

Transcript – Invitation to Review

*****DISCLAIMER!!!*****

THIS FILE MAY CONTAIN ERRORS. THIS IS NOT A LEGAL DOCUMENT AND IS NOT FOR USE IN A COURT OF LAW.

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This tutorial will guide reviewers on how to get started with IAR, Internet Assisted Review system, upon receiving an invitation email to a review meeting.

Before accessing IAR, the reviewers must ensure that they have an eRA Commons account, and they have entered an email address in the Commons Personal Profile to receive reviewers' correspondence. A Scientific Review Officer or Extramural Support Assistant gives a reviewer access to IAR on a per meeting basis. This process is called enabling.

Once enabled for a meeting, the reviewer receives an email invitation. The email varies depending on whether the reviewer is new to Commons, has a PI role in Commons, or already has an IAR role.

If the reviewer is new to Commons, he or she will receive a system generated email from an SRO with directions on how to create a Commons account for IAR. A unique link for accessing eRA Commons to begin creating a new account is included in this email. Please do not share this URL with others, as it may lead to login problems in the future.

This is the screen to create a new account. Enter the new reviewer's information here, and click Save to continue to the next page.

A reviewer needs to validate the applications and committee involvement information on this page. Confirm if it is correct.

Reviewer can also add a comment for NIH, add an NIH committee support, or reject this account. When done, click the 'Continue Account Request' button to move to the next page. When done, click 'Continue Account Request' button to move to the next page.

Finally, Click 'Complete Account Request' to save.

A second email will be sent to confirm the account creation. It may take a few days for the account to be activated by NIH staff.

3rd Email: The third email confirms that the account has been activated, and it's followed by an email with the password. Please click the Commons URL in this email to get started.

This email is for a reviewer who has previously served as a Principal Investigator, or as a reviewer.

Internet Assisted Review screen: Reviewer can access IAR by logging into the eRA Commons official site with the user name and password provided in the emails.

Note that the top right hand corner of the screen must display an IAR role or a combination of IAR and other roles. Click the Internet Assisted Review tab on this screen to continue.

The reviewer must sign the Confidentiality Agreement statement electronically one time for each meeting, regardless of meeting phase. The steps are available in a separate demo. If the reviewer has not signed the agreement for the meeting, the Confidentiality Agreement link will display in the Action column. This link is removed once the agreement is signed.

The IAR List of Meetings screen: The IAR List of Meetings screen is displayed. Click on the hyperlinks in the Action column to view the list of applications, SRG Minutes and Budget Form, Pre and Post Meeting COI Forms, Meeting Materials, and CD Password. Also, you can click this link to go to the 'IAR for Reviewers online help'.

More Information on IAR: For more Information about IAR, check this web site:

http://era.nih.gov/erahelp/IAR_Rev/#IAR_ReviewersHelp/1_introduction/introduction.htm

For Internet Assisted Review (IAR) system issues, please visit eRA Help to submit a support ticket at:

http://era.nih.gov/erahelp/IAR_Rev/#IAR_ReviewersHelp/1_introduction/introduction.htm

A number of resources are available to you for more information about IAR. Screen help is available by clicking on the question mark on the IAR screens. We very much appreciate your service as a reviewer. If you still have questions about how to get started with IAR, contact your SRO or eRA Help Desk.

Thanks for watching.