IAR Commons Emails

Should emails be modified to reflect new process?

IAR New Reviewer Invitation Email

This email is used when the Reviewer does NOT have an eRA Commons account. The standard eRA 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.

Dear Reviewer:

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

To submit your preliminary written reviews electronically, you will need to log on to the NIH Commons eRA Internet Assisted Review (IAR) website with a user name and password. To establish that user name and password, we have set up a special URL (address on the Internet) that is unique to you. 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. If the url doesn't work, make sure it is complete and hasn't been broken over multiple lines. If the url spans more than one line make sure you are entering all of it in the location window of your browser.) Follow the instructions on the screen to enter information about yourself and select your user name and password. You will also be asked to verify the public information that NIH has on file to ensure your information is both accurate and complete.

After submitting your registration request, you should receive an email within 2 - 3 days indicating that your account is active.

Once your account is active, you may log in to IAR. 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>

IAR Reviewer with Commons Account Invitation Email

This email is used when the Reviewer has an existing eRA Commons account. This email should be from the SRA's email address with a subject line of NIH eRA Commons: IAR Reviewer Invitation.

Dear Reviewer:

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

To submit your preliminary written reviews electronically, you will need to log on to the NIH eRA Commons Internet Assisted Review (IAR) web site with a user name and password. Our records indicate that you have previously established an IAR user account.

Your user name is <Commons username>.

Please open your Web browser and go to the NIH eRA Commons URL <Commons logon url>. (You can copy and paste this address into the "Location" window of your browser, and press *Enter.* If the url doesn't work, make sure it is complete and hasn't been broken over multiple lines. If the url spans more than one line make sure you are entering all of it in the location window of your browser.) Follow the instructions on the screen to log in to Commons. After successfully logging on, click on the IAR menu tab to access IAR.

If you have questions or encounter problems accessing IAR, 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: <sra email address>

IAR Reviewer Account Activation Email

This email is used when the Reviewer's eRA Commons IAR account is activated. The subject line for this email should be NIH eRA Commons: Your reviewer account, <USERNAME>, has been activated.

An NIH eRA Commons account has been created for <USERNAME>. This account gives you access to the NIH eRA Commons, including Internet Assisted Review (IAR). To access the NIH eRA Commons, you must use the password that you submitted when you created this account. Our password policy states that passwords must contain a minimum of six characters. For additional protection, please include a combination of letters and numbers.

Please open your Web browser and go to the NIH eRA Commons URL <Commons logon url>. (You can copy and paste this address into the "Location" window of your browser, and press *Enter*) Follow the instructions on the screen to log in to Commons. After successfully logging on, click on the IAR menu tab to access Internet Assisted Review.

If you have any questions about this email please contact the NIH eRA Help Desk at 1-866-504-9552 (tty: 301-451-5939) or commons@od.nih.gov <mailto:commons@od.nih.gov>.

Please access the NIH Commons at <Commons URL>.