

 **proposalcentral**

FAQ

Reviewers

PREPARED BY
PROPOSALCENTRAL SUPPORT



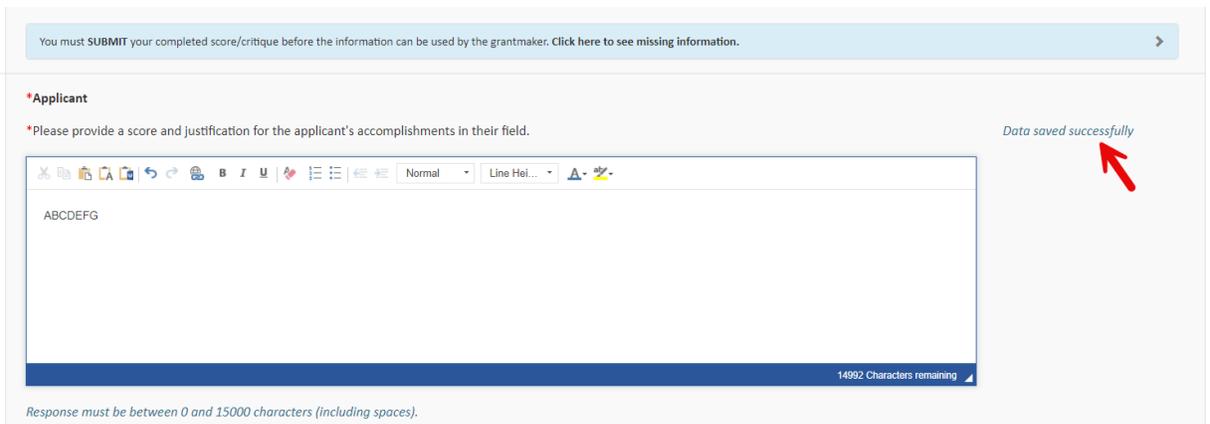
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How do I save my critique and how often should I save my work?

You should save your work often to avoid the browser timing out, ultimately leading to your work being lost. We recommend that you save a backup copy of your work.

To save your work you should click on the area to the right of the text box that you are entering your critique into. Once you click into the grey area, you will see “Data saved successfully” as shown below.



You must **SUBMIT** your completed score/critique before the information can be used by the grantmaker. [Click here to see missing information.](#)

***Applicant**

*Please provide a score and justification for the applicant's accomplishments in their field.

Data saved successfully

ABCDEFGG

14992 Characters remaining

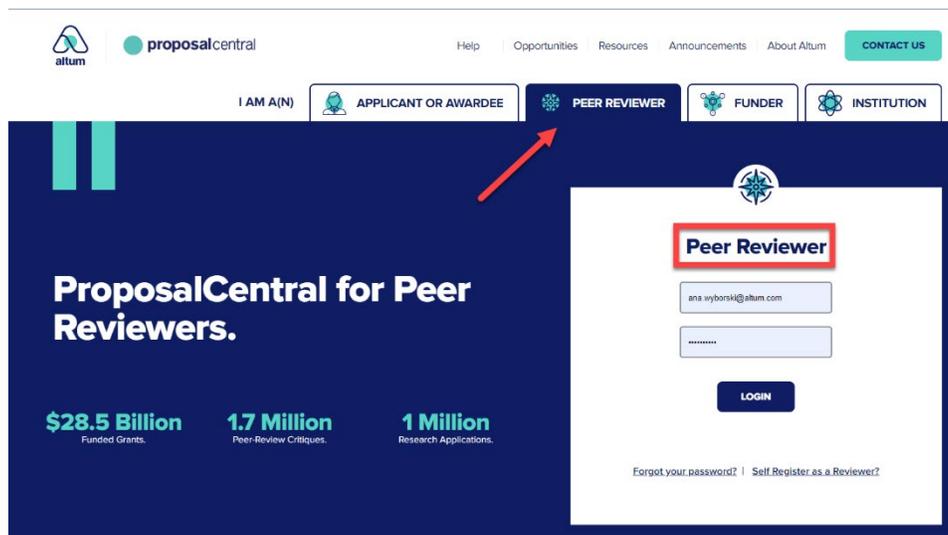
Response must be between 0 and 15000 characters (including spaces).

