SRA creates phase dates in the Control Center for each meeting. Before Reviewers can see a meeting in IAR, the phases for the meeting must be set and the Reviewer must have an active account and be enabled for that meeting.

Submit Phase
- The Submit Phase usually ends a few days before the actual meeting.
- Reviewers submit critiques and preliminary scores for their assigned applications.
- Reviewers can only view critiques and scores that they have submitted.
- Reviewers may submit critiques for unassigned applications if permitted by the SRA (Control Center meeting wide option)
- The List of Applications will default to show a Reviewer's assignment list (List Assigned Applications) but Reviewers can see the full meeting list of applications by clicking on the List All Applications link.
- Reviewers who are in conflict with an application may not be able to view the grant application.
- The Critique Due Date (or Submit Phase End Date) determines the end of the Submit Phase.

Read Phase
- Read Phase begins immediately at end of Submit Phase and ends when the SRA designates, usually when the actual meeting is held.
- If a reviewer has not submitted an assigned critique, the SRA may block the Reviewer from reading other critiques on that application until they submit. When blocked, the Reviewer will see an alert on the List of Applications that indicates he/she must submit before reading. As soon as Reviewer submits the late critique, the other critiques will be available.
- Reviewers are permitted to read all critiques and see all preliminary scores (unless blocked or in conflict)
- Reviewers cannot view critiques or scores on applications where they are in conflict.
- Reviewers cannot modify or resubmit critiques or preliminary scores. The only exception is for a blocked Reviewer submitting a late critique.
- Reviewers may view the Score Matrix that indicates streamlined or lower-half applications as designated by the SRA. These lower-half applications may not be discussed at the actual meeting.
- The List of Applications will default to show a Reviewer's assignment list (List My Assignments Only) but Reviewers can see the full meeting list of applications by clicking on the List All Applications link.
- Reviewers have several options for viewing critiques: one at a time through the View action link for each application; View My Critiques link which creates a PDF file of all critiques submitted by Reviewer; View All Critiques for Assigned Applications link which creates a PDF file of all critiques for the Reviewer's assigned applications; and, View All Meeting Critiques sorted by Application or sorted by PI name.

Edit Phase
- This phase is optional at the SRA's discretion and is usually open for a few days to a week after the actual meeting.
- Reviewers may submit updated critiques for their assigned applications and read critiques posted by themselves and others.
- Reviewers can submit critiques for unassigned applications if permitted by the SRA (Control Center meeting wide option)
- Reviewers cannot view critiques or scores on applications where they are in conflict.
- Score submission is not permitted after the actual meeting is held.