Application Review & Scoring

For Grant Reviewers

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Grant Closeout



Training Objectives

- The Review Process
- Invitation to Internet Assisted Review (IAR)
- Logging In
- eRA Commons
- Personal Profile
- Internet Assisted Review (IAR)
 - Meeting Phases
- Summary Statement Preparation
- Summary
- Where Can I Get Help?

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Introduction	Registration	Accounts	Submission & Tracking	Review & Scoring	Award	Post Award	Grant Closeout

The Department of Commerce (DOC) review process facilitates the evaluation of research and non-research applications by review groups composed of reviewers with the expertise in the relevant fields.

Internet Assisted Review (IAR) is an eRA module that provides a standard process for reviewers to:

- Identify conflicts of interest
- View meeting materials
- Access grant applications
- Submit scores/critiques

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All times are in Eastern Standard Filter Table 1 Meeting © 2023/10 ZQN1 TB-1 (01) 1		••• 08/15/2023-08/16/2023	SRO Name ÷ Last Name, First Name	Phase 😧 💠 RECRUITMENT		Read Phase	Edit Phase
All times are in Eastern Standard Filter Table 1 Meeting ÷ 2023/10 ZQN1 TB-1 (01) 1 Oceanic and Atmospheric Reser	Results	••• 08/15/2023-08/16/2023			Due \$ 10/01/2023 05:00 PM	Read Phase End \$ 11/01/2023	Edit Phase End ≑ 12/01/2023
Il times are in Eastern Standard Filter Table 1 Meeting \$ 2023/10 ZQN1 TB-1 (01) 1 Dceanic and Atmospheric Resec	Results	••• 08/15/2023-08/16/2023			Due \$ 10/01/2023 05:00 PM	Read Phase End \$ 11/01/2023	Edit Phase End ≑ 12/01/2023

This is what the Internet Assisted Review (IAR) module looks like for grant reviewers. The Competition Manager at DOC will initiate the review process (review event).

Recruitment Phase <i>(optional)</i>	Submit Phase	Read Phase	Edit Phase (optional)
Used to determine conflicts of interest	Used to submit critiques and scores for their assigned applications	Used to view the critiques and scores submitted by other reviewers	Used to submit updated critiques for their assigned applications

All meeting phases are established by the Review Event Manager at DOC.

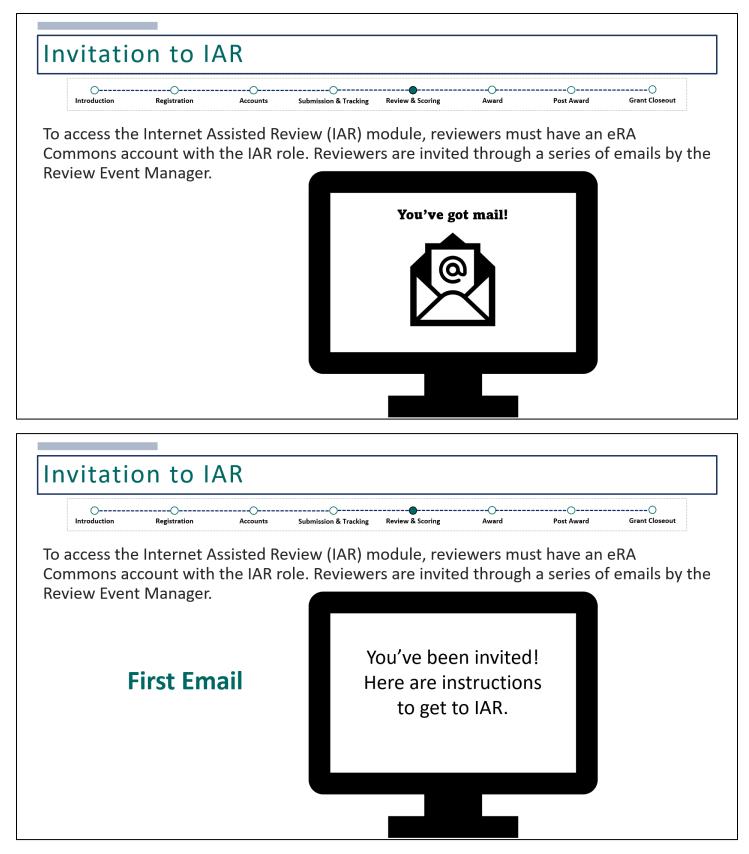
The Recruitment Phase is an optional phase, used at the discretion of the Review Event Manager, usually taking place before the start of a meeting. Potential reviewers can be enabled to participate in the Recruitment Phase, where they can self-identify any conflicts of interest before being selected as reviewers and being given access to applications in the meeting.

During the Submit Phase, reviewers will have the ability to access meeting materials, start reviewing the assigned applications, and submit critiques and scores for their assigned applications. Reviewers may view their own critiques and scores that have been submitted but cannot read the critiques of other reviewers at this time. Access to the critiques of other reviewers is restricted during this phase to ensure that reviewers begin the process with independently developed opinions.

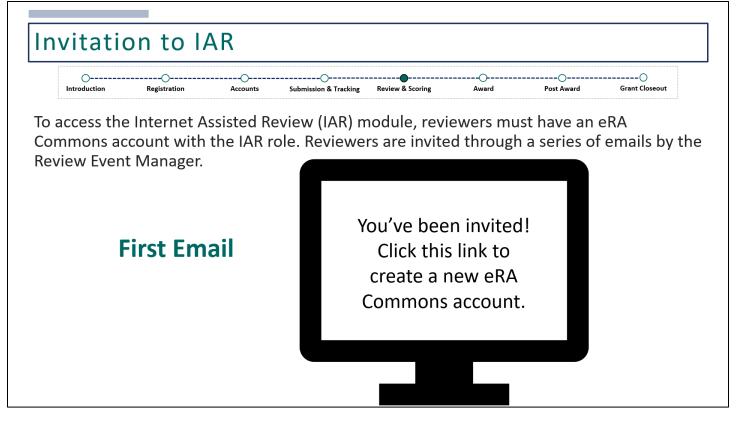
During the Read Phase, reviewers who have already submitted critiques for their assigned applications may view the critiques and scores of other reviewers. Reviewers may also submit late critiques if they have not done so in the Submit Phase; however, reviewers cannot modify or resubmit critiques/scores once they submit during this phase.

The Edit Phase is another optional phase, also used at the discretion of the Review Event Manager. During this phase, reviewers may submit updated critiques for their assigned applications and may read critiques submitted by themselves as well as other reviewers.

Once all critiques and scores have been submitted, the Review Event Manager will be compiling this information to generate a Summary Statement (Review Outcome).

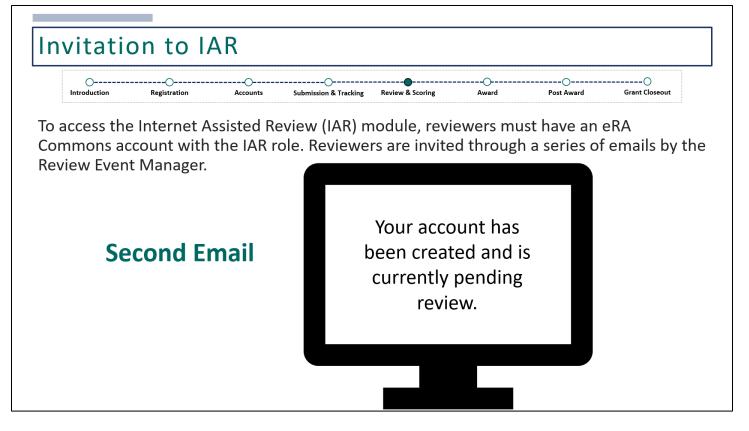


Reviewers with an existing eRA Commons account that already have the IAR role, will receive an email letting them know that they've been invited to participate in a specific meeting. Instructions on how to access IAR will be included in this email notification.



Reviewers who do not have an existing eRA Commons account with the IAR role will receive a similar email informing the reviewer that he or she has been invited to a specific meeting with instructions on how to access IAR. However, this email will also include a link for accessing eRA Commons to begin creating a new account.

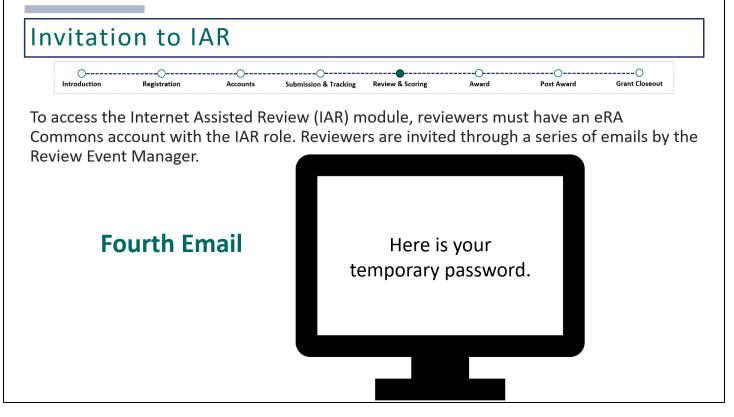
At the completion of this step, the reviewer will receive a second email.



