Application Review & Scoring (Reviewers) – Business Process Guide

The Department of Commerce (DOC) review process facilitates the evaluation of research and non-research applications by review groups composed of reviewers with expertise in the relevant fields. Each review panel is managed by *Meeting Administrators* (*Review Event Managers*).

Internet Assisted Review (IAR) Module

eRA's Internet Assisted Review (IAR) module provides a standard process for grant reviewers to:

- Identify conflicts of interest

- View meeting materials

- Access grant applications

- Review assigned applications

- Submit scores and critiques

Internet Assisted Review (IAR)

Meeting Administrator
↓
Configure IAR phases and options
↓
Enable reviewers →

Grant Reviewers
↓
Invited to participate in a review event
↓
Certify NDA
↓
Review applications
↓
Submit critiques/scores

Review submitted critiques/scores ←
↓
Generate preliminary Summary Statement

Figure 1: A flowchart of the actions taken by the *Meeting Administrator* and grant reviewers within the IAR module.

IAR Meeting Phases

There are four meeting phases that can be set up in IAR, which allows reviewers to perform specific tasks during a set period of time.

Recruitment Phase

The *Recruitment Phase* is optional, typically used before the start of a meeting at the discretion of the *Meeting Administrator*. Potential reviewers can be invited to participate in the *Recruitment Phase*, and they can self-identify a conflict-of-interest before being selected as a reviewer and being given access to applications in the meeting.

Submit Phase

During the *Submit Phase*, reviewers can access meeting materials, begin review of assigned applications, and submit critiques and scores for their assigned applications. Reviewers may review their own submitted critiques and scores but cannot read the critiques of other reviewers at this stage to ensure they begin the process with independently developed opinions. Reviewers may revise their critiques and scores without constraint during this phase.

Read Phase

During the *Read Phase*, reviewers that have submitted critiques for their assigned applications may view the critiques submitted by other reviewers. Reviewers may also submit late critiques if they did not submit them during the *Submit Phase*. Once critiques and scores have been submitted in the *Read Phase*, they cannot be revised.

Edit Phase

The *Edit Phase* is optional, used at the discretion of the *Meeting Administrator*. During this phase, reviewers may update their critiques of their assigned applications and read all submitted critiques.

Accessing IAR

To access IAR, reviewers must have an eRA Commons account with the IAR role. Reviewers are invited through a series of emails from the *Meeting Administrator*.

Reviewers with an existing eRA Commons account will receive an email notification inviting them to participate in a specific review event. Instructions on how to access IAR will be included.

Reviewers without an existing eRA Commons account will receive an email notification inviting them to participate in a specific review event along with instructions detailing how to create a new account.

Upon the competition of the account creation process, reviewers will receive an email notification informing them that the account will be reviewed by eRA's data quality department. Once approved, reviewers will receive one email with their username and a separate email with their temporary password.

Logging into eRA Commons Using Login.gov

Reviewers are required to use Login.gov to access the IAR module, after a one-time association of your Login.gov account with your eRA Commons account.

Figure 2: Click the **Login with Login.gov** link to access eRA Commons.

Steps for the Initial Setup at Login.gov

IMPORTANT: Make sure your eRA Commons account is active and you know your account password before attempting to complete the Login.gov process.

1. **Click on the Login.gov option on the eRA Commons homepage**. *Do not go straight to Login.gov to create your account or initiate the login process*. You will be presented with a "Confirmation Required" dialog. Click **Continue** and you will be redirected to the Login.gov page for NIH.

   - If you already have a Login.gov account, enter your email address and password and click **Sign In**. Complete the two-factor authentication method that you have already configured for your Login.gov account (text message, authentication application, etc.) and you will go directly to Step 3 below.

   - Create a Login.gov account.

   - Click the **Create an account** button on the initial Login.gov screen. You will be presented with the Login.gov **Create Your Account** screen. Follow the prompts to confirm your email address and choose an authentication method.

2. **Associate your Login.gov account with your eRA Commons account (one-time only).** You will be redirected back to eRA Commons' **Associate Your eRA Account** screen. Enter your eRA Commons username and password. Once your eRA credentials are accepted, your Login.gov account is successfully associated with your eRA Commons account.

Using Login.gov After Associating Your eRA Credentials With Your Login.gov Account

You will continue to retain and maintain your eRA username and password after registering with Login.gov. However, you must always use Login.gov to log into eRA Commons after associating your Login.gov account with your eRA credentials.

1. On the eRA Commons homepage, click on the **Login with Login.gov** link/Login.gov logo in the login section.

2. Log in to eRA Commons using your Login.gov credentials (email and password) and the additional authentication method you set up with your Login.gov account. You will be automatically taken to the eRA Commons landing screen.

    -   If you do not want to enter a code every time, click the checkbox that states **Remember this browser**. If you always use the same browser and computer to log into eRA Commons, Login.gov will remember these settings and will not require you to complete the two-factor authentication process each time you log in, and you will directly access the eRA Commons.

