



# Accessing a Password-Protected CD: Instructions for Reviewers (with screenshots)

To enhance the security of grant application information, NIH is implementing a safeguard to password-protect data on the compact discs (CDs) provided to reviewers prior to study section meetings.

- Each grant application and related material will be bundled into one PDF and password-protected on the CD [related material includes prior summary statements, appendix materials, and additional materials (eAdditions)].

-The password for the CD is obtained by accessing the Internet Assisted Review (IAR) site for the meeting.

## Instructions for Reviewers

### TO OBTAIN THE CD PASSWORD

Click on <https://commons.era.nih.gov/commons/> and log on to eRA Commons.

- Click on the **Internet Assisted Review** tab; go to the List of Meetings, select meeting, and click on the **CD Password link** under the Action column to go to the View Password page.

Electronic Research Administration  
**eRA Commons**  
Sponsored by National Institutes of Health  
Version 2.16.2.2

Welcome msiegefncaa  
Institution: U.S. NATIONAL INSTITUTES OF HEALTH  
Authority: NCAA OFM [Log-out](#)

Home Admin Institution Profile Personal Profile Status eSNAP xTrain FSR Internet Assisted Review Links eRA Partners Help

List of Meetings

All times are in Eastern Standard Time/ Eastern Daylight Time.

1 - 1 out of 1 records Prev 1 Next

Meeting	Meeting Dates/Location	SRA Name	Phase	Critique Due	Read Phase End	Edit Phase End	# of Appls	Action
2008/10 ZRG1 MEDI-A (09) F Clinical Molecular Imaging	06/03/2008-06/03/2008 Hilton Alexandria Old Town, Alexandria, VA		SUBMIT	05/27/2008 10:00 AM	06/03/2008 07:00 AM	06/04/2008 10:00 AM	39	<a href="#">Control Center</a> <a href="#">Track COI Forms</a> <a href="#">SRG Minutes/Budget Form</a> <a href="#">List of Applications: By Application</a> <a href="#">By Reviewer</a> <a href="#">Simple List of Applications</a> <a href="#">Preliminary Score Matrix</a> <a href="#">Final Scores</a> <a href="#">Meeting Materials</a> <a href="#">CD Password</a>

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Department of Health  
and Human Services

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Screen Rendered: 05/12/2008 03:08:57 EDT  
Screen ID: IAR0001

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Local intranet 100%

- On the View Password screen that is displayed, copy the CD password listed for the meeting.

**View CD Password**

Meeting Title: Clinical Molecular Imaging  
 Meeting Identifier: 2008/10 ZRG1 MEDI-A (09) F  
 Meeting Dates: 06/03/2008-06/03/2008

Please note: You will NOT see a password on this page;  
 - If no CD's were created for reviewers, or  
 - If CD's were created prior to May 12, 2008.

REMINDER: Do not write this password and keep it with the CD.

CD Password: REVCDPW1\$

Password is case-sensitive.  
 Make sure it is entered on the CD password prompt exactly as it is displayed on this page.

[Close](#)

Screen Id: IAR0036

- If you cannot access the IAR, the password may be obtained from the SRO for the meeting. The eRA Help Desk will not have access to the password for a meeting; please contact the SRO if you are unable to obtain the password from IAR and s/he can provide you with the CD password either via email or by phone.

### USING THE CD PASSWORD

- Insert the CD into the computer drive. On the welcome screen, you will see: 'Documents on this CD are Password Protected.' **'Click Here to Continue'** to get to the Main Menu that lists the applications.



## Welcome

**Study Section Here**  
 Mon. dd, yyyy

Information on this  
 CD is CONFIDENTIAL!

This CD works best with "Adobe Acrobat Reader 5.1 with Search" or later version (See InstallReader.htm on this CD if you would like to upgrade).

**IMPORTANT note for Mac OS/X users!** You must actively by-pass Preview and start Acrobat Reader in order to use this CD conveniently.  
 For more information, open up UserGuide.pdf on this CD and read Appendix E, Mac OS/X Notes.