The second email will confirm the reviewer's completion of the account creation. eRA's data quality department will evaluate the account request, and when the request is approved, a third email is sent to the reviewer.

access the Internet Assisted Review (IAR) module, reviewers must have an eRA ommons account with the IAR role. Reviewers are invited through a series of emails by view Event Manager. Third Email Your account is now active. This is your username.	O Introduction	Registration	Accounts	Submission & Tracking	Review & Scoring	 Award	Post Award	O Grant Closeout
Third Emailactive. This is your	nmons aco	count with		• •	-			
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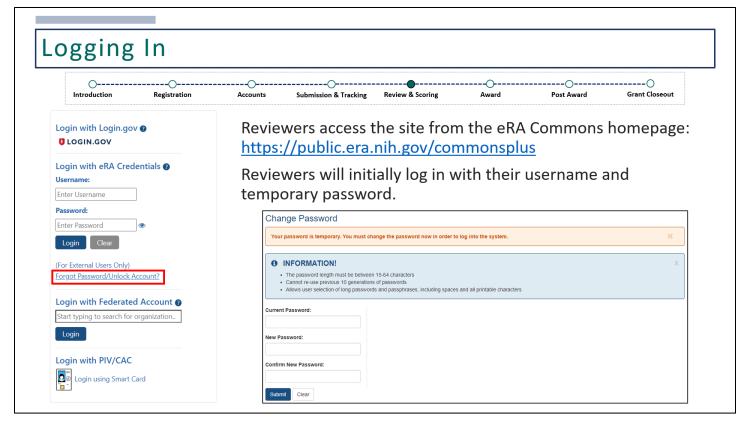
The third email notifies the reviewer that his or her account is now active. This email will include the reviewer's new eRA Commons username or user ID, which will be used to log into eRA Commons.



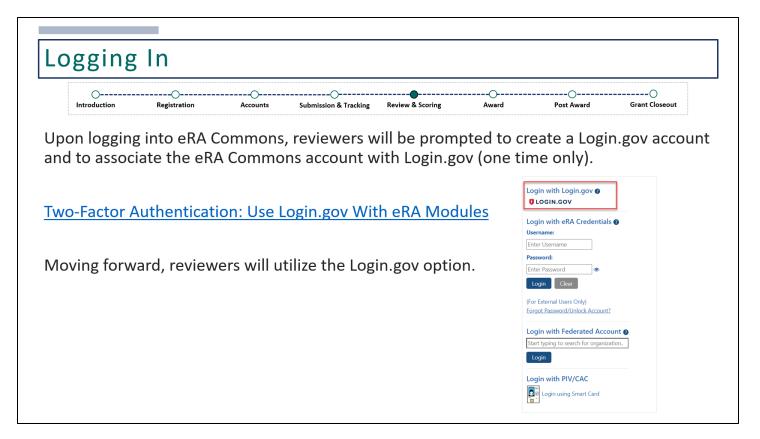
Lastly, the fourth email will follow shortly after and will include a temporary password. For security purposes, the username and temporary password will never be sent in the same email.

OOO Introduction Registration	Accounts Submission & Tracking Review & Scoring Award Post Award Grant Closeout
Login with Login.gov 🕖	Reviewers access the site from the eRA Commons homepage:
UOGIN.GOV	https://public.era.nih.gov/commonsplus
Login with eRA Credentials 👔	
· ·	Reviewers will initially log in with their username and
Osername:	, 0
Enter Username	temporary password.
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	temporary password. Change Password Your password is temporary. You must change the password now in order to log into the system.
Enter Username Password: Enter Password Clear (For External Users Only) Forgot Password/Unlock Account?	temporary password. Change Password Your password is temporary. You must change the password now in order to log into the system.
Enter Username Password: Enter Password Clear (For External Users Only) Forgot Password/Unlock Account? Login with Federated Account @	temporary password. Change Password Your password is temporary. You must change the password now in order to log into the system.
Enter Username Password: Enter Password Clear (For External Users Only) Forgot Password/Unlock Account?	temporary password. Change Password Ver password is temporary. You must change the password now in order to log into the system.

With the username and temporary password, reviewers will log into eRA Commons via the URL provided on this slide. Immediately after, reviewers will be prompted to change their temporary password.



Temporary passwords are valid for 48 hours and are set to expire. If you do not login within 48 hours or need a new temporary password for any reason, you can click on the 'Forgot Password/Unlock Account?' link to request for a new temporary password.



Once logged in, reviewers will be prompted to create a Login.gov account and to associate their newly established eRA Commons account with Login.gov.

eRA has begun moving to two-factor authentication for accessing its external modules, meaning that login will require something you know (such as a password) and something you have (such as a phone or other device).

Reviewers are required to set up their accounts with Login.gov. This is a one-time process. If you already have a Login.gov account, you can associate your existing account with your eRA Commons account.

Information on how to set up two-factor authentication can be found via: <u>Two-Factor Authentication: Use Login.gov</u> <u>With eRA Modules</u>

After this initial set up is complete, reviewers will utilize the Login.gov option when logging in.

OO Introduction Registration	Accounts Submission & Tracking Review & Sc	coring Award Post Award Grant Closeout
III CA Commons & NHD Reference in Reference	tildag of Heads	0 L I
ee Siatus	eRA Commons •	© <u>Commons Help/Sarvice Dask</u> © 866-504-9552 © 01-402-7469 © Hours Monday-Friday, Tam-Bpm EST
ASSIST		moving to two-factor authentication witi 2024, 454 will then have a solution for users to cansolidate their multiple accounts into a single 464 account their, II, they will be able to associate their Light gov or inCommon Federated account with owe 464 account to support all their authentication needs. (<u>Soc 463</u>
Personal Profile	Note: eRA posts Deployment and Maintenance Calendar on the <u>eRA Westors</u> Updates and additional details about Submit a Reference Letter To provide a reference letter for a fellowship or career development applicant, see <u>Submit a Reference</u> Q, LikeThis LikeThis is a thesaurus-based search tool that allows you to find similar funded projects and publicat	e Letter, Beference Letters.
Account Management (Admin)		♥ <u>IEdison</u> Report your patent in iEdison (also see <u>Invention Reporting</u> website)

This is the eRA Commons landing page once logged in.

O Introduction Registration	Accounts Submission & Tracking Review & Scorin	o	OO Award Grant Closeout
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Home			Linda Kwon
Status	eRA Commons • Total your application: manager and report	O Commons Help	COMMONS\KWONLMPI
ASSIST	in your benefity have award	O Hours Monday	Current Institution: ZERODIVIDE
Personal Profile	Note: Uses with Multiple eRA Commons Accounts: Users with multiple eRA Commons Accounts should hold off on moving comtain all their organization afflications and roles. More importantly, once uses complete the consolidation process, they Common rates: Note: eRA ports Deployment and Multitexance Calendar on the <u>int Ventions</u> Updates and additional deplin budy plane	will be able to associate their Login gov or InCommon Federated account with one	Roles: PI IAR
	Submit a Reference Letter		Change Institution
Internet Assisted Review (IAR)	To provide a reference letter for a fellowship or career development applicant, see <u>Submit a Reference Letts</u> Q. UKETHE LikeThis is a thesarus-based search tool that allows you to find similar funded projects and publications.	g: Reference Letters.	Change Password
Account Management (Admin)	SAMHSA	ı.v	🕜 Manage Preferences
	Amendments	Report your patent in iEdison (al	Sign Out

On the top right-hand corner, clicking on the person icon will display your name, username, and your roles. If you have other eRA Commons roles, you may have a current institution listed here as well. You can also change your password, manage preferences, or sign out.

OOOO	Accounts Submission & Tracking F	Review & Scoring Award	Post Award Grant Closeou
III CA Commons & NIH) National Institutes of H	an		0 L
V Status	eRA Commons • They use application manage and report or your backwaity funded accord		O Commons Help/Service Desk © 665-90-9552 © 101-402-7469 © Hours Monday-Friday, Tami-Bpm EST
ASSIST	▲ Recent News New: User with Multiple eRA Commons Accounts: Users with multiple eRA Commons accounts: Users with multiple eRA commons accounts: Users with exponentiation and roles. More importantly, one users complete the Common roles. Net: eRA post: Deployment and Multistenance Calendar on the <u>#CA Webcom</u> Updates and accounts.	e consolidation process, they will be able to associate their Login.gov or inCommon P	ederated account with one eRA account to support all their authentication needs. (See eRA
Internet Assisted Review (IAR)	Submit a Reference Letter To provide a reference letter for a fellowship or career development applicant, see Q. LikeThis LikeThis is a thesaurus-based search tool that allows you to find similar funded pro		
Account Management (Admin)	Amerdments e 60	Report your pa	♥. iEdison tent in iEdison (also see <u>Invention Reporting</u> website)

There are Help Topics for Reviewers, which will direct you to some helpful online resources.

