

08 Transcript – Submitting Critiques and Scores

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This tutorial will walk reviewers through the process of submitting critiques and preliminary scores in IAR, during the Submit, Read, and Edit phases.

To access the List of Applications, log into eRA Commons, select the Internet Assisted Review tab, then click the View List of Applications link in the Action column.

IAR allows reviewers to submit or re-submit critiques and scores for assigned applications during the Submit and Edit Phases. Select the Submit link from the Action column for the application being reviewed.

On the Submit Critique and Preliminary Score screen, reviewers provide preliminary scores for each criterion on a scale of 1 to 9, where 1 is exceptional and 9 is poor. The Preliminary Overall/Impact score is a separate score used in determining the order of review for the application. It is not a sum of criteria scores.

To upload a critique file, click the Browse button and attach a Word or Text file of the critique. In most meetings, criteria scores are required to be supported by written critique. The maximum file size that can be uploaded for critiques is 1 MB. The View Existing Critique link will only appear after the file is uploaded into the system. That link allows reviewers to check the submitted Critique file.

Please use “Save As” to save your critique as a .doc, .docx, or .txt file; don’t just change the file type (for example rewriting .doc to .docx) – that won’t work; Accept all tracked changes and turn Track Changes feature off in the document; never convert PDF files into Word documents; Always reopen the document and check for corrupted tables or overlapped text before uploading; also, ensure the critique document is not password protected.

To exit the screen without entering scores or submitting a critique, select the Back to List of Applications link at the top of the screen. Click the Submit button to proceed.

The Submit Critique and Preliminary Score screen displays as read-only, allowing the submitter to view the scores and the critique for accuracy. Click the Confirm button to save the scores and critique. Click Cancel to start over.

When you go back to the 'List of All Applications screen', the Action column displays the 'Submit', 'View', and 'Delete' link for that application. The Preliminary IAR Critique can be viewed by clicking the 'View My Critique' link on top or 'View' in Action column.

In the Read phase of the meeting, reviewers may view and submit their late scores and critiques, but may not edit them. In most meetings, reviewers must first submit their own critiques before they are given access to read others' critiques on their assigned applications.

During the Edit Phase, a View link is provided for each available reviewer's critique. Missing links indicate that a critique is not available or that the reviewer does not have access to it. The Update button allows reviewers to submit a revised critique that replaces the original one.

During the Submit Phase, reviewers can delete their own critiques and scores. Delete may be necessary if the scores and critique were entered for the wrong application. Note that deleting the critique also deletes the criterion scores. If you just want to replace the critique, don't use the Delete button. Instead, click the Submit link on the List of All Applications screen to submit a revised critique.

A number of resources are available to you for more information about Submitting Critiques and Preliminary Scores in 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 need help, contact your SRO or the eAR Service Desk. Thanks for watching.