General Steps for using the Online "E-Review" System

Accessing Online Review
- Once you have logged into the system, an **E-Review** Security screen will appear. Read this page and click **OK.**
- After you have created a new password, your panel assignment will appear. To access the list of applications, click **VIEW**.
- Before you can begin to review any of the applications you must complete a Conflict of Interest Statement. If you have no conflicts of interest with any of the applicants on the list, you may click **Submit Conflict of Interests Statement** (bottom of page) and proceed. If you think that you may have a conflict of interest with an applicant, please contact Alison Freese.
- Now you are ready to begin. You may click **REVIEW** beside any of the applications to begin.

*Note: IMLS staff encourages you to write your comments in a word processing program, such as Word, and then cut and paste your text into the online review system.

- **You must submit comments and a score for each of the Application Review Criteria**, and be sure to click **Save** before you move onto to the next **Review Criteria.**

*Note: The drop-down box above the comment area does not work properly. USE THE LEFT SIDE OF THE SCREEN TO MOVE FROM ONE EVALUATION CRITERION TO ANOTHER, AND TO ACCESS THE APPLICATION OVERVIEW SCREEN.

- Click **Application Overview** to give general comments and suggestions about the application as a whole.
    - *Note: **Funding Priorities** does not apply. You may ignore this or click Yes if it is required to proceed.
- Once you have completed an application review, you must click the **Save & Close** box at the bottom of the screen. This will return you to the **Applications List** and allow you to choose another application to review.

Revisiting Online Review
- With your e-mail address and new password you are able to re-enter the online review system and complete or edit your reviews as often as needed.
- Once logged in, the Security screen will appear again. Click **OK**.
- Once your panel assignment appears, click **VIEW** in order to access the **Applications List** and proceed with the review process.

Completing Online Review
- Once all applications have been reviewed, the **Application Review Status** column should read **COMPLETE** beside each application.
- Please **PRINT** each review for your records.

Upon completion of all reviews, click **I AM READY TO SUBMIT THIS REVIEW TO IMLS** at the bottom of the screen.