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Status	eRA Commo	ins •		O Commons Help/Service Desk © 866-504-9552 © 301-402-7469 © Hours Monday-Friday, Tam-8pm EST	
ASSIST Personal Profile	contains all their organization affiliations and roles <u>Commons roles</u>).	s. More importantly, once users complete the consolidation pro	on moving to two-factor authentization until 2024, eAA will then ha cess, they will be able to associate their Login gay or inCommon Fer out glanned maintenance are documented in this calendar as they b	derated account with one eRA account to support all their aut	
Internet Assisted Review (IAR)	Q LikeThis	or career development applicant, see <u>Submit a Refere</u> t allows you to find similar funded projects and public			
Account Management (Admin)	Amendments	¢ Go	Report your pat	€ IEdison tent in iEdison (also see <u>Invention Report</u>	ing website)

If you need further assistance, you can always contact the eRA Service Desk by clicking here.

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	Status	eRA Comm Tract your explication, manage and report on your beleasity funded award	ons 🛛			O Commons Help/Service Desk © 666-504-9552 301-402-7469 O Hours Monday-Friday, 7am-8pm EST	
	ASSIST	contains all their organization affiliations and <u>Commons roles</u>).	roles. More importantly, once users cor		ssociate their Login.gov or InCommon Fed	e a solution for went to consolidate their multiple account arread account with one eVA account to support all the come available.	
Internet As	sisted Review (IAR)	Submit a Reference Letter To provide a reference letter for a fellows Q LikeThis LikeThis is a thesaurus-based search tool		nt, see <u>Submit a Reference Letter</u> Reference L ded projects and publications.	.etters-		
	Lt Management (Admin)	Amendments	a Go		Report your pate	♥ <u>iEdison</u> ent in iEdison (also see <u>Invention Rep</u>	porting website)

To get to an eRA module, you may click on these buttons on the left.

OOOOOOO	Accounts Submission & Track	-	O Award	Post Award Grant Closeou
	Heath			ور
Home				
Admin	eRA Commons •			mons Help/Service Desk
Institution Profile	Track your application; manage and report on your (ederally funded award			Monday-Friday, 7am-8pm EST
Personal Profile				
Status	Recent News			
ASSIST				n for users to consolidate their multiple accounts into a single eRA account that unt with one eRA account to support all their authentication needs. (See eRA
Prior Approval	Note: eRA posts Deployment and Maintenance Calendar on the eRA Webs	ite. Updates and additional details about planned maintenan	ce are documented in this calendar as they become avai	able.
RPPR	Submit a Reference Letter			
Internet Assisted Review	To provide a reference letter for a fellowship or career developmen Q. LikeThis	it applicant, see <u>Submit a Reference Letter</u> ; <u>Reference</u>	e Letters.	
xTrain	LikeThis is a thesaurus-based search tool that allows you to find si	milar funded projects and publications.		
XTRACT	SAMHSA			♀ <u>iEdison</u>
	2. sermon			

For a full list of eRA modules, click on the apps menu icon. Depending on the roles assigned to your eRA Commons account, you may have access to various modules. In this training, we will focus on users with the IAR role, since that is the only role needed for grant reviewers.

Introduction Registration	Accounts Submission & Tracking Review & Sco	ring Award Post Award Grant Closeou
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Home Admin Institution Profile	eRA Commons •	O Commons Help/Service Desk € 866-504-9552 € 301-402-7469 Ø Hours Monday-Friday, 7am-8pm EST
Status ASSIST Prior Approval		ving to two-factor subtentiation until 3224, e64 will then have a solution for users to consolidate their multiple accounts into a single e64 account that may will be able to associate their Lagin gov or inCommon Federated account with one e64 account to support all their subtentication needs. <u>User.e66</u> med maintenance are documented in this calendar as they become available.
RPPR Internet Assisted Review xTrain	Submit a Reference Letter To provide a reference letter for a fellowship or career development applicant, see <u>Submit a Reference Le</u> Q LikeThis LikeThis is a thesaruso-based search tool that allows you to find similar funded projects and publications	
xTRACT Admin Supp	Amendments e 60	ViEdison Report your patent in iEdison (also see <u>Invention Reporting</u> website)

Before moving forward to the Internet Assisted Review module, there is another module within eRA Commons where reviewers will first need to complete their Personal Profile.

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OO ntroduction Registration		Accounts Submission & Tracking Review & Scoring Award Post Award Grant Clo
Home Admin Institution Profile Personal Profile Statu	us ASSIST Prior	Approval RPPR xTrain xTRACT AdminSupp Non-Research eRAPartners
Personal Profile		Personal Profile Summary 📀
Linda Kwon Roles: JAR - JAR - Internet Assisted Review User - Assigned by a (Scientific Review Difficer) when a user will be involved in t review of applications. PI - Principal Investigater	an SRO	IMPORTANT Changes to your Personal Profile will NOT save if there is any missing data in the required fields. Before navigating away from or closing the Personal Profile, review and enter missing information.
Person ID: 79105826		▲ Name and ID ●
ORCID ID: Unavailable		Demographics PEat
Personal Profile Summary	~	Employment
Name and ID Demographics	*	Q Reviewer Information ●
Employment	~	Education 0
Q Reviewer Information	~	
Education	*	Reference Letters 0
Publications	~	Publications 🛛
TRACT Information	*	
Information		TRACT Information O
Profile updated:		

This is the Personal Profile. In order to participate in a review event, reviewers must make sure their Personal Profile is complete.

The required sections include: Name and ID, Demographics, Employment, and Reviewer Information.

When completing the Personal Profile, all required fields in each section must be complete in order to save any changes. Some of the fields you complete in the different sections are required in order to complete other sections within the Personal Profile.

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Name and ID 0							<i>₿</i> Edi
Demographics 🛛							& Edi
Employment @							<i>∎</i> Edi
Reviewer Information	0						<i>∎</i> Edi
	Start b	y completin	Helpf u g the Employmer		, complete th	ie rest!	

A helpful tip when completing your Personal Profile is to start with the **Employment** section, if this section is applicable to you.

Click on the **Edit** button next to Employment.

O troduction Registration	Accounts Submission & Tracking Review & Scor	ring Award Post Award G	O Grant Closeou
~			
Employment 🛛			
You have 1 current job(s) and 0 pas	ist job(s)		
Enter all research-related employment in the	past 3 years. This is used to determine conflict of interest for reviewers of your awards	s and for your own work as a reviewer.	
Enter post-doctoral fellowships on this page a			
	as a job. nstitution (for example Professor and Dean), you may, but do not have to, add two separ	rate jobs so that you can give different titles, positions, addresses, and start/	/end dates.
f you have more than one job at the same ins			/end dates.
		arate jobs so that you can give different titles, positions, addresses, and start/ Add a New Job Status	Vend dates.
f you have more than one job at the same ins	nstitution (for example Professor and Dean), you may, but do not have to, add two separ	Add a New Job	Vend dates.
f you have more than one job at the same ins	nstitution (for example Professor and Dean), you may, but do not have to, add two separ Employment and Contact Details DOC TEST, LLC.	Add a New Job Status Vou are affiliated with this institution.	Vend dates.
f you have more than one job at the same ins Current Jobs Dates	Employment and Contact Details DOC TEST, LLC. 123 Happy St. Bethesda, MD 20817	Add a New Job Status	Vend dates.
f you have more than one job at the same ins Current Jobs Dates	Employment and Contact Details DOC TEST, LLC. 123 Happy St. Bethesda, MD 20617 UNITED STATES Email: linda kwon@nih.gov	Add a New Job Status Vou are affiliated with this institution.	Vend dates.
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you have more than one job at the same ins Current Jobs Dates	Employment and Contact Details DOC TEST, LLC. 123 Happy St. Bethesday, MD 20817 UNITED STATES Email: linda kwon@nih.gov Phone: 301-555-5555	Add a New Job Status Vou are affiliated with this institution.	Vend dates.
you have more than one job at the same ins Current Jobs Dates	Employment and Contact Details DOC TEST, LLC. 123 Happy St. Bethesday, MD 20817 UNITED STATES Email: linda kwon@nih.gov Phone: 301-555-5555	Add a New Job Status Vou are affiliated with this institution.	t/end dates.

In the **Employment** section, you will only need to add employment details if the organization of your current or past job is currently registered with eRA Commons. This information is used to determine conflicts of interest for reviewers of your awards (if you are also a PD/PI on a grant) and for your own work as a grant reviewer.

