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pcsupport@altum.com

How to Access & Discuss Other Critiques

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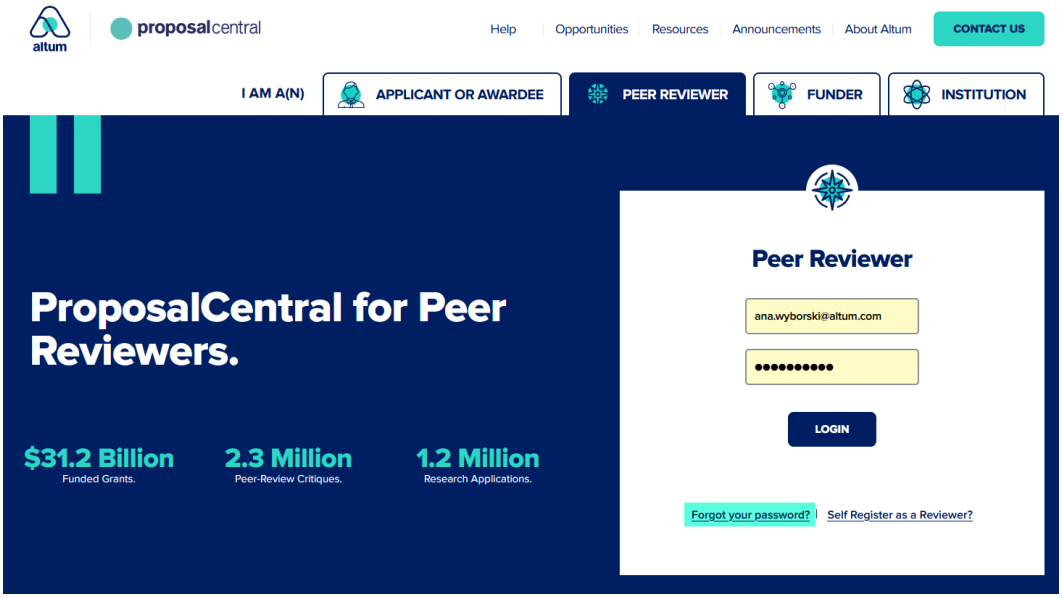
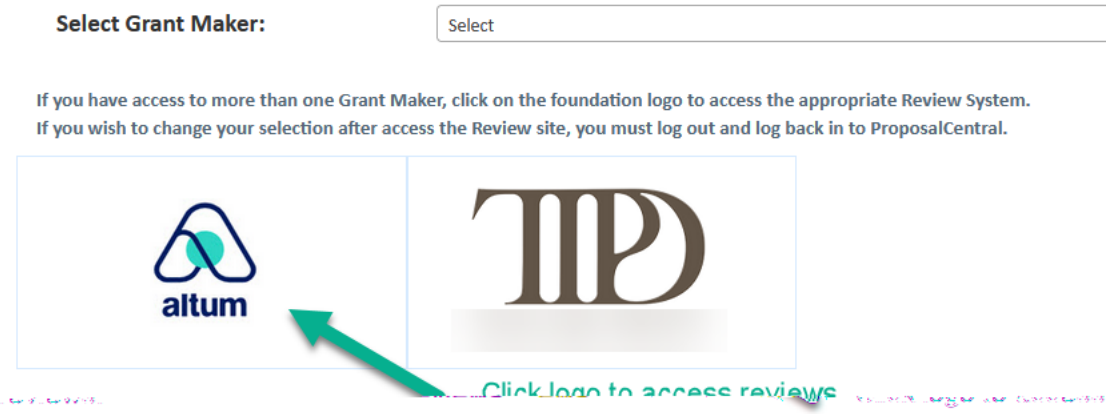
How to Access the Review System

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'll see a logo for each. Click the logo of the Grant Maker for which you are currently completing reviews.