*****NOTE: Please ensure that you are only working in one browser window while entering critiques; this ensures that your work will not be overwritten.**

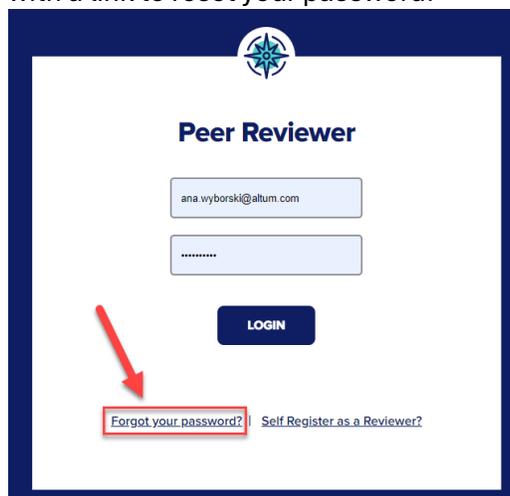
I logged in as a Reviewer, but I can't see my assignments.

Step 1

1. Check that you logged in to the **“Review Module.”** The Review Module login can be accessed [here](#). After you have logged in, proceed to [Step 2](#).



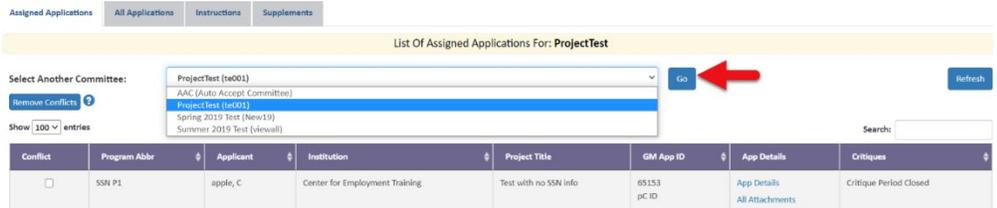
2. If you receive an error that states “You are not an active reviewer in this system,” then the Grant Maker likely assigned applications to you using a different account. Contact the Grant Maker to find out the e-mail address associated with the assignments. Once you have that information, you have two options:
 - a. Merge the two accounts.
 - i. Reference the “How do I merge my accounts?” section of the “How to Register as a ProposalCentral User” manual for detailed instructions.
 - b. Log in using the account associated with the assignments.
 - i. If you don’t remember your username, you can login using your e-mail address instead.
 - ii. If you don’t remember the password for the account, see below:
 1. **If you have access to the e-mail**, you can go to <https://proposalcentral.com> and click the “Forgot Your Username/Password?” link. This sends an e-mail to that address with a link to reset your password.



2. **If you do NOT have access to that e-mail**, you need to merge your accounts. [See above for instructions.](#)

Step 2

1. After logging in, click the logo for the Grant Maker for which you are reviewing.
 - a. If you do not see their logo, contact the Grant Maker to see if they made assignments using another account.
 - i. If they confirm that’s what happened, [see the instructions above](#) to log in with that account or merge your accounts.
2. After clicking the logo, you will be directed to one of the following pages:
 - a. Confidentiality/Conflict of Interest Statement
The Grant Maker may require that you read and agree to a confidentiality statement. **You cannot proceed until this is done.**
 - b. Committee Page
 - i. If it’s not the committee you were expecting, check for the drop-down menu with a list of committees and select the correct committee.
 1. If you see the current year’s committee in the drop down, select it and click the “Go” button. At this point, you may be directed to the confidentiality/conflict of interest statement.



