

# How to Accept or Decline Applications

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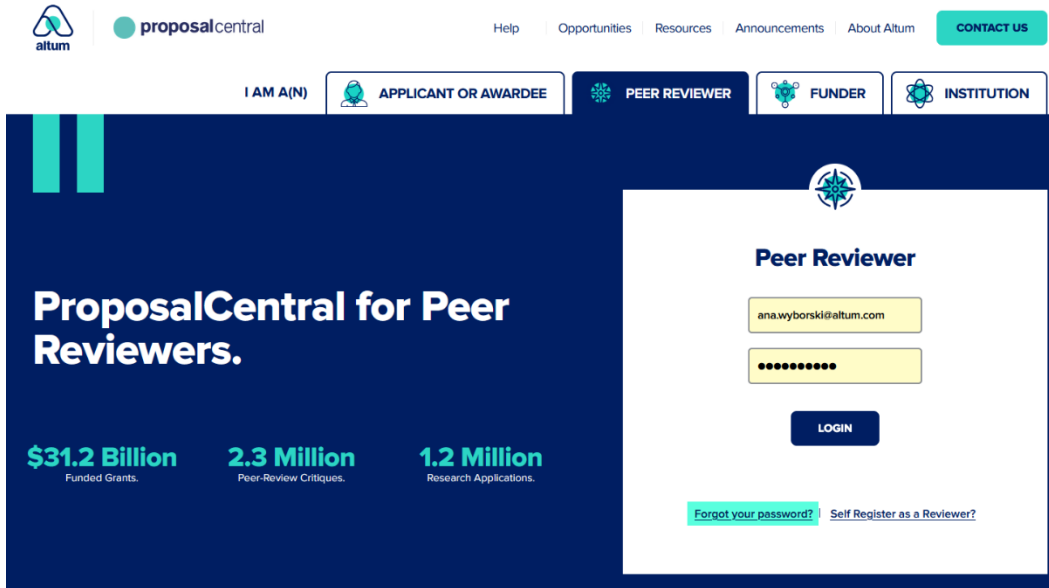
ProposalCentral allows Grant Makers to create customized review processes. One such custom process includes the ability for the Grant Maker to collect assignment preferences from their reviewers. The instructions below refer to this process.

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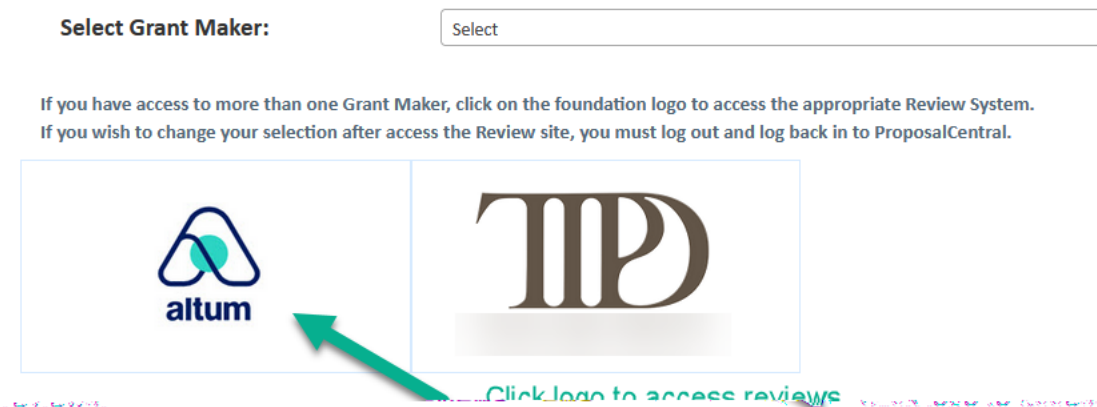
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## How to Access the Review System

To access the Review Module, go to <https://proposalcentral.com/review/Login.asp>. Enter your username/email and your password. If you've forgotten your password, click the **Forgot your password?** link found below the **Login** button. If you click the link, you will be asked to enter your email address and then an email will be sent to you with a link to reset your password.