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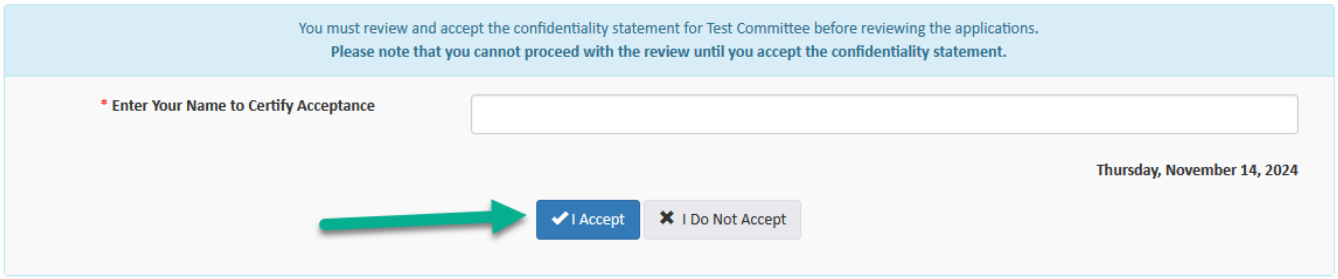
Confidentiality/Conflict of Interest Statement

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.

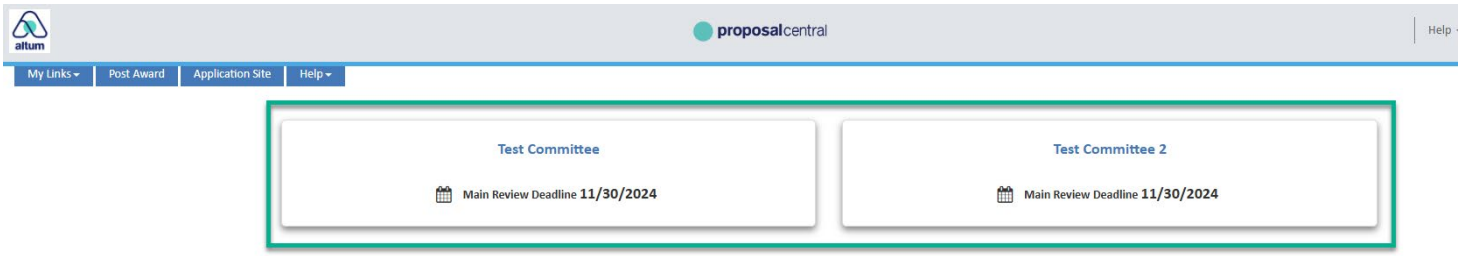
Additionally, some Grant Makers request an electronic signature. If this is required, you'll see a text box. Enter your name before clicking the **I Accept** button.



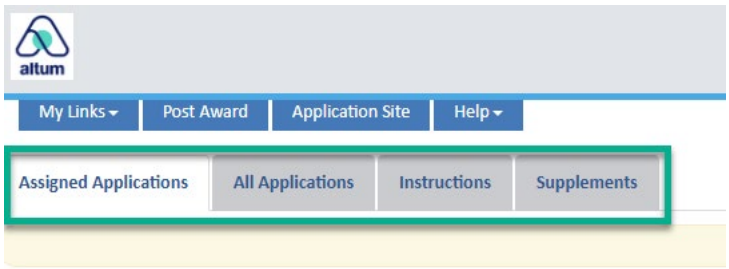
Below the Confidentiality Statement, you may see some additional information (such as your ORCiD ID or demographics) requested by the Grant Maker. If necessary, enter this information prior to clicking **I Accept.**

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:



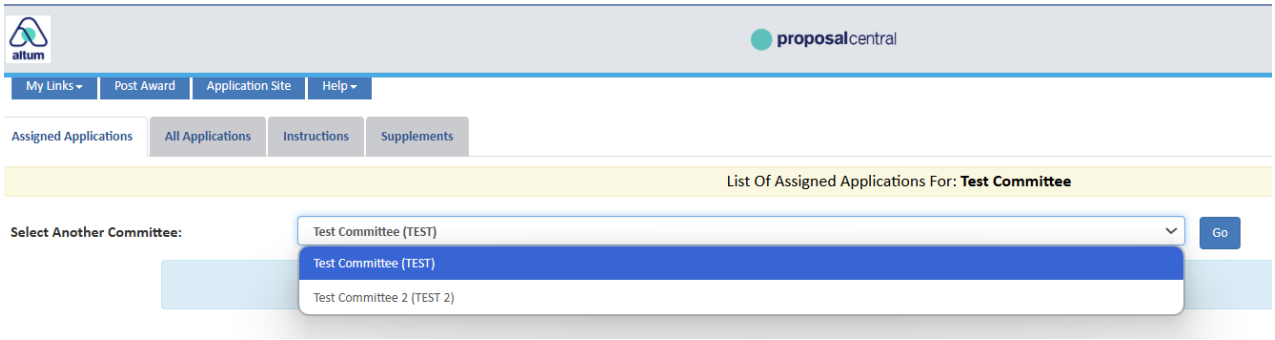
Assigned Applications: This is the list of applications assigned to you. Depending on the current stage of the process, it may not be available. If you click on the tab and the Grant Maker has not turned it on, you'll see a message indicating that the view has not been turned on for the committee.

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.

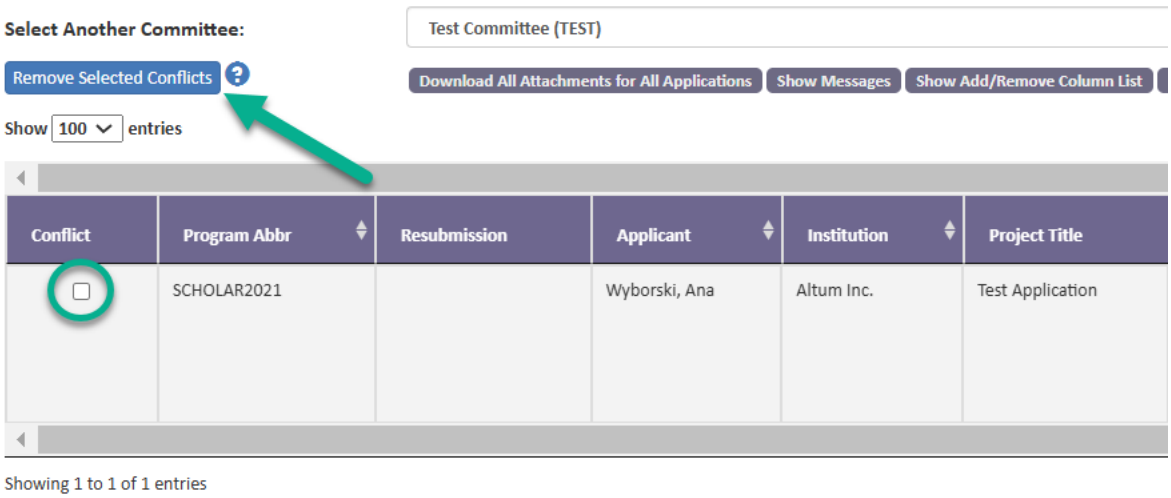
Supplements: This will always be available. If the Grant Maker has requested you upload any supplemental documentation, you can do so by clicking this tab.

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.



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.



