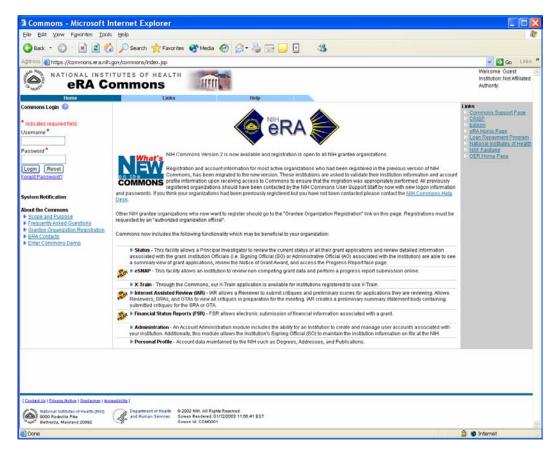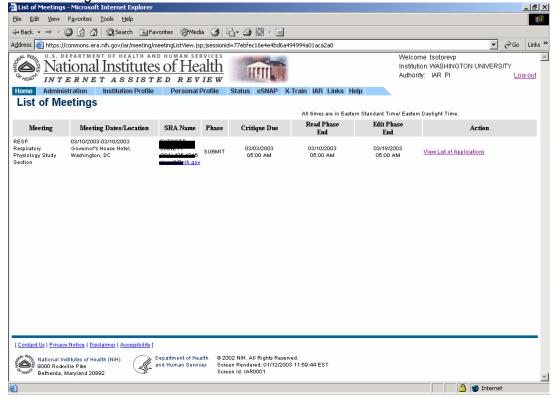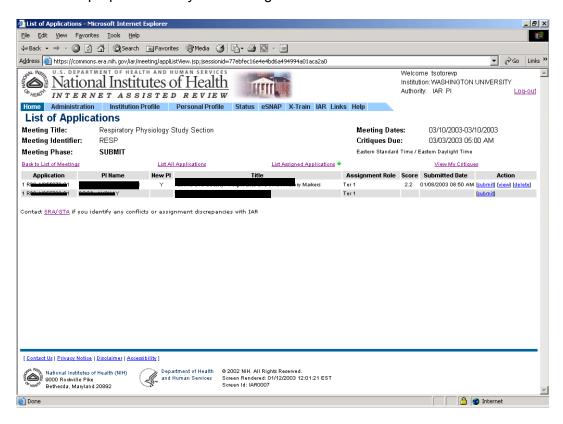# Welcome to Internet Assisted Review (IAR)

An email from your SRA will provide instructions on how to obtain your Username and Password. Once you have these, go to http://commons.era.nih.gov and Log in. If you forget your password, click on Forgot Password under the Login button. If you forget your Username, contact your SRA.
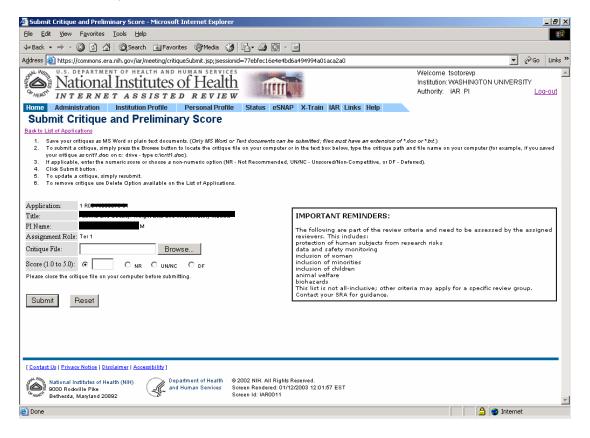

