



Peer Review System User Guide

Version 1.0---1 November, 2003

Welcome

Address <http://prs.csrees.usda.gov/login.jsp>

The Cooperative State Research, Education, and Extension Service

Peer Review System

Home | Confidentiality & Conflict of Interest | User Guide

Welcome

Welcome to the Cooperative State Extension, Education, and Research Service's grant-review system. If you are a reviewer, you may log in and review applications through this site. If you are a potential reviewer, you may update your personal information to help CSREES set up review panels.

If you do not have a login, you may use this link to [create an Account](#).

An asterisk (*) indicates a required field.

Log In

* Email :

* Password :

Log In

Forgot your Password?

Click here to access your account via your [verification question](#).

Privacy information: The information you provide will be used by CSREES in selecting reviewers for proposals submitted to CSREES programs. In addition, the contact information may be used to update records pertaining to active CSREES proposals and grants. CSREES may share the information you submit with other Federal agencies but only for the purpose of assisting these other agencies in the review of proposals submitted to them. This information will not be used for any other purpose.

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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

The Cooperative State Research, Education, and Extension Service
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[Create an Account](#)

If you have been asked to create an account on the CSREES Peer Review System, please fill out the fields below.

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 email prs-csrees@csrees.usda.gov

All fields are required

Enter Verification Data

* E-mail address:

* Phone Number:

Create Your Password

* New password:
(6-20 characters)

* Repeat new password:

Create Your Verification Question

Choose a question:

OR

Create your own question:

THEN

* Your answer:

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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

My Menu | User Guide | Change Password | Questionnaire | Technical Contact | Log Out

Questionnaire

OMB NO.: 0524-0040
EXPIRATION DATE: 06/30/2006

Dear John Doe :

Thank you for taking the time to complete this form, which will greatly assist USDA/CSREES in selecting the best reviewers for the proposals it receives. The form below contains all the information we currently have about you. Please verify and update this information, and fill in fields that may be empty.

An asterisk (*) indicates a required field.

- Are you willing to provide written reviews of USDA/CSREES proposals during the coming year?
 - Yes When? (Choose all that apply)
 - Winter 2003
 - Spring 2004
 - Summer 2004
 - Fall 2004
 - No If you are not available now, would you be willing to review for USDA/CSREES in the future?
- What is your primary occupation/field?
- What is the highest degree you have earned?

In what field?
- Given the diversity of programs supported by USDA/CSREES, it would assist us if you would classify your expertise as one or more of the following (choose all that apply): [term definitions](#)
 - Research
 - Teaching
 - PK-12
Undergraduate
Graduate
Postgraduate
Type* Two-year Postsecondary/Technical

*On some browsers, it may be necessary to hold down either the CONTROL, APPLE, or SHIFT key to select multiple items

- Extension

- Please provide some key words describing your specific expertise:

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:

Middle Name:

* Last Name:

Suffix:

Please choose from the list, or add your organization below if it is not on the list.

* Organization:

Department:

Additional Organization Information:

Mail Stop:

Street Address:

* City:

State:

**If Province Enter After City:

* Zip or Postal Code:

* Country:

Address for delivery by courier if different:

Street Address:

City:

State:

**If Province Enter After City:

Zip or Postal Code:

Country:

* E-mail address:

* Phone number:
(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

The Cooperative State Research, Education, and Extension Service
Peer Review System

My Menu | User Guide | Change Password | Questionnaire | Technical Contact | Log Out

My Menu

Home Food Processing and Preservation

Proposals for your review:

Managing Airborne Food Contaminants Using Common Household Items	Proposal #: 2003-99999	Create/Modify Your Review Review State: New
Project Director: Mary S. Conrany	Institution: University of Palladium	Review Due: 12/31/2003

Plant Responses to the Environment

Proposals for your review:

Molecular Analysis of Low-Level Cell Transmogrification in Jimson Weed	Proposal #: 2003-93991	Create/Modify Your Review Review State: Submitted Read All Reviews
Project Director: Dr. L. B. Blue	Institution: Mythical State University	Panel Start: 11/10/2003
Mechanism of Plant Response in Herbaceous Groundcover to Prolonged Compression Stress	Proposal #: 2003-99997	Create/Modify Your Review Review State: New
Project Director: O. K. Cole	Institution: College of Knowledge	Panel Start: 11/4/2003

Plant Pathology

Proposals for your review:

Fictional Representations of Multidimensional Loci in Antifungal Formulations	Proposal #: 2003-91919	Create/Modify Your Review Review State: Submitted Read All Reviews
Project Director: George Costanza	Institution: Collegiate University	Panel Start: 12/5/2003
Top-Down Analysis of Upward Mobility in Wind-Borne Defoliation Scenarios	Proposal #: 2003-91918	Create/Modify Your Review Review State: Saved, Not Submitted
Project Director: Alan Smithee	Institution: USDA-ABC	Panel Start: 11/17/2003

Proposals reviewed by others:

Genetic Dissimilation of Dissimilar Photosynthetic Mechanisms in Oats	Proposal #: 2003-99799	Read All Reviews
Project Director: R. T. Firefly	Institution: Freedonia Agricultural & Technical University	Panel Start: 10/19/2003
Transport of Signal Transduction Detoxification Mechanisms in Heat-Stressed Coniferous Shrubbery	Proposal #: 2003-91939	Read All Reviews
Project Director: Sam Grunion	Institution: Cornfed University	Panel Start: 10/11/2003

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.

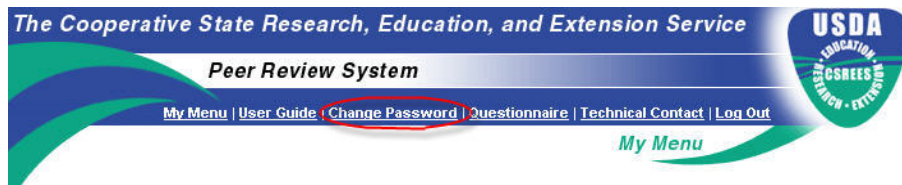


Figure 11 - Change Password link

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

The screenshot shows the 'My Menu' page of the Peer Review System. The page is titled 'The Cooperative State Research, Education, and Extension Service Peer Review System' and includes a navigation bar with links for 'My Menu', 'User Guide', 'Change Password', 'Questionnaire', 'Technical Contact', and 'Log Out'. A 'My Menu' button is also visible. The page is organized into sections for different research areas: 'Home Food Processing and Preservation', 'Plant Responses to the Environment', and 'Plant Pathology'. Each section lists proposals with details such as proposal number, project director, institution, and review due date. The review state for each proposal is indicated by a button or text, such as 'New', 'Submitted', 'Saved, Not Submitted', and 'Modifiable'. A 'USDA' logo is present in the top right corner.

Section	Proposal Title	Proposal #	Project Director	Institution	Review Due / Panel Start	Review State
Home Food Processing and Preservation	Managing Airborne Food Contaminants Using Common Household Items	2003-99999	Mary S. Contrary	University of Palladium	12/31/2003	New
	Molecular Analysis of Low-Level Cell Transmigrification in Jimson Weed	2003-93991	Dr. L. B. Blue	Mythical State University	11/10/2003	Submitted
Plant Responses to the Environment	Mechanism of Plant Response in Herbaceous Groundcover to Prolonged Compression Stress	2003-99997	O. K. Cole	College of Knowledge	11/4/2003	New
	Fictional Representations of Multidimensional Loci in Antifungal Formulations	2003-91919	George Costanza	Collegiate University	12/5/2003	Submitted
Plant Pathology	Top-Down Analysis of Upward Mobility in Wind-Borne Defoliation Scenarios	2003-91918	Alan Smithee	USDA-ABC	11/17/2003	Saved, Not Submitted
	Genetic Dissimilation of Dissimilar Photosynthetic Mechanisms in Oats	2003-99799	R. T. Firefly	Freedonia Agricultural & Technical University	10/19/2003	Modifiable
	Transport of Signal Transduction Detoxification Mechanisms in Heat-Stressed Coniferous Shrubbery	2003-91939	Sam Grunion	Comfed University	10/11/2003	Modifiable

