

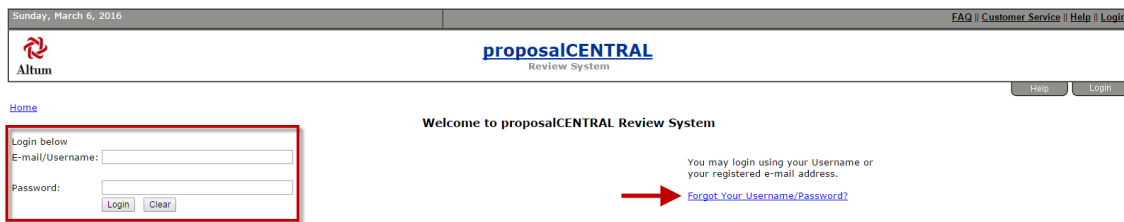
Accessing Other Critiques & Discussing Your Critiques

proposalCENTRAL allows grant makers to create very custom review processes. Some grant makers allow their reviewers to see other critiques and participate in threaded discussion. If your grant maker does not allow either of these features, you will not need this tutorial. The instructions below include (click the section to be directed to the instructions):

- HOW TO ACCESS THE REVIEW SYSTEM1**
- ACCESSING APPLICATIONS2**
 - APPLICATION MATERIALS 2
 - MARKING A CONFLICT 3
 - CUSTOMIZING YOUR VIEW OF THE APPLICATION TABLE 3
- ACCESSING CO-REVIEWERS & OTHER CRITIQUES.....3**
- THREADED DISCUSSION.....6**
- REVISING YOUR CRITIQUE6**
- EXITING THE REVIEW MODULE.....7**

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.



Accessing Applications

proposalCENTRAL allows grant makers to create very custom review processes. Therefore, what you see may be slightly different than what is shown below. Generally, you will see 3 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 yet. 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 the grant maker may not ever make it 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.
- **Instructions:** This will always be available. You should click on the pink tab to see if the grant maker has provided any documents that you should download.

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.

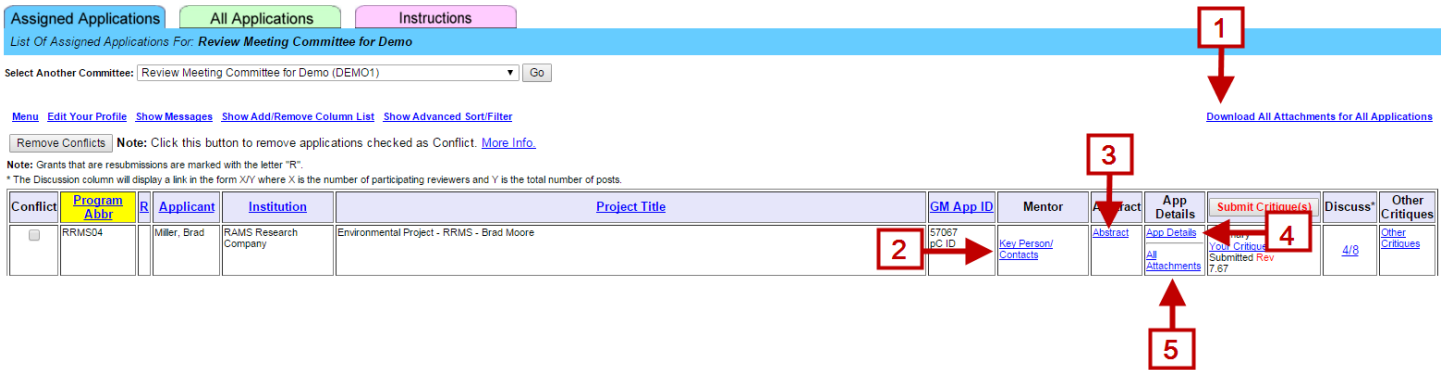


Application Materials

Within both the Assigned Applications and All Applications tab, 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 on the right there is a [Download All Attachments for All Applications](#) link. Clicking this link will download all Word and PDF files for all applications showing in the table. Each application will have a single PDF file that will include all Word and PDF files the applicant uploaded and some other application information. All of the files will be downloaded to a single zip file.
2. [Key Person/Contacts](#) link will open a page with all institution officials and key personnel listed in the application.
3. [Abstract](#) link will open a page showing all of the information collected in the application on the abstract page. What was collected varies from grant maker to grant maker, but typically includes lay and technical abstracts along with keywords.
4. [App Details](#) link will open up the entire application the applicant submitted. You can review all of the sections of the application.

