Getting Started as a Reviewer

This tutorial includes (click the section to be directed to the instructions):

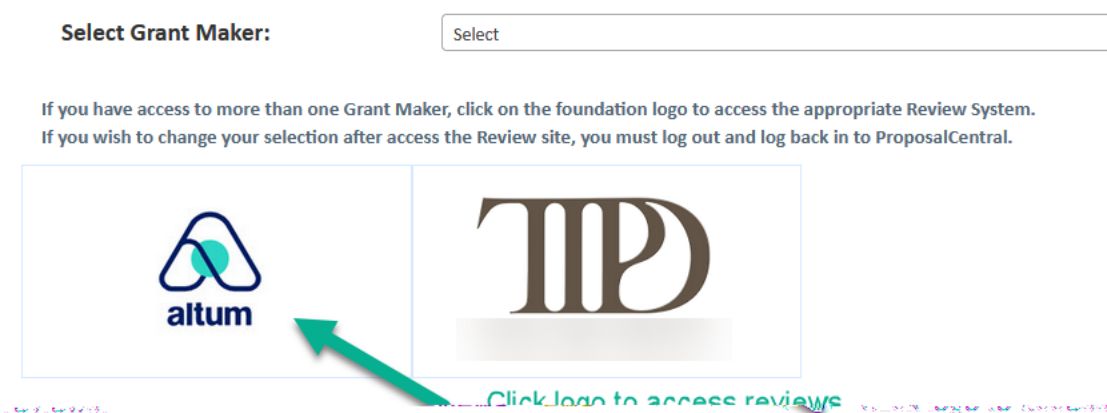**proposal**central

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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.
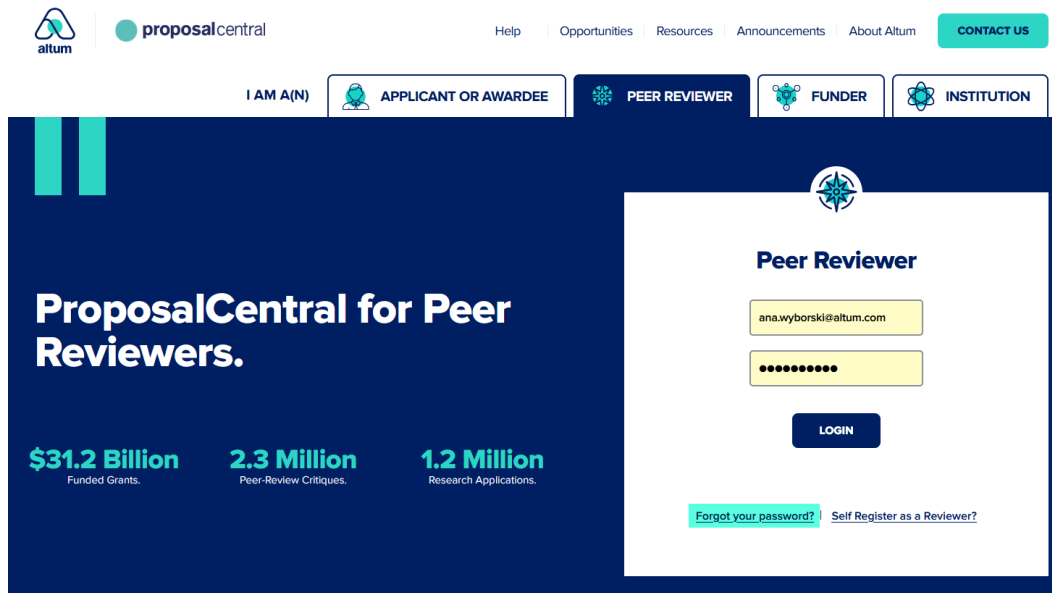
If you are a reviewer for multiple Grant Makers using ProposalCentral, you'll see a logo for each. Click the logo of the Grant Maker for which you are currently completing reviews.

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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.

