

# How to Access & Discuss Other Critiques

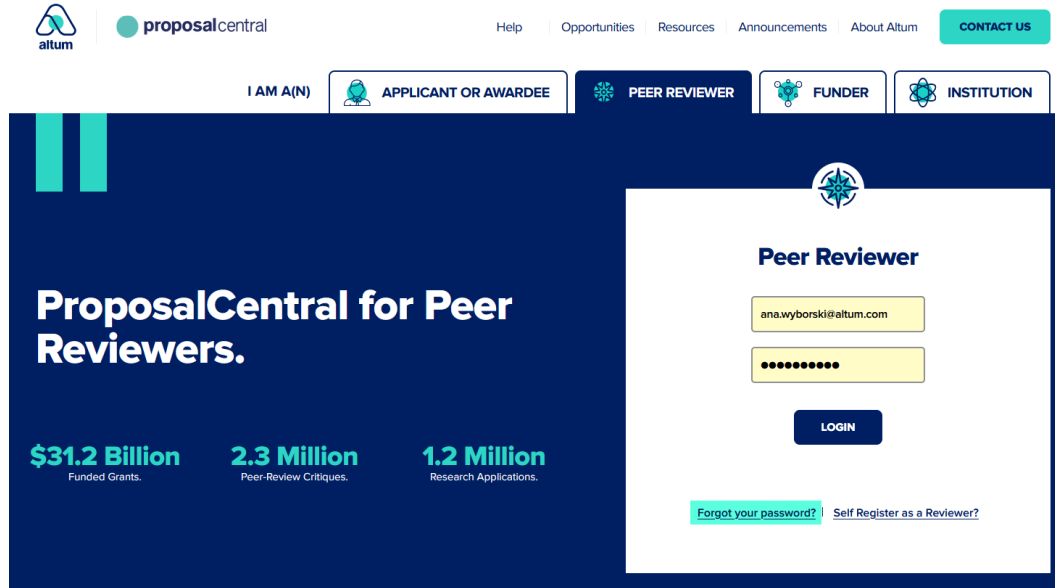
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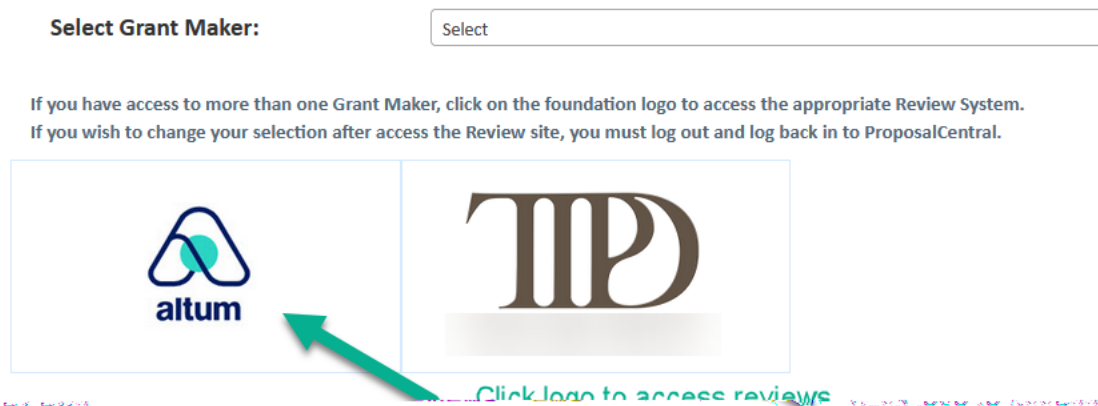
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## How to Access the Review System

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



## 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.

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.

