United States Department of Agriculture (USDA)
Cooperative State Research, Education, and Extension Services (CSREES)

Peer Review System User Guide

Version 1.0---1 November, 2003

Welcome

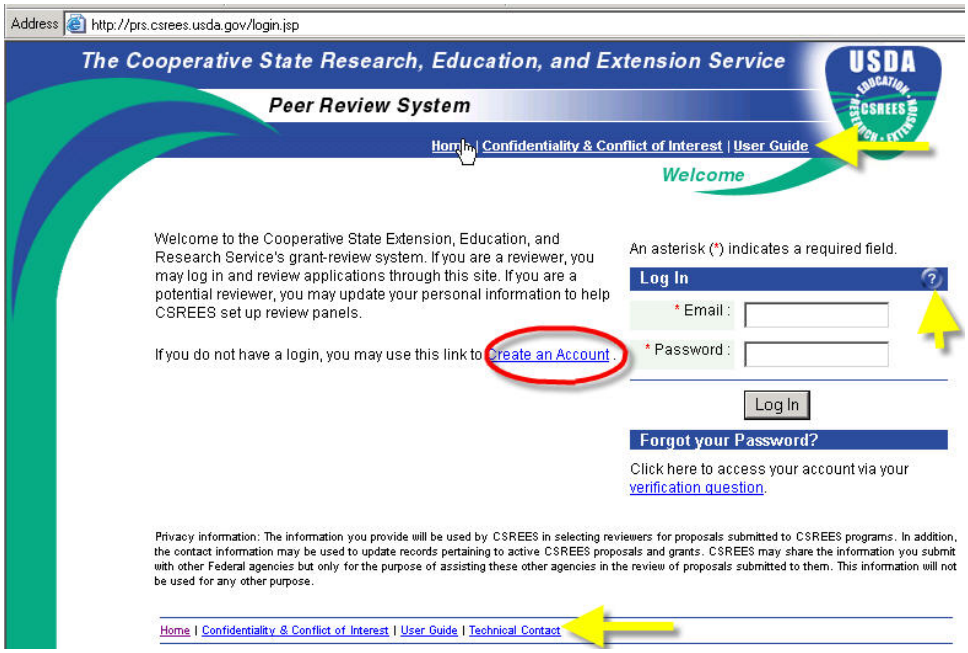


Figure 1 - Peer Review System Welcome Page

The Peer Review System (**PRS**) was designed to allow online access to reviewers and potential reviewers to update their personal information, and to complete and submit reviews. This guide will step you through the process.

You can access PRS at http://prs.csrees.usda.gov/login.jsp.

From the **Welcome** page and throughout the entire site, you can access the **Home** page, Confidentiality and Conflict of Interest Statement, User Guide, Technical Contact Information by clicking the links that appear at the top and bottom of each page.

First Time User

The first time you access PRS, you will need to create your account. Click on the “Create an Account” link from the **Welcome** page.

Creating an Account

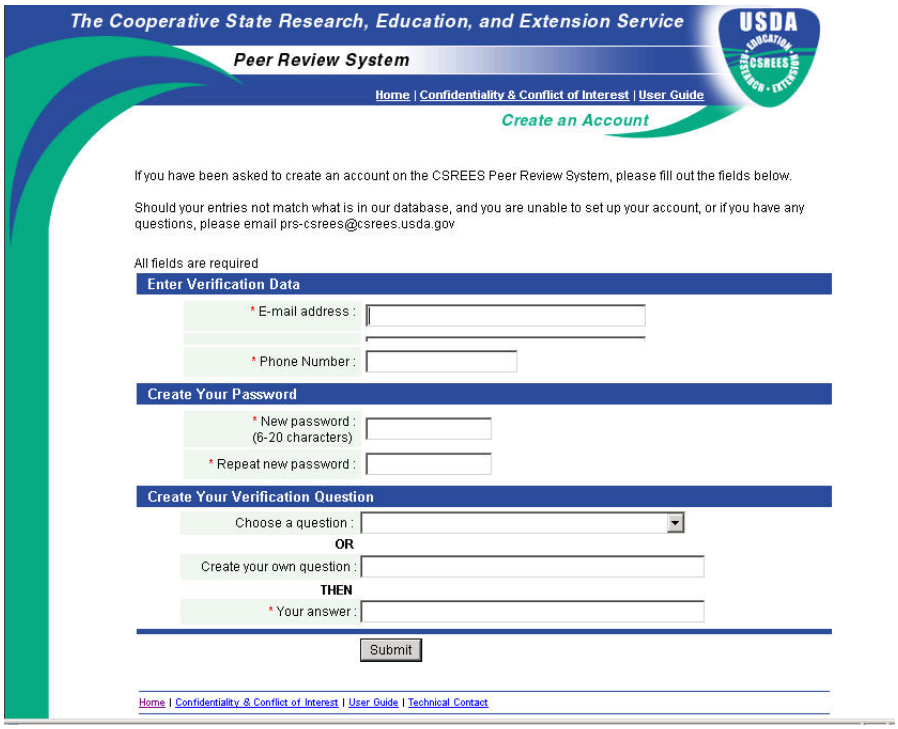


Figure 2 - Create an Account Page

On the **Create an Account** page, you will have the opportunity to enter your verification information, create a password and to create a verification question. Please enter the e-mail address where you received the invitation to review. You will have an opportunity to change this information once your account has been created. Your password must be between 6-20 characters. Select one that will be easy for you to remember, yet difficult for anyone else to guess. For your verification question, you have the option of selecting a question from our list or creating one of your own. Your verification question will allow you to access the site in the event that you have forgotten your password.

