

# Working With the Review Critique Templates

- NIH provides review critique templates for reviewers to use in preparing their written comments; they can be downloaded from the [Reviewer Guidelines](#) website or the Internet Assisted Review website
- This document provides general instructions for using critique templates and should be used in tandem with the Guides for Reviewers, specific to award mechanism, that are available on the [Reviewer Guidelines](#) page

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## Software Requirements

- Critique templates contain “form” functionality such as drop-down fields and protected sections
- **Do not** unprotect and re-protect the document (data loss may occur)
- Templates are designed to function best using Microsoft Word, and are compatible with OpenOffice.org (a free open-source office software suite)
  - OpenOffice.org is available at <http://www.openoffice.org>
  - If using OpenOffice, you **MUST** save your critique as a Microsoft Word 97/2000/XP (.doc) file before uploading it into IAR
- Mac users who experience difficulties with templates in Microsoft Word should run automatic updates to ensure use of the latest version of Microsoft Word
- Plain text versions of the templates (with reduced functionality) are available from the SRO upon request

## Tips and Tricks for the Unprotected Sections

- Unprotected Sections are:
  - Overall Impact
  - Scored Review Criteria
- **Do not record scores for overall impact or individual criteria on the templates**
- Enter your comments directly on the template (instead of cutting and pasting) to retain bullets and formatting
- If you must paste text, use paste-special and choose “unformatted text” to retain bullets
- Use a hard return at the end of a bullet to create the next bullet
- The application number and PI name at the top of the critique do not communicate with IAR; these fields are provided to help ensure correct matching of the critiques to the applications

## Tips and Tricks for the Protected Sections

- Protected Sections are:
  - Additional Review Criteria

- Additional Review Considerations
  - Additional Comments to the Applicant
- Protection is necessary to enable functions such as drop-down boxes
- Gray shading indicates the presence of a form field to record your assessment (either as a drop-down selection or a comments field)
- The Microsoft Word spelling and grammar check function is **unavailable** in protected sections
- For Microsoft Word 2003 users, hyperlinks will be **inaccessible** in protected sections; use the hyperlink at the top of the critique template instead

## **Finishing Touches**

- Save the template with a meaningful file name (but do not include any information that could reveal your identity)
- Upload the critique to IAR