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

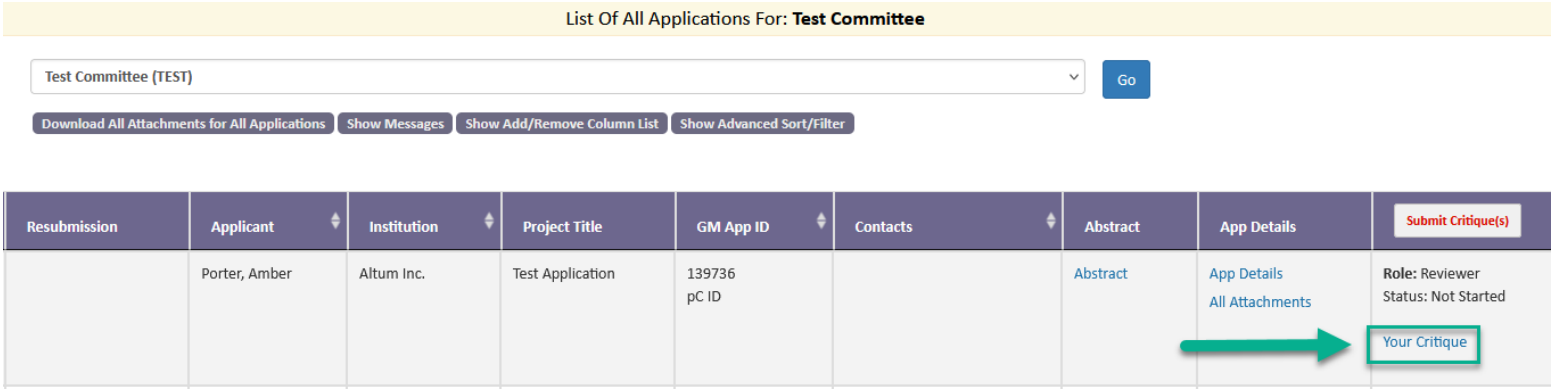
To reset a conflict on an application, contact the Grant Maker directly or email support at pcsupport@altum.com.

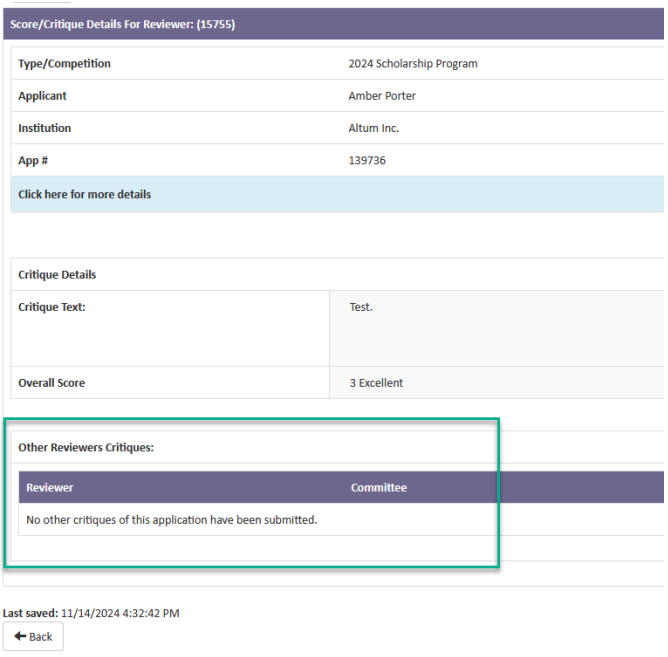
Accessing Co-Reviewers & Other Critiques

Grant Makers determine whether reviewers have access to other critiques in your committee: some Grant Makers allow their reviewers to see their co-reviewer's critiques, while other Grant Makers may allow you to see all critiques in your committee. If allowed to see a co-reviewer's critique**, you will not be able to view it until you have submitted your own critique for the proposal.**

