Reviewing Assigned Applications and Submitting your Critiques

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How To Access the Review Module

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.
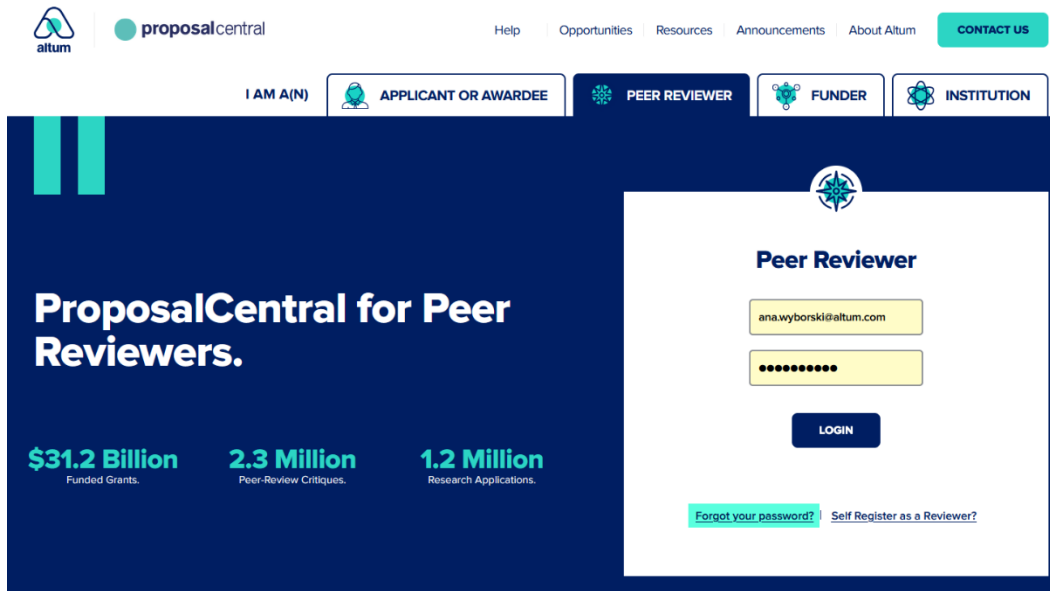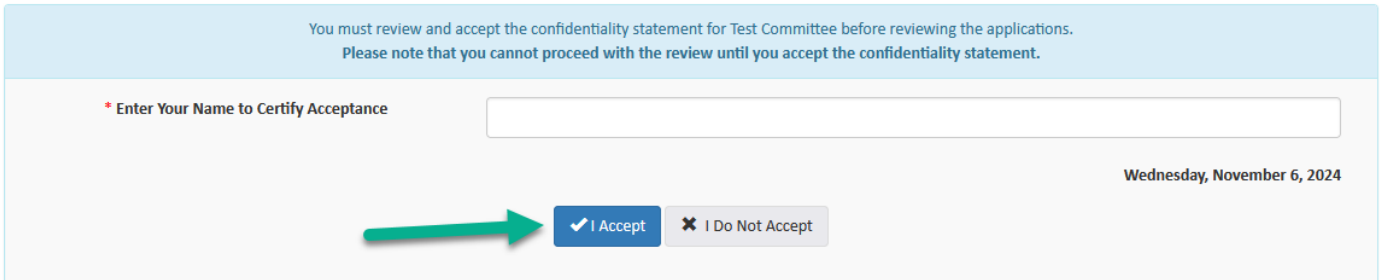