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

✔ I Accept   ✖ I Do Not Accept

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.**

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Accessing Applications and Assignments

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.
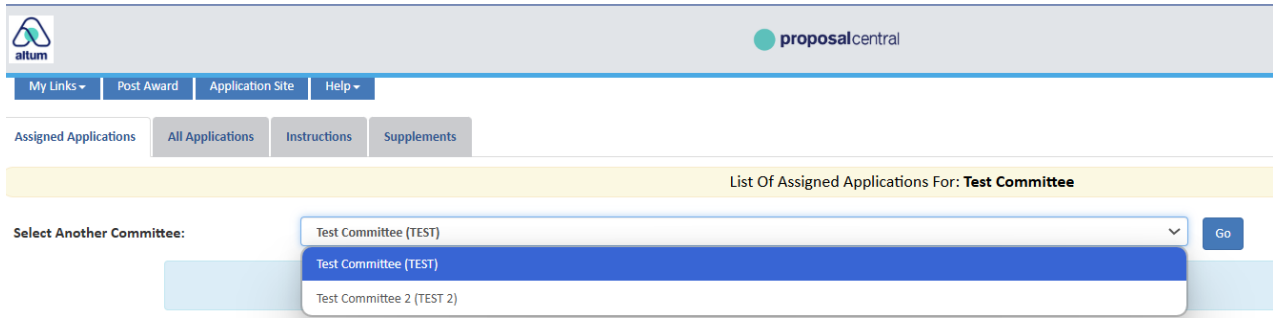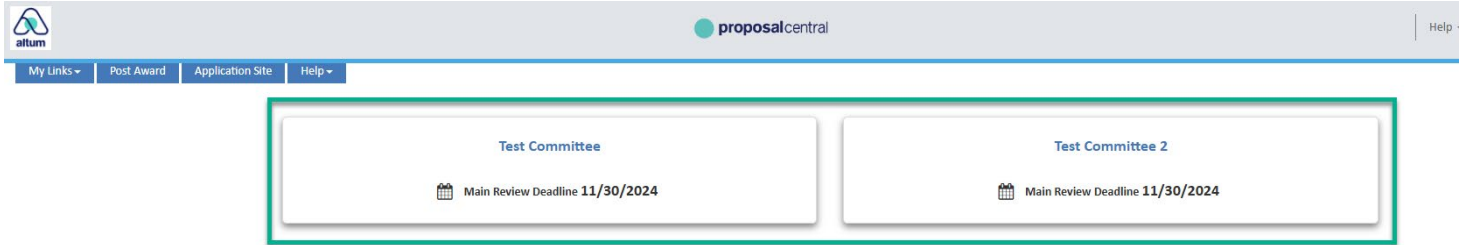

ProposalCentral allows Grant Makers to customize their review processes. Once you have selected the committee, you will generally see 4 tabs:

- **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.
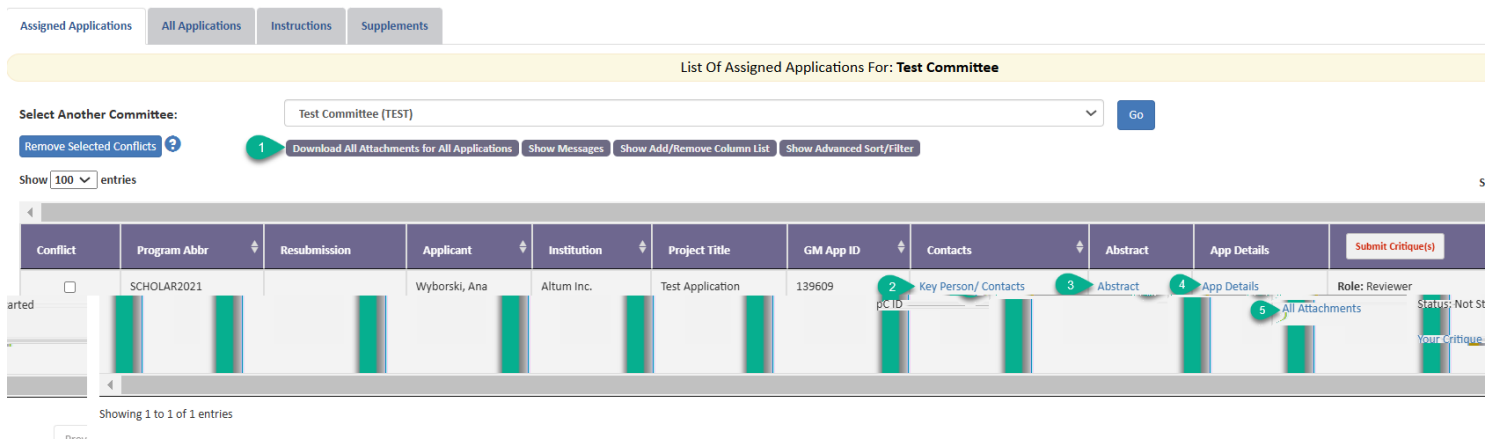
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| My Links ▾ | Post Award | Application Site | Help ▾ |