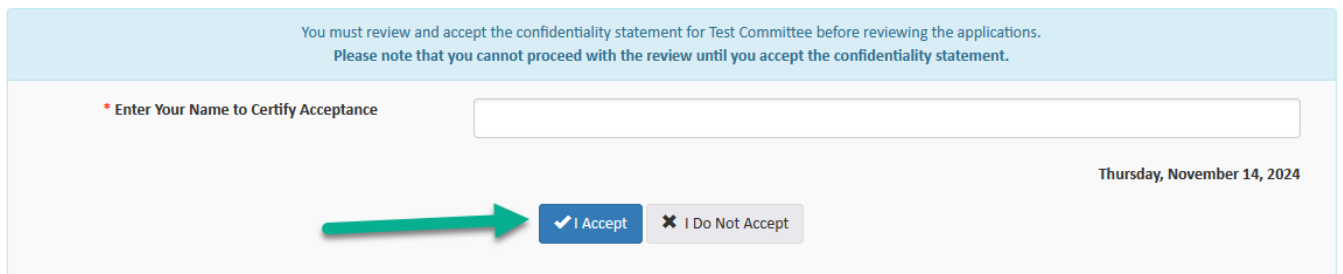
If you are a reviewer for multiple Grant Makers using ProposalCentral you will see a logo for each. Click the logo of the appropriate Grant Maker.



## Confidentiality/Conflict of Interest Statement

Grant Makers may require their reviewers to accept a confidentiality and/or conflict of interest statement prior to accessing their assigned reviews. If you are prompted to do this, you'll see a screen similar to what is shown below. In order to proceed, you will have to click the **I Accept** button.

Additionally, some Grant Makers request an electronic signature. If this is required, you'll see a text box. Enter your name before clicking the **I Accept** button.

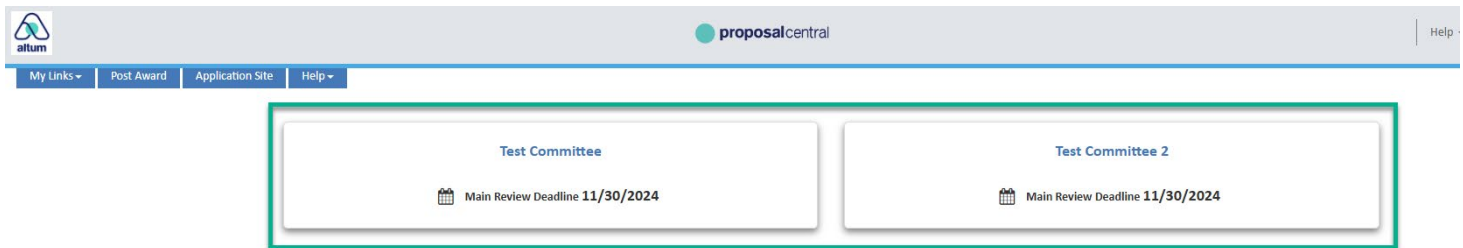


The screenshot shows a light blue header with the text: "You must review and accept the confidentiality statement for Test Committee before reviewing the applications. Please note that you cannot proceed with the review until you accept the confidentiality statement." Below this is a white text box with the label "\* Enter Your Name to Certify Acceptance". To the right of the text box is a date: "Thursday, November 14, 2024". At the bottom, there are two buttons: a blue button with a checkmark and the text "I Accept", and a grey button with an 'X' and the text "I Do Not Accept". A green arrow points to the "I Accept" button.

Below the Confidentiality Statement, you may see some additional information (such as your ORCID ID or demographics) requested by the Grant Maker. If necessary, enter this information prior to clicking **I Accept**.

## Select Committee

If you have access to multiple committees for the Grant Maker, you'll see a box labeled with each committee's name. To select a committee, simply click on the appropriate box.