If you are a reviewer for multiple Grant Makers using ProposalCentral, you'll see a logo for each. Click the logo of the Grant Maker for which you are currently completing reviews.
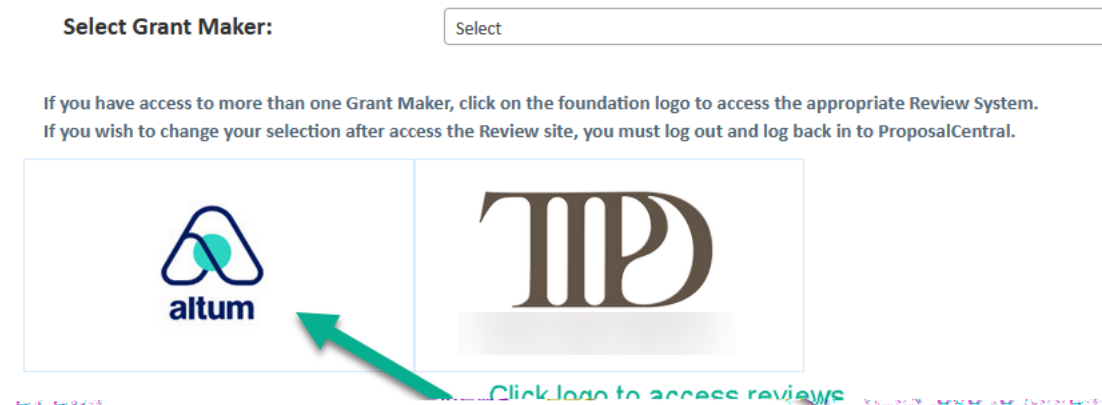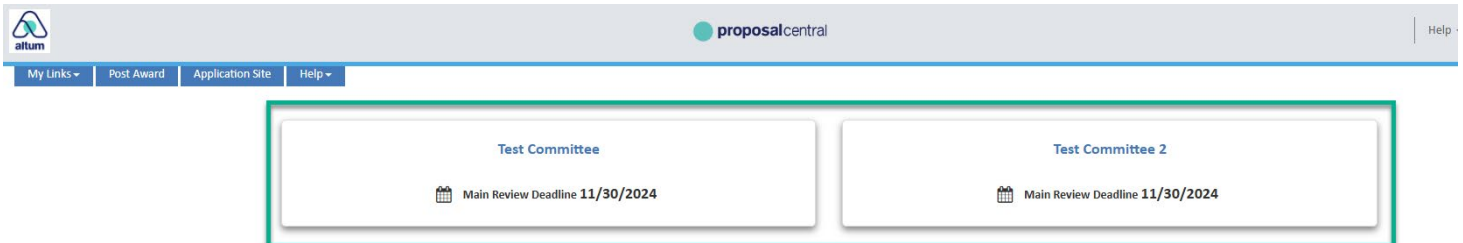
Confidentiality/Conflict of Interest Statement

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

Wednesday, November 6, 2024

✔ I Accept   ✖ I Do Not Accept

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.

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My Links ▾ | Post Award | Application Site | Help ▾

Test Committee
📅 Main Review Deadline **11/30/2024**

Test Committee 2
📅 Main Review Deadline **11/30/2024**

Note: Not all committees will require a confidentiality statement, and you can log in and access your assignments without this step.

Working with Tabbed Views

The views in the review system are divided into tabs for easy navigation.

Assigned Applications	All Applications	Instructions	Supplements

The **"Assigned Applications"** tab is the default view. This contains the applications assigned to you. Once you have successfully logged in, you are presented with a list of applications. The view of applications can change depending on how the Grant Maker has configured their review system in ProposalCentral.

Click the next tab to view **"All Applications"** in the Committee. This needs to be enabled by the Grant Maker as a part of their specific review process.

Click the **"Instructions"** tab to access the instructions and templates provided by the Grant Maker that will assist you throughout the review process. Click on the "Download" icon to save any file locally.

Click the **"Supplements"** tab to enter or upload supplemental information for your review committee. This needs to be enabled by the Grant Maker as part of their specific review process.

When you click on a tab it is highlighted in white so you can easily identify which tab is being used.

