

How to Submit Review Preferences

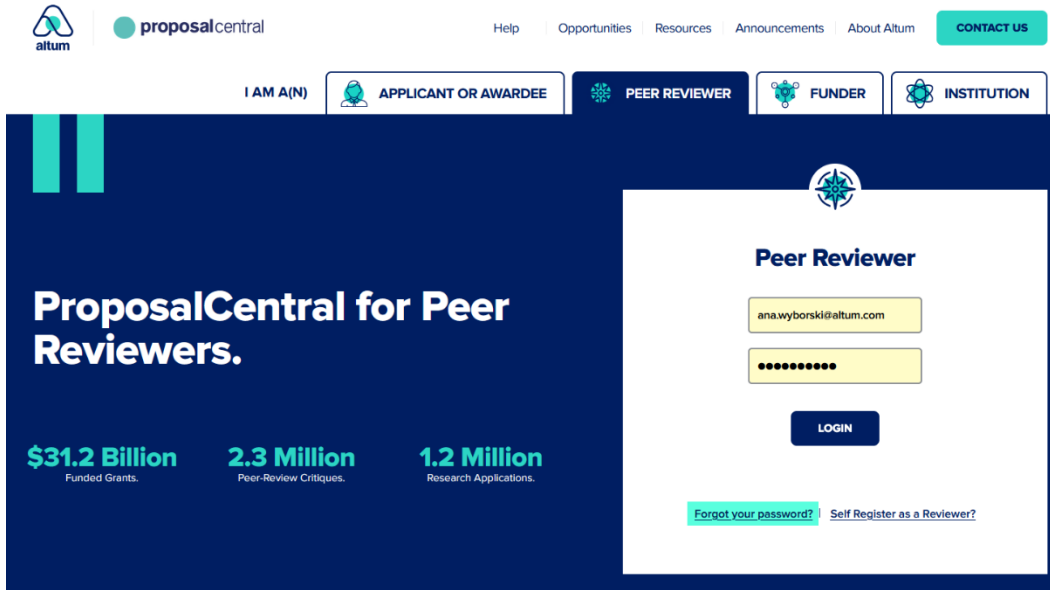
ProposalCentral allows Grant Makers to create customized review processes. One such custom process includes the ability for the Grant Maker to collect assignment preferences from their reviewers. The instructions below refer to this process.

Table of Contents

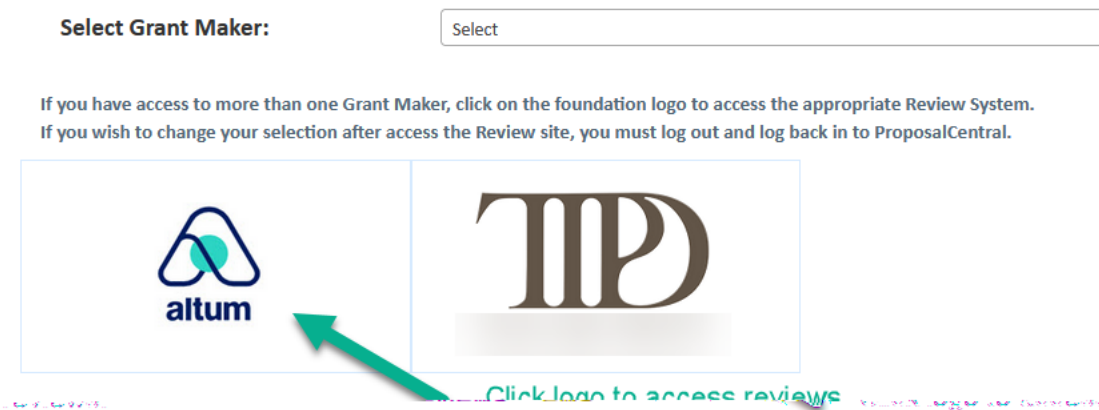
How to Access the Review System	2
Confidentiality/Conflict of Interest Statement.....	3
Select Committee	4
Identify Conflicts with Applications.....	6
Select & Submit Application Preferences.....	6
Select & Submit Accept/Decline Preferences	7
Exiting the Review Module.....	9

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

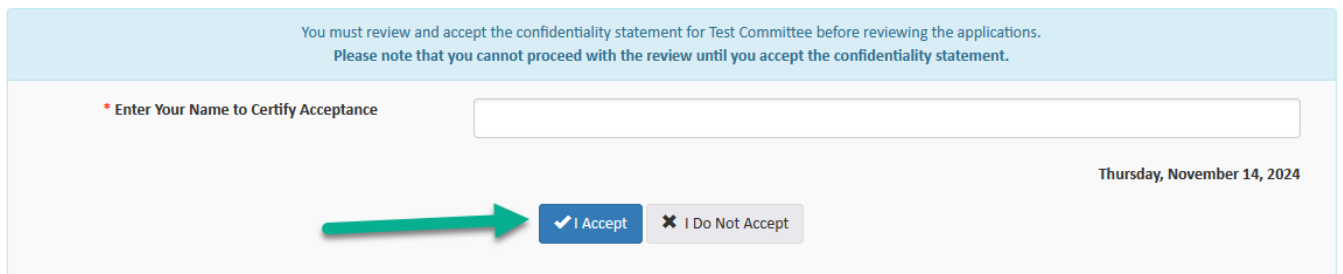
Grant Makers may require their reviewers to accept a confidentiality and/or conflict of interest statement prior to accessing their assigned reviews. If you are prompted to do this, you'll see a screen similar to what is shown below. In order to proceed, you will have to click the **I Accept** button.

