Proposed Reviewer emails for reviewers with accounts in Pending Rvwr or Pending NIH statuses

1.1.1   IAR Reviewer in "Pending Reviewer" status email

Dear Reviewer:

This is a system-generated invitation to the NIH eRA Commons Internet Assisted Review (IAR) website in connection with your participation on Special Emphasis Panel/Scientific Review Group <insert meeting identifier> meeting, scheduled for <insert meeting begin/end dates>.

Your action is required. Our records show that you have started but have not completed the process to create your NIH eRA Commons Internet Assisted Review (IAR) account. Please visit this Web site to complete your account request as soon as possible. Open your Web browser and go to the URL <insert customized registration url with encrypted person_id> (You can copy and paste this address into the "Location" window of your browser, and press Enter.) Follow the instructions on the screen. To ensure your information is both accurate and complete you will also be asked to verify the public information relating to your grant and committee service history that NIH has on file for you.

After submitting your registration request, you should receive an email within 1 week indicating that your account is active. This email will contain the url for the NIH eRA Commons Web site. Please note, you cannot use IAR until your account is active.

If you have questions or problems setting up your account, please call or email the NIH eRA Helpdesk at 301-402-7469 or 866-504-9552 or commons@od.nih.gov.

Thank you for your time and effort.

Sincerely,

<SRA full name, degree)
Scientific Review Administrator
<sra address>
Phone: <sra phone number>
Email: <sra email address>

1.1.1.1   Special Requirements for IAR Reviewer in pending rvwr status

This email is used when the Reviewer is in Pending Reviewer status. The standard Commons footer should not be included on this email. This email should be from the SRA's email address with a subject line of NIH eRA Commons: IAR Reviewer Invitation.

1.1.2   IAR Reviewer in Pending NIH Status email

Dear Reviewer:

This is a system-generated invitation to the NIH eRA Commons Internet Assisted Review (IAR) website in connection with your participation on Special Emphasis Panel/Scientific Review Group <insert meeting identifier> meeting, scheduled for <insert meeting begin/end dates>.

Thank you for completing the NIH eRA Commons Internet Assisted Review (IAR) account creation process. NIH Data Quality staff is currently evaluating your account request. You should receive an email within 1 week indicating that your account is active. This email will contain the url for the NIH eRA Commons web site. Please note that you cannot use IAR until your account is active.

If you have questions, please contact me or call the NIH eRA Helpdesk at 301-402-7469 or 866-504-9552.

Thank you for your time and effort.

Sincerely,

<SRA full name, degree)
Scientific Review Administrator
<sra address>
Phone: <sra phone number>
Email: <u>_sra_</u> email address>

1.1.2.1   Special Requirements for IAR Reviewer in pending NIH status

This email is used when the Reviewer has an account in pending NIH status. This email should be from the SRA's email address with a subject line of NIH eRA Commons: IAR Reviewer Invitation. The standard footer is not displayed.