Identify Conflicts with Applications

You can 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 Conflicts** button. When the screen refreshes, the conflicting application(s) will be shown at the bottom of the screen.
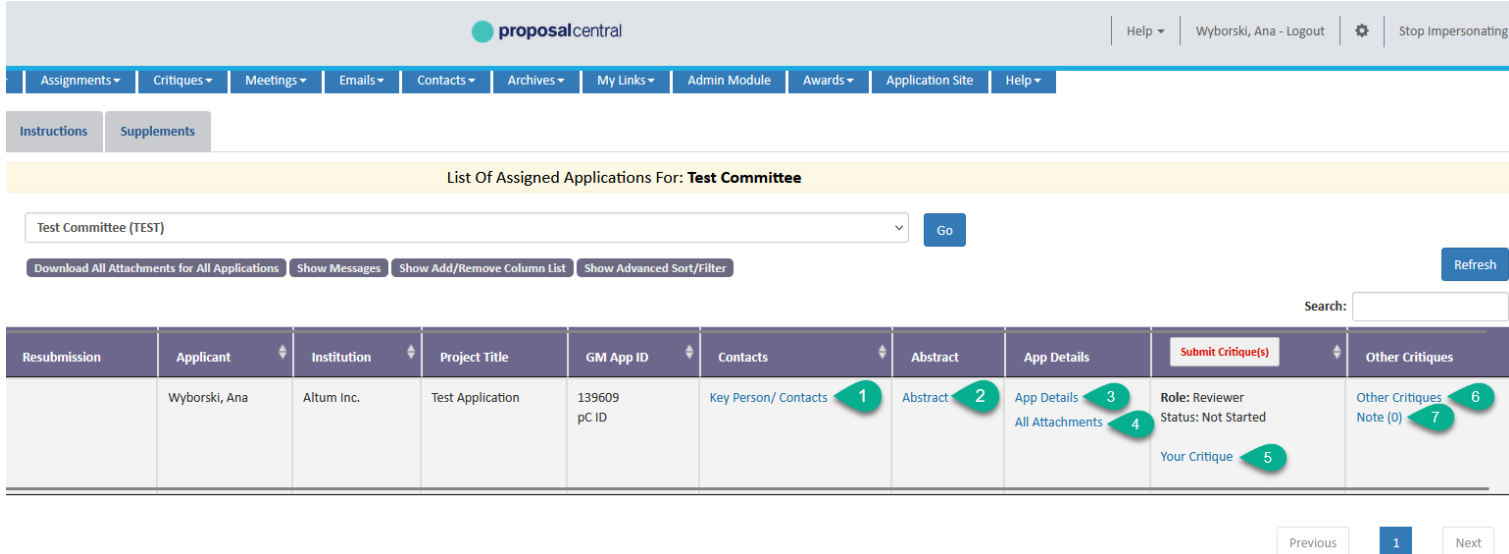
To reset a conflict on an application, contact the Grant Maker directly or email support at pcsupport@altum.com.

Reviewer Views

When you log in, the **"Assigned Applications"** tab is displayed by default.

There are several links available to you on this page:

1. **Key Person/Contacts**
   a. Clicking this will show you the key personnel and contact details from the application.
2. **Abstract**
   a. Clicking this will show you the abstract of the application, if one was collected.
3. **App Details**
   a. Clicking this will open the full proposal in a new browser tab. You can navigate through the pages of the proposal using the menu on the left-hand side.
4. **All Attachments**
   a. Clicking this will download a full print PDF of the application, including the uploaded attachments which will be appended to the end of the application.
5. **Your Critique**
   a. Clicking this will take you to the webpage where you will complete your critique.
6. **Other Critiques**
   a. Clicking this will show you other reviewer's critiques if the Grant Maker allows it.
7. **Note**
   a. Clicking this will take you to a page where you can leave a note about the application outside of your formal critique.

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CUSTOMER SUPPORT:
800-875-2562 (Toll-free U.S. & Canada)
+1-703-964-5840 (Direct Dial International)
pcsupport@altum.com

Completing Your Critique

Once you have finished reviewing the application, the next step is to enter your critique. Click the "Your Critique" link to open the critique page for a specific application.

