![proposalcentral logo]

# 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.
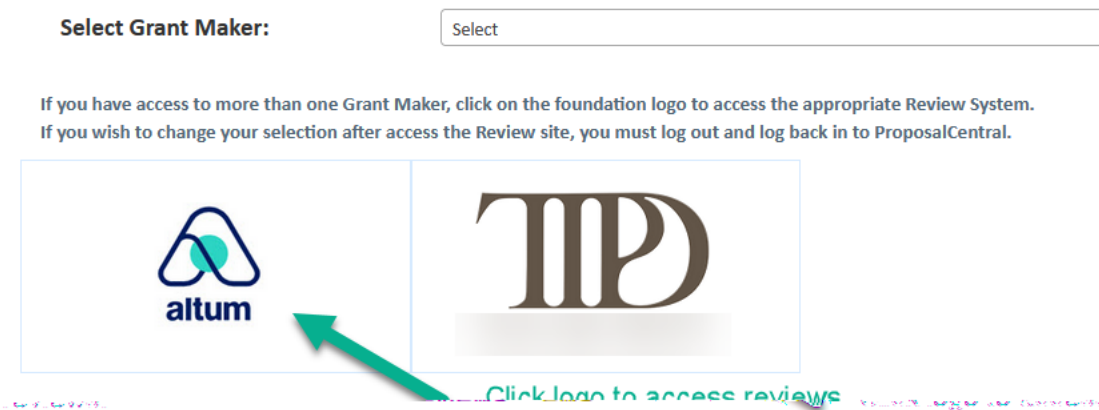
Table of Contents

![proposalcentral logo]

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

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.
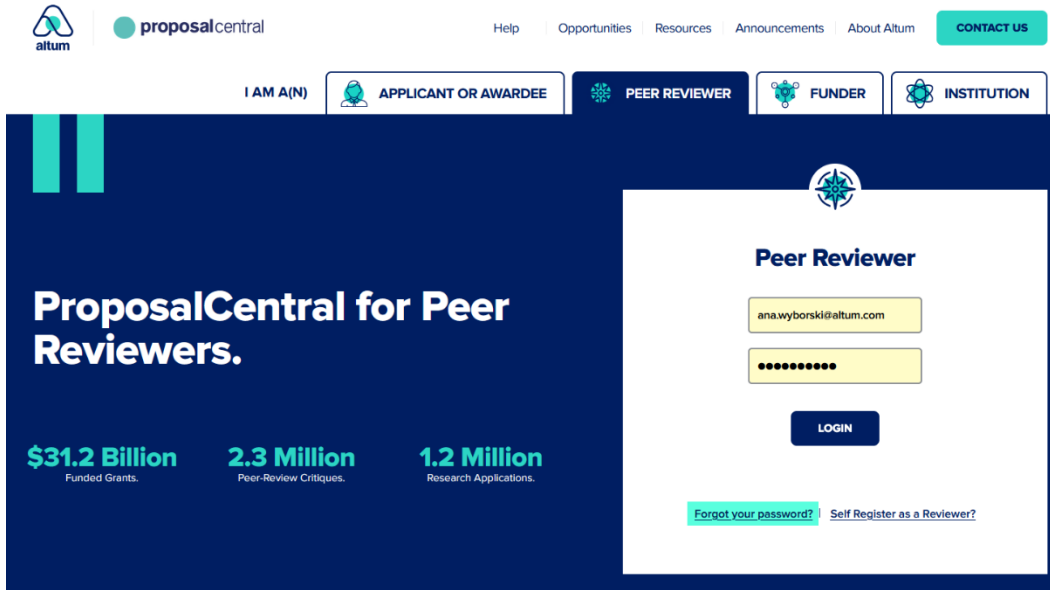
If you are a reviewer for multiple Grant Makers using ProposalCentral you will see a logo for each. Click the logo of the appropriate Grant Maker.

proposalcentral

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

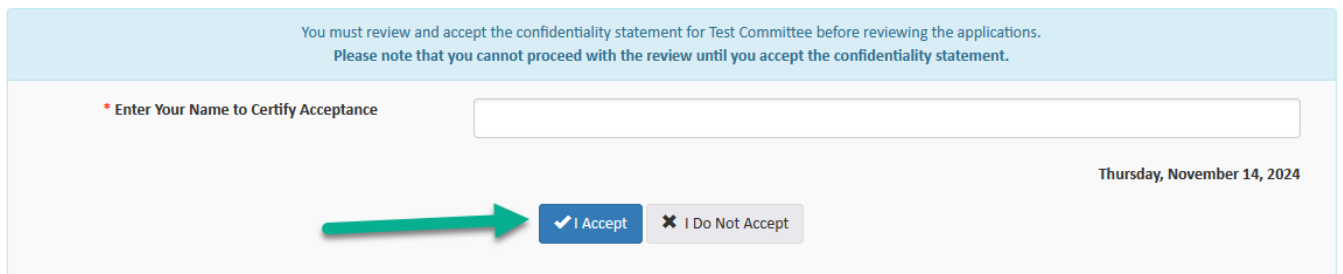## Confidentiality/Conflict of Interest Statement

