IC/Serial#	PI Name [Conflicts] [Parent Application PI] Activity/PI Name PI Name ?	Lower Half LH/Act/PI/AVG LH/PI/AVG	AVG (Assigned Reviewers only)	Preliminary Overall/Impact Scores				
					Rev 1	Rev 2	Rev 3	Mail 1	Mail 2
1	1 R01_AR123456-01A1 View All Scores	COOPER, JAMES FENIMORE							
2	1 R01_AR654321-01 View All Scores	POE, EDGAR ALLAN [C]		8.0	8				

Figure 5: Preliminary Score Matrix – New Sort Links

List of Meetings Screen Modified for Better Viewing

Several modifications have been made to the *List of Meetings* screen to allow for better viewing. Many of the columns have been narrowed to fit better on the screen. The most significant change is with the **Action** column, which has moved from the far right column to the middle of the screen.

List of Meetings ?							
Notes and Tips:							
<ul style="list-style-type: none"> IMPORTANT: Remember that the information contained on this web site is private. Any information concerning applications, critiques or scores is highly confidential. Please remember to destroy all review materials after the review session is over. This includes all paper copies that were printed as well as and electronic files that you may have downloaded. This also pertains to the CD containing the applications being reviewed that you may have received and any files that were copied from there. If you do download files, make sure that they are downloaded to a secure PC and not to any network drives or servers. For information on the latest changes in IAR, go to the IAR Release Notes. 							
Reviewers must agree to the Confidentiality Statement, once per meeting, in order to access any review materials. Reviewers should click on the "Confidentiality Statement" link in the Action column.							
All times are in Eastern Standard Time/ Eastern Daylight Time.							
Meeting	Meeting Dates/ Location	SRO Name	Action	Phase ?	Critique Due	Read Phase End	Edit Phase End
2012/10 ABCD ABCD-A (55) Center for Scientific Review Special Emphasis Panel	07/01/2012-07/11/2012 Charm City Hotel, Baltimore, MD	Jane Austen 301-555-1212 sRATest@mail.nih.gov	View List of Applications SRG Minutes/Budget Form Pre-Meeting COI Form Meeting Materials CD Password	SUBMIT	08/05/2012 05:00 PM	08/28/2012 08:00 PM	

Figure 6: Modified List of Meetings Screen

Reviewer Voter Sheet Link Made More Prominent on List of Applications Screen

When Final Scoring is Open, a **Reviewer Voter Sheet** link appeared on the *List of Applications* screen, but Reviewers were having a difficult time locating this link on the screen. An enhancement has been made to the screen to make it more viewable.

The link has been changed to the **Reviewer Voter Sheet** button and is featured in a more prominent position on the screen.

Home Admin Personal Profile **Internet Assisted Review** eRA Partners

List of Applications

Meeting Title: Center for Scientific Review Special Emphasis Panel
Meeting Identifier: 2012/10 ABCD ABCD-A (55)
Meeting Phase: **SUBMIT**

Meeting Dates: 07/18/2012-07/18/2012
Critiques Due: 08/05/2012 05:00 PM
Eastern Standard Time / Eastern Daylight Time

List of Meetings: **Reviewer Voter Sheet** View Meeting Materials List All Applications List Assigned Applications View My Critiques

Review Order	Application Act/IC/Serial#	PI Name [Parent Application PI] PI Name	ESI	NI	Title [Latest eAdditions Date]	Assignment Role	Prelim. Score	Submitted Date	Action
1	R21 NS123456-01 RFA/PA PAR-01-111	JOYCE, JAMES			ALS Study	Pri 4	8	06/25/2012 03:05 PM	[submit] [view] [delete]
1	R21 MH123456-01 RFA/PA PAR-01-111	LEE, HARPER			Study of neuroimaging	Pri 1		06/25/2012 03:08 PM	[submit] [view] [delete]
1	R21 NS654321-01 RFA/PA PAR-01-111	RAND, AYN			Primary Prevention of Strokes	Pri 4		06/25/2012 03:15 PM	[submit] [view] [delete]
1	R21 NS111111-01 RFA/PA PAR-01-111	TOLSTOY, LEO			Study of Epilepsy and Developmental Disabilities	Pri 4		06/25/2012 03:01 PM	[submit] [view] [delete]

Contact [SRA/GTA](#) if you identify any conflicts or assignment discrepancies with Internet Assisted Review

Figure 7: Reviewer Voter Sheet Button on List of Applications

New Meeting Format Codes Added

In addition to the meeting classification code *H* for Hybrid meetings, two new meeting codes now exist in IAR to better define meeting types. The new meeting codes are as follows:

J – Regular Meeting + Video Conference

K – Internet Assisted Meeting + Teleconference

Fixes:

Improvements Made to the Preliminary Summary Statements Zip Generation

Previously, an error message often was received when attempting to download a zip file containing a large number of preliminary summary statements.

Resolution

Improvements have been made to the service used to zip the preliminary summary statements.

Timestamp Properly Updated for Resubmission of Critiques and Scores (for OpDivs using Old Business Process only)

NOTE: This applies only to those Operating Divisions using the old business scoring process.

Previously, when a Reviewer submitted a revised critique or score, the timestamp was not updating to reflect the latest submission.

Resolution

This issue has been resolved. The timestamp updates to reflect when a Reviewer submits revised critiques or scores.