App Details	Submit Critique(s) ⬍	Other Critiques
App Details All Attachments	**Role:** Reviewer **Status:** Not Started Your Critique	Other Critiques Note (0)

Critique formats can vary for each review committee as the requirements are set by the Grant Maker. Critiques generally include a combination of the following:
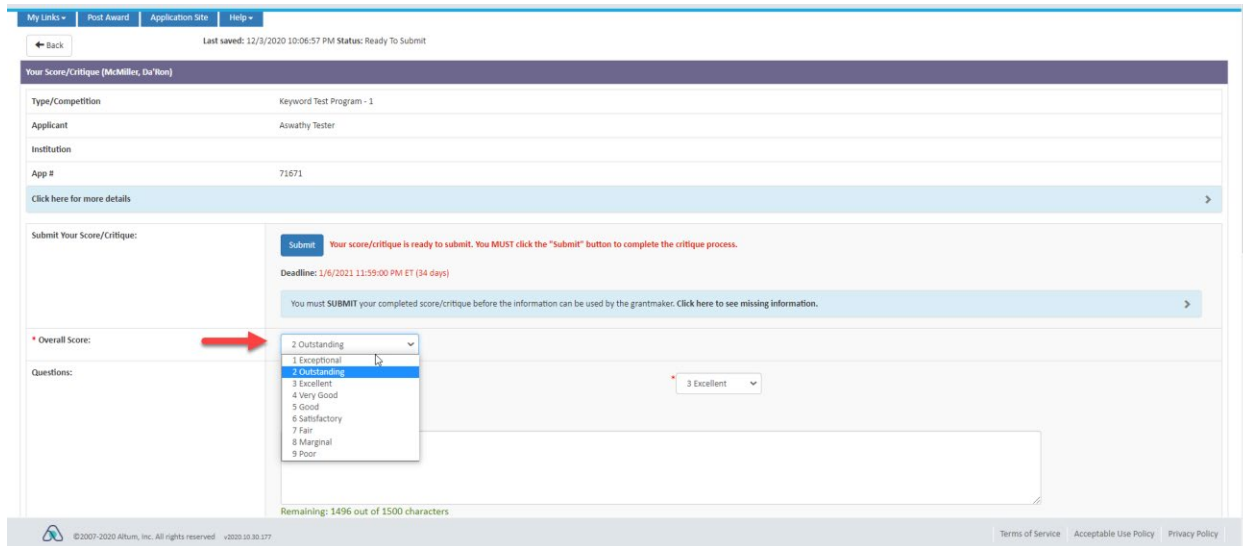
1. **Critique Questions**: Answer questions using text boxes.
    a. Some Grant Makers require scores for individual questions.
    b. This can be released to the applicants as feedback as determined by the Grant Maker.
2. **Critique Upload**: Upload a critique file as instructed by the Grant Maker.
3. **Critique Summary**: Enter an overall summary.
    a. This can be released to the applicants as feedback as determined by the Grant Maker.
4. **Overall Score**: Enter an overall score for the application.
    a. If the Grant Maker required scores for individual questions, this may not be available as the Grant Maker may choose for the overall score to be calculated from the individual question scores.

Entering your Critique

Required critique components are listed with a red asterisk (*). You must complete all the required components for the **Submit** button to be active. The critique page utilizes an Auto-Save feature that automatically saves your work as entered.