Conflict	Program Abbr	Applicant	Institution	Project Title	GM App ID	App Details	Critiques
<input type="checkbox"/>	SSN P1	apple, C	Center for Employment Training	Test with no SSN info	65153 pc ID	App Details All Attachments	Critique Period Closed

- ii. If you don’t see the correct committee, contact the Grant Maker:
 1. Ask if they made your assignments using a different account
 - a. If they confirm they made assignments using a different e-mail address, [see the instructions above.](#)
 2. Ask if they have turned on the view access yet.
- c. Blank Page (with no committees)
 - i. In this case, contact the Grant Maker to see if they made assignments using another account.
 1. If they confirm that’s what happened, [see the instructions above.](#)

No results. You are not currently assigned to a review committee.

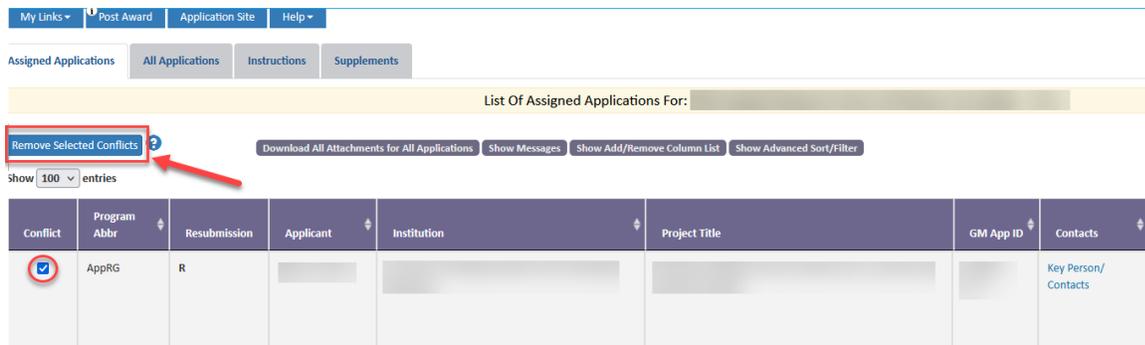
Rachel Test has not assigned you any applications to review.
Please contact Rachel Test for additional information.
You can verify your profile information by clicking: [View My Profile](#)

There is an application that is listed as a conflict, but it isn't an actual conflict for me. Can I change this?

You must contact the Grant Maker to have them remove the conflict from the system.

I shouldn't be a reviewer for a particular application because of a conflict. How do I remove it from my assignments?

On the page where you view your assigned applications, check the box in the "Conflict" column and click the **Remove Selected Conflicts** button.



My Links - Post Award - Application Site - Help -

Assigned Applications | All Applications | Instructions | Supplements

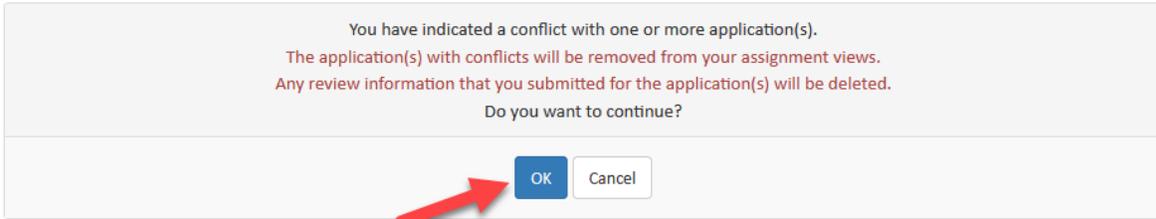
List Of Assigned Applications For:

Remove Selected Conflicts ? | Download All Attachments for All Applications | Show Messages | Show Add/Remove Column List | Show Advanced Sort/Filter

Show 100 entries

Conflict	Program Abbr	Resubmission	Applicant	Institution	Project Title	GM App ID	Contacts
<input checked="" type="checkbox"/>	AppRG	R					Key Person/ Contacts

You will then be taken to a page which asks you to confirm that this application should be removed from your assignments. Click the blue "OK" button.



This will remove the application from your assignments and identify the Grant Maker.

I completed my critique, but I can't submit it.