\* Enter Your Name to Certify Acceptance

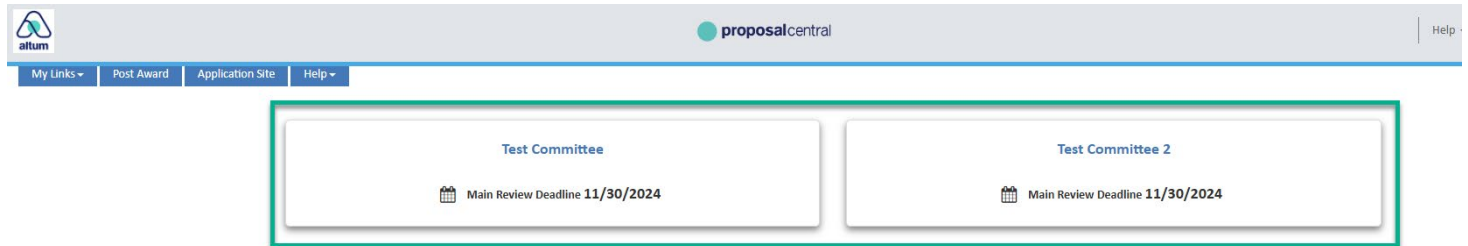
Thursday, November 14, 2024



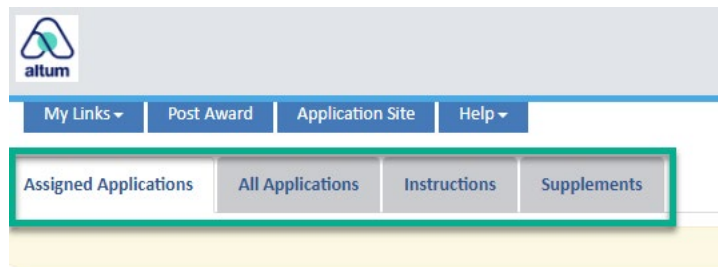
Below the Confidentiality Statement, you may see some additional information (such as your ORCID ID or demographics) requested by the Grant Maker. If necessary, enter this information prior to clicking **I Accept**.

## 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:



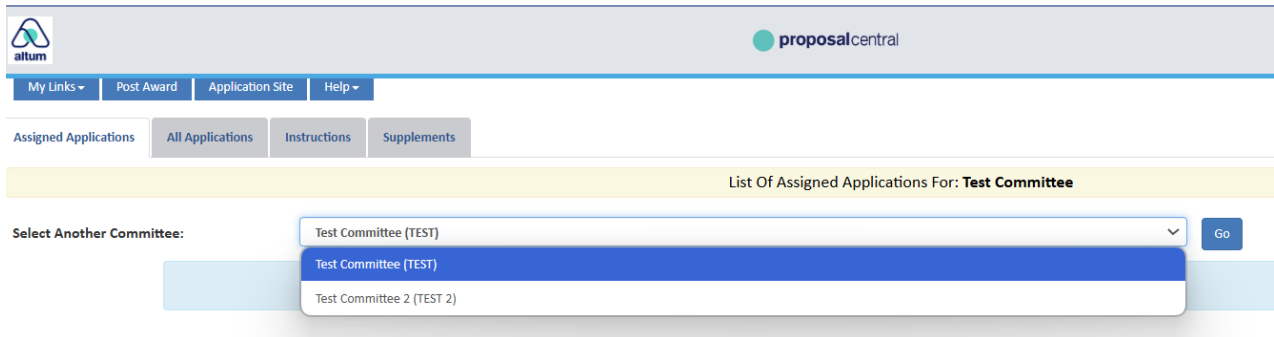
**Assigned Applications:** This is the list of applications assigned to you. Depending on the current stage of the process, it may not be available. If you click on the tab and the Grant Maker has not turned it on, you'll see a message indicating that the view has not been turned on for the committee.

**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 buttons for Assigned Applications, All Applications, Instructions, and Supplements. A yellow banner indicates the current view is for the 'Test Committee'. Below this, there is a section titled 'Select Another Committee:' with a dropdown menu. The dropdown menu is open, showing three options: 'Test Committee (TEST)', 'Test Committee (TEST)', and 'Test Committee 2 (TEST 2)'. A 'Go' button is located to the right of the dropdown menu.