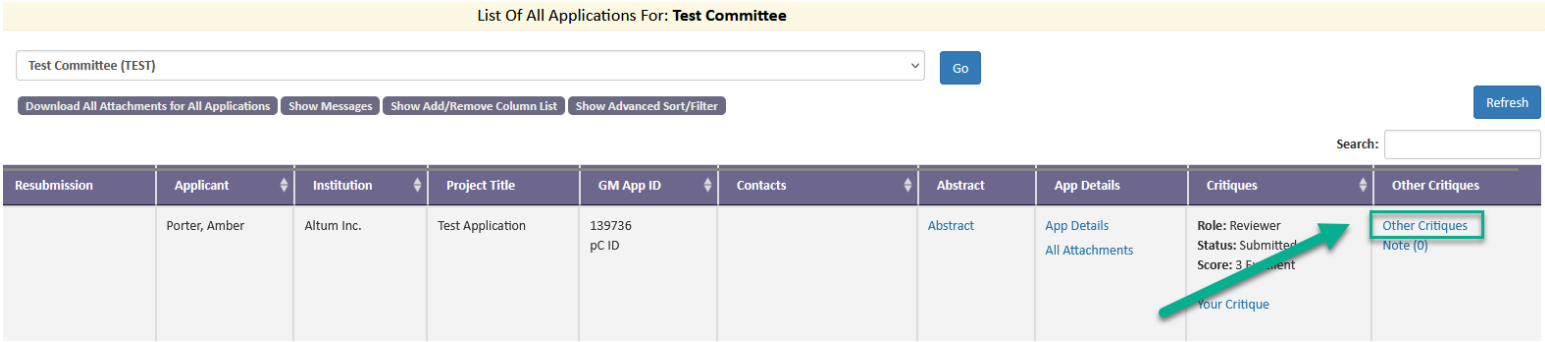
If you have access to co-reviewers' critiques, there are two places where this is visible:

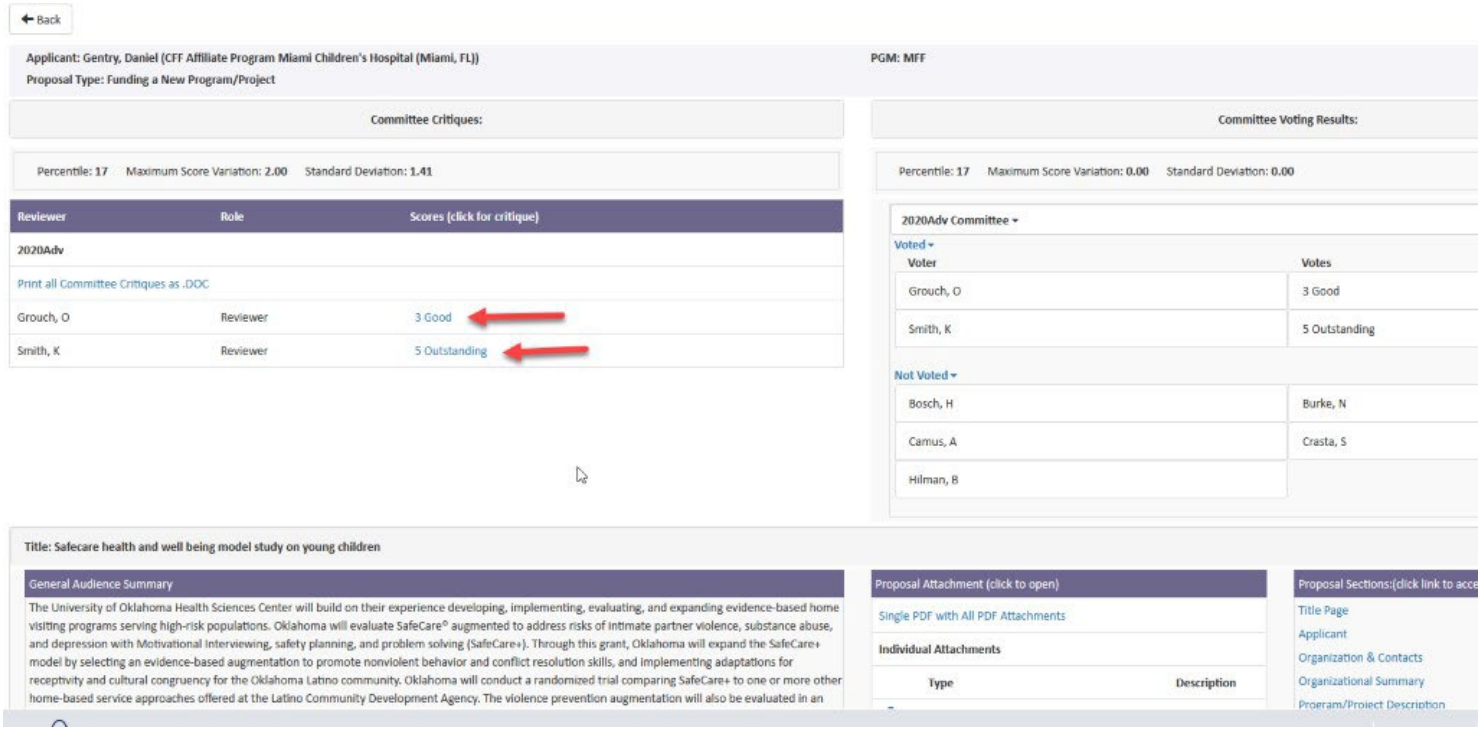
1. Clicking the **Your Critique** link for the application redirects to the page with your critique at the top and your co-reviewers' critiques at the bottom. The Grant Maker may opt to reveal the names of the other reviewers or identify them by roles and ID numbers.