Once you have submitted your information, it will be verified against the information in our database. Should your entries not match what is in our database, and you are unable to set up your account, or if you have any questions, please e-mail us via the Technical Contact link on the menu bar.

Note: All fields on this page are mandatory.

The Questionnaire

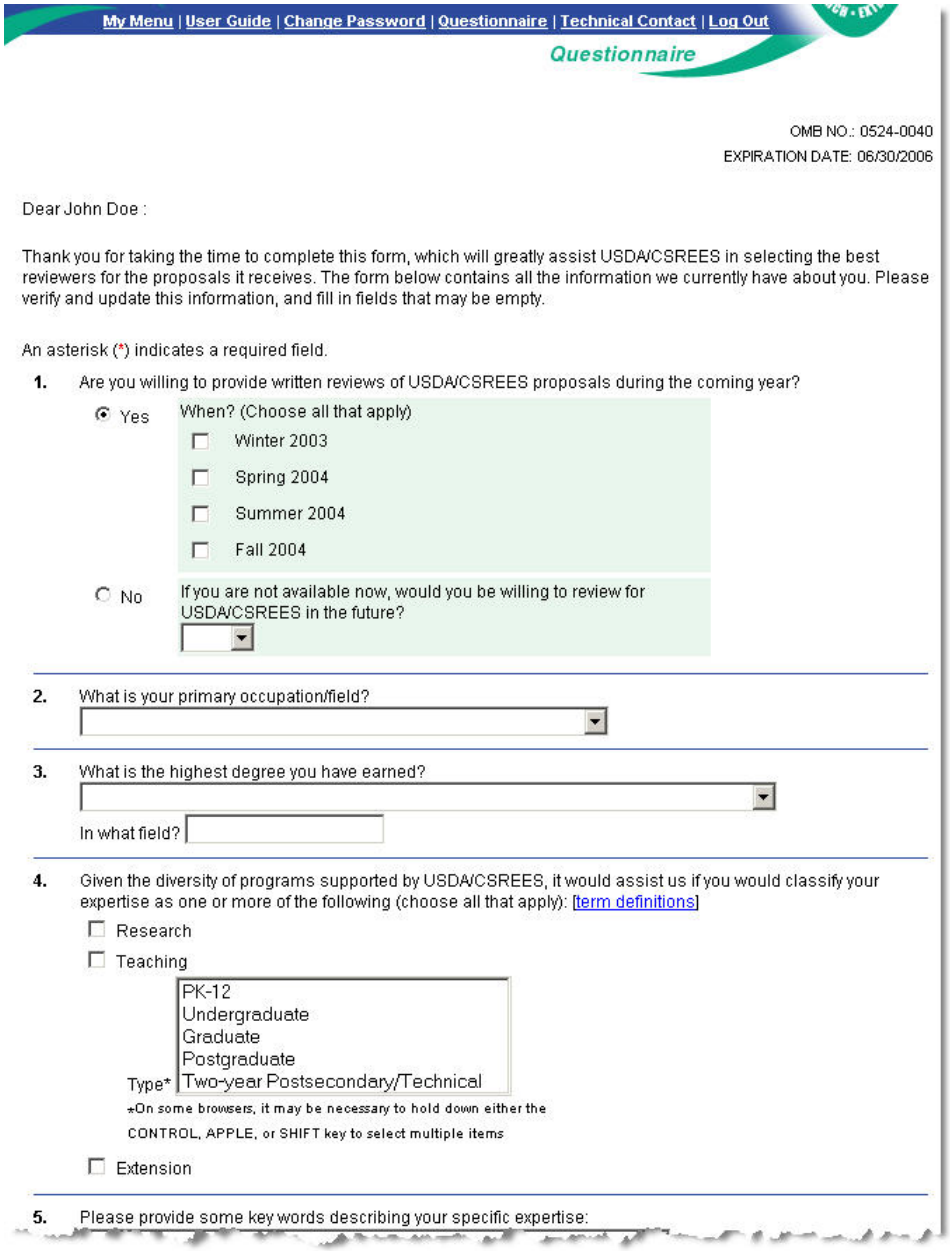
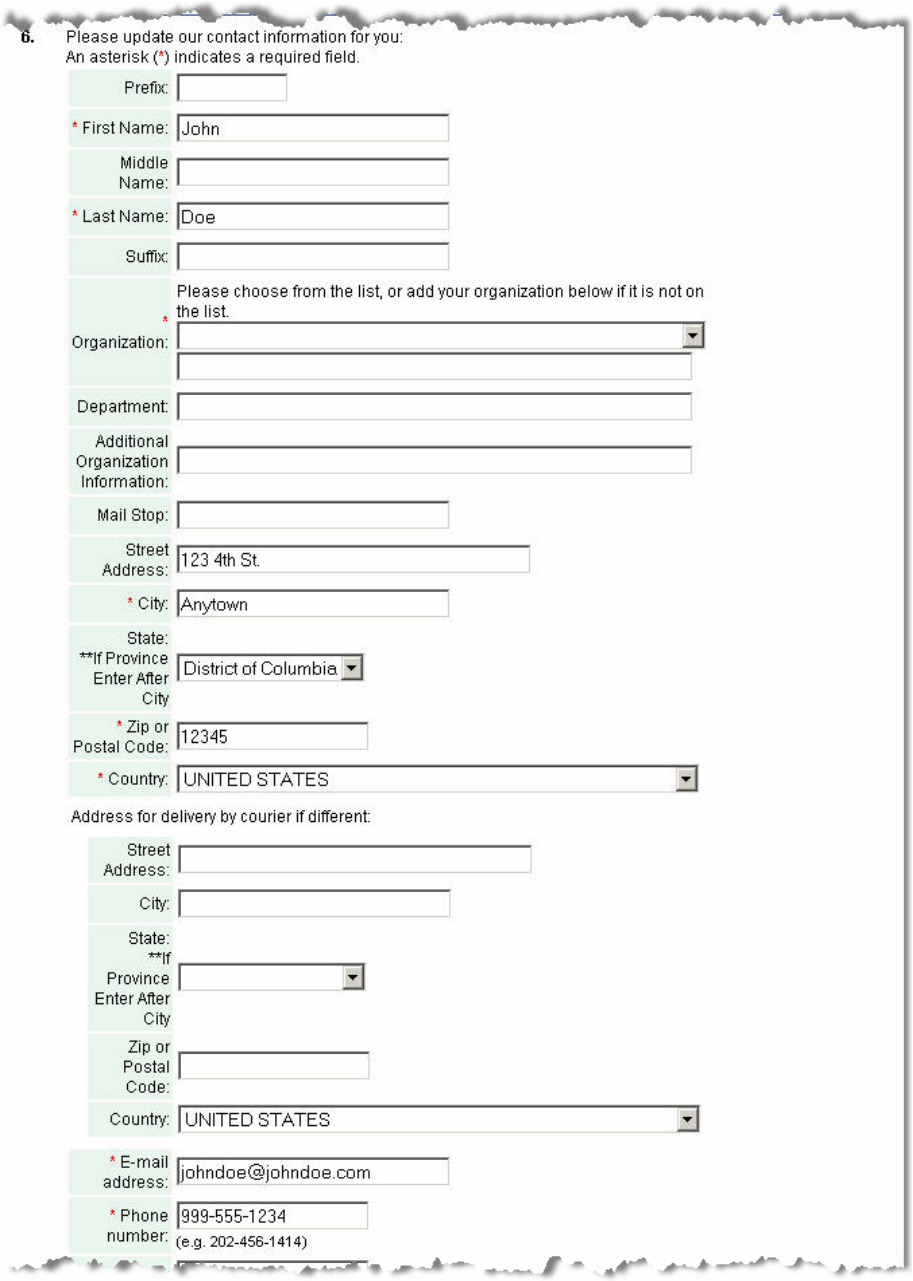


