
SRA/GTA Quick Tips for Using IAR

1. Construct a Roster in Committee Management and assign Reviewers in Peer Review. It is mandatory that entries in the Reviewer List have a Person ID (check by clicking Detail and looking for an entry in the Person ID field) and that they match the reviewers in the Committee Management roster.
"Placeholder" names cannot be used.
2. If assignments have been made to placeholders, see instruction 6a below.
3. Log into Commons (<http://commons.era.nih.gov>) with your IMPAC II account. Make sure your correct email address and phone number appear on the List of Meetings. If necessary, update this information on your WRK address type in Peer Review, Person Admin, or in Committee Management, Person Search.
4. Click on the View Control Center link for your meeting.
5. Click the "Edit link" to set your Phase Dates and times (Submit and Read are mandatory). You also may set the other available options at this time or later. (You may change Phase dates and these options at any time.)
6. Make sure Reviewers have a "Yes" in the "In Roster" column and have email addresses. They must meet these criteria before being enabled to use IAR. Resolve "In Roster" problems before dealing with missing email addresses:
 - If a Reviewer shows as not on the Roster, the entry in your "Review List" may not have a Person ID. Go to Peer Review, Assign Reviewers screen and Import Rvwrs-Mtg Roster option. Select this Reviewer and click Include Selected Attendees. You should now see 2 of the same or similar names on the Reviewers list. Reassign applications (using Transfer option) from the first Reviewer to the second, who is on the Committee Management Roster.
 - If a Reviewer doesn't have an email address and doesn't have a Commons account, the Control Center will say "SRA Update MLG" for this Reviewer. You will need to add an email address to their profile MLG address type. Click (once) on the Reviewer's name in the Peer Review Assign Reviewers screen and then click Person Admin. In the Person Address section of the Person Administration screen, click on the Edit button next to the MLG Type and enter the email address. If there is no MLG type click anywhere in the address table and then click the green + (plus sign) at the top of the screen. Then click the Edit button for the new blank address and enter MLG as the address type, enter an email address. Save your updates and return to Peer Review.
 - If a Reviewer doesn't have an email address but has a Commons account the Reviewer must update their own email address. Instruct the Reviewer to log into Commons (<http://commons.era.nih.gov>), go to Personal Profile and then Reviewer Address and complete the information. If the Reviewer doesn't have his/her login information for Commons, you can give them their

username (it's visible to you in the Control Center) and instruct them to go to "Forgot Password?" on the Commons home page. They can enter their username and email address to receive a temporary password. If the Reviewer is unable to log in and enter their address contact the eRA Helpdesk and they can assist.

7. Select and Enable Reviewers: You can do these all at once or one at a time. Enabling sends out the email invitation to the Reviewer.
 - If the Reviewer doesn't have a Commons account they will get an email with instructions and a URL to create an account.
 - If the Reviewer already has an account, enabling them sends an email invitation that includes their username and provides instructions for them to log into Commons/IAR.
8. If a Reviewer misplaces this invitation or it is undeliverable because of a bad address, correct the email address and then Disable and then Enable the affected Reviewers to resend the email. **You must Disable before Enabling.**
9. You should enable Reviewers at least 12 days before your Submit Phase end date. The earlier the better. If a Reviewer has to create their Commons account there is a 2–3 day delay before their account becomes activated for use. When NIH Data Quality staff activates the account, the Reviewer will automatically receive an email with instructions to log into Commons.
10. After enabling, confirm in the Control Center that all Reviewers you selected and enabled have a Y in the E (Enable) column.
11. You can monitor in the Control Center whether or not your Reviewers are creating their accounts. As soon as they complete the create account form, their username will appear in the Control Center. In addition to Create Account, the Reviewer needs to complete several additional screens to Verify NIH Support and Committee Service. They will not be able to log in until their account is **Active**. You can monitor the Account Status in the Control Center: Active means Reviewer can log in and submit critiques/scores; **Pending Rvwvr** means Reviewer has not completed the process, account cannot be activated until Reviewer completes all screens in the Create Account/Verify NIH Support; **Pending NIH** means Reviewer has completed process, awaiting NIH account activation (2-3 days).
12. You should send reminders to enabled Reviewers who do not have a username at least 6 days before your Submit Phase End Date. This will allow 3 days to get the account activated and 3 days to submit critiques by the due date. Again, do this sooner if possible.
13. To monitor the submission of critiques go to the List of Applications (accessible from the List of Meetings or Control Center). (You will not have access to the List of Applications until you have set your Phase dates and times.)

Other Tips

- To immediately remove a Reviewer's access from the meeting, you can select and Disable the Reviewer in the Control Center.
- To resend the email invitation, Disable and then Enable the Reviewer.
- The email invitation is unique for each Reviewer; do not forward an email invitation created for one Reviewer to anyone else.
- Critiques must be in Word or Text format. The file must have a doc or text extension, example, critique.doc or critique.txt. Adding the file extension may not be automatic for Macintosh users.
- You (and your Reviewers) must close the critique file on your computer before trying to submit. Otherwise, you'll get an error and the submit will fail.
- Critiques are viewed in Adobe PDF format; you and your Reviewer must have Adobe Reader installed to view critiques.