You can add current jobs by clicking on Add a New Job or add a prior employment history by clicking Add a Past Job.

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oooooo	Accounts Submission & Tracking Review & Scorin	ng Award	Post Award	Grant Closeou
Current Jobs			Add a New Job	
Dates	Employment and Contact Details	Status		
				Required Field(s)
You Add Current Job				
Enter *Employer	O I work in a company or institution outside NIH			
Enter	(No organization selected) Change			
lf you				¥S.
CL	Select One	Ŷ		
Da *Start Date	MM/YYYY			
End Date Jur	MM/YYYY (leave blank if still in this job)			
Job Title				
About this job NIH uses this information for statistical a	inalysis			
	This is my primary employment			
	*This job is \bigcirc Full time \bigcirc Part time			
	*This is a job working directly for the federal government \bigcirc Yes \bigcirc No			
Pa	This is a faculty teaching position			
	This is an academic administrative position			

For the **Employer**, select the radio button "I work in a company or institution outside of NIH" then, click **Change**.

-	egistration Accounts		eview & Scoring	 Award	Post Award	Grant Closeou
Current Jobs	Find Institutions and Companies	S			×	
You Add Current Job	Search by name, city and state				75	Required Field(s)
Enter *Employer	Enter Institution/Company Name	DOC Test				
lf you	Search only in City/State	e listed by their full, official name.		Select One		łS.
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End Date	DOC TEST, LLC. 123 Happy St. Dataset MD				^	
Job Title	, Bethesda MD					
About this job NIH uses this information	on fe					

In the following screen, type in the name of your current organization and search. If the organization is registered with eRA Commons, it will appear in the search results. Select the radio button and click **OK**.

If your organization does not appear, it means they are not registered, and you do not need to add your organization in the Employment section. However, make sure to search with key words in case any of the words you use are abbreviated in the system.

O ntroductior	n Registration	Accounts Submission & Tracking	Review & Scoring	Award	Post Award	Grant Closeou
Cur	rrent Jobs				Add a New Job	
Date		Employment and Contact Details		Status		_
					*	Required Field(s)
	d Current Job					
Enter *Em	ployer	\bigcirc I work in a company or institution outside NIH				
Enter		(No organization selected)				
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		O I work inside NIH				
CL		Select One	~			
* Star	rt Date					
Da		MM/YYYY				
End	Date	MM/YYYY (leave blank if still in this job)				
Jur						
Job	Title					
	ut this job uses this information for statistical analysis					_
		This is my primary employment				
		*This job is O Full time O Part time				
		*This is a job working directly for the federal gov	ernment O Yes O No			
Pa		This is a faculty teaching position				
Pa		This is an academic administrative position				

If you were able to add a new job, continue to fill out the rest of the information. Enter a start date, using the two-digit month and four-digit year format. You can choose to include your job title. You'll also need to indicate whether this is your primary employment, whether this job is full time or part time, and whether this job is working directly for the federal government.

O	Registration	Accounts	Submission & Tracking	Review & Scoring	Award	Post Award	Grant Closeou
Employ	ment 😧						
You have 1 o	current job(s) and 0 past jol	o(s)					
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Further down on the screen, provide the address. When entering the state and country, a dropdown menu will appear as you start typing and you'll want to select an option from the dropdown. Then, click **Add**.

You can follow the same steps to add a past job, however less information will be required.

As a reminder, you only need to add jobs if they are currently registered with eRA Commons. If they are not registered, you will not be able to add them to the employment section, nor are they required. If you do not have any employment information to enter, this section can remain blank. You may receive a warning indicating that you have not entered any employment details, however it will not impact your ability to save any changes.

O Introduction	Registration	Accounts	Submission & Tracking	Review & Scoring	Award	Post Award	Grant Closeout
Name and ID @							∂ E
Demographics 🛛							∂ E
Employment @							<i>₫</i> Е
Reviewer Information Ø	i -						<i>₫</i> Е
	Start b	y completin	Helpf i g the Employmer		, complete th	ne rest!	

Next, complete the Name and ID section. Click Edit to start.

O	Registration	Accounts	Submission & Tracking	Review & Scoring	 Award	Post Award	Grant Closeout
Name and ID 🛛							
ame							
Prefix		Select One				you have a common name, please hiquely identify you.	*Required Field(s) include your middle name to h
*First Name		Linda			W	/hen you submit a award, enter you o here.	r name there the same way yo
Middle Name							
*Last Name		Kwon					
Suffix		Select One			~		
rior Names						Add Prior	Nomo

Your name should be pre-populated when your account was initially created.

There is an option to Add Prior Name, if applicable.

O	Registration	Accounts	Submission & Tracking	Review & Scoring	Award	Post Award	O Grant Closeout
Name and ID 🛛							
or Name							
efix		Select One			~		*Required Field(s
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st Name							
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Which can be entered here. Then, click **Add**.

O	Registration	Accounts	Submission & Tracking	Review & Scoring	Award	Post Award	Grant Closeout
Name and ID @							🖋 Ed
mail Address "For account-related communications		emailaddress	@email.com email addresses?		no other By chec Commu	way to reach you. king this checkbox, you will	respondence' email addresses i
ddress for Awards-Relate Use contact information from current job	d Communication	DOC TEST,	LLC.		communi or go to update th	e of your job addresses to cations (by email or mail) the <u>Employment</u> section o le address or provide a new d return here.	

The email address is a required field and should have been pre-populated when the account was initially created. However, if modifications are needed, it can be done here. There is also a checkbox to 'Replace other email addresses?'. Selecting this box will copy your email address to other sections of the Personal Profile where your email address may be needed.

ORe	O	Accounts	Submission & Tracking	Review & Scoring	Award	Post Award	Grant Closeout	
Name and ID O							& Edi	
nail Address								
*For account-related communications		emailaddress@email.com			NIH will use this mail if you need to reset your password or if there no other way to reach you.			
			anan audresses :		Commun	ing this checkbox, you will ication' and 'Reviewer Corr e with the email address at	respondence' email addresses in	
ddress for Awards-Related Co	ommunication							
Use contact information from current job		DOC TEST, L	LC.		 Select one of your job addresses to receive all Commons communications (by amail or mail) 			
noni curren jou		Select One DOC TEST, LLC.			communications (by email or mail) or go to the <u>Employment</u> section of this form, where you can update the address or provide a new work address. Then save the profile and return here.			

The Address for Awards-Related Communication section is connected to the Employment section, which is why we recommend completing the Employment section first. If you were able to add employment information, use the dropdown menu here to select the organization. This section is mainly applicable for those who also have the PD/PI role and will be applying for grants. This is the email address used for grant-related notifications when you are listed as the PD/PI on a grant.

OO Introduction Registration	Accounts Submission & Tracking Review &	••
Name and ID 🛛		<i>∎</i> Ec
dentification		
*Date of Birth		Your birth date helps NIH staff in identifying and managing your
	MM/DD/YYYY	system records. NIH asks that you voluntary provide the last 4 digits of your Social
SSN 000-00-	or 🗹 Do Not Wish to Provide	Security Number to accurately identify this account Commons Privacy Notice
		,
Citizenship Status		
*What country are you a citizen of?	UNITED STATES	Required for a person appointed to and supported by a NRSA or non-NRSA research training award (Trainee), institutional career
Citizenship Status	U.S. Citizen or noncitizen national	award (Scholar) or research education award (Participant)
	 Permanent Resident of U.S. 	
	\bigcirc Non-U.S. Citizen with temporary U.S. visa	
	\bigcirc Non-U.S. Citizen not residing in the U.S.	

Further down the screen, you can choose to provide your date of birth or select **Do Not Wish to Provide**.

The Social Security Number is not a required field, but it is used to accurately identify your account in eRA systems. If you choose to provide one, you only need to provide the last four digits. Once you've entered this information and saved, you will not be able to modify this field. If you've made an error and saved all changes, please contact the eRA Service Desk to correct the Social Security Number.

Lastly, **Citizenship Status** is a required field, so you'll need to select the country from the dropdown menu and select the appropriate radio button for the citizenship status.

O Introduction	Registration	Accounts	Submission & Tracking	Review & Scoring	Award	Post Award	Grant Closeout	
Name and ID 🛛								🖋 Edit
Demographics 0								🖋 Edit
Employment Ø								🖋 Edit
Reviewer Information	•							🖋 Edit
	Start b	y completin	Helpf o g the Employmer		, complete tł	ne rest!		

Next is the **Demographics** section. Click **Edit** to start.