5. [All Attachments](#) link will provide the PDF described in #1 above, but for the individual application



The screenshot shows the 'Assigned Applications' tab. At the top, there are navigation buttons: 'Assigned Applications' (active), 'All Applications', and 'Instructions'. Below this is a dropdown menu for 'Select Another Committee' set to 'Review Meeting Committee for Demo (DEMO1)'. A 'Go' button is next to it. There are also links for 'Menu', 'Edit Your Profile', 'Show Messages', 'Show Add/Remove Column List', and 'Show Advanced Sort/Filter'. A 'Remove Conflicts' button is present with a note: 'Note: Click this button to remove applications checked as Conflict. [More Info.](#)'

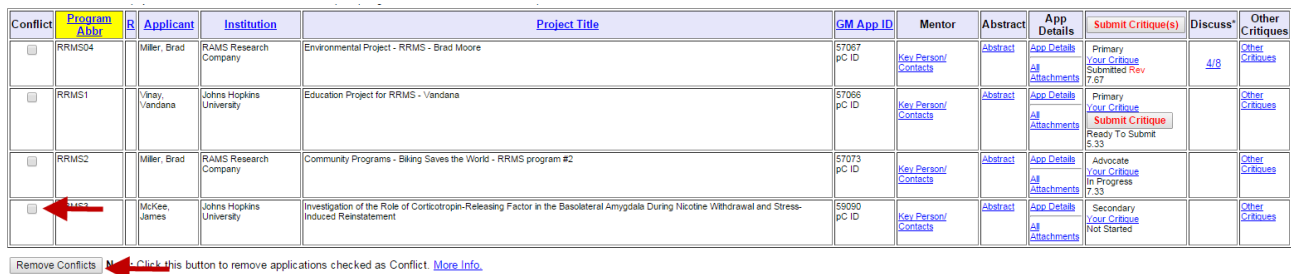
The table below shows a list of applications. Callouts 1-5 point to specific features:

- 1: 'Download All Attachments for All Applications' link at the top right.
- 2: 'GM App ID' column for application RRMS04.
- 3: 'Mentor' column for application RRMS04.
- 4: 'Submit Critique(s)' column for application RRMS04.
- 5: 'All Attachments' link in the 'App Details' column for application RRMS04.

Conflict	Program Abbr	R	Applicant	Institution	Project Title	GM App ID	Mentor	Abstract	App Details	Submit Critique(s)	Discuss*	Other Critiques
<input type="checkbox"/>	RRMS04		Miller, Brad	RAMS Research Company	Environmental Project - RRMS - Brad Moore	57067 pC ID	Key Person/ Contacts	Abstract	App Details All Attachments	Submit Critique(s) Submitted Rev 7.67	4/8	Other Critiques

Marking a Conflict

Within both the Assigned Applications and All Applications tab, 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.



The screenshot shows the application table with the 'Conflict' checkbox checked for application RRMS2. A red arrow points to the 'Remove Conflicts' button below the table. A note below the button reads: 'Remove Conflicts Note: Click this button to remove applications checked as Conflict. [More Info.](#)'