## 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).

## 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.

| List Of All Applications For: <b>Test Committee</b>   |               |             |                  |                 |          |          |  |  |
|---|---------------|-------------|------------------|-----------------|----------|----------|--|--|
| Test Committee (TEST) <span style="float: right;">Go</span>   |               |             |                  |                 |          |          |  |  |
| <a href="#">Download All Attachments for All Applications</a> <a href="#">Show Messages</a> <a href="#">Show Add/Remove Column List</a> <a href="#">Show Advanced Sort/Filter</a> |               |             |                  |                 |          |          |  |  |
| Resubmission  | Applicant     | Institution | Project Title    | GM App ID       | Contacts | Abstract | App Details  | Submit Critique(s)   |
|   | Porter, Amber | Altum Inc.  | Test Application | 139736<br>pC ID |          | Abstract | <a href="#">App Details</a><br><a href="#">All Attachments</a> | Role: Reviewer<br>Status: Not Started<br><br><a href="#">Your Critique</a> |

**Score/Critique Details For Reviewer: (15755)**

|   |                          |
|---|--------------------------|
| Type/Competition                            | 2024 Scholarship Program |
| Applicant                                   | Amber Porter             |
| Institution                                 | Altum Inc.               |
| App #                                       | 139736                   |
| <a href="#">Click here for more details</a> |                          |

**Critique Details**

|                |             |
|----------------|-------------|
| Critique Text: | Test.       |
| Overall Score  | 3 Excellent |

**Other Reviewers Critiques:**

| Reviewer  | Committee |
|---|-----------|
| No other critiques of this application have been submitted. |           |

Last saved: 11/14/2024 4:32:42 PM  
[← Back](#)

- 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.

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

Test Committee (TEST) Go

Download All Attachments for All Applications
Show Messages
Show Add/Remove Column List
Show Advanced Sort/Filter
Refresh

Search:

| Resubmission | Applicant     | Institution | Project Title    | GM App ID       | Contacts | Abstract | App Details                    | Critiques  | Other Critiques                             |
|--------------|---------------|-------------|------------------|-----------------|----------|----------|--------------------------------|--|---|
|              | Porter, Amber | Altum Inc.  | Test Application | 139736<br>pC ID |          | Abstract | App Details<br>All Attachments | Role: Reviewer<br>Status: Submitted<br>Score: 3 Excellent<br>Your Critique | <a href="#">Other Critiques</a><br>Note (0) |

← Back

Applicant: Gentry, Daniel (CFF Affiliate Program Miami Children's Hospital (Miami, FL))  
 Proposal Type: Funding a New Program/Project

Committee Critiques:

Percentile: 17    Maximum Score Variation: 2.00    Standard Deviation: 1.41

| Reviewer                              | Role     | Scores (click for critique) |
|---------------------------------------|----------|-----------------------------|
| 2020Adv                               |          |                             |
| Print all Committee Critiques as .DOC |          |                             |
| Grouch, O                             | Reviewer | 3 Good ←                    |
| Smith, K                              | Reviewer | 5 Outstanding ←             |

Committee Voting Results:

Percentile: 17    Maximum Score Variation: 0.00    Standard Deviation: 0.00

2020Adv Committee ▾

Voted +

| Voter     | Votes         |
|-----------|---------------|
| Grouch, O | 3 Good        |
| Smith, K  | 5 Outstanding |