OO- Introduction Registrat	tion Accounts Submission & Tracking	Review & Scoring Award	Post Award	Grant Closeout
The information you provide about you their programs and help ensure equita	rself on this page is confidential and used for aggregate statistical repo ble access for all.	rting only. By completing the items on this page,	you help federal agencies gather infor	mation on participation ir
Sex				
*Sex		The int	ormation you provide will be kept confi	*Required Field(s
Sex	○ Female		ate statistical reporting only.	dential and used for
	◯ Male			
	Do not wish to provide			
Ethnicity and Race				
* Ethnicity			ormation you provide will be kept confi	idential and used for
	Do not wish to provide	aggreg	ate statistical reporting only.	
	O Hispanic/Latino			
	O Non-Hispanic			
* Race			ormation you provide will be kept confi	idential and used for
(Check all that apply)	American Indian or Alaska Native	aggreg	ate statistical reporting only.	
	Black or African American			
	□ White			
	White Native Hawaiian or Other Pacific Islander			

Here you can provide confidential information used for aggregate statistical reporting only. This information includes your sex, ethnicity and race, and disability.

troduction Registration	Accounts Submission & Tracking Review & Scoring	g Award Post Award Grant Closeou
ilsability Do you have a disability?	No Yes (Check all that apply) ☐ Mobility/Orthopedic Impairment ☐ Hearing ☐ Visual ☐ Other ● Do not wish to provide	The information you provide will be kept confidential and used for aggregate statistical reporting only.

All fields are marked with an asterisk, so they are required however, there is an option to select **Do not wish to provide**.

O	Registration	Accounts	Submission & Tracking	Review & Scoring	 Award	Post Award	Grant Closeout
Name and ID 0							ď
Demographics @							1
Employment @							1
Reviewer Information	0						1
	Start b	oy completin	Helpf g the Employme	ul Tip! nt section. Then	, complete th	ne rest!	

The last section that you'll need to complete is the **Reviewer Information** section, a very important section for reviewers. Click **Edit** to start.

-						
ntroduction	Registration Account	s Submission & Tracking Review	& Scoring	Award	Post Award	Grant Closeou
	Choose the address for reviewer commmunications and enter Please remember to enter employment information for the las					
	Reviewer Communications					
	"What address should NIH use to contact you for reviews?	Use my work address at: Select One Select One Doc TEST, LLC.	~		"Required Field(s is, go to the <u>Employment</u> section of this de a new address or update an existing	,
	Home Address You must provide a home address to be paid for your work as register in the Secure Payee Registration System (SPRS).	a reviewer. This address should be the same as the one you us	e for filing your Feder	ral income tax. Once you have	entered your address, you will be able to	
	*Street Address	123 Happy St.				
	*City	Bethesda				
	*Country	UNITED STATES				
	*State	MARYLAND				
	*Zip Code	20817				

Starting with the **Reviewer Communications** section, you'll have option to select **Use my work address at**. If you were able to add employment information, you will be able to select an option from the dropdown menu.

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troduction	Registration A	Accounts	Submission & Tracking	Review & Scoring	Award	Post Award	Grant Closeo
	Choose the address for reviewer communications Please remember to enter employment information t			of interest.			
	Reviewer Communications						~
	*What address should NIH use to contact you for		work address at:		To use a new work address	*Required Field(s	>)
		Select C		~		vide a new address or update an existing	
			home address on this page a different address		-		
	Home Address You must provide a home address to be paid for you register in the Secure Payee Registration System (S		This address should be the same as	the one you use for filing your Fe	deral income tax. Once you have	entered your address, you will be able to	
	*Street Address	123 Hap	ipy St.				
	*City	Bethesda	a				
	Country) STATES				
	*Country	ONTED					
	"Country	MARYLA	AND				
			AND				

You can choose to provide a home address and manually enter the address.

O	 Registration Acco		Award	Post Award	Grant Closeo
	Choose the address for reviewer communications and Please remember to enter employment information for th	enter a home address for payments. he last 3 years, so that NIH can determine any conflicts of interest.			
	Reviewer Communications				
	"What address should NIH use to contact you for review:		To use a new work addre	"Required Field(s	5)
		O Use my work address at: Select One	form, where you can prov	vide a new address or update an existing	
		O Use the home address on this page	one.		
		Provide a different address			
	*Street Address	123 Happy St.			
	*City	Bethesda			
	*Country	UNITED STATES			
	*State	MARYLAND			
	*Zip Code	20817			
	*Phone				
		301-555-5555			
	*Email	emailaddress@email.com			

Or you can provide a completely different address and enter the details below.

Introduction	Registration	Accounts	Submission & Tracking	Review & Scoring	Award	Post Award	O Grant Closeout
rsonal Profile S	ummary 😧						
ges to your Personal Profile wi	II NOT save if there is any missin	g data in the required field	IMPOF Is. Before navigating away from or clo		and enter missing informa	tion.	
		- •		- ·	-		Save All Discard Chan
Name and ID Ø							
Demographics Ø							
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Once all fields are complete, click Save All.

	Registration Accounts	Submission & Tracking	Review & Scoring	Award	Post Award	Grant Closeout
ersonal Profile Sum	nmary 😧					
Info: The profile has been save	ed.					
jes to your Personal Profile will NOT	save if there is any missing data in the required field	lds. Before navigating away from or clo	sing the Personal Profile, review	and enter missing information	ion	
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Name and ID • Demographics		Remi	nder!			Save All Discard Cha
	Make sure all r			-	+View All	Save All Discard Cha
	Make sure all r			-	+View All	Save All Discard

You should receive a message that your profile has been saved. If any required fields are missing, you'll receive an error letting you know exactly which required field is missing. As a reminder, you must complete all required fields before saving. You will not be able to save one section at a time.

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III CA Commons 4	NIH National Institution of Health Office of Extension Research			Ø
Statu:	5			O Commons Help/Service Desk 866-504-9552
X ASSIS	T 👘 🖡 Re	zent News		
Personal P	contal <u>Comm</u>		ete the consolidation process, they will be able to associate their Login.g	24. eRA will then have a solution for users to consolidate their multiple accounts into a lingle eRA account that any or information federated account with one eRA account to support all their subtendication needs. (See eRA a calendars at they become available.
Internet Assisted I	Review (IAR) To provi	It a Reference Letter Se a reference letter for a fellowship or career development applican his is a thesaurus-based search tool that allows you to find similar funde		

Once the Personal Profile is complete, you can get to the IAR module by clicking here.

OO		Review & Scoring Award Post Award Grant Clos
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Home Admin Institution Profile Personal Profile	eRA Commons • Trate your expectations manage and region or your fredericity faceboot assured	O Commons Hels/Service Desk ■ 866-504-553 ■ 301-402-7469 O Hours: Monday-Friday, 7am-8pm EST
Status ASSIST Prior Approval	contains all their organization affiliations and roles. More importantly, once users complete th <u>Commons roles</u>).	uts should hold off on moving to two-fector submetrication until 2024. eRA will then have a solution for users to consolitate their multiple accounts into a single eRA account the et consolidation process, they will be able to associate their Lagin gav or inCommon Reference account with one eRA account to support all their submetrication needs. <u>Our eRA</u> additional details about gamed maintenance are documented in this calendar as they become available.
RPPR Internet Assisted Review xTrain	Submit a Reference Letter To provide a reference letter for a fellowship or career development applicant, see Q. LikeThis LikeThis LikeThis a thesaurus-based search tool that allows you to find similar funded pro-	
xTRACT Admin Supp	Amendments 9 60	Q_IEdison Report your patent in iEdison (also see <u>Invention Reporting</u> website)

Or select Internet Assisted Review by clicking on the apps menu icon.

	Registration	Accounts	Submission & Tracking	Review & Scoring	 Award	Post Award	O Grant Closeout
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What's New? • What's New In Peer Re • Check Out Our New Ve	view? <u>Cilck Here.</u> rtebrate Animal Reviewer Cheat Sheet: <u>C</u>	2lick Here.					
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What's New In Peer Re Check Out Our New Vi Reviewers Responsibilitie Understanding expectation You must certify a con	rtebrate Animal Reviewer Cheat Sheet: g s s upfront is key to fulfilling your resp iidentiality statement before accessin	onsibilities as a reviewer, incluig applications or proposals.	uding the following:				
Ným? • What's New in Peer Re • Check Out Our New V Reviewers Responsibilitie Understanding expectation • You must certify a con • You must sign a conflic	riebrate Animal Reviewer Cheat Sheet: s s upfront is key to fulfilling your resp identiality statement before accessin security of NIH computer systems at to f interest certification before and	oonsibilities as a reviewer, inclu 19 applications or proposals. nd applications or proposals.	uding the following:				
Nime • What's New in Peers Re- check Out Our New Ve Reviewers Responsibilitie Understanding expectation • You must certify a com • You must sign a confli • You must sign a confli • You must sign a confli • You must sign a confli	riebrate Animal Reviewer Cheat Sheet: s s upfront is key to fulfilling your resp identiality statement before accessin security of NIH computer systems at to f interest certification before and	nonsibilities as a reviewer, inclu g applications or proposals. nd applications or proposals. after the meeting.		to actions of the NINA datasetting	the schustion involves	norible boards of intensity in th	a noor review property the NUL In

Within IAR, you will be defaulted to the **List of Meetings** screen where you can see **IAR Information**. This includes **What's New?** and **Reviewer Responsibilities**.