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.

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

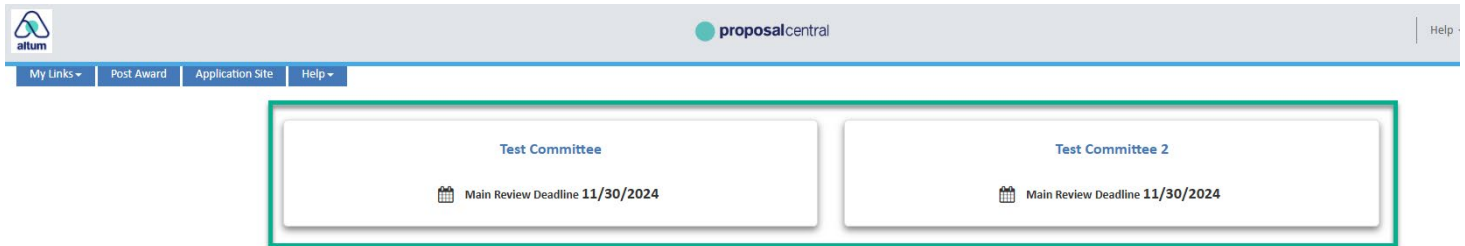
Thursday, November 14, 2024



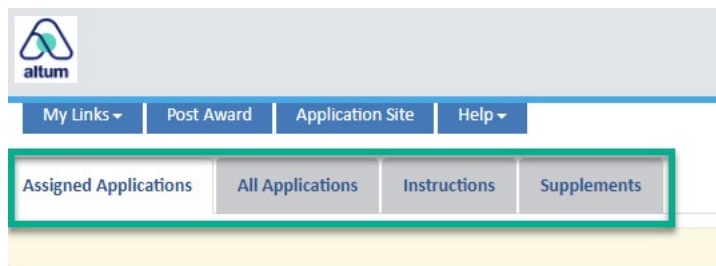
Below the Confidentiality Statement, you may see some additional information (such as your ORCID ID or demographics) requested by the Grant Maker. If necessary, enter this information prior to clicking **I Accept**.

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:



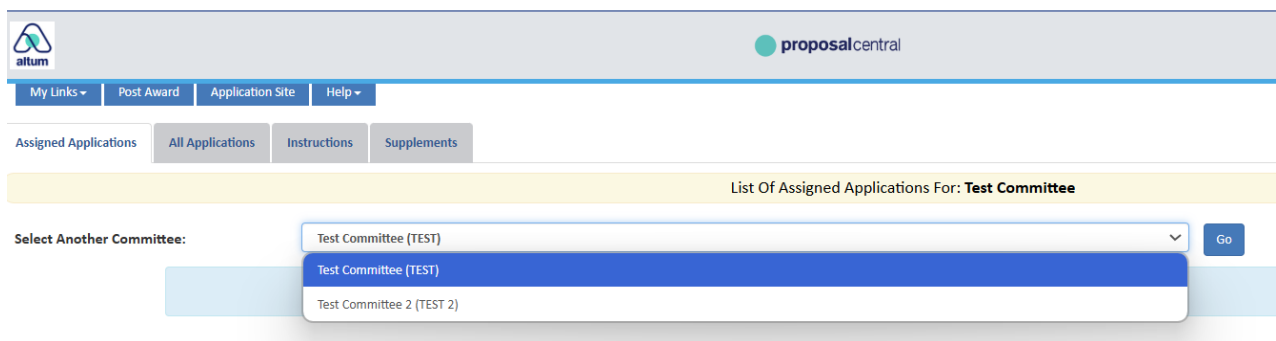
Assigned Applications: This is the list of applications assigned to you. Depending on the current stage of the process, it may not be available. If you click on the tab and the Grant Maker has not turned it on, you'll see a message indicating that the view has not been turned on for the committee.

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.