Not Voted ▾

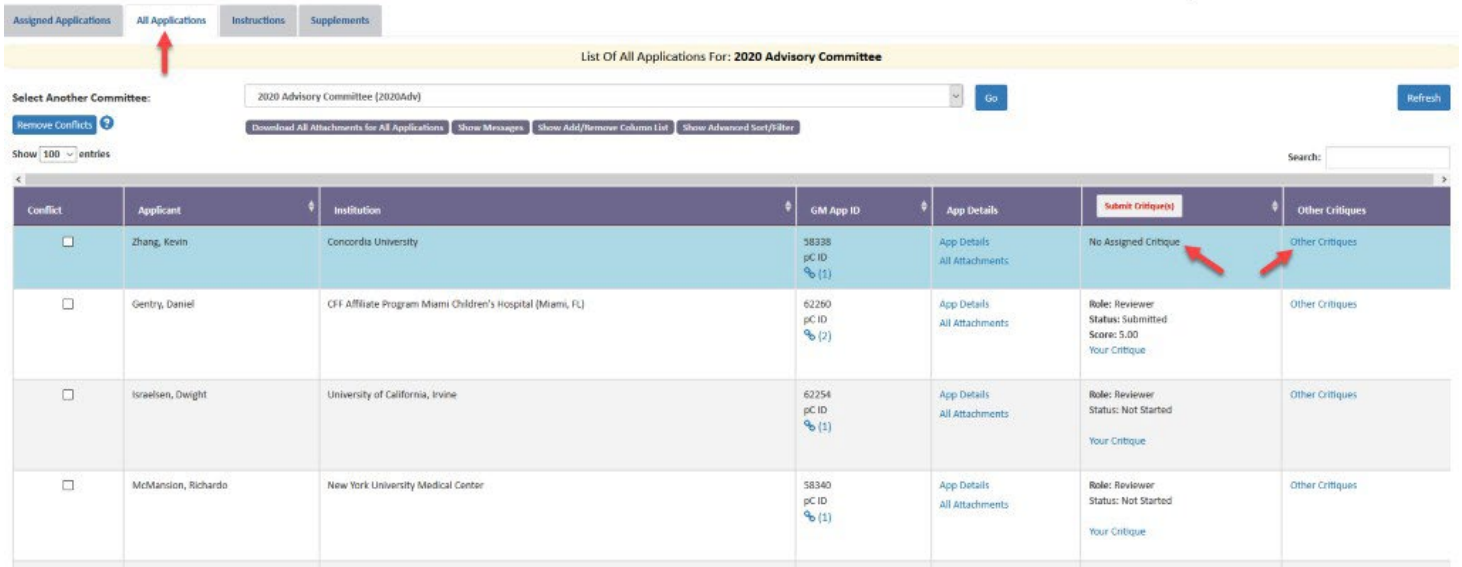
|           |           |
|-----------|-----------|
| Bosch, H  | Burke, N  |
| Camus, A  | Crasta, S |
| Hilman, B |           |

Title: Safecare health and well being model study on young children

| <p>General Audience Summary</p> <p>The University of Oklahoma Health Sciences Center will build on their experience developing, implementing, evaluating, and expanding evidence-based home visiting programs serving high-risk populations. Oklahoma will evaluate SafeCare<sup>®</sup> augmented to address risks of intimate partner violence, substance abuse, and depression with Motivational Interviewing, safety planning, and problem solving (SafeCare+). Through this grant, Oklahoma will expand the SafeCare+ model by selecting an evidence-based augmentation to promote nonviolent behavior and conflict resolution skills, and implementing adaptations for receptivity and cultural congruency for the Oklahoma Latino community. Oklahoma will conduct a randomized trial comparing SafeCare+ to one or more other home-based service approaches offered at the Latino Community Development Agency. The violence prevention augmentation will also be evaluated in an</p> | <p>Proposal Attachment (click to open)</p> <p><a href="#">Single PDF with All PDF Attachments</a></p> <p>Individual Attachments</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> | Type | Description |  |  | <p>Proposal Sections:(click link to access)</p> <ul style="list-style-type: none"> <li><a href="#">Title Page</a></li> <li><a href="#">Applicant</a></li> <li><a href="#">Organization &amp; Contacts</a></li> <li><a href="#">Organizational Summary</a></li> <li><a href="#">Program/Project Description</a></li> </ul> |
|---|--|------|-------------|--|--|---|
| Type  | Description  |      |             |  |  |   |
|   |  |      |             |  |  |   |



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.



The screenshot displays the 'List Of All Applications' for the 2020 Advisory Committee. The interface includes a navigation bar with 'Assigned Applications', 'All Applications', 'Instructions', and 'Supplements'. Below the navigation bar, there is a search bar for 'Select Another Committee' set to '2020 Advisory Committee (2020Adv)'. A table of applications is shown with the following columns: Conflict, Applicant, Institution, GM App ID, App Details, Submit Critique(s), and Other Critiques. The first application is for Zhang, Kevin at Concordia University, with GM App ID 38338. The 'Submit Critique(s)' column shows 'No Assigned Critique' and the 'Other Critiques' column has a link. Red arrows point to these two links. Other applications listed include Gentry, Daniel; Israelsen, Dwight; and McMansion, Richards.