Introduction	 Registration	Accounts	 Submission & Tracking	Review & Scoring	Award	Post Award	 Grant Closeout
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lill era	net Assisted Review	National Institutes of Health Office of Extramoral Research					Ø %
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✓ IAR Information							
WHAT'S							
NEW?	teview? Click Here						
• What's New in Peer F	teview? <u>Click Here</u> . /ertebrate Animal Reviewer Cheat Sheet:	Click Here.					
• What's New in Peer F • Check Out Our New	/ertebrate Animal Reviewer Cheat Sheet:	Click Here.					
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Nav? • What's New in Peer F • Check Out Our New' Reviewers Responsibiliti Jnderstanding expectation	/ertebrate Animal Reviewer Cheat Sheet: es ns upfront is key to fulfilling your res	sponsibilities as a reviewer, inc					
What's New in Peer f Otheck Out Our New Reviewers Responsibilit Juderstanding expectatio You must certify a co	Vertebrate Animal Reviewer Cheat Sheet: es ns upfront is key to fulfilling your res nfidentiality statement before accessi	sponsibilities as a reviewer, ind					
What's New in Peer F Oneck Out Our New' Reviewers Responsibilit Understanding expectatic You must certify a co You must maintain th	/ertebrate Animal Reviewer Cheat Sheet: es ns upfront is key to fulfilling your res	ponsibilities as a reviewer, in ing applications or proposals. and applications or proposals					
What's New in Peer F Oheck Out Our New' Reviewers Responsibilit Understanding expectatic You must certify a co You must maintain th You must sign a conf	erebrate Animal Reviewer Cheat Sheet: es ns upfront is key to fulfilling your res nfidentiality statement before access e security of NIH computer systems .	ponsibilities as a reviewer, in ing applications or proposals. and applications or proposals					
View? • What's New In Peer In • Check Out Our New? Reviewers Responsibility Understanding expectation • You must certify a co • You must certify a co • You must sign a conf • You must sign a conf • You must submit criti f the NIH determines tha	Vertebrate Animal Reviewer Cheat Sheet: es ns upfront is key to fulfilling your res nfidentiality statement before access e security of NIH computer systems a ict of interest certification before and	sponsibilities as a reviewer, int ing applications or proposals. and applications or proposals d after the meeting. ed, the NIH may withhold you	r honorarium or take other appropri				

By scrolling down or by clicking on the IAR Information arrow, this section can be minimized.

	Assisted Review	Institutes of Health menual Assessort					0 📞 💄
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List of Meetings	s 🕜						
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					Critique	Read Phase	Edit Phase
Meeting \$ 2023/10 ZQN1 TB-1 (01) 1		Meeting Dates/Location - 08/15/2023-08/16/2023	SRO Name ≑ Last Name, First Name	Phase 😧 ≑	Due \$	End \$	End \$
Oceanic and Atmospheric Rese	arch (OAR) Special Emphasis Panel		Last warne, Fillst Name	RECROITMENT	05:00 PM	05:00 PM	05:00 PM
Online Critique					Active		

Then, your meeting(s) should be displayed. If no meetings are listed and you've been asked to participate in one, please reach out to your Review Event Manager.

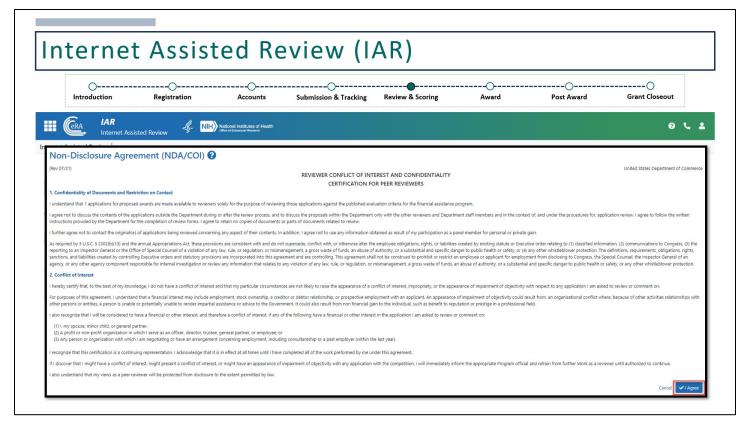
There are several columns in this screen.

- **Meeting** provides a unique meeting identifier and meeting name.
- **Meeting Dates/Location** will provide the time frame of the review event. The location most likely will not be listed.
- SRO Name is your Review Event Manager.
- Phase will let you know which meeting phase you are in.
- Additional dates will also be available regarding the **Critique Due** date and other meeting phase dates.

Introduction Registration	Accounts Submission & Tracking	Review & Scoring Aw	·	Post Award	Grant Clo	0 L
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ist of Meetings 😯						
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Filter Table 1 Results	Meeting Dates/Location - 08/15/2023-08/16/2023 Non-Disclosure Agreement (NDA/COI)	SRO Name @ Last Name, First Name	Phase 🕢 💠 RECRUITMENT		Read Phase	Edit Phase

Most meetings will start in either the Recruitment or the Submit Phase. Regardless of the phase, the first step for reviewers is to sign the Non-Disclosure Agreement, which will be the only action link available until it is signed.

When clicking on the 3-dot ellipses, the only link available will be to the Non-Disclosure Agreement.



Reviewers should read and click I agree in order to move forward.

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	Meeting Dates/Location 👻	SRO Name ≑	Phase 😯 💠	Critique Due ≑	Read Phase End ≑	Edit Phase End ‡
Meeting ≑ 2023/10 ZQN1 TB-1 (01) 1	08/15/2023-08/16/2023	Last Name, First Name	RECRUITMENT	10/01/2023	11/01/2023	12/01/2023
Oceanic and Atmospheric Research (OAR) Special Emphasis Pa				05:00 PM	05:00 PM	05:00 PM

Once the Non-Disclosure Agreement has been agreed to, it'll direct you back to the **List of Meetings** screen. Then, you can see that we are currently in the Recruitment Phase.

The Recruitment Phase is an optional phase, used at the discretion of the Review Event Manager, usually taking place before the start of a meeting.

If this phase has been enabled by the Review Event Manager, reviewers will have the opportunity to self-identify whether they have any conflicts with any of the applications they need to review.

When clicking on the 3-dot ellipses, the link to the Non-Disclosure Agreement is no longer available and you'll have a link to **Check Conflicts**.

O Introduction	Registration Ac	.ccounts	Submission & Tracking	Review & Scoring	Award	Post Award	Grant Clos	eout
Check Conflicts)							
Meeting Information								
Meeting Title: Meeting Identifier: Meeting Phase:	Oceanic and Atmospheric Research (OAR 2023/10 ZON1 TB-1 (01) 1 RECRUITMENT 📀	R) Special Emphasi	s Panel	Meeting Dates: Critiques Due:	08/15/2023-08/16/2023 10/01/2023 05:00PM Eastern Standard Time / East	ern Daylight Time		
ack to List of Meetings Contact SRQ Last COI check completion date: Not of Conflict of Interest A Conflict of Interest in scientific peer revi Its review.	Completed			t proposal that is likely to blas his or i	ter evaluation of It. A reviewer who i	nas a real conflict of interest	with an application or propose	al may not participa
Back to List of Meetings Contact SRO Last CO (check completion date: Not (Conflict of Interest A Conflict of Interest in scientific peer revi n its review. All potential reviewers must read the N	Completed	Disclosure Rules	concerning conflict of interest		er evaluation of II. A reviewer who i	has a real conflict of interest	with an application or propose	ıl may not participa
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COLCheck Completed Save Work	Completed ew exists when a reviewer has an interest in a gran IIH Conflict of Interest, Confidentiality and Non I se refer to one of the following documents: <u>NIH</u> @ ALL O COI	Disclosure Rules	concerning conflict of interest		ier evaluation of it. A reviewer who i	has a real conflict of interest	Save/Previous Page	
COLCheck Completed Save Work	Completed ew exists when a reviewer has an interest in a gran IIH Conflict of Interest, Confidentiality and Non I as refer to one of the following documents: <u>NIH</u> @ ALL _O COI in progress	Disclosure Rules	concerning conflict of interest		er evaluation of it. A reviewer who i	has a real conflict of interest		

Clicking on **Check Conflicts** will take you to this screen where a list of all involved personnel will be listed, including the PD/PI's name, their organization and eRA Commons role. You'll also see the Project Title of the grant proposal and a link to the abstract. In the last two columns on the right, you'll need to select **Conflict** or **Need to discuss with SRO**.

You only need to mark the ones where you have a conflict or need to discuss with your Review Event Manager.