Figure 3 - Questionnaire Page – Top

After successfully setting up your account, the **Questionnaire** page will be displayed. On this page, you may indicate your availability to review, your educational information, and areas of expertise.



6. Please update our contact information for you:
An asterisk (*) indicates a required field.

Prefix:
* First Name: John
Middle Name:
* Last Name: Doe
Suffix:
* Organization: Please choose from the list, or add your organization below if it is not on the list.
Department:
Additional Organization Information:
Mail Stop:
Street Address: 123 4th St.
* City: Anytown
State: **If Province Enter After City: District of Columbia
* Zip or Postal Code: 12345
* Country: UNITED STATES

Address for delivery by courier if different:

Street Address:
City:
State: **If Province Enter After City:
Zip or Postal Code:
Country: UNITED STATES

* E-mail address: johndoe@johndoe.com
* Phone number: 999-555-1234 (e.g. 202-456-1414)

Figure 4 - Questionnaire Page - Bottom

On the bottom half of the page, you may indicate any changes to your personal information including changes to your name and e-mail address and alternate courier delivery instructions.

Note: When you update your email address, you are also changing your login ID for the application.

Note: You may access the Questionnaire page to update your information at any time by selecting the "Questionnaire" link from the menu at the top of the page.

Your Menu

Figure 5 - Your Menu Page

After you have submitted the questionnaire, the **My Menu** page will be displayed with a list of all reviews available to you. Each review is listed under the program heading and will be displayed with the proposal title, proposal number, Project Director, and Institution. Click on the "Create/Modify Your Review" link next to the review you would like to work on. It is important to note the Panel Start date, as reviews will no longer appear on the **My Menu** page once this date has passed.