Conflict	Program Abbr	R	Applicant	Institution	Project Title	GM App ID	Mentor	Abstract	App Details	Submit Critique(s)	Discuss*	Other Critiques
<input type="checkbox"/>	RRMS04		Miller, Brad	RAMS Research Company	Environmental Project - RRMS - Brad Moore	57067 pC ID	Key Person/ Contacts	Abstract	App Details All Attachments	Submit Critique(s) Submitted Rev 7.67	4/8	Other Critiques
<input type="checkbox"/>	RRMS1		Viney, Vandana	Johns Hopkins University	Education Project for RRMS - Vandana	57066 pC ID	Key Person/ Contacts	Abstract	App Details All Attachments	Submit Critique(s) Ready To Submit 5.33		Other Critiques
<input checked="" type="checkbox"/>	RRMS2		Miller, Brad	RAMS Research Company	Community Programs - Biking Saves the World - RRMS program #2	57073 pC ID	Key Person/ Contacts	Abstract	App Details All Attachments	Submit Critique(s) Advocate Log Critique In Progress 7.33		Other Critiques
<input type="checkbox"/>	RRMS3		McKee, James	Johns Hopkins University	Investigation of the Role of Corticotropin-Releasing Factor in the Basolateral Amygdala During Nicotine Withdrawal and Stress-Induced Reinstatement	58090 pC ID	Key Person/ Contacts	Abstract	App Details All Attachments	Submit Critique(s) Secondary Log Critique NOT Started		Other Critiques



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

Customizing Your View of the Application Table

To learn more about how you can customize how the table of applications looks, [click here](#) to see the "Customize the proposalCENTRAL Review System" tutorial.

Accessing Co-Reviewers & Other Critiques

Some grant makers allow their reviewers to see co-reviewer critiques and even critiques for applications not assigned to you. If you are allowed to see a co-reviewer's critique, you will not be able to see it until you submit your own critique.

If you have access to co-reviewers' critiques, there are two places where you'll be able to see this:

1. If you click the [Your Critique](#) link for the application, you'll be directed to the page with your critique at the top and your co-reviewers' critiques at the bottom. The grant maker may opt to reveal the names of the other reviewers to you or to merely identify them by roles and ID numbers.

Conflict	Program Abbr	R	Applicant	Institution	Project Title	GM App ID	Mentor	Abstract	App Details	Submit Critique(s)	Discuss*	Other Critiques
<input type="checkbox"/>	RRMS04		Miller, Brad	RAMS Research Company	Environmental Project - RRMS - Brad Moore	57067 pC ID	Key Person/ Contact	Abstract	App Details All Attachments	Primary Your Critique Submitted Rev 7.67	4/8	Other Critiques

Your Score/Critique (Dion, Luke)
 Last saved: 12/11/2014 2:21:30 PM
 Status: Submitted (REV)

Type/Competition	Application using all Pages
Applicant	Brad Miller
Mentor	
Institution	RAMS Research Company
App #	57067
Project Title	Environmental Project - RRMS - Brad Moore Abstract App Details All Attachments
Reviewer Role	Primary
Committee	Review Meeting Committee for Demo

Overall Score: 7.67

This can be whatever you want. For example: Please provide your assessment of each of the criteria. Additionally, please select your score for each item.

Label-Significance	9 Excellent	High significance to our mission. Believe this will create a sustainable approach. - High significance to our mission. Believe this will create a sustainable approach. - High significance to our mission. Believe this will create a sustainable approach. - High significance to our mission. Believe this will create a sustainable approach. The extent to which the project, if successfully carried out, will make an original and important contribution	Save
Approach	7 Good	Approach is lacking in supporting detail. Sounds appropriate but I have some questions about the capability of the organization and their experience with this type of method.	Save
Feasibility	7 Good	Similar to the approach, some questions about the feasibility of the proposed approach.	Save

Response must be between 250 and 8000 characters (including spaces).

Response must be between 1 and 8000 characters (including spaces).

Response must be between 1 and 8000 characters (including spaces).

Download Reviewer Template(s): [Review Form](#) [Other Instructions File](#) [Guidelines for Reviewers](#) [Reviewer Expense Forms](#)

This can be whatever you want. For example: Please provide your overall thoughts on the application, including the reason for your recommendation.

High potential significance. Some question about feasibility and approach.