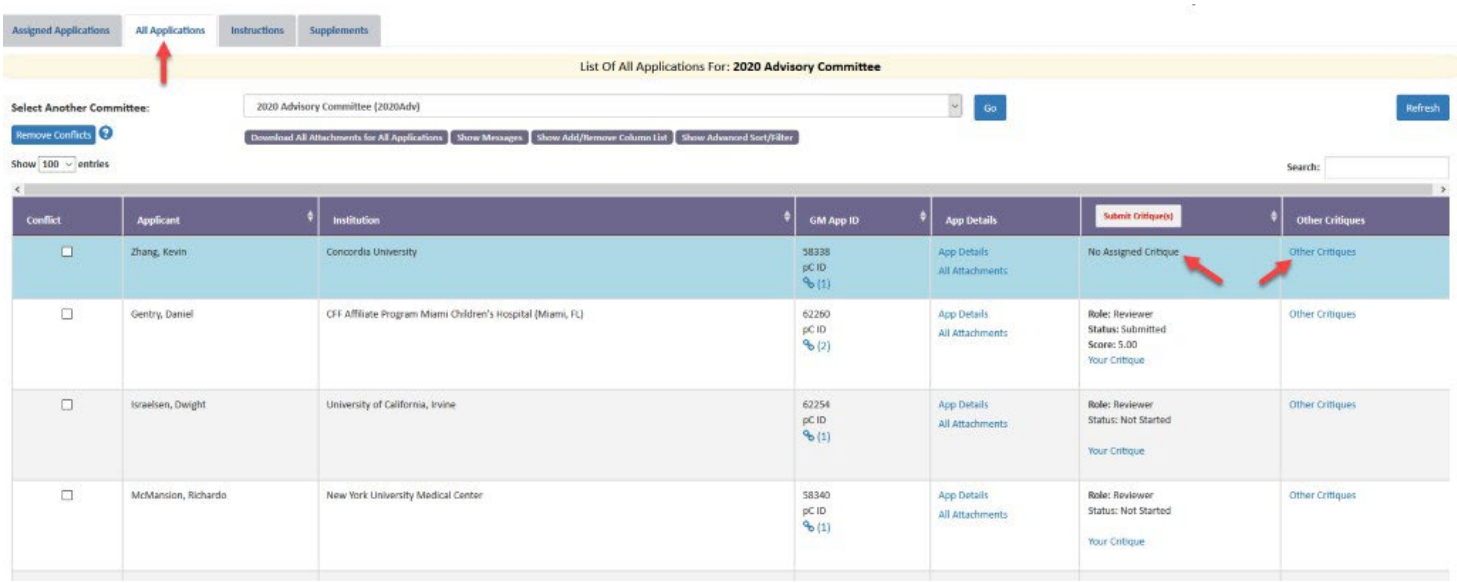


2. Clicking the **Other Critiques** link for the application redirects to a page with all critiques at the top, including yours, threaded discussion in the middle (if used by the Grant Maker), and application information at the bottom. The Grant Maker may opt to reveal the names of the other reviewers or identify them by roles and ID numbers.





