

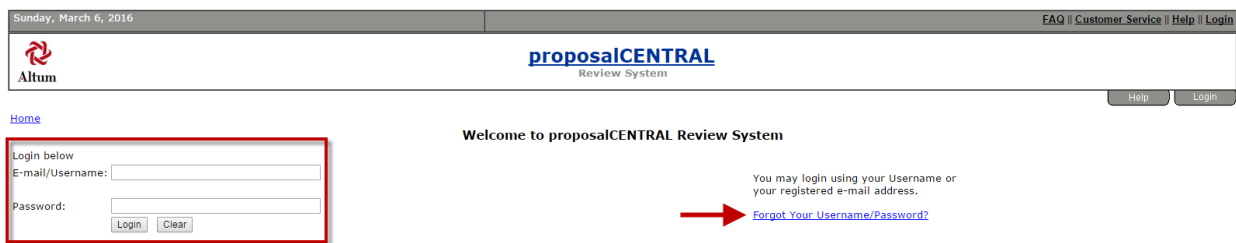
Accepting or Declining Applications Assigned for Review

proposalCENTRAL allows grant makers to create very custom review processes. One such custom process allows reviewers to decline the application the grant maker assigned to them. The instructions below refer to this particular process only and cover the following (click the section to be directed to the instructions):

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How to Access the Review System

To access the Review Module, go to <https://proposalcentral.altum.com/review/login.asp>. Enter your username/e-mail and your password. If you’ve forgotten your password, click the [Forgot Your Username/Password?](#) link found on the right. If you click the link, you will be asked to supply your e-mail address and then an e-mail will be sent to you with 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 you want to proceed with.

Click on the foundation logo to access the appropriate Review System.

If you wish to change your selection at a later time, you must log out and log back in to proposalCENTRAL.



Confidentiality/Conflict of Interest Statement

Many grant makers require their reviewers to accept a confidentiality and/or conflict of interest statement either the first time or every time they access a committee. If you are prompted to do this, you'll see a screen similar to what is shown below. It will include information from the grant maker and a file to download and review. In order to proceed, you will have to click the **I Have Read and Accept the Confidentiality Statement** button. Additionally, some grant makers request an electronic signature. If this is required, you'll see a text box for you to type your name before clicking the **I Have Read and Accept the Confidentiality Statement** button.

Confidentiality Statement Review

You can customize this text with your own instructions regarding review of your statement and whether or not you use the electronic signature feature.

The statement is available for review [here](#).

*
 Enter Your Name to Certify Acceptance

Sunday, March 6, 2016

or

Select Committee

If you have access to multiple committees for the grant maker, you'll see a committee drop-down menu below the 3 tabs. To change committees, select another committee from the drop-down menu and click the **Go** button.



Identify Conflicts with Applications

You can mark an application as a conflict, if necessary. To do this, check the box in the Conflict column for the application and click the **Remove Conflicts** button.

Assigned Applications | All Applications | Instructions

List Of Assigned Applications For: **Reviewer Committee - Accept Decline**

Select Another Committee: Reviewer Committee - Accept Decline (AD)

[Menu](#) | [Edit Your Profile](#) | [Show Messages](#) | [Show Add/Remove Column List](#) | [Show Advanced Sort/Filter](#) | [Download All Attachments for All Applications](#)

← Click this button to remove applications checked as Conflict. [More Info.](#)

Note: Grants that are resubmissions are marked with the letter "R".

Conflict	Program Abbr	R	Applicant	Institution	Project Title	GM App ID	Mentor	Abstract	App Details	SAVE RESPONSE(S)	Critiques	Other Critiques
<input type="checkbox"/>	BUS1		McKee, Kathy	Altum Inc.	Cure All - Roadies is the Way - RRMS - Kathy McKee	57070 pC ID	Key Person/Contacts	Abstract		Role: Reviewer No Response <input type="button" value="Save Response"/>	No Assigned Critique	Other Critiques



REMINDER: Refer to the instructions from the grant maker regarding what constitutes a conflict.

Accept or Decline An Application

At this stage of the process, you will have access to the following application materials to help you determine if you want to accept or decline the application:

1. [Key Person/Contacts](#) link will open a page with all institution officials and key personnel listed in the application.
2. [Abstract](#) link will open a page showing all of the information collected in the application on the Abstract page. The information collected varies from grant maker to grant maker, but typically includes lay and technical abstracts along with keywords.



The screenshot shows the 'Assigned Applications' page with a table of applications. Callout 1 points to the 'GM App ID' column, and callout 2 points to the 'Abstract' column. The table has the following columns: Conflict, Program Abbr, Applicant, Institution, Project Title, GM App ID, Mentor, Abstract, App Details, SAVE RESPONSE(S), Critiques, and Other Critiques. The first row shows an application with GM App ID 57070 and a role of Reviewer.

Additionally, you can see the role you have been assigned to the application (e.g. Reviewer, Primary, Secondary) above the drop-down menu that is requesting you accept or decline the assignment.