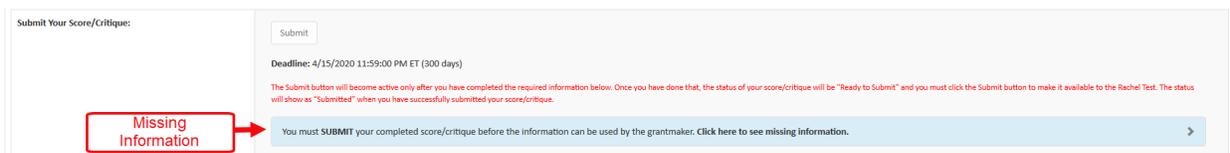
Click the **"Your Critique"** link for the application.

Conflict	Program Abbr	Resubmission	Applicant	Institution	Project Title	GM App ID	Mentor	Abstract	App Details	Submit Preference(s)	Submit Critique(s)	Other Critiques
<input type="checkbox"/>	RES GRT	Resubmission	Ferrone, Rachel	Altum Inc.	Test 1	102566 pC ID	Key Person/ Contacts	Abstract	App Details All Attachments	Yes Save Response	Role: Reviewer Submit Critique Status: Ready To Submit Score: 4 Very Good Your Critique	Other Critiques
<input type="checkbox"/>	RES GRT	Resubmission	Ferrone, Rachel	Altum Inc.	Test 2	102567 pC ID	Key Person/ Contacts	Abstract	App Details All Attachments	No Response Save Response	Role: Reviewer Status: Not Started Your Critique	Other Critiques
<input type="checkbox"/>	RES GRT	Resubmission	Ferrone, Rachel	Altum Inc.	Test 3	102568 pC ID	Key Person/ Contacts	Abstract	App Details All Attachments	No Response Save Response	Role: Reviewer Status: Not Started Your Critique	Other Critiques

If you have met all criteria, a **"Submit"** button appears in the "Submit Your Score/Critique" section at the top of the page.



If you have not met all criteria, it indicates what is missing. You must provide the missing information before being able to submit.



I submitted my critique, but I need to make changes. Can I do this?

It depends on whether the Grant Maker allows reviewers to submit revisions.

1. If the Grant Maker allows a reviewer to make revisions, you can continue to make changes and save them after your initial critique submission.

Submit Your Score/Critique:	<input type="button" value="Submit"/> <p>Deadline: 4/15/2020 11:59:00 PM ET (300 days)</p> <p><small>The Submit button will become active only after you have completed the required information below. Once you have done that, the status of your score/critique will be "Ready to Submit" and you must click the Submit button to make it available to the Rachel Test. The status will show as "Submitted" when you have successfully submitted your score/critique.</small></p> <p>You must SUBMIT your completed score/critique before the information can be used by the grantmaker. Click here to see missing information.</p>
* Overall Score:	<input type="button" value="Select Score"/>
Questions:	<p>*Question 1 <input type="button" value="Select Score"/></p> <p>*Please explain the significance of this project</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p><small>Remaining: 15000 out of 15000 characters Response must be between 1 and 15000 characters (including spaces).</small></p> <p>*Question 2 <input type="button" value="Select Score"/></p> <p>*Approach</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p><small>Remaining: 15000 out of 15000 characters Response must be between 1 and 15000 characters (including spaces).</small></p>
Download Reviewer Template(s):	<input type="button" value="template"/>
Critique Text:	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p><small>Remaining: 15000 out of 15000 characters Response must be between 1 and 15000 characters (including spaces).</small></p>
* Critique Upload:	<input type="button" value="Browse..."/> No file selected. <p><small>No Critique Uploaded (Browse to select file, you may revise and resave until you "submit" your critique.) Acceptable Critique Formats: Adobe Acrobat (.pdf)</small></p>

This is an example of what a critique form may look like. Your critique form may appear very different or be an uploaded file instead

2. If you cannot make changes, your critique will show as “Read-Only” after you have submitted it.
 - a. You will need to contact the Grant Maker and they can unlock the critique for you to make edits.

I'm a reviewer and accidentally uploaded the wrong critique file. How do I replace it?

1. If the Grant Maker permits reviewers to revise their critiques, you can upload a new file during the revision period the same way you uploaded the original file.
 - a. You will see two buttons: one for the initial critique file uploaded and one for the second critique file.
2. If the Grant Maker does not allow revisions, or you would prefer there to be no record of the original file, you must contact the Grant Maker.
 - a. Only the Grant Maker can unlock your critique.