If you are a panelist for a program, you will notice a second link to "Read all Reviews". Clicking this link will display the submitted reviews and review scores of other panel members and ad hoc reviewers.

Note: If you are assigned to both panel and ad hoc reviews, the ad hoc reviews will appear at the top of the page.

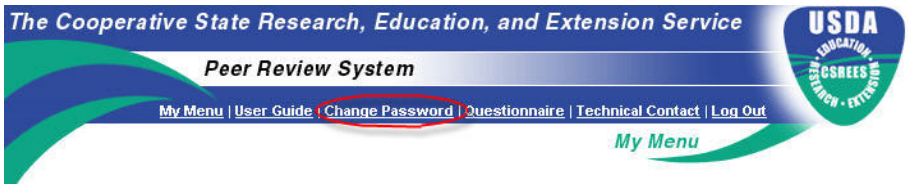


Figure 11 - Change Password link

Once you are logged in to the PRS System, you may change your password by clicking the "Change Password" link that appears in the menu at the top and bottom of each page.

Changing Your Password

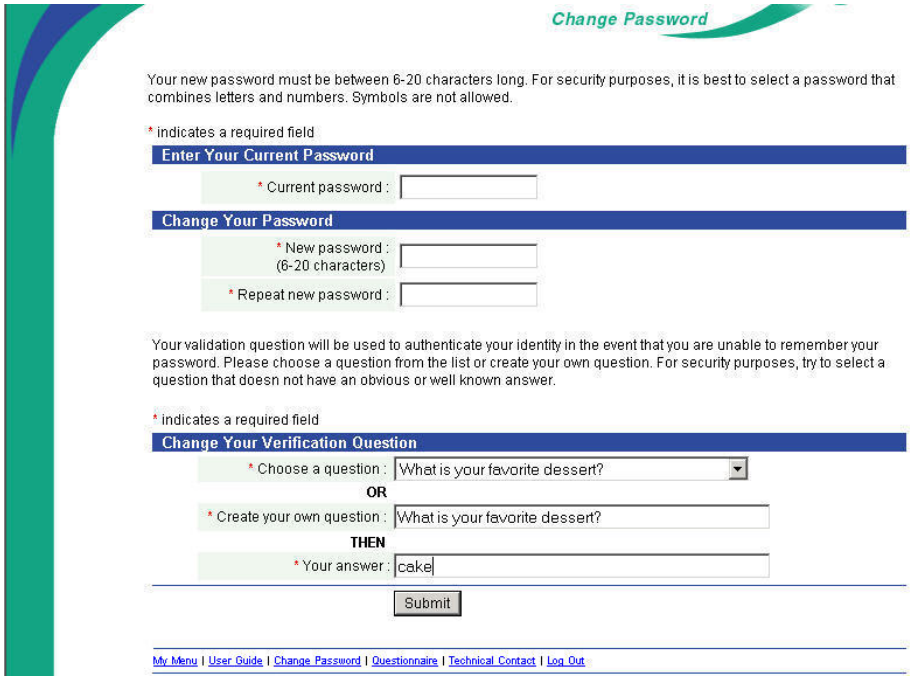


Figure 12 - Change Password Page

On the **Change Password** page, you will be prompted to enter your current password and new password information. Your current verification question and answer will be displayed for you. You may decide to keep your current question or indicate a new one. Once this information has been entered you may click submit. If you decide not to change your password, you may exit this page by selecting another menu link.

Note: Your password will not be changed unless you click submit.

Review Access States

Figure 8 - My Menu Page

The review state is indicated on the **My Menu** page.

Create/Modify Your Review – indicates a review that you have not yet accessed.

Saved, Not Submitted – indicates a review for which you have entered some information, but have not yet submitted it to the NPL.

Modifiable – indicates a previously submitted review to which you have been granted access by the NPL.

Submitted – indicates that the review has been submitted to the NPL and is no longer available to you. This review will no longer appear on your menu once the review date has expired.

Conflict of Interest – indicates a review for which you have specified a conflict of interest. (Detailed in the next section)