Response must be between 1 and 8000 characters (including spaces).

This can be whatever you want. For example: Please download the template above, complete off-line, and then upload the completed template here.

Save Your Score/Critique: After you click the "Save" button, your scores/critiques will be saved but NOT submitted. Click the "Submit" button at the top in order for your scores/critiques to be submitted.

Reviewer	Committee	Critique Details	Critique File
Kyle Jameson (Advocate)	DEMO1	View Critique Details Score: 7.67	View Critique File
Steve Pinchotti (Secondary)	DEMO1	View Critique Details Score: 7.33	View Critique File
Monika Last (Secondary)	DEMO1	View Critique Details Score: 7.33	View Critique File

2. If you click the [Other Critiques](#) link for the application, you'll be directed to a page with all critiques at the top, including yours, threaded discussion in the middle (if used by the grant maker), and application information at the bottom. The grant maker may opt to reveal the names of the other reviewers to you or to merely identify them by roles and ID numbers.

Conflict	Program Abbr	R	Applicant	Institution	Project Title	GM App ID	Mentor	Abstract	App Details	Submit Critique(s)	Discuss*	Other Critiques
<input type="checkbox"/>	RRMS04		Miller, Brad	RAMS Research Company	Environmental Project - RRMS - Brad Moore	57067 pC ID	Key Person/ Contacts	Abstract	App Details All Attachments	Primary Your Critique Submitted Rev 7.67	Discuss* 4/8	Other Critiques

Return to - Your Critique
Applicant: Miller, Brad (RAMS Research Company) PGM: RRMS04
 VOTE: 7.67 (Your Calculated Score)

Committee Critiques:			Committee Voting Results:	
Reviewer	Role	Scores (click for critique)	Voter	Score
DEMO1				
Print all Committee Critiques as .DOC				
Dion, L	Primary	7.67	Gilstrap, K	8 Excellent
Jameson, K	Advocate	7.67	Dion, L	7.67
Last, M	Secondary	7.33	Jameson, K	7.67
Pinchotti, S	Secondary	7.33	Last, M	7.33
			Pinchotti, S	7.33
Percentile: 60				
Maximum Score Variation: 0.67				
Standard Deviation: 0.28				

To add to the discussion simply enter your comments to the right and press this button.

Reviewer	Date/Time	Discussion
Dion, Luke DEMO1 Primary Test2011 Reviewer	12/11/2010 6:23:18 PM	I think we need to look at this application again and consider for funding.
Gilstrap, Kathy DEMO1 Voter Test2011 Reviewer	4/27/2009 2:56:27 PM	I agree 100%
Dion, Luke DEMO1 Primary Test2011 Reviewer	12/8/2008 2:53:59 PM	I disagree
Ruckert, Carl Grant Maker Administrator	4/28/2008 10:23:57 AM	What happens when I add my message here? The discussion is tracked to the application as it progresses through various committees.
Jameson, Kyle DEMO1 Advocate Test2011 Reviewer	5/8/2007 10:20:26 AM	Another reviewer provides comments and questions of their own.
Dion, Luke DEMO1 Primary Test2011 Reviewer	5/8/2007 10:08:40 AM	I can even ask a question of my own.
Dion, Luke DEMO1 Primary Test2011 Reviewer	5/8/2007 10:08:23 AM	Here is my response as a reviewer to the question entered by the other reviewer. Significance is very high relative to our mission.
Dion, Luke DEMO1 Primary Test2011 Reviewer	4/16/2007 5:45:46 PM	What are your thoughts on the approach proposed for the collection of data from the participants. Not sure they will share meaningful information.