Once you have selected the committee, you will generally see 4 tabs:



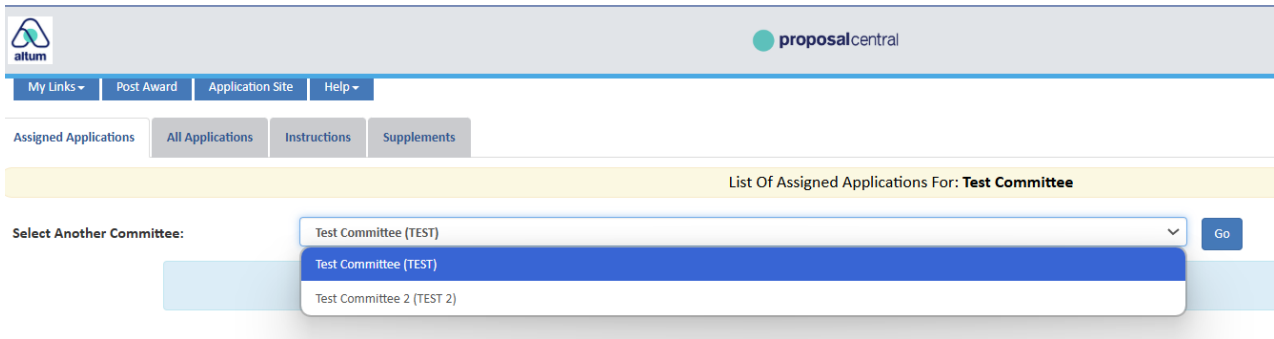
**Assigned Applications:** This is the list of applications assigned to you. Depending on the current stage of the process, it may not be available. If you click on the tab and the Grant Maker has not turned it on, you'll see a message indicating that the view has not been turned on for the committee.

**All Applications:** This is the list of all applications in the committee. Depending on the current stage of the process, it may not be available yet or, at the Grant Maker's discretion, it may never be made available. If you click on the All Applications tab and the Grant Maker has not turned it on, you'll see a message indicating that the view has not been turned on for the committee.

**Instructions:** This will always be available. If the Grant Maker has provided any instructional documentation, you can access it by clicking this tab.

**Supplements:** This will always be available. If the Grant Maker has requested you upload any supplemental documentation, you can do so by clicking this tab.

You can also navigate between committees (if you are assigned to more than one) using the drop-down menu at the top of the page. Select the correct committee from the drop-down menu and then click **Go** which will update the page to reflect your assignments for the selected committee.





The screenshot shows the top navigation bar of the proposalcentral website. On the left is the altum logo, and on the right is the proposalcentral logo. Below the navigation bar are several tabs: My Links, Post Award, Application Site, and Help. Underneath these are four buttons: Assigned Applications, All Applications, Instructions, and Supplements. A yellow banner below the buttons reads "List Of Assigned Applications For: Test Committee". Below the banner is a "Select Another Committee:" label followed by a dropdown menu. The dropdown menu is open, showing three options: "Test Committee (TEST)", "Test Committee (TEST)", and "Test Committee 2 (TEST 2)". To the right of the dropdown menu is a "Go" button.

## Identify Conflicts with Applications

You may need to indicate that you have a conflict of interest with one or more applications. Click the **Abstract** link to view the provided abstract of an application to help determine if a conflict of interest exists. Indicating a conflict will remove your access to the application details and critiques. Click the “Conflict” check box for any application(s) with a conflict. Then click the **Remove Selected Conflicts** button. When the screen refreshes, the conflicting application(s) will be shown at the bottom of the screen.

Select Another Committee:

**Remove Selected Conflicts**  

Download All Attachments for All Applications Show Messages Show Add/Remove Column List

Show  entries

Conflict	Program Abbr	Resubmission	Applicant	Institution	Project Title
<input type="checkbox"/>	SCHOLAR2021		Wyborski, Ana	Altum Inc.	Test Application