Select a Score

To enter your score, select from the available drop-down list. Once you select the score it is automatically saved.
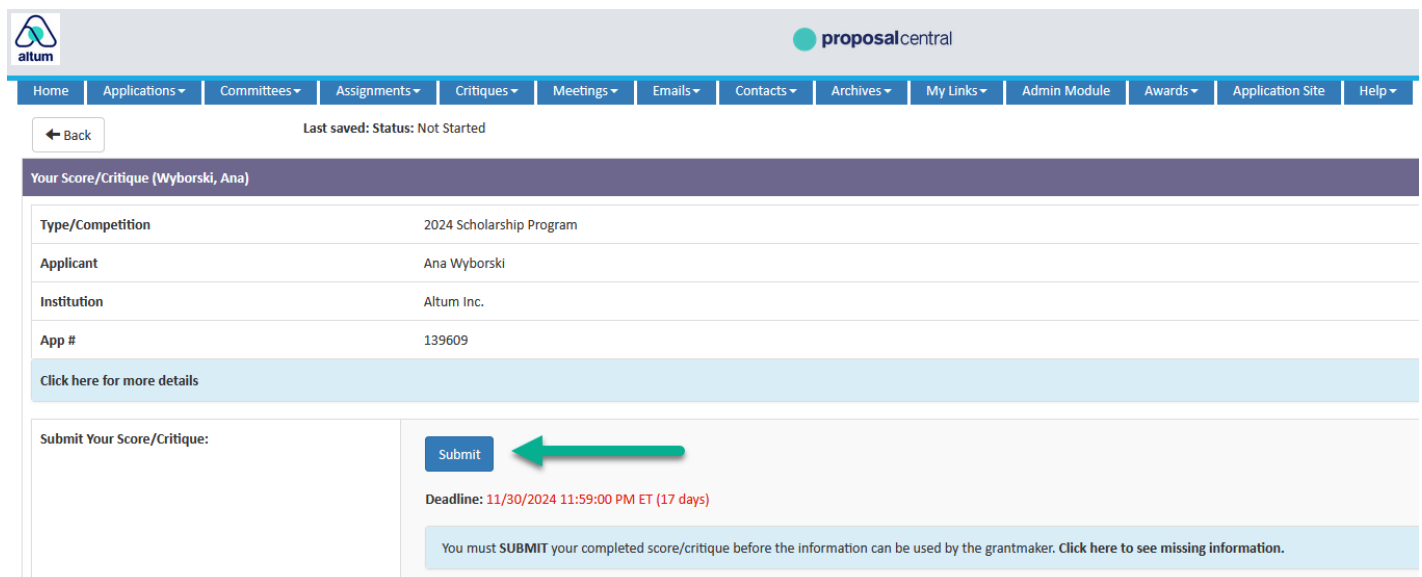

Uploading a Critique File

Click the **Browse** button to upload your critique file. Once the file is uploaded, a download symbol displays indicating, "Critique File". You can click the download symbol to view your uploaded critique.

Submit your Critique

The **Submit** button only becomes active after all required fields are completed. Click **Submit** once all the components of your critique are completed and saved.

![proposal central logo]

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pcsupport@altum.com

Checking the Status of your Critiques

Once you have finished critiquing an application, you may have other applications to critique. Click on the **Back** button at the top of the critique screen. From the **"Assigned Applications"** screen, you can view the status of your critiques and can click on the **Your Critique** link for another application.

Conflict	Program Abbr	Resubmission	Applicant	Institution	Project Title	GM App ID	Contacts	Abstract	App Details	Submit Critique(s)	Other Critiques
☐	SCHOLAR2024		Porter, Amber	Altum Inc.	Test Application	139736 pC ID		Abstract	App Details All Attachments	**Role:** Reviewer **Status:** Submitted **Score:** 3 Excellent Your Critique	Other Critiques Note (0)
☐	SCHOLAR2024		Tewalt, Jane	Altum Inc.	Test 101	139737 pC ID		Abstract	App Details All Attachments	**Role:** Reviewer **Status:** Not Started Your Critique	Other Critiques Note (0)
☐	SCHOLAR2024		Wyborski, Ana	Altum Inc.	Test Application	139609 pC ID	Key Person/ Contacts	Abstract	App Details All Attachments	**Role:** Reviewer **Status:** Not Started Your Critique	Other Critiques Note (0)