- i. If they approve your request, once they've unlocked your critique you can upload a new file (the same way you uploaded the original) and then you must SUBMIT the critique again.
- ii. Once you submit the critique, the new file is considered as the “original.”

How can I see other reviewer's critiques?

It is up to the Grant Maker to decide if you can see other critiques. However, even if the Grant Maker allows it, **you are not able to see a co-reviewer's critique until you submit your own.**

There are several ways to see if you can access other critiques for an application:

1. Click the **“Other Critiques”** link. If the Grant Maker allows you to see other critiques, they show at the top. The Grant Maker may or may not reveal the other reviewers' names.

Conflict	Program Abbr	Resubmission	Applicant	Institution	Project Title	GMM App ID	Abstract	App Details	Submit Critiques	Discuss	Other Critiques	Save Votes
<input type="checkbox"/>	1BudDet		live!, aiswarya!	American University of Central Asia	For Abstract	618110 pCID	Abstract	App Details All Attachments	Role: Reviewer 1 Status: Submitted Your Critique		Other Critiques	No Response Save Vote

← Back
PGME: 1BUDD01

Applicant: live!, aiswarya! [American University of Central Asia]

VOTE: No Response Save Vote

Committee Critiques:

Reviewers	Role	Score (click for critique)
Com All		
Print all Committee Critiques as .DOC		
Dunbar, S	Reviewer 1	No Scoring ↓
dunbar, S	Reviewer 1	4 Very Good ↓
Ferrone, R	Reviewer 1	No Scoring ↓

Committee Voting Results:

Percentile: 9 Maximum Score Variation: 0.00 Standard Deviation: 0.00

Com All Committee -

Voted - Voter	Score
Dunbar, S	No Scoring
Ferrone, R	No Scoring
dunbar, S	4 Very Good

Not Voted -

gm, a	last, j
MingAccount, T	

Conflicts -

Dunbar, S	
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Rachtest Committee -

Not Voted -

Ferrone, R	Impossible, M
max, m	McMiller, D
roy, B	Testing, D

2. If you are on the page where you submitted your own critique, scroll down to **“Other Reviewers Critiques.”**
 - a. If the Grant Maker allows you to see other critiques, they show at the top. The Grant Maker may or may not reveal the other reviewers' names.

My Links - Help -

Back Last saved: 12/20/2018 2:34:17 PM Status: Submitted

Score/Critique Details For Reviewer: (12934)

Type/Competition	Rachel Edit LOI
Applicant	Rachel Ferrone
Institution	Altum Inc.
App #	101073

Click here for more details >

Critique Details

Questions:	<p>*Question 1 0.00 *Please explain the significance of this project</p> <p>*Question 2 0.00 *Approach</p>
Download Reviewer Template(s):	template
*Critique Upload:	Critique File
Critique Text:	
Overall Score	9 Poor

Other Reviewers Critiques:

Reviewer	Committee	Critique Details	Critique File
Reviewer(12922)	Test01	View Critique Details Score: 2.50	
Reviewer(12941)	Test01	View Critique Details Score: 8 Marginal	Critique File

3. If the Grant Maker allows the use of a threaded discussion to communicate with other reviewers, click the link in the **“Discuss”** column (shown below).
 - a. Note: The link in the **“Discuss”** column will be shown as X/Y where X is the number of participating reviewers and Y is the total number of posts.

Conflict	Program Abbr	Resubmission	Applicant	Institution	Project Title	GM App ID	Abstract	App Details	Critiques	Discuss	Other Critiques
<input type="checkbox"/>	Test		Ferrone, Rachel	Altum Inc.	Testing 456	57182 pC ID	Abstract	App Details All Attachments	Role: Reviewer Status: Submitted Score: 2 Outstanding Your Critique	0/0	Other Critiques
<input type="checkbox"/>	Test		Ferrone, Rachel	Altum Inc.	Rachel Edit LOI	101073 pC ID	Abstract	App Details All Attachments	Role: Reviewer Status: Submitted Score: 9 Poor Your Critique	2/2	Other Critiques

Committee Critiques:

Reviewer	Role	Scores (click for critique)
Test01		
12922	Reviewer	2.50
12934	Reviewer	9 Poor
12941	Reviewer	8 Marginal

[Print all Committee Critiques as .DOC](#)

Add New Message
To add to the discussion simply enter your comments below and press this button.

