IAR: Recertifying Pre-Meeting Conflict of Interest
A quick start guide for reviewers

Note: These steps are needed only if a reviewer has forgotten to sign the pre-meeting COI certification; if a new conflict is found; or under these scenarios — the meeting agenda has changed; the meeting date has changed; or the designation of a reviewer has changed from non-federal to federal or vice-versa.

Steps for reviewer to recertify the pre-meeting COI certification

1. The reviewer will see an alert in a box on one of these IAR screens — on the List of All Applications or the Submit Critique and Preliminary Scores or the Final Score Sheet screen. The alert will state:

   Conflict certification is required. You must certify prior to submitting scores and reading or submitting critiques. Please click here to sign your certification for this meeting.

The 'submit' link in the Action column will be missing.

The reviewer should click on 'click here' in that alert box.

Figure 1: List of All Applications screen showing the alert
2. The Pre-Meeting COI certification will open up.

   Note that the system will recognize whether it is a non-federal or federal reviewer, whether it is a grants or contracts review and accordingly display the right text. The language of the pre- and post-meeting certifications has been updated, so reviewers should read it carefully before certifying at the bottom of the screen.

3. A non-federal reviewer is required to choose one of two radio buttons – one indicating no conflict with any of the applications/proposals to be reviewed; the other indicating a conflict.

4. The non-federal reviewer will then click the ‘I Certify’ blue button at the bottom of the page. The system will show that the pre-meeting COI has been electronically signed and a COI Certification History chart will appear, showing the name of the reviewer and the date and time the pre-meeting COI was signed. If the reviewer indicated a conflict, the grant number of the relevant application will be listed.

   ![COI Certification History Chart]

   *Figure 2: The COI certification chart at the bottom of the certification screen*

5. Once the I Certify button is clicked, the pre-meeting COI certification will be automatically saved. The reviewer will click cancel to exit the screen and return to the List of All Applications screen. The submit link will now be visible under the Action column.