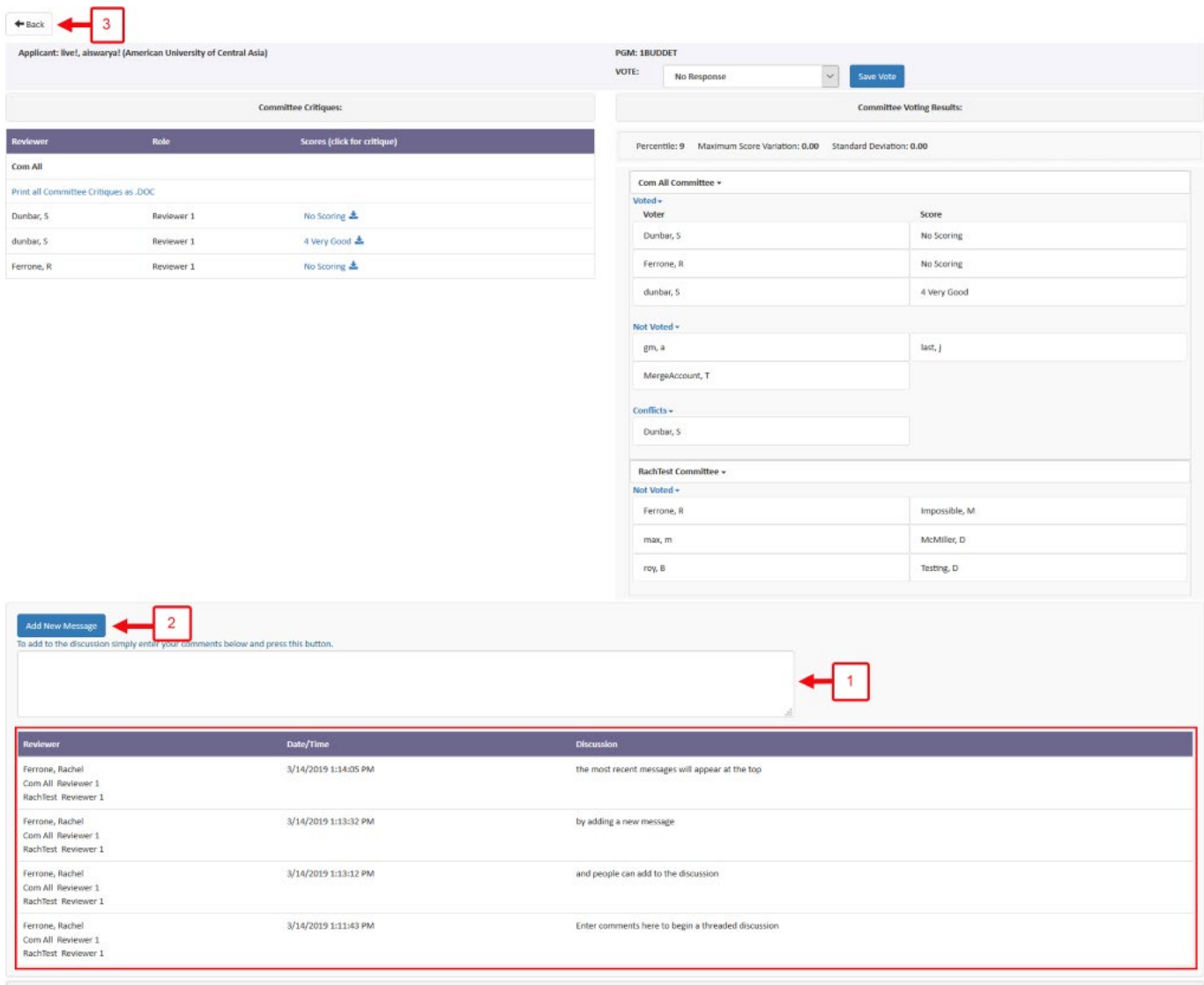
| Conflict                 | Applicant           | Institution   | GM App ID             | App Details                    | Submit Critique(s)  | Other Critiques |
|--------------------------|---------------------|---|-----------------------|--------------------------------|---|-----------------|
| <input type="checkbox"/> | Zhang, Kevin        | Concordia University  | 38338<br>pC ID<br>(1) | App Details<br>All Attachments | No Assigned Critique  | Other Critiques |
| <input type="checkbox"/> | Gentry, Daniel      | CFR Affiliate Program Miami Children's Hospital (Miami, FL) | 62260<br>pC ID<br>(2) | App Details<br>All Attachments | Role: Reviewer<br>Status: Submitted<br>Score: 5.00<br>Your Critique | Other Critiques |
| <input type="checkbox"/> | Israelsen, Dwight   | University of California, Irvine                            | 62254<br>pC ID<br>(1) | App Details<br>All Attachments | Role: Reviewer<br>Status: Not Started<br>Your Critique              | Other Critiques |
| <input type="checkbox"/> | McMansion, Richards | New York University Medical Center                          | 58340<br>pC ID<br>(1) | App Details<br>All Attachments | Role: Reviewer<br>Status: Not Started<br>Your Critique              | Other Critiques |