| Assigned Applications | All Applications | Instructions | Supplements |

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

Select Another Committee: Test Committee (TEST)   [Go]

Test Committee (TEST)

Test Committee 2 (TEST 2)

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Application Materials

Within both the "Assigned Applications" and "All Applications" tabs, there are several links available to help you access the application materials. Depending on the type of committee that Grant Maker is using, some of these links may not be currently available, but may become available later.

1. Above the table, there is a **Download All Attachments for All Applications** link. Clicking this link will download all Word and PDF files for all applications shown in the table. Each application will have a single PDF file that will include the application itself and all attachments. All files will be compiled in a single zip file.

2. The **Key Person/Contacts** link will open a page with all institution officials and key personnel listed in the application.

3. The **Abstract** link will open a page showing all the information collected in the application on the abstract page. The information collected varies depending on the Grant Maker's requirements, but this typically includes, at a minimum, a technical abstract.

4. The **App Details** link will open the entire application the applicant submitted in a new browser tab. You can review all sections of the application via this web page.

5. The **All Attachments** link will provide a PDF for the individual application, including uploaded attachments.

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Marking a Conflict

If necessary, you can mark an application as a conflict within both the "Assigned Applications" and "All Applications" tabs. To do this, check the box in the "Conflict" column for the application and click the **Remove Conflicts** button.

Conflict	Program Abbr	Resubmission	Applicant	Institution	Project Title
☐	SCHOLAR2021		Wyborski, Ana	Altum Inc.	Test Application

Showing 1 to 1 of 1 entries

REMINDER: Refer to the instructions from the Grant Maker regarding what constitutes a conflict.

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Customizing the Table of Applications

On both the "Assigned Applications" and "All Applications" tabs, you can customize your view of the list of applications.

See Deadline

To see the deadlines for the committee, click the **Show Messages** link above the table.

List Of Assigned 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

This will display any notes from the Grant Maker, specifically the deadline for the review period.

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

Test Committee (TEST)	Go
Download All Attachments for All Applications	Hide Messages	Show Add/Remove Column List	Show Advanced Sort/Filter

Messages
The Main Review period is from: 11/6/2024 6:00:00 AM to 11/30/2024 11:59:00 PM

To return to the original view, click the **Hide Messages** link above the table.

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

Test Committee (TEST)	Go
Download All Attachments for All Applications	Hide Messages	Show Add/Remove Column List	Show Advanced Sort/Filter

Messages
The Main Review period is from: 11/6/2024 6:00:00 AM to 11/30/2024 11:59:00 PM

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Add Columns of Data

If there is other information you want to include in the table of applications, click the **Show Add/Remove Column List** link above the table.

Clicking this link will open a table that lists all possible columns for you to include. The columns shown in black are already included in the table. To add a column that is shown in blue, click the name/label. When you're done, click the **Hide Add/Remove Column List** link above the table.

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Sort and Filter Applications

To do a simple sort (e.g. sort by a single value), click the link in the column header for the column you wish to sort the table by. Not every column can be sorted, but those that are available for sorting will show with a pair of grey arrows next to their name.