This screenshot is similar to the previous one but highlights the 'SAVE RESPONSE(S)' dropdown menu. A red arrow points to the dropdown, which shows 'Role: Reviewer' and 'No Response' as options. The 'Save Response' button is also visible below the dropdown.

Accept Application Assignment

If you want to accept the assignment, select “Accept Role” from the drop-down menu and click the **Save Response** button.

Assigned Applications | All Applications | Instructions

List Of All Applications For: Preferences Committee - to demo the Preferences Period

Select Another Committee: Preferences Committee - to demo the Preferences Period (Preferences) Go

Menu Edit Your Profile Show Messages Show Add/Remove Column List Show Advanced Sort/Filter

Remove Conflicts | Note: Click this button to remove applications checked as Conflict. More Info.

Note: Grants that are resubmissions are marked with the letter "R".

Conflict	Program Abbr	R	Applicant	Institution	Project Title	GM App ID	Mentor	Abstract	App Details	Submit Preference(s)	Critiques	Other Critiques
<input type="checkbox"/>	SIGP1		Kirby, William	Research Institute of America	Oxygen usage to assist with Running Capacity	58330 pC ID	Key Person/ Contacts	Abstract		<input type="button" value="No Response"/> <input type="button" value="Save Response"/>	Response Period Not Open Yet	Other Critiques

Some grant makers will require that you complete an "Acceptance Checklist" after you accept the application. In those cases, after you accept the assignment you will be directed to a checklist. Carefully review each item in the checklist and check the appropriate boxes (1). The basic application information and affiliated contacts will be listed at the bottom as a reminder (2). When you are ready to submit your checks, click the **Save** button (3).

1 →

Check All that Apply to Your Acceptance of the Application Shown Below for Review:

- I confirm that I have not worked with the applicant in the last 5 years.
- I confirm that I have not published with the applicant in the last 2 years.
- I confirm that I have not worked with any of the key personnel in the last 5 years.
- I confirm that I have not published with any of the key personnel in the last 2 years.
- I confirm that I will not profit in any way from the awarding of this grant.

3 →

2 →

Type/Competition	RRMS Demo Application #3
Applicant	Brad Miller
Mentor	
Institution	RAMS Research Company
App #	57072
Project Title	Research for Roadies - RRMS Program #3

Application Contacts			
Name	Contact Type	Role	Institution
James McKee	Institution	*Fiscal Officer	RAMS Research Company
James McKee	Institution	*Signing Official	RAMS Research Company

If you checked every box, the application will be assigned to you. If you did NOT check every box, the application will be marked as a conflict for you and you will not be able to review it.

Decline Application Assignment

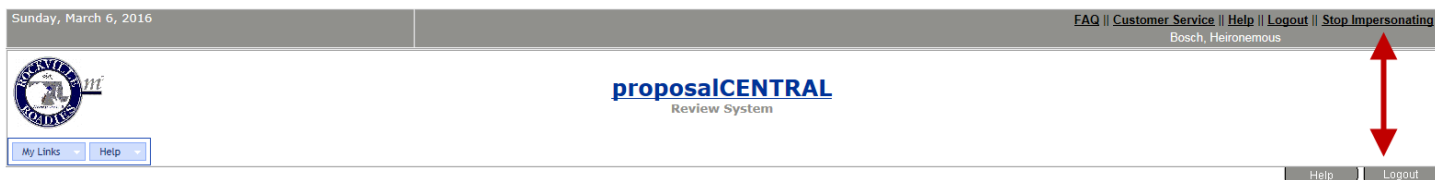
If you want to decline the assignment, select "Decline Role" from the drop-down menu and click the **Save Response** button.

Conflict	Program Abbr	R	Applicant	Institution	Project Title	GM App ID	Mentor	Abstract	App Details	SAVE RESPONSE(S)	Critiques	Other Critiques
<input type="checkbox"/>	BASIC		McKee, Kathy	Altum Inc.	Reforestation of Yellowstone	57637 pC ID	Key Person/ Contacts	Abstract	App Details All Attachments	Accepted	Critique Period Closed	Other Critiques
<input type="checkbox"/>	RRMS04		Miller, Brad	RAMS Research Company	Environmental Project - RRMS - Brad Moore	57067 pC ID	Key Person/ Contacts	Abstract		Role: Reviewer Decline Role <input type="button" value="Save Response"/>	No Assigned Critique	Other Critiques

If you decline the assignment, you will have the opportunity to change your mind and accept. [Click here](#) for instructions on how to accept an assignment.

Exiting the Review Module

When you're ready to leave the Review Module, you can click either the Logout tab or the **Logout** link, both found in the upper right.



This page may take several seconds to load depending on the number of applications in the committee and assignments. We appreciate your patience as the committee information is being assembled for your review.

[Assigned Applications](#) [All Applications](#) [Instructions](#)