

## Transcript – SPRS Reviewer Reimbursement

\*\*\*\*\*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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Given the sensitive nature of the information in grant applications, a reviewer is required to electronically sign a statement, agreeing to keep the information confidential. This demo walks you through the steps for signing the agreement and indicating whether or not you are a lobbyist.

A reviewer cannot access the grant applications and other meeting material until the Confidentiality Agreement is signed. In addition, policy bans federal lobbyists from serving as a reviewer

When a reviewer logs into eRA Commons and selects the Internet Assisted Review tab, the Confidentiality Statement link will display in the Action column. The Confidentiality Agreement must be signed one time for each meeting, regardless of meeting phase. Once the agreement is signed, this link is replaced with other access links according to the phase of the meeting.

The Office of Management and Budget policy bans the appointment of federally registered lobbyists to federal advisory committees and other boards and commissions. Therefore, reviewers are required to indicate whether they are federally registered lobbyists before being granted access to a meeting.

If the reviewer is not a federally registered lobbyist, he or she must select the radio button indicating “I am NOT a federally registered lobbyist”. Read the confidentiality agreement, then click the “I agree” button. The List of Meetings screen will appear, displaying the Action links appropriate for the review meeting.

A federally registered lobbyist whose term falls within the dates of a review meeting cannot be granted access to the review meeting. He or she must indicate his or her status on the Confidentiality Agreement screen by clicking the radio button of, “I am a federally registered lobbyist, the meeting date falls within my term”.

Then click on the “I agree” button.

The Registered Lobbyist Verification screen provides a chance to confirm or cancel this designation. Select the Cancel/Return button to return to the List of Meetings screen only if you have accessed this screen and are NOT a federally registered lobbyist.

Select the Confirm/Continue button if you want to continue to confirm your status as a federally registered lobbyist.

If a reviewer has confirmed his or her status as a federally registered lobbyist, he or she will be denied access to the meeting, and will not have the ability to reverse the status. If a reviewer has mistakenly

designated himself or herself as a federally registered lobbyist, he or she must contact the eRA Help Desk for assistance.

A number of resources are available to you for more information about the Confidentiality Agreement and the lobbyist designation. We very much appreciate your service as a reviewer. If you still have questions, contact your SRO or the eRA Help Desk.

Thanks for watching.