If you have trouble with the Login.gov process, contact the Login.gov help center (https://Login.gov/help/) or eRA Commons Support Desk (https://era.nih.gov/need-help).

Personal Profile (PPF) Module

The Personal Profile (PPF) module is the central repository of information for all eRA Commons registered users. Reviewers must complete their profile information in the Personal Profile module before participating in a review event.
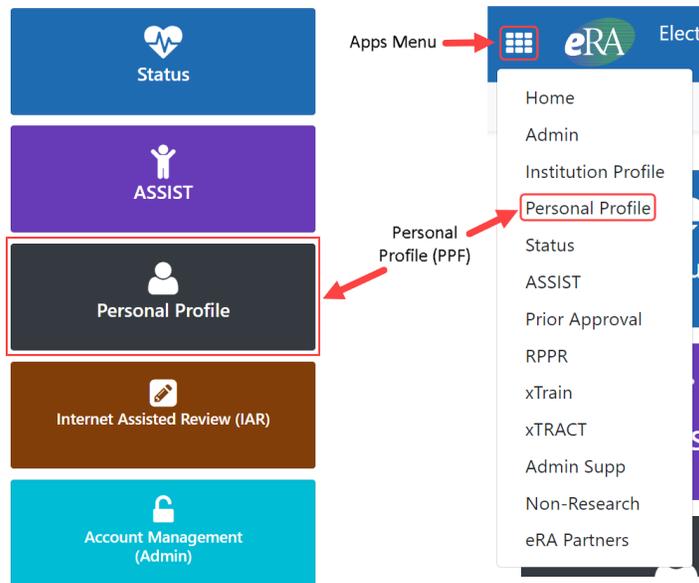
Figure 3: Access the Personal Profile (PPF) module from the Commons landing page tiles or the **Apps** button dropdown menu.

Reviewers must complete the *Name and ID, Demographics, Employment*, and *Reviewer Information* sections of their profile and ensure the updates are saved. If a required field in a section is left incomplete, you will not be able to save the profile.

IAR Non-Disclosure Agreement

Meetings typically start at the *Recruitment Phase* or *Submit Phase*. When reviewers first reach IAR, they will be required to sign and certify a non-disclosure agreement (NDA) and conflict of interest (COI) forms, which can be accessed by clicking on the **three-dot ellipsis** icon next to the meeting name on the **List of Meetings** screen.

Figure 4: Click the **three-dot ellipsis** icon to access the **Non-Disclosure Agreement** from the **List of Meetings** screen.

IAR Recruitment Phase – Check Conflicts

During the *Recruitment Phase*, reviewers have the option to access the **Check Conflicts** screen by clicking on the **three-dot ellipsis** icon next to the meeting name and selecting **Check Conflicts** from the dropdown.

Figure 5: Click the **three-dot ellipsis** icon on the **List of Meetings** screen to access the **Check Conflicts** screen during the *Recruitment Phase*.

Figure 6: Click the **Check Conflicts** screen checkbox for **Conflict** to report a COI or **Need to discuss with SRO** to prompt a discussion with the *Meeting Administrator* to discuss a potential COI or if you have questions relative to COIs.

Reviewers will see a list of all involved personnel including the PD/PI's name and organization affiliation; a list of all involved personnel and their eRA Commons role; the grant application's project title; and a link to the abstract. Reviewers are to select the appropriate checkboxes to indicate if there is a conflict, or a discussion is needed with the SRO (*Meeting Administrator*).

IAR Submit Phase

If the *Recruitment Phase* is not utilized, reviewers begin during the *Submit Phase* and must first sign and certify their non-disclosure agreement to access additional action items.

During the *Submit Phase*, reviewers will have the ability to view the list of applications, meeting materials, and the downloads access code by clicking on the **three-dot ellipsis** icon. Selecting **View List of Applications** loads a list of grant applications to be critiqued and scored, selecting **Meeting Materials** loads a screen listing review materials uploaded by the *Meeting Administrator*, and selecting **View Access Code for Downloads** displays the access code needed to download zip files, provided the *Meeting Administrator* has required a code to access the files.

Figure 7: Reviewers access *Review Event* information during the *Submit Phase* by clicking on the **three-dot ellipsis** icon next to the meeting name.

List of My Assigned Applications Screen

When reviewers click **View List of Applications**, the **List of My Assigned Applications** screen loads.

Figure 8: Access the grant applications under review on the **List of My Assigned Applications** screen.

Click on the folder icon next to each application to open the Grant Folder module's **Application Folder** screen to view grant application information. Any related documents can be accessed in the *Multiple Documents* section. This section includes a link to the **e-Application**, where the assembled version of the submitted application can be viewed.

Figure 9: Access the **e-Application** in Grant Folder's **Application Folder** screen.

Click the **three-dot ellipsis** icon next to each application's Grant Folder icon and select **Submit Critique** from the dropdown to submit a critique.