Indicating Confidentiality and Conflict of Interest

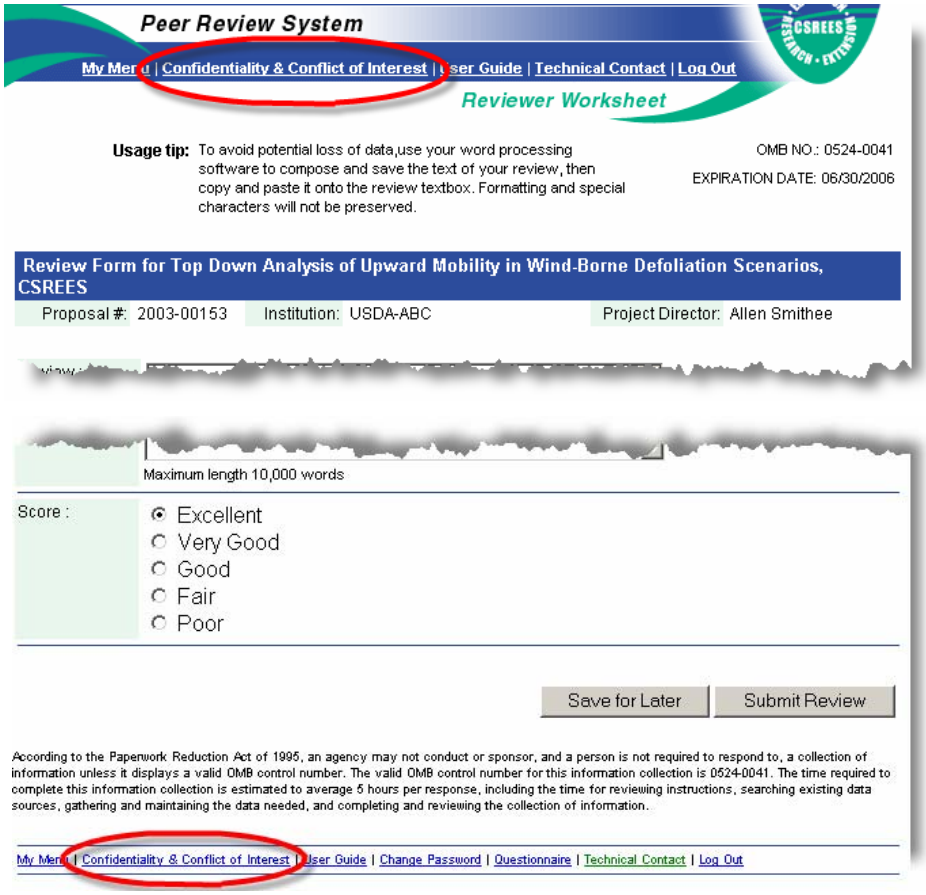


Figure 9 - Reviewer Worksheet Page - Indicating COI

To indicate that you have a confidentiality or conflict of interest issue for a review that has been assigned to you, access the **Reviewer Worksheet** page for the review and select the "Confidentiality and Conflict of Interest" link located at the top or the bottom of the page.

Indicating Confidentiality and Conflict of Interest (continued)

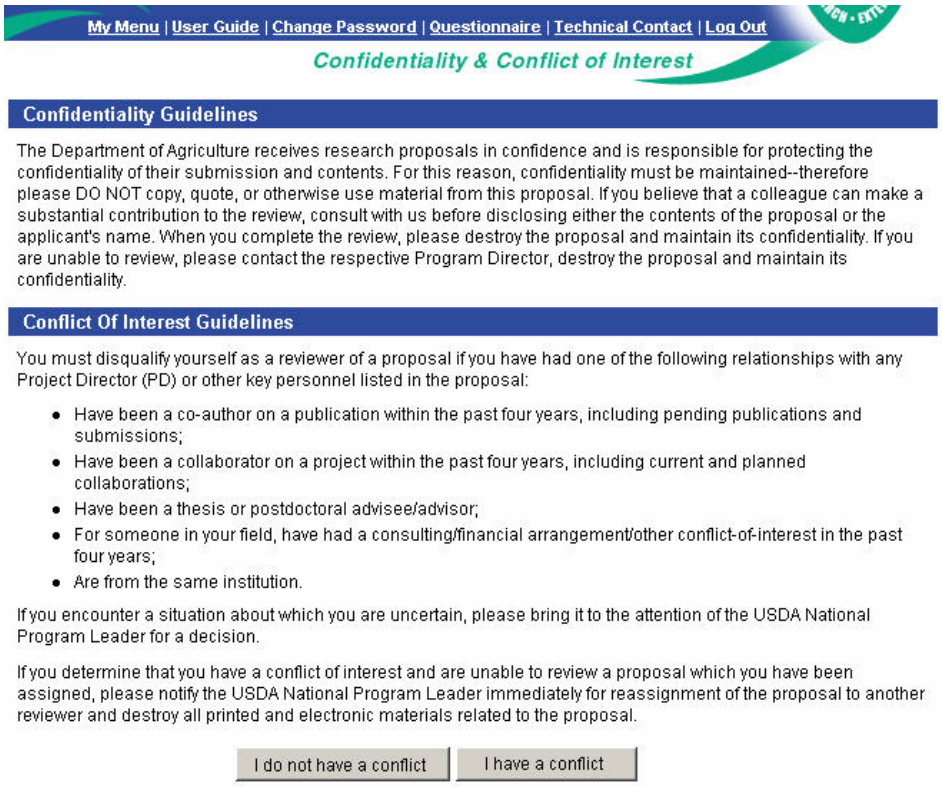


Figure 10 - Confidentiality and Conflict of Interest Page

The Confidentiality and Conflict of Interest page will be presented upon selecting a proposal for the first time (Review State: New). Indicate your conflict by clicking the "I have a conflict" button. Your conflict will be noted and the review state will be updated. To indicate that you do not have a conflict, select the "I do not have a conflict" button. This will take you on to the **Reviewer Worksheet** page.