O	Registration	OO- Accounts Submission &	•	 Award	Post Award	 Grant Closeout
Check Conflicts	0					
Meeting Information						
Meeting Title:	Oceanic and Atmospheric Research (O/ 2023/10 ZQN1 TB-1 (01) 1 RECRUITMENT	R) Special Emphasis Panel	Meeting Dates: Critiques Due:	08/15/2023-08/16/2023 10/01/2023 05:00PM Eastern Standard Time / East	ern Daylight Time	
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Meeting Phase: ack to List of Meetings Contact SR ast COI check completion date: I onflict of Interest Conflict of Interest Conflict of Interest in scientific peet its review. In potential reviewers must read d peer review before proceeding. splay Applications: COI Check Completed Save W	KQ Instructions Not Completed review exists when a reviewer has an interest in a gr he NIH Conflict of Interest, Confidentiality and No Please refer to one of the following documents: N	Disclosure Rules concerning conflict of I H Conflict of Interest Rules - Fed or NIH Con	interest	her evaluation of it. A reviewer who i	has a real conflict of interest with	
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Depending on whether you've selected that there is a conflict, you can use this filter to display all applications or just the ones you've identified has a conflict.

O	Registration	Accounts	Submission & Tracking	Review & Scoring	Award	Post Award	Grant Clos	eout
Check Conflicts	8							
Meeting Information	-							
Meeting Title: Meeting Identifier: Meeting Phase:	Oceanic and Atmospheric Researc 2023/10 ZON1 TE-1 (01) 1 RECRUITMENT	h (OAR) Special Emphasis	Panel	Meeting Dates: Critiques Due:	08/15/2023-08/16/2023 10/01/2023 05:00PM Eastern Standard Time / Easte	ern Daylight Time		
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Once you've reviewed all involved personnel, the next step is to click **Save Work in progress** or **COI Check Completed**.

O Introduction	Registration Ac	-OC counts Submission	•	O ost Award	Grant Clos	eout
Check Conflicts	3					
Meeting Information			ſ	1		
Meeting Title:	Oceanic and Atmospheric Research (OAR)	Special Emphasis Panel	Conflict of interest check	×		
Ils review. Il potential reviewers must read the peer review before proceeding. Pi splay Applications: COI Check Completed Save Wo		isclosure Rules concerning conflict (SRO Name Last Name, First Name		an application or proposa Save/Previous Page	
ote: Pi ⁻ indicates Contact Pi. Use ti	his Pi name when identifying application to SRO.		Phone Number: (333) 333-3333			
			Email: eRATest@mail.nih.gov			
All Involved personnel			Clos	Confli		d to discuss with
PD/Pl's Name	PD/PI's Organization Name	PI*	Abstract			

When selecting **COI Check Completed**, you'll receive the following confirmation message.

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Until the next phase is enabled, this will be the only action link available, even if you've already completed this step. Reviewers can continue to go back to the **Check Conflicts** screen to make updates as many times as needed until the next phase starts. Review Event Managers may continue to add applications during the Recruitment Phase for reviewers to go back and confirm whether a conflict of interest exists.

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Online Critique	View List of Applications Meeting Materials			Active	05.00 111	03.00 1 11
	View Access Code for Downloads					

The next phase is the Submit Phase. Since the Recruitment Phase is optional, it may not have been enabled for all meetings. Reviewers may notice that there was never an option to check conflicts. Depending on how the Review Event Manager set up the meeting, you may be taken straight to the Submit Phase.

Regardless, reviewers will need to agree to the Non-Disclosure Agreement before any other action links are made available.

If the Non-Disclosure Agreement has been signed, you'll see the following action links when clicking on the 3-dot ellipses:

- View List of Applications takes you to a list of applications for you to review and submit critiques/scores
- Meeting Materials takes you to meeting materials that were uploaded by your Review Event Manager
- View Access Code for Downloads provides an access code to download zip files (if required by the Review Event Manager)

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To start reviewing applications, click **View List of Applications**.

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You'll be directed to the List of My Assigned Applications screen.

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Clicking on **Go To** provides the same links from the previous screen.

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Next to each application, there is a folder icon.

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eRA Service Desk	🖿 Application Folder 😯			
Hours: Monday-Friday, 7:00 AM-8:00 PM EDT/EST	NA24OARX123G0011-T1-01			Appl ID: 10876226
Web: https://www.era.nih.gov/need-help Toll-free: 866-504-9552	Status: Pending Council Review	Project Title: Project Title of PD/Pt's Application (1)	PI Name: PD/PI's Name (1)	
Phone: 301-402-7469 Contact initiated outside of business hours via Web or voice mail will be returned the next business day.	Institution: PD/Pf's Organization Name	Accession Number: 12345678		
	✓ Multiple Documents			
	e-Application			
	✓ Additions for Review			
	No data available.			Document Event Log

Clicking on the folder icon will take you to the **Grant Folder (Application Folder)** where you'll see information about the application. Under the **Multiple Documents** section, there will be a link to the **e-Application** to preview the application. There may be links to additional files under the **Multiple Documents** section. Reviewers should review all available links within this section.

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Clicking on the 3-dot ellipses will provide you a link to Submit Critique.

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he program goals echnical/scientific merit	Assignment Role: Sec 1	
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Which takes us to the Online Critique.

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If you need to get back to the application, you can click on the **Application Number**, which will take you back to the Grant Folder where you were able to view the e-Application.

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On the left, we see the **Evaluation Criteria**, which can be minimized by clicking on this arrow.

All Evaluation Criteria is pulled from the Notice of Funding Opportunity (NOFO).

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At the top, there are options to **Open All** or **Close All** to expand on each section. We also have the **Save**, **Save & Exit**, and **Submit** buttons.

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	This criterion ascertains whether there is intrinsic value and mission goals? This includes how well the proposed		DAA, tederal, regional, state, or loc	al activities: i.e., how does the propo	sed activity enhance NOAA	and Sea Grant strategic focu
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	Strengths					

Enter the score based on the range and provide your comments in the text boxes.

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Once the scores have been added for each criterion, it'll provide the Raw Score.

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Once all fields are complete, click **Submit**.

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omeas specified other Wise If	Application: NA240ARX123G0011-T1-01
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You'll be brought to this pop-up message to confirm.

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You'll need to go through the same steps for each application that is assigned for your review.

If you've started but did not submit, you'll see that there is a Draft under the **Submitted Dat**e column.

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Clicking on the 3-dot ellipses next the application will provide options to **Submit Critique** or **Delete Critique**.

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If the critique was successfully submitted, there will be a submit date and time stamp.

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By clicking on the 3-dot ellipses, you'll have the option to submit, view, or delete the critique that you've submitted. Reviewers may submit/resubmit as many times as possible during the Submit Phase.

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If you return to update a critique, make sure to click on the **Edit** button to be able to make edits.

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The next phase is the Read Phase. Clicking on the 3-dot ellipses will provide the same action links we saw from the Submit Phase.

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Click on View List of Applications to read critiques and scores submitted by other reviewers.

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Next to each application, click on the 3-dot ellipses to View All Critiques.

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You can see the critique you submitted by clicking on the 3-dot ellipses on the right side of the screen.

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During the Read Phase, you may only read critiques submitted by others if you have submitted your own.

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If you have not submitted your own critique, there won't be a link to **View All Critiques**.

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By clicking on the 3-dot ellipses on the right side of the screen, there will be an option to **Submit Critique**. Once you submit, you will not be able to resubmit or modify your critique while in the Read Phase.

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The final phase (if enabled) is the Edit Phase. If the Edit Phase was not enabled, the Read Phase would be the final phase. During the Edit Phase, reviewers may edit critiques they submitted during the Submit Phase.

Clicking on the 3-dot ellipses will provide the same action links we saw from the Submit and Read Phase.

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Click on View List of Applications to edit your critiques and scores.

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Similar to the Read Phase, clicking on the 3-dot ellipses next to each application will allow you to **View All Critiques** as long as you've submitted your own.

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My Assi	igned Applications (ZIP)	I from 33) 11 	PI Name PD/PI's Name (1) PD/PI's Name (1)	(Latest eAdditions Date) Project Title of PD/PI's Application (1) Project Title of PD/PI's Application (1)	-	Ter 1 🚨 (e) • Update Critique • View Critique

The only difference from the Read Phase is that you'll have an option to **Update Critique**.

				Review & Scoring	Award	Post Award	Grant Close	eout
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Once the Read Phase or Edit Phase has come to an end, reviewers will no longer have access to the meeting. When logging into IAR, they will see "No Meetings Found".