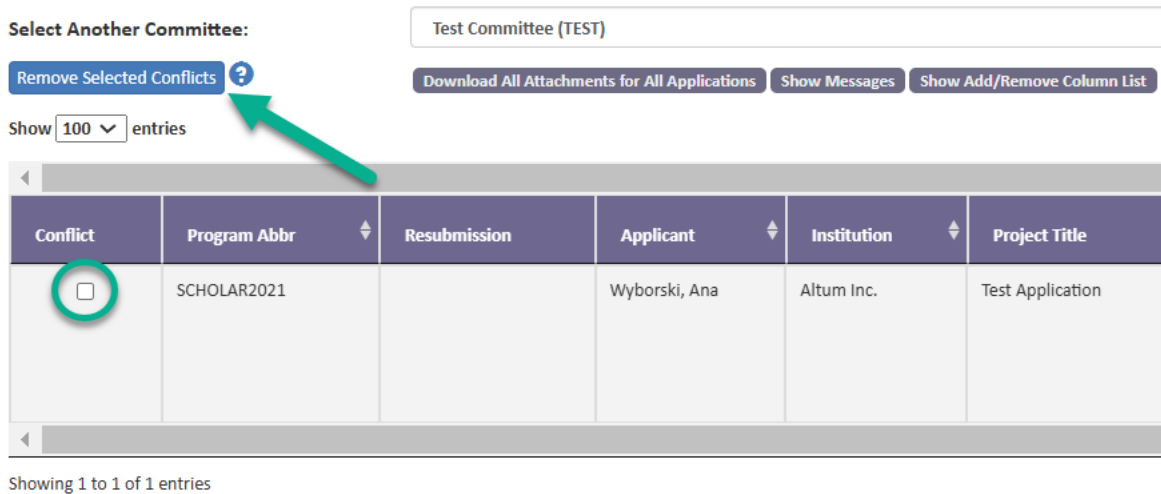
You can also navigate between committees (if you are assigned to more than one) using the drop-down menu at the top of the page. Select the correct committee from the drop-down menu and then click **Go** which will update the page to reflect your assignments for the selected committee.



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 logos is a navigation menu with items: My Links, Post Award, Application Site, and Help. Underneath is a secondary menu with Assigned Applications, All Applications, Instructions, and Supplements. A yellow banner below the menu reads "List Of Assigned Applications For: Test Committee". Below the banner, there is a "Select Another Committee:" label, a dropdown menu with "Test Committee (TEST)" selected, and a "Go" button. The dropdown menu is open, showing "Test Committee (TEST)" and "Test Committee 2 (TEST 2)" as options.

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.



The screenshot shows a web interface for managing applications. At the top, there is a dropdown menu for "Select Another Committee:" with "Test Committee (TEST)" selected. Below this is a blue button labeled "Remove Selected Conflicts" with a question mark icon, which is highlighted by a green arrow. To the right of this button are three other buttons: "Download All Attachments for All Applications", "Show Messages", and "Show Add/Remove Column List". Below the buttons is a "Show 100 entries" dropdown menu. The main part of the interface is a table with the following columns: "Conflict", "Program Abbr", "Resubmission", "Applicant", "Institution", and "Project Title". The table contains one row with the following data: "Conflict" (checkbox), "Program Abbr" (SCHOLAR2021), "Resubmission" (empty), "Applicant" (Wyborski, Ana), "Institution" (Altum Inc.), and "Project Title" (Test Application). The "Conflict" checkbox is circled in green. At the bottom of the table, it says "Showing 1 to 1 of 1 entries".

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

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.

Select & Submit Application Preferences

Under the “All Applications” tab, all applications in the committee will be displayed. You can review the project abstract (1) and the key personnel for the project (2).

You can then use the drop-down menu to the right to select your desired preference for reviewing the application (3). Once you have made a selection, click **Save Response** (4).

When you have done this for applications in the committee, click **Submit Preferences** (5) at the top.

List Of All Applications For: **Demonstration of Preferences and Conflicts**

[Show Messages](#)
[Show Add/Remove Column List](#)
[Show Advanced Sort/Filter](#)
[Refresh](#)

Search:

Applicant	Institution	Abstract	Contacts	Project Title	
Augusto, Danielle	CFF Affiliate Program The University of Texas at Tyler (Tyler, TX)	Abstract	Key Person/ Contacts	Helping educate young children in rural and underserved communities	5 Submit Preference(s) 3 No Response No Response Very Interested Interested No Preference Not Interested 4 Save Response
Bradley, Milton	CFF Care Center University of Utah (Salt Lake City, UT)	Abstract	Key Person/ Contacts	Early Childhood development study	
Dickerson, josh	CFF Care Center Columbia University (New York, NY)	Abstract	Key Person/ Contacts	increase enrollment and retention in the Florida KidCare Children's Health	No Response Save Response

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**

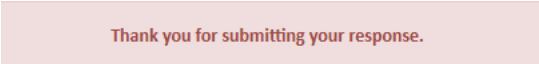
Select Another Committee:

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	Key Person/ Contacts	Abstract	App Details All Attachments	<input type="button" value="No Response"/> <ul style="list-style-type: none"> <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.

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	Submit Preference(s)	Submit Critique(s)	Other Critiques
App Details 1 started Note (0) 3	<input type="button" value="Accept"/>	Role: Reviewer 2	Other Critiques Status: Not S Your Critique

If you need assistance, contact Customer Service by email at 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.