If access to the All Applications tab is provided **and** the Grant Maker allows reviewers to access critiques for applications not assigned to them, clicking the **Other Critiques** link for an unassigned application will redirect to the same page referenced in #2 above. As mentioned above, that page provides all critiques at the top, threaded discussion in the middle (if used by the Grant Maker), and application information at the bottom. The Grant Maker may opt to reveal the names of the other reviewers or to identify them by roles and ID numbers.

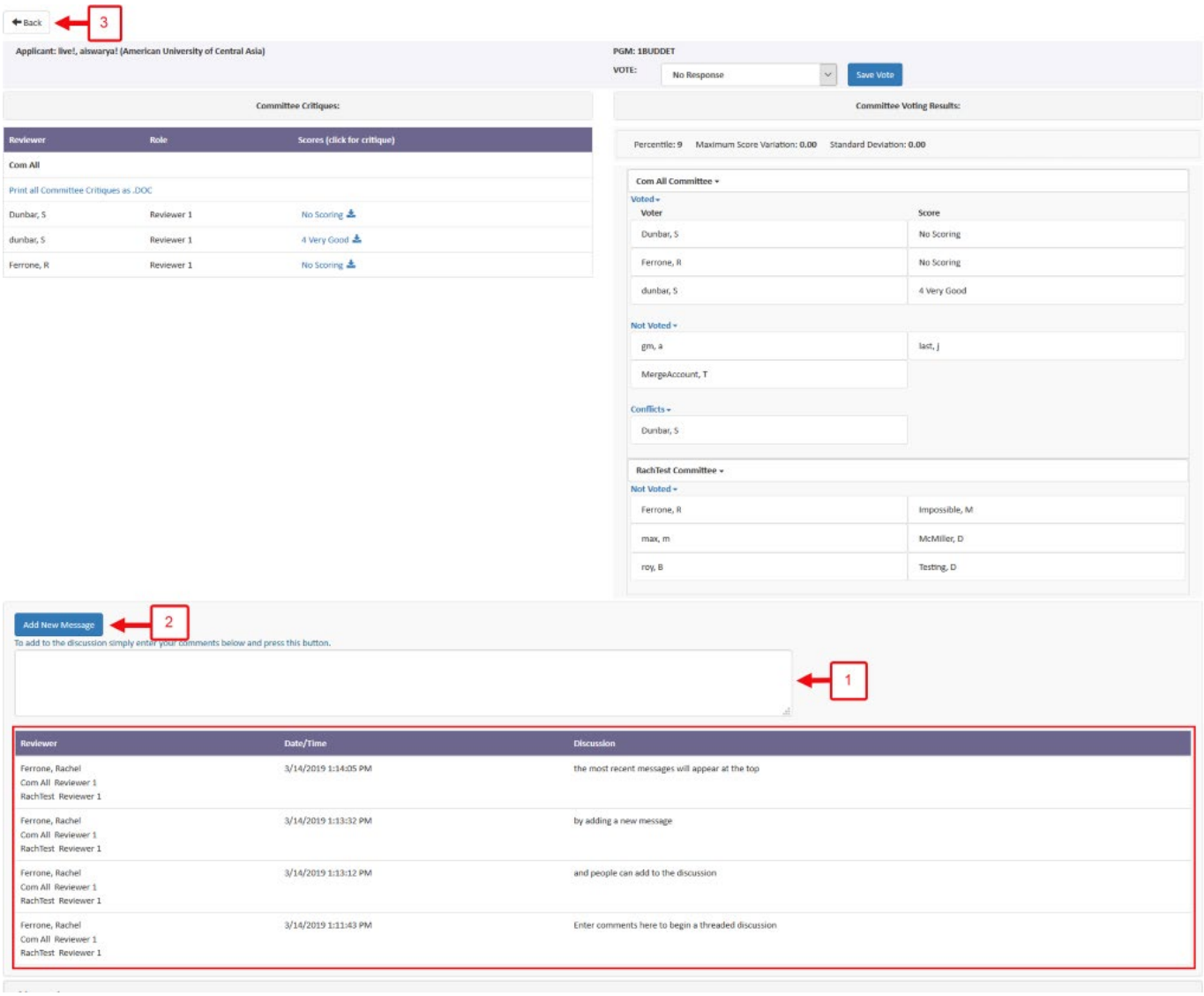


Threaded Discussion

If a Grant Maker has allowed threaded discussion, you can access it by clicking the link in the "Discuss" column. The link appears as "X/Y" where X is the number of reviewers participating in the discussion and Y is the number of comments posted. You can also click **Other Critiques.**

Both links redirect to a page with all critiques at the top, threaded discussion in the middle, and application information at the bottom. The comments are sorted by date with the most recent comment at the top. The Grant Maker may elect to reveal the reviewers' names or only identify them by an ID number and role.