Internet Assisted Review (IAR) Internet Assisted Review (IAR) A module within eRA Commons used to facilitate the review process for DOC		oduction Registration	Accounts Subm	ission & Tracking Review & Scoring	Award Post Award	Grant Closeou
\sim	\sim	Internet Assisted Re	view (IAR)	A module within eR	A Commons used to facilit	ate
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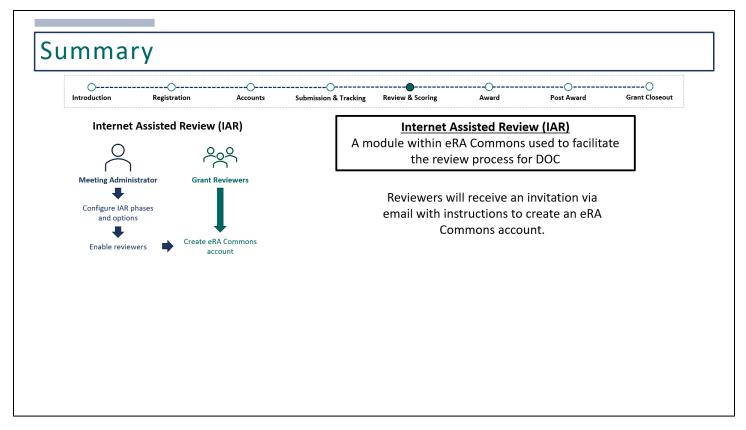
To summarize what was discussed, Internet Assisted Review (IAR) is a module within eRA Commons used to facilitate the Department of Commerce review process.

ntroduction	Registration	Accounts	Submission & Tracking	Review & Scoring	Award	Post Award	Grant Closeout
Internet A	Assisted Revie		A m	odule within eR	ssisted Revie A Commons w process fo	used to facilitate	
Meeting Adminis Configure IAR ph and options	ases	nt Reviewers		Event Manage meeting and	er is first goin	or (or Review g to set up the e IAR meeting ons.	

The Meeting Administrator (Review Event Manager) will set up the meeting and configure the IAR meeting phases and options.

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Meeting Administrator	Grant Review	ers		reviewers t	g Administrato o participate review event		

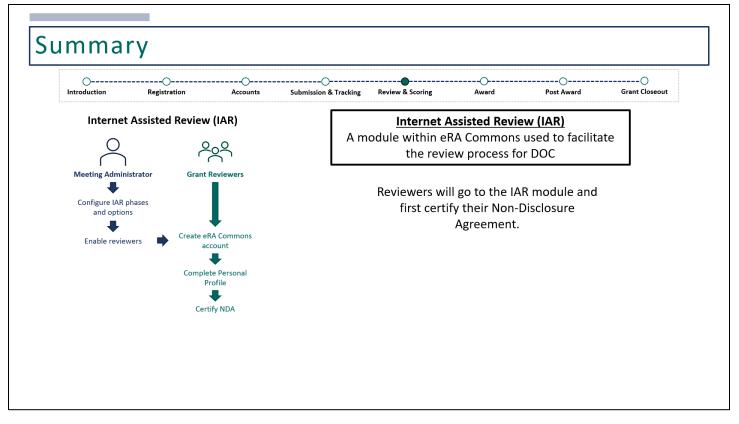
Then, they will enable reviewers.



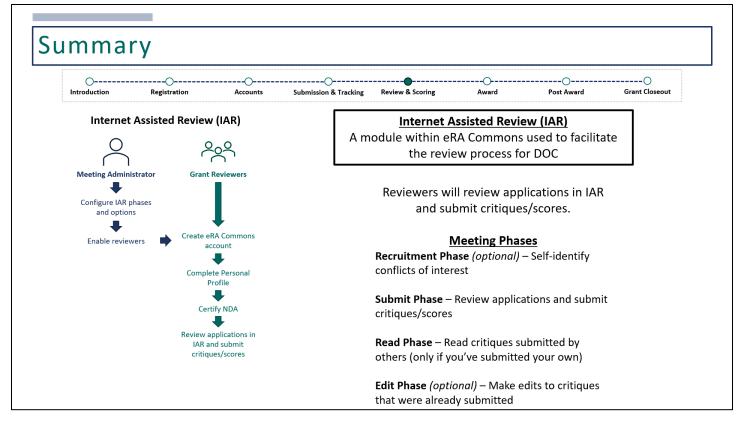
When enabled, reviewers will be invited via a series of emails to create an eRA Commons account.

O	Registrati	on Accou		& Tracking	Review & Scoring	Award	Post Award	Grant Closeo
\bigcirc		Review (IAR)		A mo	odule within	eRA Commor view process	s used to facilitate	e
Meeting Admini Configure IAR p and option Enable review	bhases Is	Grant Reviewers	s			rs will need to and complete Profile.	log into eRA their Personal	

When reviewers first log into eRA Commons and change their password, they will need to complete their Personal Profile.



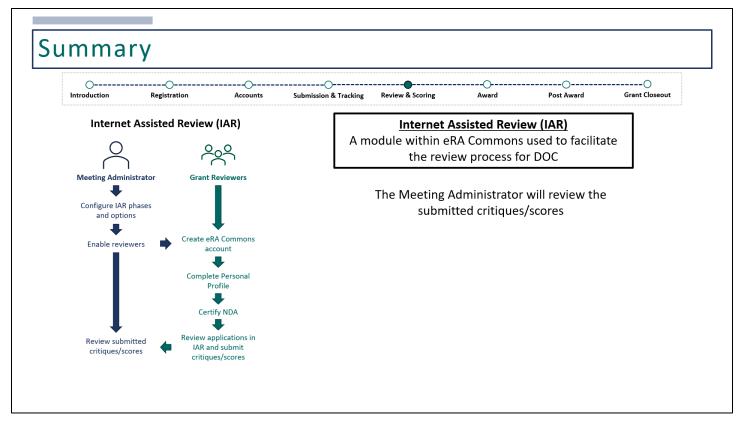
Reviewers will then go to the IAR module. When they locate the meeting, they'll need to certify the Non-Disclosure Agreement in order to access any meeting materials.



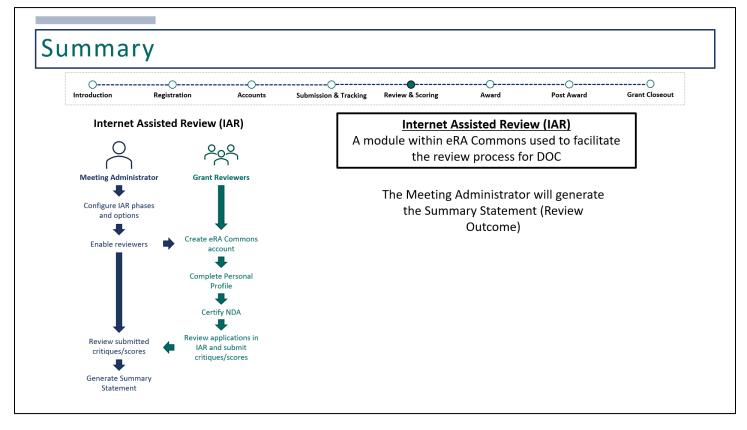
Then, reviewers will review the assigned applications and submit their critiques/scores.

There are four meeting phases, which are all enabled at the discretion of the Review Event Manager.

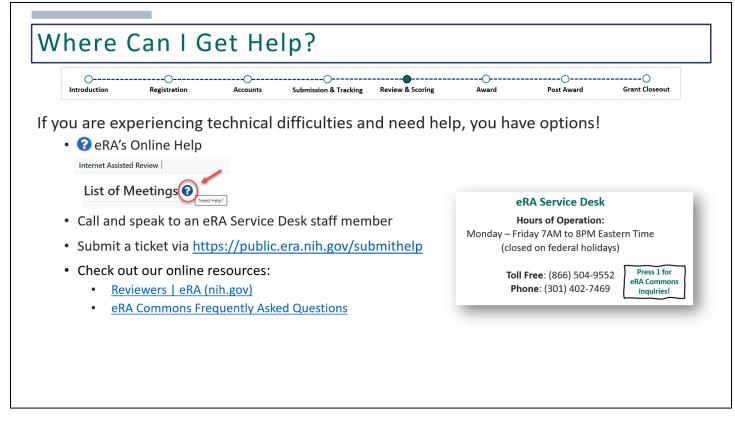
- The Recruitment Phase is an optional phase, which allows reviewers to self-identify conflicts of interest.
- The Submit Phase allows reviewers to review applications and submit their critiques and scores.
- The Read Phase allows reviewers to read critiques submitted by others, only if they've submitted their own.
- The Edit Phase is an optional phase, which allows reviewers to make edits to critiques that have already been submitted.



Once all critiques/scores have been submitted, the Meeting Administrator will review them.



And generate the Summary Statement or Review Outcome document.



Link to submit a web ticket to the eRA Service Desk: <u>https://public.era.nih.gov/submithelp</u>

Online Resources:

- <u>Reviewers | eRA (nih.gov)</u>
- <u>eRA Commons Frequently Asked Questions</u>