DOCUMENTS ON THIS CD MAY BE PASSWORD PROTECTED

Follow these steps to access the CD password and open the documents:

1. Click here <http://commons.era.nih.gov> and login to eRA Commons.
2. Go to Internet Assisted Review and click on the "CD Password" link for this review meeting to obtain the CD password.
3. Use the CD password when opening the protected documents on this CD.

Click here to continue

- To access Grant Applications Sorted by GRANT NUMBER or by PI NAME, click on a file and you will be prompted for the CD password.



- Paste the password in the required field and click on OK. This password will be required every time you access a grant application bundle (i.e. the grant application, summary statement, appendix, or additional materials all merged into a single PDF). You can freely navigate between these documents in a single PDF without entering a password. , You will need the password again to access a separate grant application PDF.

## Frequently Asked Questions

- **If I copy the protected file from the CD and open the files on my computer or download the files to another portable medium such as a flash drive, will the files still be password protected?**  
Yes. The CD password prompt will be displayed every time a reviewer requests to open a grant application PDF file regardless of where information from the CD is saved.
- **I do not have access to the web to get to Internet Assisted Review, so I cannot obtain the CD password. What should I do?**  
Call your SRO and s/he can give you the password for the CD.
- **When I copy the password from IAR and then go to paste it into the CD, the password appears to paste (*all you actually see are asterisks*) but I get an error saying “The Password is Incorrect”. What may have happened?**  
When you copy the password from IAR, it is saved in the ‘clipboard’ on your computer. If you copy anything else in the meantime, that newly copied information overwrites the clipboard and the password is now replaced by the newly copied information; a ‘clipboard’ is not a good place to save information you wish to use again. To better save the password, you may wish to copy it from the IAR to a Word file, Notebook, or some other file so that you can save it and access it without having to return to the IAR again or depend on the ‘clipboard’. Do not attach the password to the CD by writing it on the CD or other means that directly identifies the password with the CD. This may be considered a violation of the confidentiality agreement you have signed obligating each reviewer to protect materials associated with peer review of NIH grant applications.

- **Do I need the password to open the CD?**  
You do not need the CD password to see the CD Welcome screen and the lists of applications, but you will need the CD password to open a PDF grant file.
- **Do I need the CD password to see the program announcement or other instructions contained on the CD?**  
No, these files are accessible without having to use the CD password.
- **Can I share my CD password?**  
No, this password is part of your agreement to keep all peer review meeting materials confidential and you should keep the password secure. Do not share the password with others.
- **Can I use this password for CDs for more than one peer review meeting?**  
No, the password is created specifically for the CD for one particular review meeting. It is a unique password for the meeting and will not work on CDs for other peer review meetings.
- **How do I know if a password is needed to use the CD?**  
In general, all CDs created by Quality Associates, Inc., on or after May 15, 2008, will require use of a password. The password CDs will be labeled as needing a password and the password will be available on the IAR. If none of these conditions apply, you may be working with a CD that was created before the implementation date of May 15, 2008. The CD creation date is on the CD label, near the bottom, which will aid you in identifying the creation date and the applicability of these instructions.
- **Will these instructions apply to any peer review meeting CD?**  
No, these instructions apply only to CDs created by the NIH contractor, Quality Associates, Inc. (QAI). CDs that are created by QAI are labeled as such in small print along the bottom of the CD label. It is possible that you will receive CDs for peer review meetings that are not created by QAI; these instructions are not applicable if the CDs were created by someone other than QAI and you will receive specific instructions that apply.
- **Do these instructions apply to CDs created for Advisory Council purposes?**  
No, typically CDs used in Council are not created by QAI, so you will receive instructions specific for CDs used by Council. However, members of NIH Advisory Councils and Boards are reminded of their obligations as Special Government Employees to take all prudent measures to maintain the confidentiality of sensitive federal information.
- **What do I do if I need more help?**  
Contact the SRO for the meeting or contact the eRA Help Desk at <http://ithelpdesk.nih.gov/eRA/> or 301-402-7469 (toll-free 1-866-504-9552)