Committee Voting Results:

Percentile: Maximum Score Variation: 6.50 Standard Deviation: 3.50

Test01 Committee -

Voted - Score

2.50
8.00
9.00

Post # **Reviewer** **Date/Time** **Discussion**

2	12941 Test01 Reviewer	4/5/2019 4:11:52 PM	more discussion
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Can I see my reviews from last year's committee?

It depends if the Grant Maker has left last year's committee active or if it has been archived.

1. If the committee is archived, you are not able to see critiques from prior years.
2. If the committee is active, you can select the old committee from the drop-down menu at the top and click the **“Go”** button.
 - a. Click the **“Other Critiques”** link for an application to see the submitted critique.
 - i. Please note that this only works if the Grant Maker allowed you to see other reviewers' critiques in the old committee.

Assigned Applications All Applications Instructions Supplements

List Of Assigned Applications For: **ProjectTest**

Select Another Committee:

Show entries

Conflict	Program Abbr	Applicant	Institution	Project Title	GM App ID	App Details	Critiques
<input type="checkbox"/>	SSN P1	apple, C	Center for Employment Training	Test with no SSN info	65153 pC ID	App Details All Attachments	Critique Period Closed

My co-reviewer posted a comment about an application. How do I access and comment?

Note: if the comment is for an application which you are also assigned to, you are not able to see a co-reviewer's comment until you submit your critique.

There are several ways to see if you can access the threaded discussion for an application:

1. Click the link in the **“Discuss”** column.
 - a. *Note: The link in the “Discuss” column will be shown as X/Y where X is the number of participating reviewers and Y is the total number of posts.*
 - b. If the Grant Maker allows you to see other critiques, they show at the top. Additionally, you can review and post comments on this page.

Conflict	Program Abbr	Resubmission	Applicant	Institution	Project Title	GM App ID	Abstract	App Details	Critiques	Discuss	Other Critiques
<input type="checkbox"/>	test		Ferrone, Rachel	Altum Inc.	Testing 456	97182 pC-ID	Abstract	App Details All Attachments	Role: Reviewer Status: Submitted Score: 2 Outstanding Your Critique	0/0	Other Critiques
<input type="checkbox"/>	test		Ferrone, Rachel	Altum Inc.	Rachel Edit LOI	101073 pC-ID	Abstract	App Details All Attachments	Role: Reviewer Status: Submitted Score: 9 Poor Your Critique	2/2	Other Critiques

Committee Critiques

Reviewer	Role	Scores (click for critique)
Test01		
Print all Committee Critiques as .DOC		
12922	Reviewer	2.50
12934	Reviewer	9 Poor ↓
12941	Reviewer	8 Marginal ↓

[Add New Message](#)

To add to the discussion simply enter your comments below and press this button.

Committee Voting Results:

Percentile: Maximum Score Variation: 6.50 Standard Deviation: 3.50

Test01 Committee

Voted	Score
2	2.50
1	8.00
1	9.00

Post #	Reviewer	Date/Time	Discussion
2	12941 Test01, Reviewer	4/5/2019 4:11:52 PM	more discussion

2. Click the **“Other Critiques”** link. If the Grant Maker allows you to see other critiques, they show at the top. Additionally, you can review and post comments on this page.