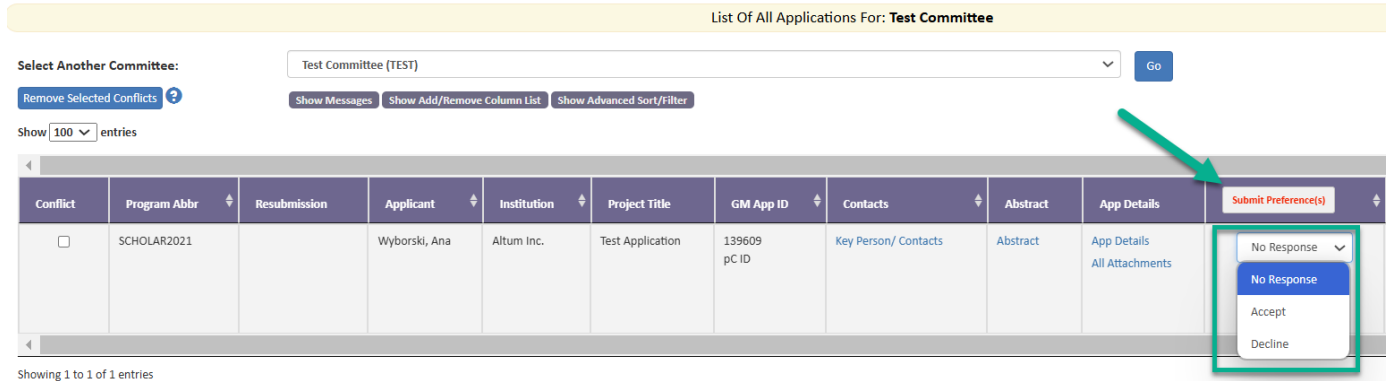
Showing 1 to 1 of 1 entries

Refer to the instructions from the grant maker regarding what constitutes a conflict.

To reset a conflict on an application, contact the Grant Maker directly or email support at [pcsupport@altum.com](mailto:pcsupport@altum.com).

## Select & Submit Accept/Decline Preferences

For each application in the committee, select your review preference from the drop-down menu. Click the **Save Response** button to save your selections. Click the **Abstract** link to view the abstract of the application to help determine if you wish to accept or decline the review. You may also view Key Person/Contacts associated with the proposal by clicking on the **Key Person/Contacts** link.



List Of All Applications For: **Test Committee**

Select Another Committee: Test Committee (TEST)

Show  entries

Conflict	Program Abbr	Resubmission	Applicant	Institution	Project Title	GM App ID	Contacts	Abstract	App Details	Submit Preference(s)
<input type="checkbox"/>	SCHOLAR2021		Wyborski, Ana	Altum Inc.	Test Application	139609 pC ID	<a href="#">Key Person/ Contacts</a>	<a href="#">Abstract</a>	<a href="#">App Details</a> <a href="#">All Attachments</a>	<input type="button" value="No Response"/> <input type="button" value="No Response"/> <input type="button" value="Accept"/> <input type="button" value="Decline"/>

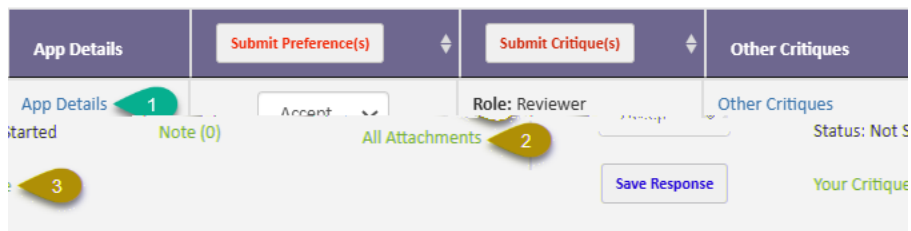
Showing 1 to 1 of 1 entries

After you submit your responses, the screen confirms that your responses have been submitted.

Thank you for submitting your response.

You can return to this page and modify your selections until the deadline established by the organization.

For applications you accept, the full application details become available for you to review and a **Your Critique** link appears so you can enter your critique for each application.



App Details   Other Critiques

App Details  Role: Reviewer

Note (0) All Attachments  Status: Not S

[Your Critique](#)

If you need assistance, contact Customer Service by email at [pcsupport@altum.com](mailto:pcsupport@altum.com) or by phone at 1-800-875-2562.

## Exiting the Review Module

When you have finished selecting your preferences, exit the Review Module by clicking Logout next to your name in the top right corner of the screen.