As mentioned on page 8 of this document, you may access the Confidentiality and Conflict of Interest page from a Reviewer Worksheet. In the event that you realize that a conflict exists after you have begun to enter a review, simply click on the "Confidentiality and Conflict of Interest" link as illustrated in Figure 9.

Note: You may view this agreement from any page on the site, but you can only indicate your agreement after selecting the "Create/Modify Your Review" link for a proposal.

Submitting a Review

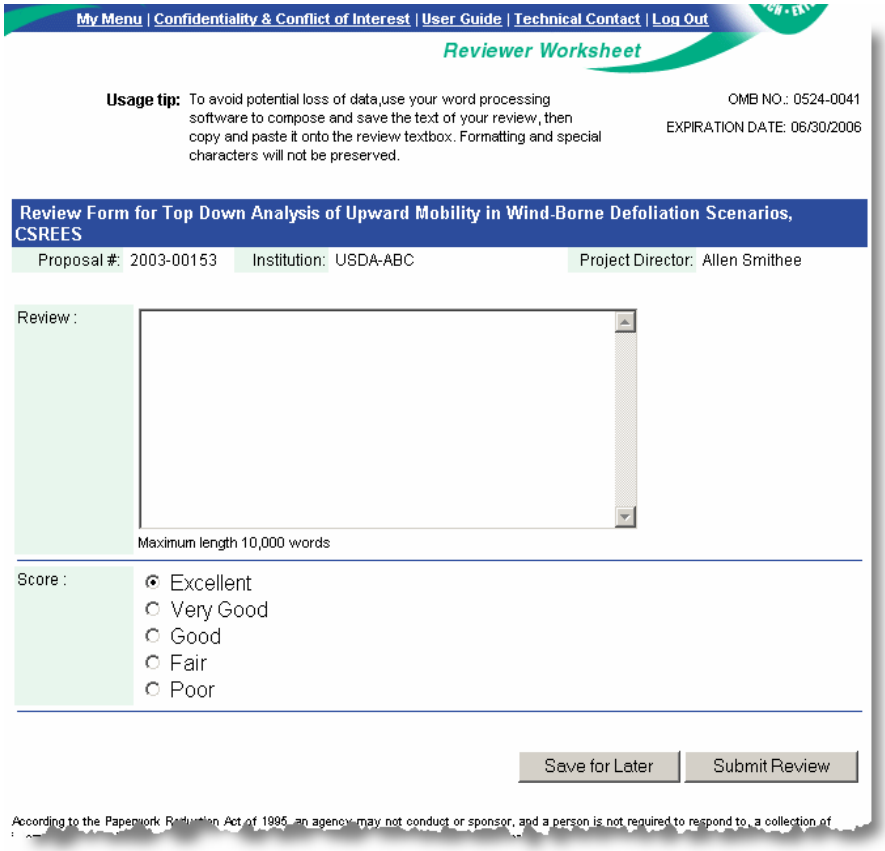


Figure 6 - Standard Reviewer Worksheet Page

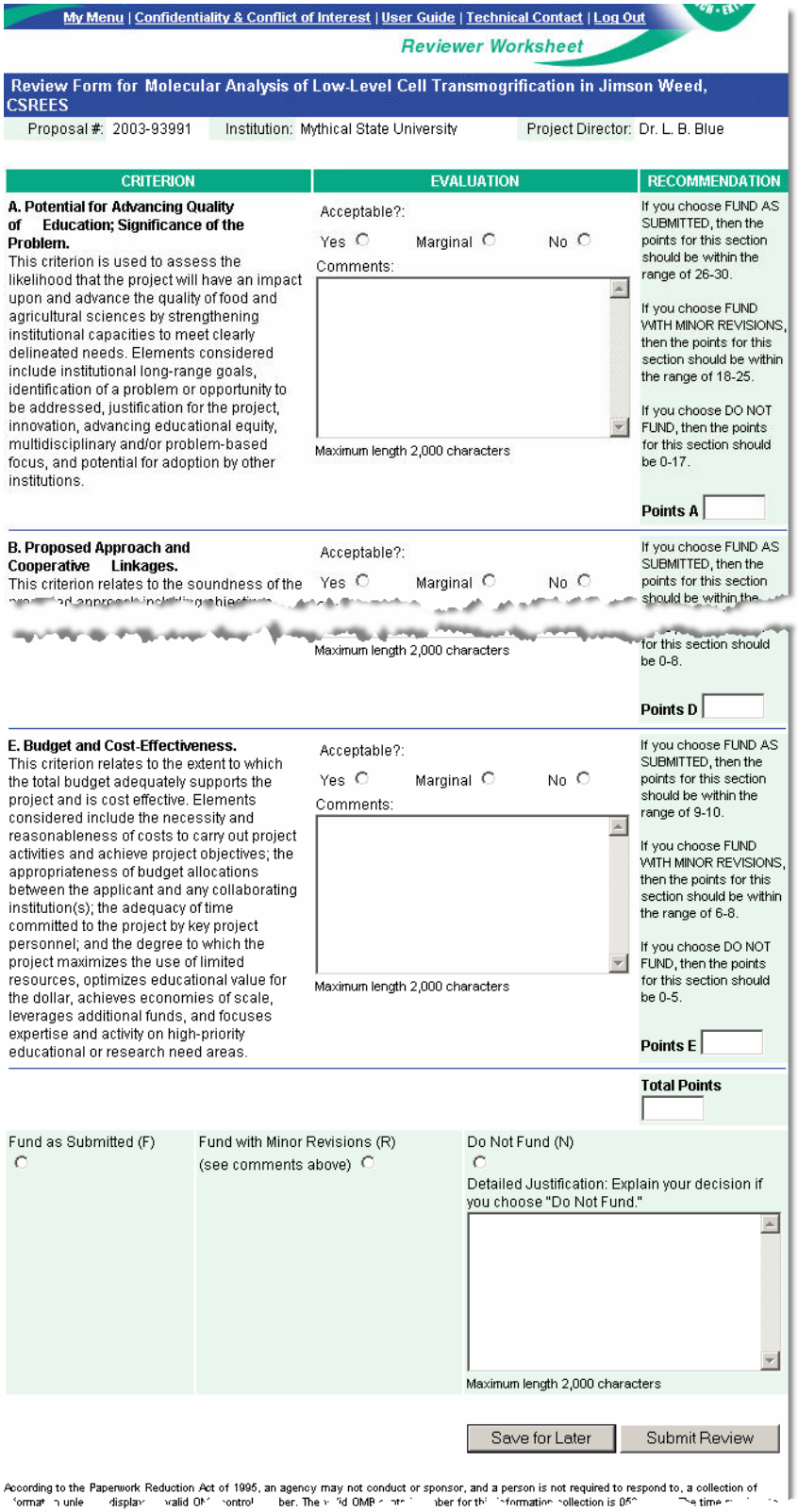
Once you have selected the review you would like to access, a **Reviewer Worksheet** page will be displayed. On this page, you are able to score the review and enter your written review of the proposal, supporting your recommendation. The format of the worksheet you will see is dependent on the program under which a proposal is being considered. A standard Reviewer Worksheet is pictured above in Figure 6. An example of a non-standard Reviewer Worksheet is shown in Figure 7 on the next page.

The best way to enter your review into PRS is to compose and save the text using your word processing software, then cut and paste the text into the review box.

You have the option to save or submit your review. Saving the review allows you to return to this review before the due date to complete it or to make changes to previously entered information. Clicking the Submit button will take you to a verification screen where you will be able to inspect your review text and either edit or complete your submission.

Submitting your review will send the review to the National Program Leader (NPL). Once a review is submitted, Ad Hoc reviewers will no longer have access to the review unless granted access by the NPL.

Submitting a Review
(continued)



My Menu | Confidentiality & Conflict of Interest | User Guide | Technical Contact | Log Out

Reviewer Worksheet

Review Form for Molecular Analysis of Low-Level Cell Transmogrification in Jimson Weed, CSREES

Proposal #: 2003-93991 Institution: Mythical State University Project Director: Dr. L. B. Blue

CRITERION	EVALUATION	RECOMMENDATION