To post a comment, enter text in the box (1) and click the **Add New Message** button (2). When done, click the "Return to - Committee Roster" link (3) in the top right to return to the list of applications.



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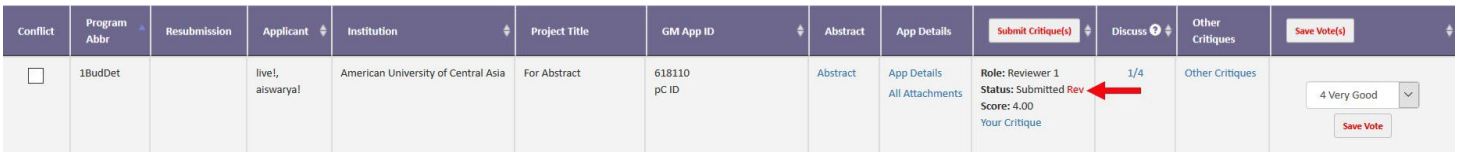
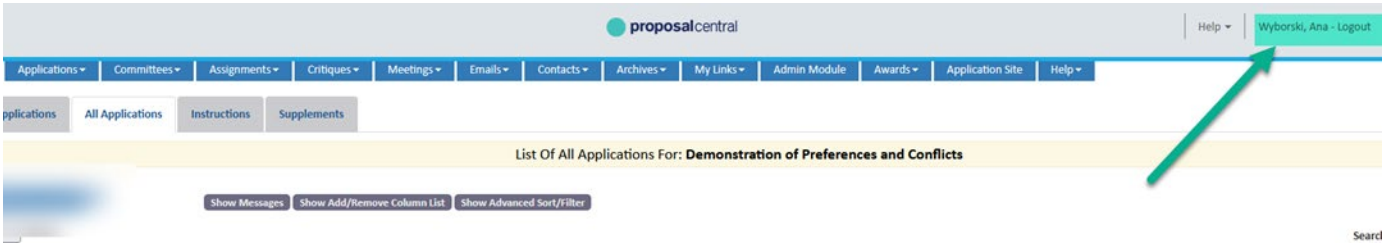
Revising Your Critique

If a Grant Maker has allowed you to see other reviewers' critiques and participate in threaded discussion, they also usually allow you to revise your critique. However, not every Grant Maker allows this.

If the Grant Maker allows revisions, you can revise your critique in the same manner that you entered it originally, i.e. click the **Your Critique** link for the application, edit your critique, and click the **Save** button. However, you do not click a **Submit** button again. The **Submit** button is only for the original submission. After initial submission, the **Save** button is clicked to retain changes and the system notes that it is a revised critique. Critiques that have been revised show "Submitted Rev" as the status



Exiting the Review Module

When you are ready to exit the Review Module, you can do so by clicking **Logout** next to your name in the top right corner of the screen.