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

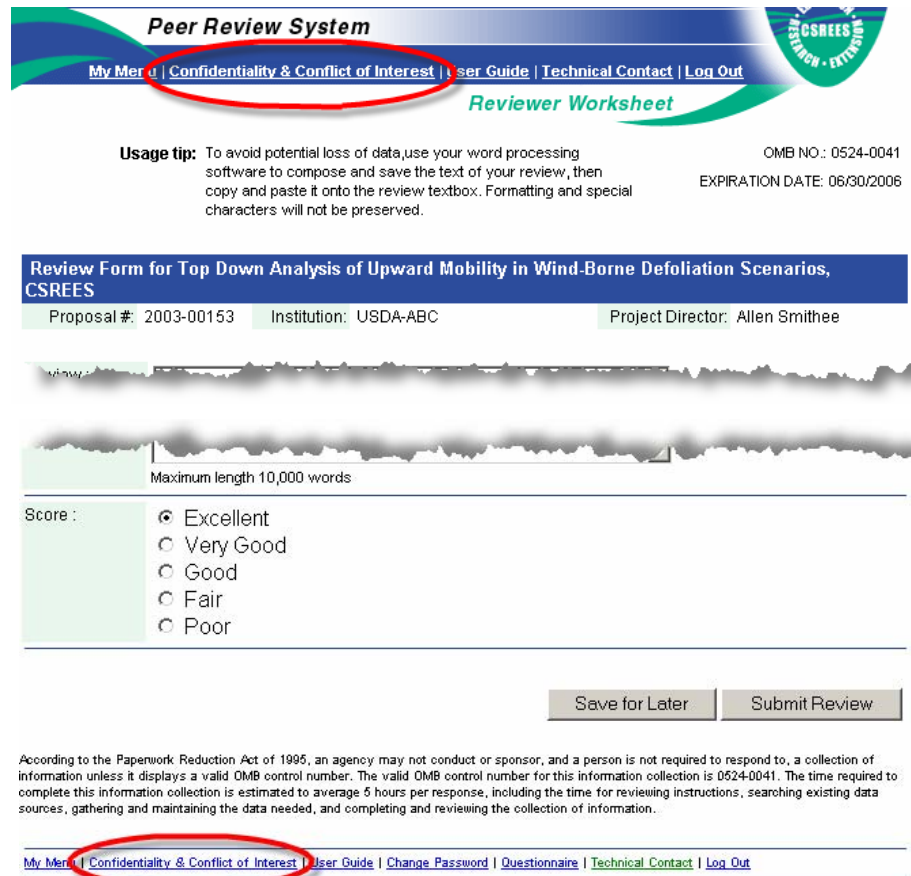


Figure 9 - Reviewer Worksheet Page - Indicating COI

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.

Confidentiality & Conflict of Interest

Confidentiality Guidelines

The Department of Agriculture receives research proposals in confidence and is responsible for protecting the confidentiality of their submission and contents. For this reason, confidentiality must be maintained--therefore please DO NOT copy, quote, or otherwise use material from this proposal. If you believe that a colleague can make a substantial contribution to the review, consult with us before disclosing either the contents of the proposal or the applicant's name. When you complete the review, please destroy the proposal and maintain its confidentiality. If you are unable to review, please contact the respective Program Director, destroy the proposal and maintain its confidentiality.

Conflict Of Interest Guidelines

You must disqualify yourself as a reviewer of a proposal if you have had one of the following relationships with any Project Director (PD) or other key personnel listed in the proposal:

- Have been a co-author on a publication within the past four years, including pending publications and submissions;
- Have been a collaborator on a project within the past four years, including current and planned collaborations;
- Have been a thesis or postdoctoral advisee/advisor;
- For someone in your field, have had a consulting/financial arrangement/other conflict-of-interest in the past four years;
- Are from the same institution.