A. Potential for Advancing Quality of Education; Significance of the Problem. This criterion is used to assess the likelihood that the project will have an impact upon and advance the quality of food and agricultural sciences by strengthening institutional capacities to meet clearly delineated needs. Elements considered include institutional long-range goals, identification of a problem or opportunity to be addressed, justification for the project, innovation, advancing educational equity, multidisciplinary and/or problem-based focus, and potential for adoption by other institutions.	Acceptable?: Yes ○ Marginal ○ No ○ Comments: Maximum length 2,000 characters	If you choose FUND AS SUBMITTED, then the points for this section should be within the range of 26-30. If you choose FUND WITH MINOR REVISIONS, then the points for this section should be within the range of 18-25. If you choose DO NOT FUND, then the points for this section should be 0-17. **Points A**
B. Proposed Approach and Cooperative Linkages. This criterion relates to the soundness of the	Acceptable?: Yes ○ Marginal ○ No ○ Maximum length 2,000 characters	If you choose FUND AS SUBMITTED, then the points for this section should be within the for this section should be 0-8. **Points D**
E. Budget and Cost-Effectiveness. This criterion relates to the extent to which the total budget adequately supports the project and is cost effective. Elements considered include the necessity and reasonableness of costs to carry out project activities and achieve project objectives; the appropriateness of budget allocations between the applicant and any collaborating institution(s); the adequacy of time committed to the project by key project personnel; and the degree to which the project maximizes the use of limited resources, optimizes educational value for the dollar, achieves economies of scale, leverages additional funds, and focuses expertise and activity on high-priority educational or research need areas.	Acceptable?: Yes ○ Marginal ○ No ○ Comments: Maximum length 2,000 characters	If you choose FUND AS SUBMITTED, then the points for this section should be within the range of 9-10. If you choose FUND WITH MINOR REVISIONS, then the points for this section should be within the range of 6-8. If you choose DO NOT FUND, then the points for this section should be 0-5. **Points E**
		Total Points