Conflict	Program Area	Resubmission	Applicant	Institution	Project Title	GM App ID	Abstract	App Details	Submit Critiques	Eligible	Other Critiques	See WHO
<input type="checkbox"/>	Libudent		Wes, Jowayal	American University of Central Asia	For Abstract	438232 PC ID	Abstract	App Details All Attachments	Submit Critiques	Eligible	Other Critiques	See WHO

Applicant: Wes, Jowayal (American University of Central Asia)

PGAL BUDGET

VOTE: [Save Vote](#)

Committee Critiques

Reviewer	Role	Scores (click for critique)
View All		
Print all Committee Critiques as DOC		
Dunbar, S	Reviewer 1	No Scoring
Dunbar, S	Reviewer 1	4 Very Good
Ferrone, R	Reviewer 1	No Scoring

Committee Voting Results:

Percentage: 9 Maximum Score Variation: 0.00 Standard Deviation: 0.00

Com All Committee

Writer	Score
Dunbar, S	No Scoring
Ferrone, R	No Scoring
dunbar, S	4 Very Good

Not Voted

gpt, s

ltd, j

MorganAccount, T

Conflicts

Dunbar, S

Qualified Committee

Not Voted

Ferrone, R	Impossible, M
max, m	MULTIPLE, D
rtg, R	Testing, D

My Links - Help -

Back Last saved: 12/20/2018 2:34:17 PM Status: Submitted

Score/Critique Details For Reviewer: (12934)

Type/Competition	Rachel Edit LOI
Applicant	Rachel Ferrone
Institution	Altum Inc.
App #	101073
Click here for more details	

Critique Details

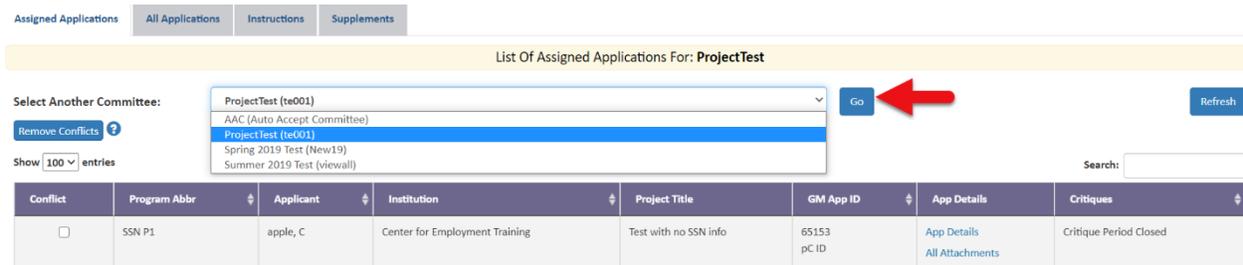
Questions:	<p>*Question 1 0.00</p> <p>*Please explain the significance of this project</p> <hr/> <p>*Question 2 0.00</p> <p>*Approach</p>
Download Reviewer Template(s):	template
*Critique Upload:	Critique File
Critique Text:	
Overall Score	9 Poor

Other Reviewers Critiques:

Reviewer	Committee	Critique Details	Critique File
Reviewer(12922)	Test01	View Critique Details Score: 2.50	
Reviewer(12941)	Test01	View Critique Details Score: 8 Marginal	Critique File

I have logged in to complete my critiques, but I only see assignments from another committee. How do I access the current committee assignments?

Select the current committee from the drop-down menu at the top and click the “Go” button.



Assigned Applications All Applications Instructions Supplements

List Of Assigned Applications For: ProjectTest

Select Another Committee: ProjectTest (te001) AAC (Auto Accept Committee) ProjectTest (te001) Spring 2019 Test (New19) Summer 2019 Test (viewall)

Remove Conflicts Show 100 entries Search:

Conflict	Program Abbr	Applicant	Institution	Project Title	GM App ID	App Details	Critiques
<input type="checkbox"/>	SSN P1	apple, C	Center for Employment Training	Test with no SSN info	65153 pC ID	App Details All Attachments	Critique Period Closed