Figure 10: Click the **three-dot ellipsis** icon next to the Grant Folder icon and select **Submit Critique** from the dropdown to submit a critique.

The **Online Critique** screen loads, where reviewers' scores and comments for each evaluation criteria are captured.

Figure 11: Reviewers enter their score and comments for each *Evaluation Criteria* listed on the **Online Critique** screen.

Reviewers enter a score and comments for each *Evaluation Criteria* listed on the **Online Critique** screen and click the **Submit** button to submit their scores and critique, loading the **Submit Critique and Score** screen, where they must confirm their submittal.

Figure 12: After clicking the **Submit** button on the **Online Critiques** screen, the **Submit Critique and Score** confirmation screen loads, requiring the reviewer to confirm their submittal.

Once submitted, reviewers have the option to submit, view, or delete the critique they submitted. To edit a draft, reviewers should click **Edit** before updating the critique.

Figure 13: Reviewers can submit, view, or delete a critique through the **three-dot ellipsis** icon next to the application number after the critique has been submitted.

IAR Read Phase

During the *Read Phase*, reviewers may view critiques and scores submitted by other reviewers provided they have submitted their own critiques and scores but cannot modify or resubmit critiques or scores during this phase.

To view critiques submitted by other reviewers (provided you have already submitted your own), click the three-dot ellipsis icon next to the meeting name and select **View List of Applications** from the dropdown to access the **List of My Assigned Applications** screen, then click the **three-dot ellipsis** icon next to the Grant Folder icon and select **View All Critiques** from the dropdown menu.

List of My Assigned Applications ❓

Figure 14: Click the **three-dot ellipsis** icon and select **View All Critiques** during the *Read Phase* to access all submitted reviews, provided you have already submitted your critiques and scores.

However, if the reviewer has not submitted their own critiques and scores, **View All Critiques** will be replaced with **Submit Critique** in the dropdown menu.

Figure 15: Select **Submit Critique** from the **three-dot ellipsis** icon dropdown during the *Read Phase* to submit your critique and scores and enable you to view other reviewers' critiques and scores.

IAR Edit Phase

During the *Edit Phase*, provided it has been enabled by the *Meeting Administrator*, reviewers may make edits to their critiques and scores that were submitted during the *Submit Phase*.

Reviewers should return the **List of My Assigned Applications** screen by clicking on **View List of Applications**.

To edit a submitted critique, click the **three-dot ellipsis** icon and select **Update Critique** from the dropdown menu.

List of My Assigned Applications ❓

Go To ▾

∨ Meeting: 2023/10 ZQN1 TB-1 (01) 1

Meeting Title	Meeting Identifiers	Current Phase ❓	Meeting Date	Critique Due
Oceanic and Atmospheric Research (OAR) Special Emphasis Panel	2023/10 ZQN1 TB-1 (01) 1	EDIT	08/15/2023 - 08/16/2023	10/01/2023 05:00 PM EDT

🟢 Show only Assigned Applications

My Assigned Applications (ZIP) ℹ️   📄 Generate ZIP   ⚠️ No files are available for download

Filter Table   3 Results (filtered from 33)   ⊞ ‹ 1 of 1 ∨ ›

Review Order	Application Number (Opportunity Number)	PI Name	Project Title (Latest eAdditions Date)	Average Prelim Score	Role (Reviewers, Prelim. Score)		
	~~NOAA-OAR-UAT-2023-2023111~~						
	NA24OARX417G0009-T1-01 NOAA-OAR-UAT-2023-2023111	📁 ••• PD/PI's Name (1)	Project Title of PD/PI's Application (1)		Ter 1 👤	•••	⊙
						✈ Update Critique	
	NA24OARX417G0007-T1-01 NOAA-OAR-UAT-2023-2023111	📁 ••• PD/PI's Name (1)	Project Title of PD/PI's Application (1)		Ter 1 👤	📄 View Critique	⊙
	NA24OARX417G0008-T1-01 NOAA-OAR-UAT-2023-2023111	📁 ••• PD/PI's Name (1)	Project Title of PD/PI's Application (1)		Ter 1 👤	•••	⊙

Figure 16: Click the **three-dot ellipsis** icon and select **Update Critique** during the *Edit Phase* to update submitted critiques and scores.

End of Review Event

At the end of the *Edit Phase*, or the *Read Phase* if the *Edit Phase* was not enabled, reviewers will no longer have access to the meeting and its associated files and materials.

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Internet Assisted Review |

List of Meetings ❓

> IAR Information

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

Filter Table   0 Results   ⬇ ⊞ ‹ ∨ ›

Meeting ⇕	Meeting Dates/Location ▾	SRO Name ⇕	Phase ❓ ⇕	Critique Due ⇕	Read Phase End ⇕	Edit Phase End ⇕
		No Meetings Found				

Figure 17: The **List of Meetings** screen will not display a meeting following the close of its *Review Event*.

At this time, the *Meeting Administrator* will prepare a **Summary Statement** or **Review Outcome** document.