Fund as Submitted (F)	Fund with Minor Revisions (R)	Do Not Fund (N)
○	(see comments above) ○	○ Detailed Justification: Explain your decision if you choose "Do Not Fund." Maximum length 2,000 characters

Save for Later | Submit Review

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of

Figure 7 - Multipart (Non-Standard) Reviewer Worksheet Page

Obtaining Technical Assistance

Should you encounter any technical difficulties or have a question not answered in this document, you may contact the CSREES help desk by clicking the "Technical Contact" link circled in the menu bar below.

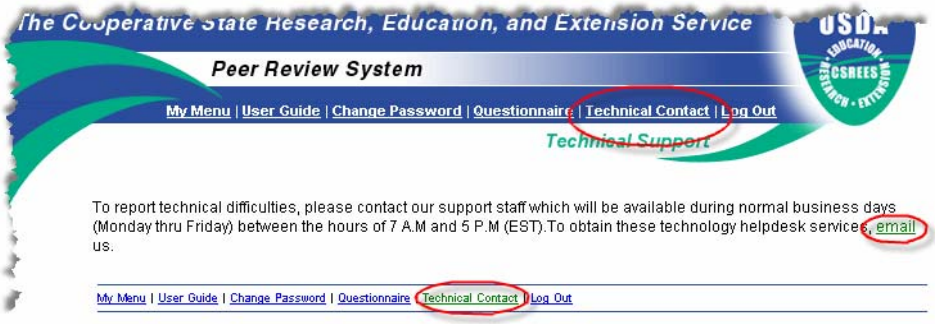


Figure 13 - Technical Contact Page

To send an email request for assistance, simply click the email link circled above, which will bring up an email dialog, pictured below in Figure 14. Verify your contact information, choose an appropriate value for Nature of Problem, supply a description, and click Submit.

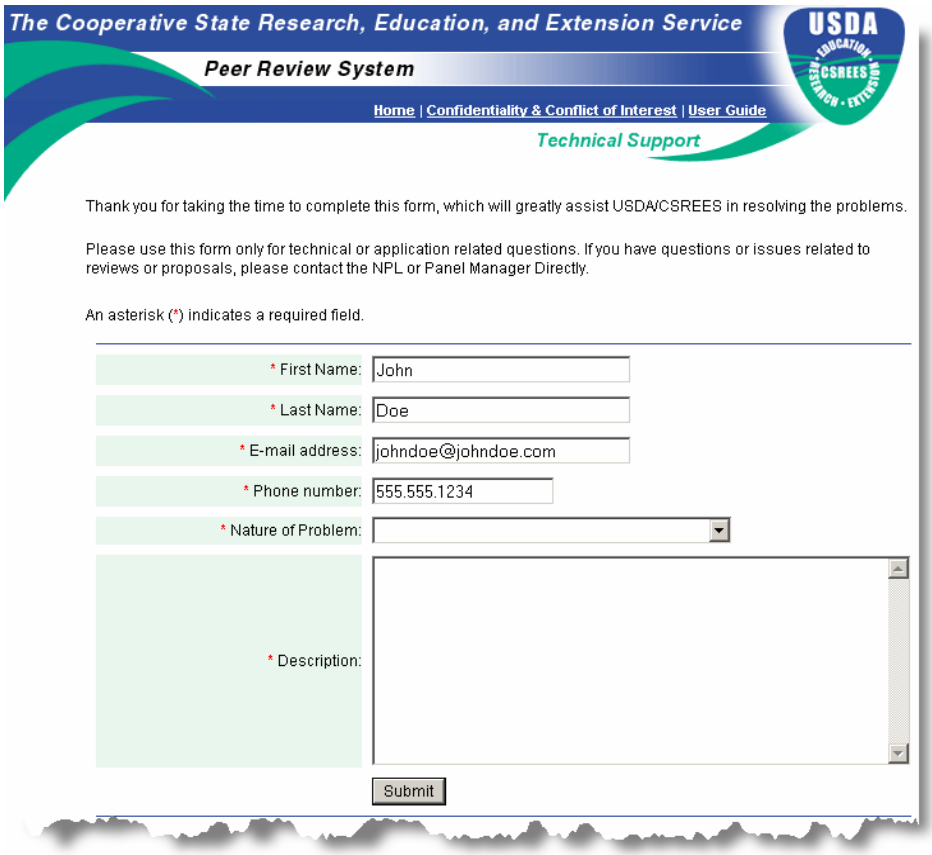


Figure 14 – Request for assistance form

Figure 15 - Log Out link

Logging Out of the Application

Clicking the "Log Out" link from any menu will terminate your PRS session. You will be offered the opportunity to log in to the system again on the **Log Out Confirmation** page.

Figure 16 - Log Out Confirmation Page