Applicant	Institution	Project Title	GM App ID	Contacts	Abstract	App Details
Wyborski, Ana	Altum Inc.	Test Application	139609 pC ID	Key Person/ Contacts	Abstract	App Details All Attachments

To do an advanced sort (e.g. sort by multiple values) or filter the list of applications showing, click the **Show Advanced Sort/Filter** link above the table.

List Of Assigned 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

This link opens a table that allows you to choose sort and filter options. Each drop-down menu contains all the possible columns available for sorting. The first drop-down menu on the left will be the primary sort (e.g. Program Abbr), the next column will be the secondary sort (e.g. Sub Program), the next column will be the tertiary sort (e.g. Applicant), and so on. The second row includes the ability to filter the list of applications by program, prior committee (if applicable), and/or applicant.

| Assigned Applications | All Applications | Instructions | Supplements |

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

Select Another Committee: Test Committee (TEST) ⌄   Go

Advanced Sort/Filter

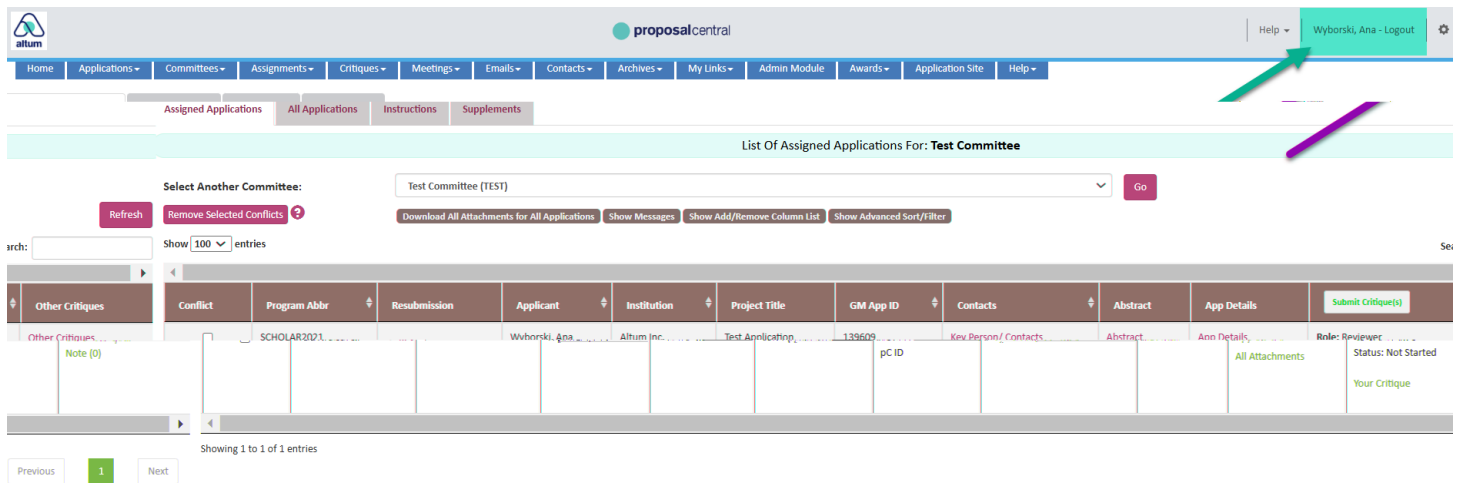| Sort:	Not Selected ⌄	Not Selected ⌄	Not Selected ⌄	Not Selected ⌄	Not Selected ⌄
Filter:	Grant Program	Prior Committee	Applicant	Done	
	All Programs ⌄	All ⌄		All ⌄	

Implement Sort/Filter

Remove Selected Conflicts (?)   Download All Attachments for All Applications | Show Messages | Show Add/Remove Column List | Hide Advanced Sort/Filter

You can sort the table without filtering, filter the table without sorting, or filter and sort the table. After making your desired customizations, click the **Implement Sort/Filter** button. When you're done, click the click the **Hide Advanced Sort/Filter** link above the table.

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Exiting the Review Module

When you're ready to leave the Review Module, you can click the **Logout** link found next to your name in the upper right corner of the screen.