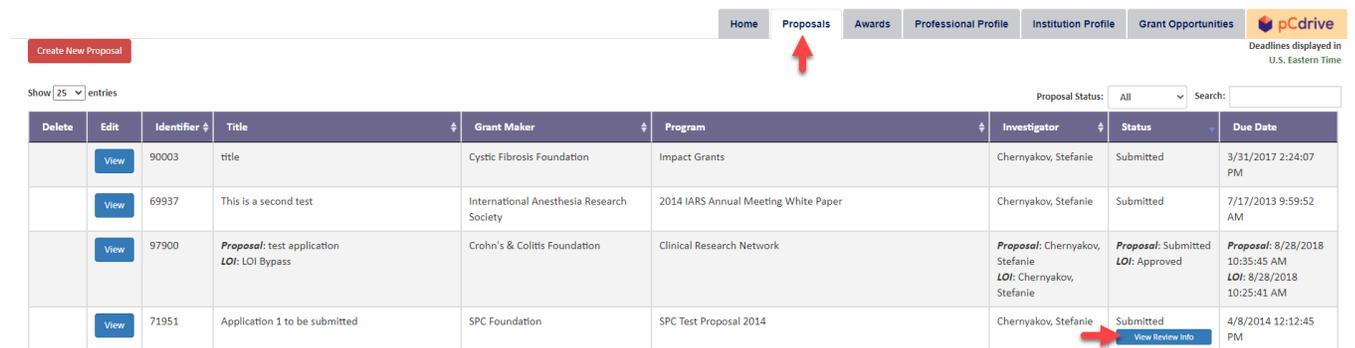
If you do not see the current committee in the drop-down list, it’s possible that the Grant Maker made assignments this year using a different account for you. Contact the Grant Maker to find out the e-mail address associated with the assignments. If it was a different e-mail address, there are two options:

1. Combine the two accounts. [See above for instructions.](#)
2. Log in using the account associated with the assignments.
 - a. If you don’t remember your username, you can login using your e-mail address instead. *(Your username and e-mail address can be used interchangeably.)*
 - b. If you don’t remember the password for the account:
 - i. **If you have access to the e-mail**, you can go to <https://proposalcentral.com> and click the “Forgot Your Username/Password?” link. This sends an e-mail to that address with a link to set your password.
 - ii. **If you do not have access to that e-mail**, [see the above instructions](#) for how to merge your accounts.

How do I access the critique information for an award/application?

If the Grant Maker has made the review/critique information available, access it by:

1. Going to <https://proposalcentral.com/> and login under the “Application Login” section.
2. Clicking on the “Proposals” tab and then selecting “All” from the “Proposal Status” drop-down menu.
3. Clicking the “**View Review Info**” button next to the appropriate application.



Delete	Edit	Identifier	Title	Grant Maker	Program	Investigator	Status	Due Date
	View	90003	tttle	Cystic Fibrosis Foundation	Impact Grants	Chernyakov, Stefanie	Submitted	3/31/2017 2:24:07 PM
	View	69937	This is a second test	International Anesthesia Research Society	2014 IARS Annual Meeting White Paper	Chernyakov, Stefanie	Submitted	7/17/2013 9:59:52 AM
	View	97900	<i>Proposal:</i> test application <i>LOI:</i> LOI Bypass	Crohn's & Colitis Foundation	Clinical Research Network	<i>Proposal:</i> Chernyakov, Stefanie <i>LOI:</i> Chernyakov, Stefanie	<i>Proposal:</i> Submitted <i>LOI:</i> Approved	<i>Proposal:</i> 8/28/2018 10:35:45 AM <i>LOI:</i> 8/28/2018 10:25:41 AM
	View	71951	Application 1 to be submitted	SPC Foundation	SPC Test Proposal 2014	Chernyakov, Stefanie	Submitted View Review Info	4/8/2014 12:12:45 PM

If the page you are directed to states there are no reviews available or Summary Statements entered, then the Grant Maker has not supplied the information yet. Contact them to find out more information.

You can e-mail the Grant Maker by clicking the **View** button next to the application and then clicking the “Email to Program Admin” link found in the gray menu on the left.

Applicant: Goodfellow, Robin
 Title: institution archived test
 Program: Rachel Edit Welch Research Grants
 Institution: Institute Ivillarchive
 App #: 102023

View Review Information

[Close Window](#) [Print](#)

Committee: Second Committee Test
Summary Statement
 No Admin Summary has been entered.