Title: Environmental Project - RRMS - Brad Moore

General Audience Summary	Proposal Attachments (click to open)	Proposal Sections: (click link to access)
test data	Single PDF with All PDF Attachments Individual Attachments Type Description <input type="checkbox"/> Biosketch of Applicant Biosketch of Applicant <input type="checkbox"/> Budget Justification Budget Justification	LOI Section Title Page Applicant PI Institution & Contacts Key Personnel Letters of Reference Misc Abstract Outcomes Indicators Threats Budget Period Detail Budget Summary Clinical Research Research Support Other Support Organization Assurances Publications Attachments Proposal Narrative & Supporting Docs Project Site Study Population Demographics Signature Page(s)

If you have access to the All Applications tab **and** the grant maker has allowed you to access critiques for applications not assigned to you, you'll see the [Other Critiques](#) link for applications without an assignment. Clicking that link will take you to the same page referenced in #2 above.

Assigned Applications | All Applications | Instructions

List Of All Applications For: Review Meeting Committee for Demo

Select Another Committee: Review Meeting Committee for Demo (DEMO1)

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

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

Note: Grants that are resubmissions are marked with the letter "R".
 * The Discussion column will display a link in the form X/Y where X is the number of participating reviewers and Y is the total number of posts.

Conflict	Program Abbr	R	Applicant	Institution	Project Title	GM App ID	Mentor	Abstract	App Details	Submit Critique(s)	Discuss*	Other Critiques	Save Vote(s)
<input type="checkbox"/>	RRMS04		Miller, Brad	RAMS Research Company	Environmental Project - RRMS - Brad Moore	57067 pC ID	Key Person/ Contacts	Abstract	App Details All Attachments	Primary Your Critique Submitted Rev 7.67	Discuss* 4/8	Other Critiques	7.67 (Your Calculated Score) <input type="button" value="Save Vote"/>
<input type="checkbox"/>	RRMS1		McKee, Kathy	CFF Adult Program Albany Medical College (Albany, NY)	Biking for Lives- Kathy McKee	57065 pC ID	Key Person/ Contacts	Abstract	App Details All Attachments	No Assigned Critique	Discuss* 3/4	Other Critiques	No Response <input type="button" value="Save Vote"/>

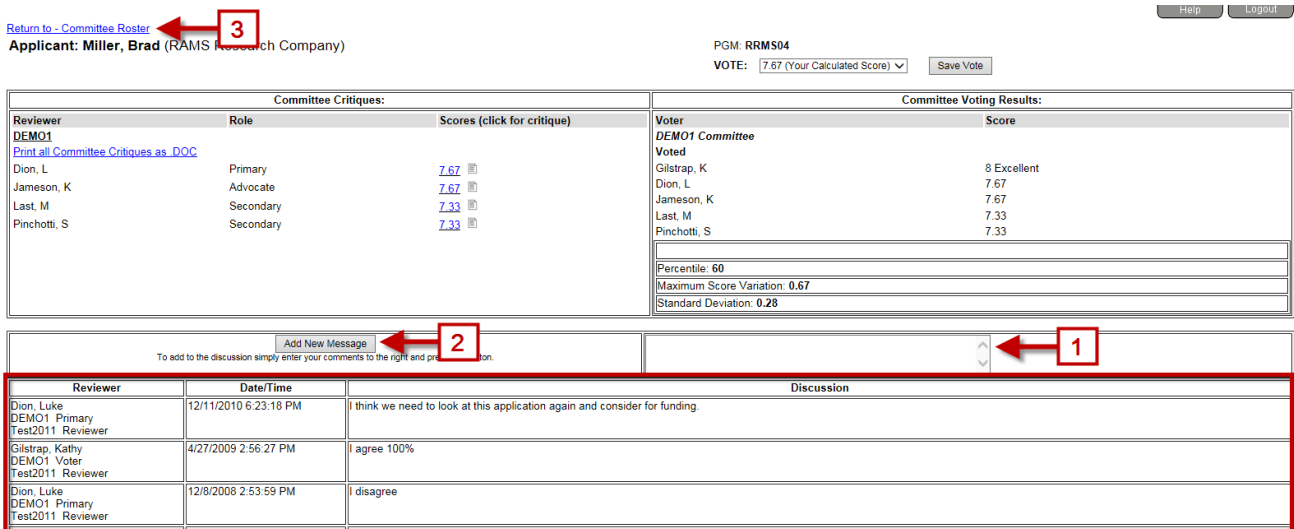
Threaded Discussion

If a grant maker has allowed threaded discussion, there are two ways that you can access it:

1. Click the link showing in the Discuss column. The link will appear as X/Y where X is the number of reviewers participating in the discussion and Y is the number of comments posted.
2. Click the [Other Critiques](#) link.