If you encounter a situation about which you are uncertain, please bring it to the attention of the USDA National Program Leader for a decision.

If you determine that you have a conflict of interest and are unable to review a proposal which you have been assigned, please notify the USDA National Program Leader immediately for reassignment of the proposal to another reviewer and destroy all printed and electronic materials related to the proposal.

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.

Indicating Confidentiality and Conflict of Interest (continued)

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 <input type="radio"/> Marginal <input type="radio"/> No <input type="radio"/> Comments: [Text Area] 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 <input type="text"/>
B. Proposed Approach and Cooperative Linkages. This criterion relates to the soundness of the proposed approach including objectives	Acceptable?: Yes <input type="radio"/> Marginal <input type="radio"/> No <input type="radio"/> Comments: [Text Area] Maximum length 2,000 characters	If you choose FUND AS SUBMITTED, then the points for this section should be within the range of 0-8. Points D <input type="text"/>
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 <input type="radio"/> Marginal <input type="radio"/> No <input type="radio"/> Comments: [Text Area] 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 <input type="text"/>
Total Points		<input type="text"/>
Fund as Submitted (F) <input type="radio"/>	Fund with Minor Revisions (R) (see comments above) <input type="radio"/>	Do Not Fund (N) <input type="radio"/> Detailed Justification: Explain your decision if you choose "Do Not Fund." [Text Area] Maximum length 2,000 characters

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 information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0451-0046. The time for reviewing comments on this collection of information should be written on OMB Form 0708-0102, which must be submitted to OMB, Paperwork Project Manager, Paperwork Reduction Project (0451-0046), Washington, DC 20503.

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

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.

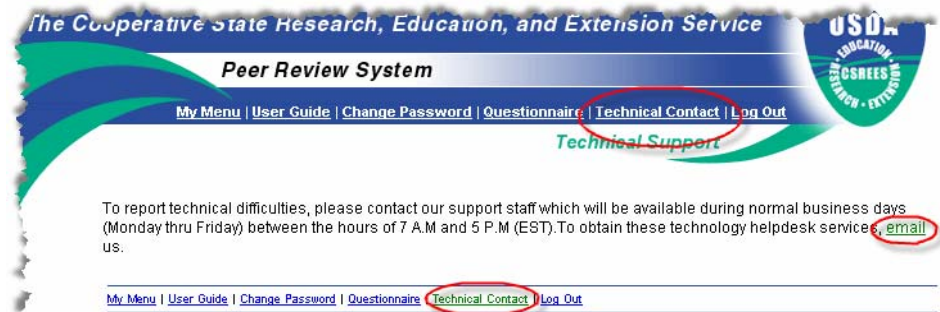


Figure 13 - Technical Contact Page

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.

Obtaining Technical Assistance

Figure 14 – Request for assistance form

Logging Out of the Application



Figure 15 - Log Out link

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.

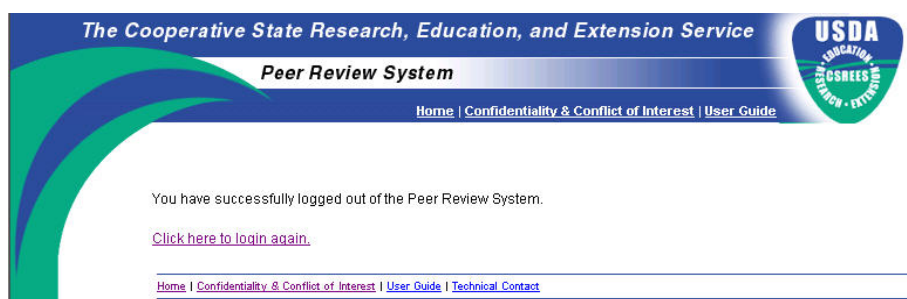


Figure 16 - Log Out Confirmation Page