This tutorial will walk reviewers through the process of accessing grant applications in IAR and meeting materials provided by a Scientific Review Officer (SRO) for a review meeting.

When a reviewer logs into IAR the first time for a meeting, the Confidentiality Statement link will display in the Action column. Reviewers cannot access the grant applications and other meeting materials until the Confidentiality Statement is signed. For more information, please see the Reviewer Confidentiality Statement demo.

Once the confidentiality statement is signed, the List of Meetings screen will show the appropriate links in the Action column. The SRG Minutes/Budget Form is electronically signed, usually by the chairperson of the meeting, or an alternate designated official. The Pre-Meeting Conflict of Interest (COI) form is also available from the List of Meetings. A reviewer must sign this form prior to the meeting.

The meeting materials can be accessed by selecting the Meeting Materials link in the Action column of the List of Meetings screen, or by selecting Meeting Materials from the Go To: drop down menu available on the List of Applications, List of Meetings, and Preliminary Score Matrix screens.

You can view all applications for a meeting by clicking the View List of Applications link in the Action column on the List of Meetings screen.

Only the applications assigned to the reviewer are shown as the default view. To see all applications in the meeting click the List All Applications link.

If you click on the application number, the Grant Folder opens. This is the official repository of grant-related information and includes the electronic application, prior Summary Statements (if existing), and any electronic additions to the application and more.

To sort the application list, click on the hyper link in the column title. The orange triangle icon in the header, indicates how the list is currently sorted. Note that any clickable column title enables sorting on that data.

The Meeting Materials screen includes relevant documents for the meeting uploaded by the SRO of the meeting, such as a reviewer manual, a critique template, scoring table and codes, etc.

On the Meeting Materials screen, click the View link from the Action column to open a document. Use List of Meetings or List of Applications link to exit the Meeting Materials screen.
Some SROs set passwords to the meeting materials provided to reviewers. Reviewers can retrieve this password from the View Password for Materials link from the Action column on the List of Meetings screen. Note that the password is case sensitive.

Any review related materials added to the Grant Folder of an application after initial submission are flagged in the Title column. Reviewers can view these documents by selecting the Additional Materials link under the Title Column on the List of Applications screen.

Note: To keep track of any additional material added without having to click the link every time, simply look for the date displayed within the link. This represents the most recent Latest eAdditions Date.

A number of resources are available to you for more information about Accessing Grant Applications and Meeting Materials through IAR. Screen help is available by clicking on the question marks on the IAR screens. We very much appreciate your service as a reviewer. If you still want help, contact your SRO or the eRA Service Desk. Thanks for watching.