## 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.



**Applicant:** live!, alswarya! (American University of Central Asia) **PGM:** 1BUDDET

**VOTE:** No Response [Save Vote](#)

**Committee Critiques:**

| Reviewer                              | Role       | Scores (click for critique)   |
|---------------------------------------|------------|-------------------------------|
| Com All                               |            |                               |
| Print all Committee Critiques as .DOC |            |                               |
| Dunbar, S                             | Reviewer 1 | No Scoring <a href="#">👤</a>  |
| dunbar, S                             | Reviewer 1 | 4 Very Good <a href="#">👤</a> |
| Ferrone, R                            | Reviewer 1 | No Scoring <a href="#">👤</a>  |

**Committee Voting Results:**

Percentile: 9 Maximum Score Variation: 0.00 Standard Deviation: 0.00

**Com All Committee**

| Voted - Voter | Score       |
|---------------|-------------|
| Dunbar, S     | No Scoring  |
| Ferrone, R    | No Scoring  |
| dunbar, S     | 4 Very Good |

**Not Voted -**

|                 |         |
|-----------------|---------|
| gm, a           | lact, j |
| MergeAccount, T |         |

**Conflicts -**

|           |  |
|-----------|--|
| Dunbar, S |  |
|-----------|--|

**RachTest Committee**

**Not Voted -**

|            |               |
|------------|---------------|
| Ferrone, R | Impossible, M |
| max, m     | McMiller, D   |
| roy, B     | Testing, D    |

[Add New Message](#) **2**

To add to the discussion simply enter your comments below and press this button.

**1**

| Reviewer   | Date/Time            | Discussion   |
|--|----------------------|--|
| Ferrone, Rachel<br>Com All Reviewer 1<br>RachTest Reviewer 1 | 3/14/2019 1:14:05 PM | the most recent messages will appear at the top    |
| Ferrone, Rachel<br>Com All Reviewer 1<br>RachTest Reviewer 1 | 3/14/2019 1:13:32 PM | by adding a new message                            |
| Ferrone, Rachel<br>Com All Reviewer 1<br>RachTest Reviewer 1 | 3/14/2019 1:13:12 PM | and people can add to the discussion               |
| Ferrone, Rachel<br>Com All Reviewer 1<br>RachTest Reviewer 1 | 3/14/2019 1:11:43 PM | Enter comments here to begin a threaded discussion |

## 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

| Conflict                 | Program Abbr | Resubmission | Applicant           | Institution                         | Project Title | GM App ID       | Abstract | App Details                    | Submit Critique(s)   | Discuss | Other Critiques | Save Vote(s)             |
|--------------------------|--------------|--------------|---------------------|-------------------------------------|---------------|-----------------|----------|--------------------------------|--|---------|-----------------|--------------------------|
| <input type="checkbox"/> | 1BudDet      |              | live!,<br>aiswarya! | American University of Central Asia | For Abstract  | 618110<br>pC ID | Abstract | App Details<br>All Attachments | Role: Reviewer 1<br>Status: Submitted <b>Rev</b><br>Score: 4.00<br>Your Critique | 1/4     | Other Critiques | 4 Very Good<br>Save Vote |

## 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.