When the screen repaints, click on IAR in the blue menu bar. Your list of meetings will display. Click on View List of Applications for a meeting.
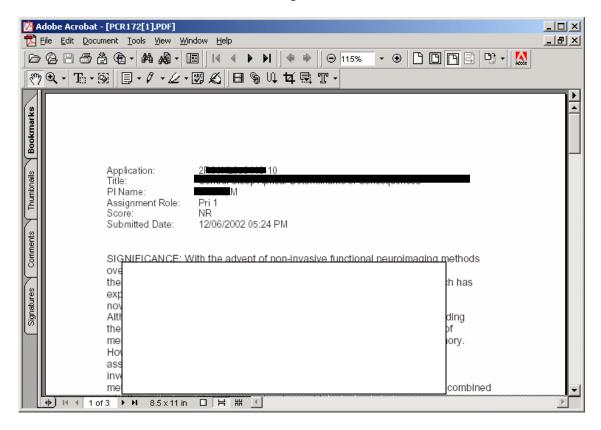
Your assigned applications are listed. Notice the Critique Due date and current Meeting Phase. During the Submit Phase you may only submit (press "Submit") and view (press "View") your critiques and preliminary scores. Click List All Applications to see all applications in your meeting. If you are in Conflict, COI will appear in the Assignment Role column. During the Read Phase, if you have submitted your own, you may read the critiques of others in preparation for your meeting. Click SRA/GTA for contact information.
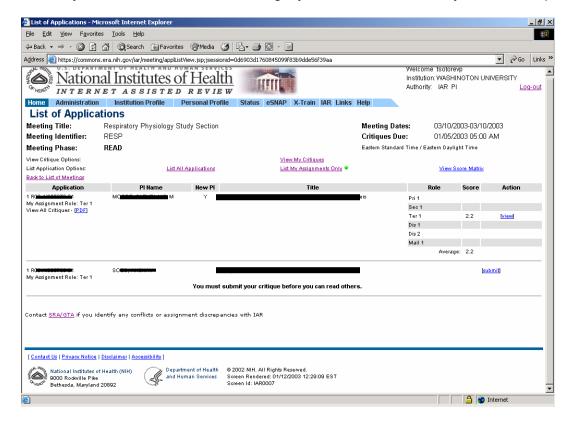

Read the Important Reminders. Critique files are accepted in **ONLY** Word (*.doc) or Text (*.txt) format. Browse your computer to find your file, enter a numeric score or choose NR, UN/NC or DF. Click Submit.

Critique date and time of submission is shown on the List of Applications.
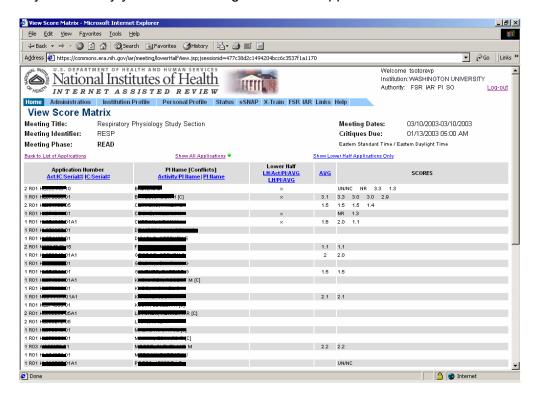Critiques are converted to Adobe PDF format for viewing. Click the View link.

During the Read Phase you will be blocked from reading if you have not submitted your own critique.
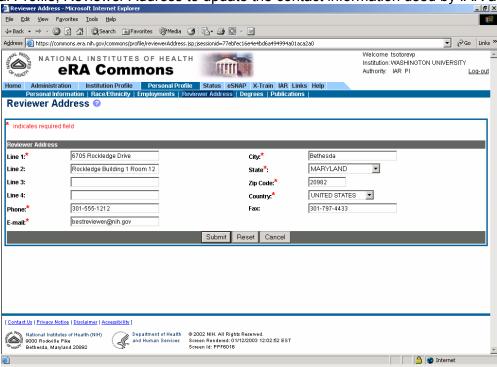
You can view the Score Matrix during the Read Phase.
The Score Matrix may be used by your SRA to designate certain applications as lower half.

In the NIH eRA Commons you can maintain your personal information.
Click Personal Profile, Reviewer Address to update the contact information used by IAR and your SRA.

Assistance

For assistance with IAR contact your SRA or the NIH eRA Helpdesk at commons@od.nih.gov.
Click Contact Us located at the bottom of every screen for additional information.
For the IAR User Guide, click on Help in the blue menu bar and then scroll down to find IAR.
For more information including a detailed tutorial of how to use IAR,
go to Links in the blue menu bar, Commons Support Page and scroll down to IAR.