Both links will direct you to a page with all critiques at the top, threaded discussion in the middle, and application information at the bottom. The comments are sorted by date with the most recent comment at the top. The grant maker may elect to reveal the reviewers' names or only identify them by an ID number and role.

To post a comment, enter text in the box (1) and click the **Add New Message** button (2). When you're done, click the [Return to - Committee Roster](#) link (3) in the top right. This will return you to the list of applications that you came from.



The screenshot shows the application review interface. At the top left, there is a link "Return to - Committee Roster" with a red arrow and the number 3 pointing to it. Below this, the applicant information is displayed: "Applicant: Miller, Brad (RAMS Research Company)". In the top right corner, there are "Help" and "Logout" buttons. The main content area is divided into two sections: "Committee Critiques:" and "Committee Voting Results:". The "Committee Critiques:" section lists reviewers (Dion, L; Jameson, K; Last, M; Pinchotti, S) with their roles and scores. The "Committee Voting Results:" section shows the "Voter" (DEMO1 Committee) and the "Score" (8 Excellent). Below these sections, there is a text input box (1) and an "Add New Message" button (2). At the bottom, there is a table with columns "Reviewer", "Date/Time", and "Discussion". The table contains three rows of discussion entries.

Reviewer	Date/Time	Discussion
Dion, Luke DEMO1 Primary Test2011 Reviewer	12/11/2010 6:23:18 PM	I think we need to look at this application again and consider for funding.
Gilstrap, Kathy DEMO1 Voter Test2011 Reviewer	4/27/2009 2:56:27 PM	I agree 100%
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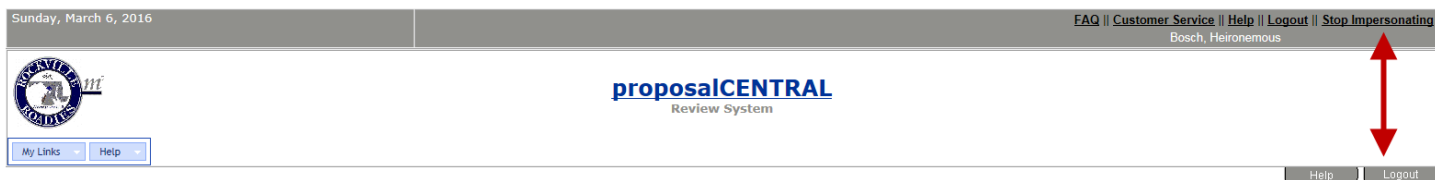
Revising Your Critique

Most of the time if a grant maker has allowed you to see other reviewers' critiques and participate in threaded discussion, they'll also allow you to revise your critique. However, not every grant maker allows this. If the grant maker does allow you to make revisions, you can revise your critique in the same manner that you entered it originally, i.e. click the [Your Critique](#) link for the application, edit your critique, and click the **Save** button. You won't need to click a **Submit** button again. The **Submit** button is only for the original submission. After that, every time you click a **Save** button to retain changes, the system will note that it's a revised critique. Critiques that have been revised will show "Submitted Rev" as the status.

Conflict	Program Abbr	R	Applicant	Institution	Project Title	GM App ID	Mentor	Abstract	App Details	Submit Critique(s)	Discuss*	Other Critiques
<input type="checkbox"/>	RRMS04		Miller, Brad	RAMS Research Company	Environmental Project - RRMS - Brad Moore	57067 pC ID	Key Person/ Contacts	Abstract	App Details All Attachments	Primary Your Critique Submitted Rev 7/67	4/8	Other Critiques

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](#)