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.
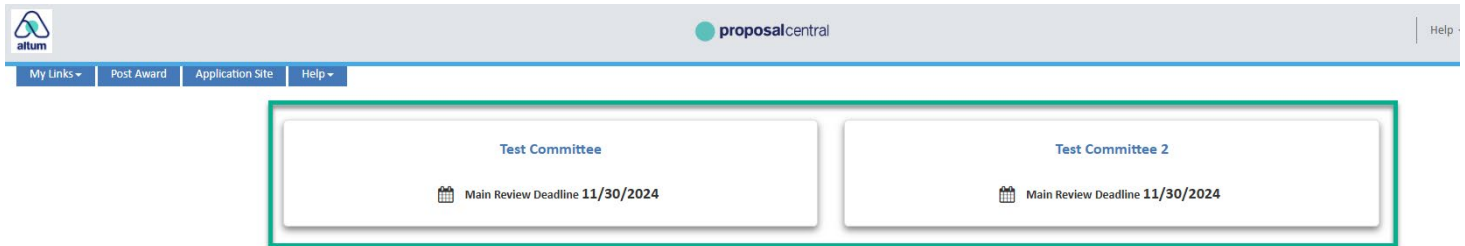
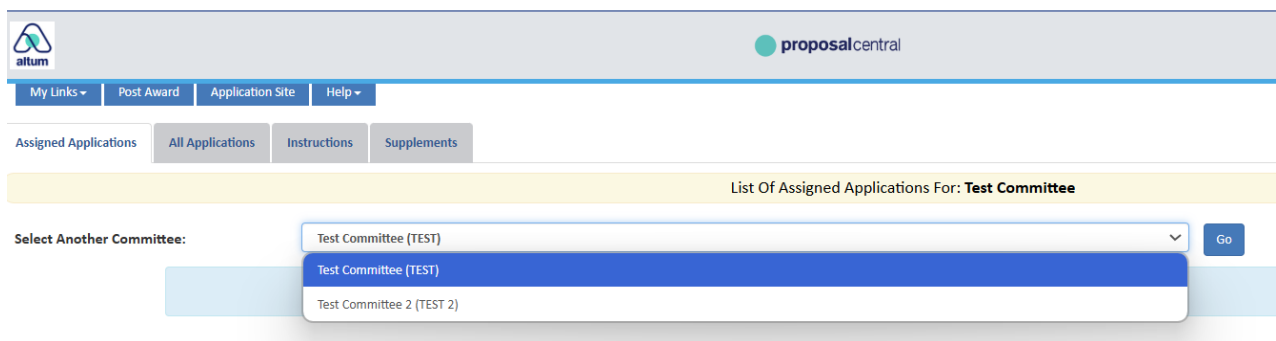Once you have selected the committee, you will generally see 4 tabs:
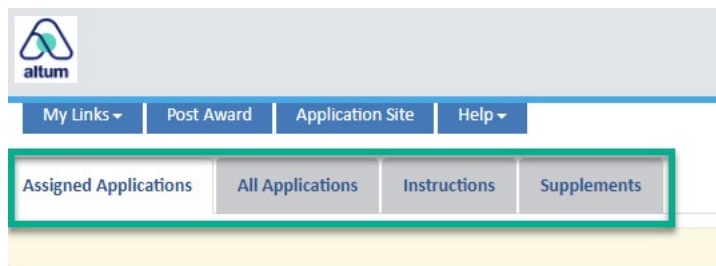
Assigned Applications: This is the list of applications assigned to you. Depending on the current stage of the
process, it may not be available. If you click on the tab and the Grant Maker has not turned it on, you'll see a
message indicating that the view has not been turned on for the committee.

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.

 proposalcentral

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

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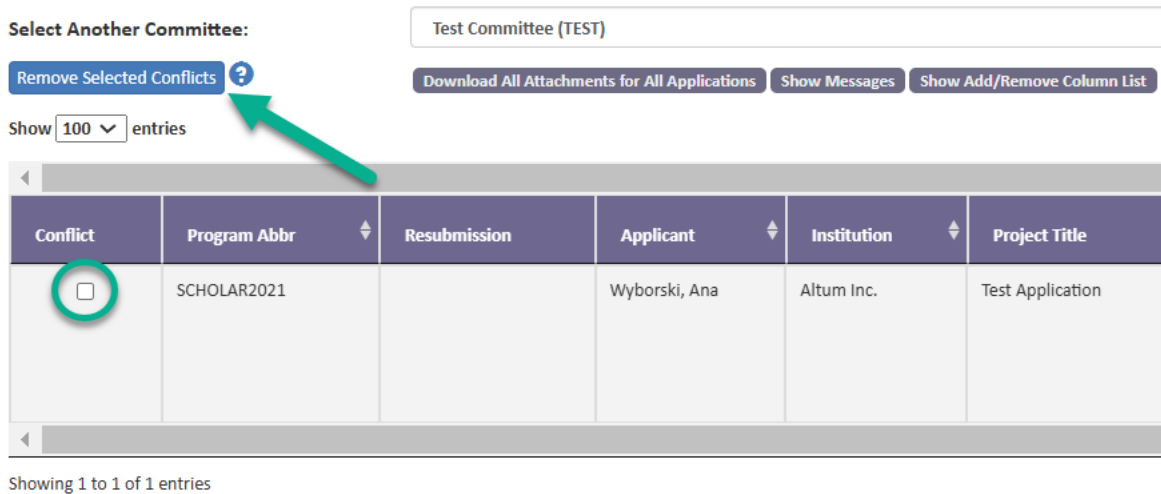
You can also navigate between committees (if you are assigned to more than one) using the drop-down menu at the top of the page. Select the correct committee from the drop-down menu and then click **Go** which will update the page to reflect your assignments for the selected committee.

![proposalcentral]

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

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.

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).

![proposalcentral logo]

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

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

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.

proposalcentral

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

After you submit your responses, the screen confirms that your responses have been

Thank you for submitting your response.
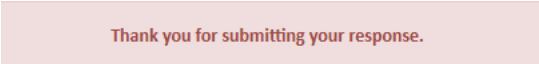
submitted.

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.

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.