Showing 1 to 3 of 3 entries
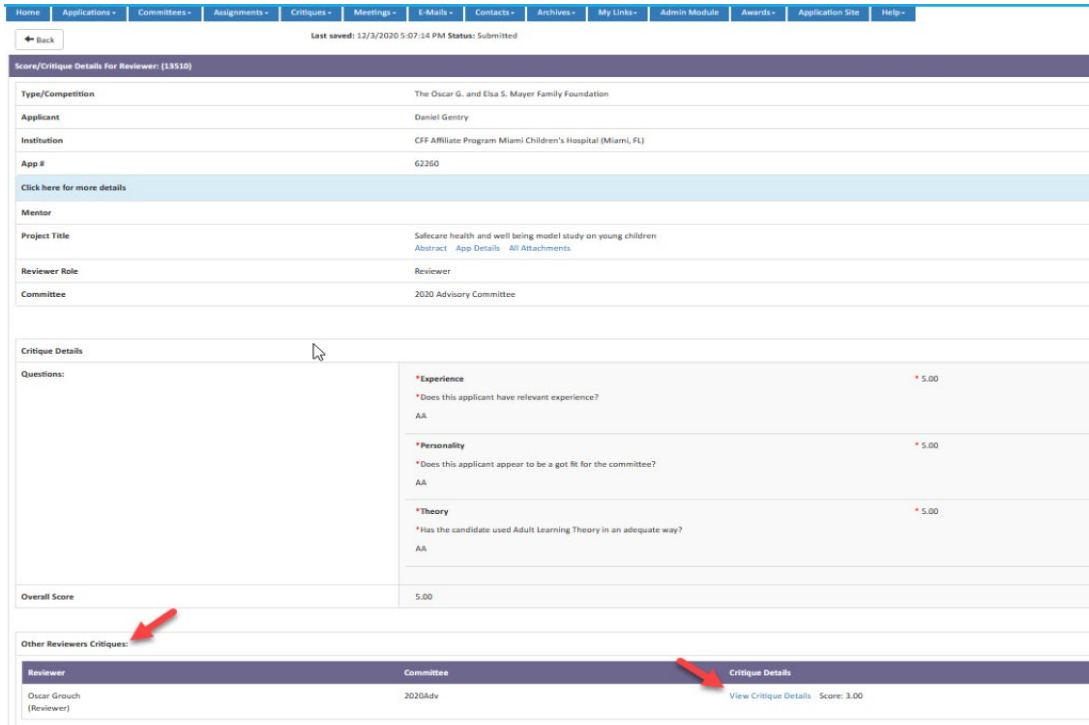
When you have completed all assigned critiques, click **Submit Critiques** at the top of the critique column.

Note: Once you submit a critique, it will be locked, and you will not be able to edit it unless the Grant Maker unlocks it for you. If revisions are allowed, the critique will not be locked until the revision deadline.

Reading Co-Reviewers' Critiques

Some organizations configure the review process so reviewers can view co-reviewers' critiques. Click the **Your Critique** link after you have submitted your critique. When your co-reviewers have submitted their critiques, they are visible in the section labeled "Other Reviewers Critiques".

Discuss Differences in Critiques with other Reviewers

Online discussions are available for some review processes. If enabled, a discussion board is available at the bottom of the "Your Critique" page after the critique is submitted.

To add a message, type your message in the box provided and click on the "Add New Message" button. Your message is visible to co-reviewers. If they post responses, you see them there.

The screen will be refreshed and returns to the top of the "Your Critique" page. Scroll down the page to view the message you have added.

Discussion Results

If discussions are enabled for the committee and the "Discuss" column is not already displayed, click the "Add/Remove Column" link to display all column options. Click the "Discussion Activity" link to display the "Discuss" column. Once comments are posted they display as a fraction in the "Discuss" column, where the top number reflects the number of reviewers participating in the discussion and the bottom number reflects the number of posted comments.

If you need assistance, contact Customer Service by email at pcsupport@altum.com or by phone at 1- 800-875-2562.