

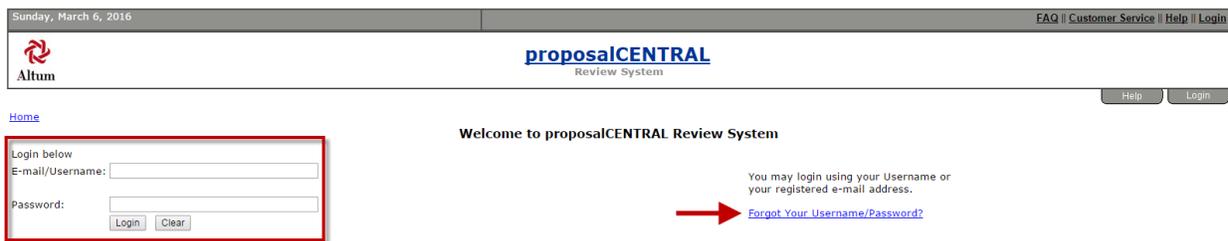
Customizing the proposalCENTRAL Review System

This tutorial includes (click the section to be directed to the instructions):

- HOW TO ACCESS THE REVIEW SYSTEM**1
- CONFIDENTIALITY/CONFLICT OF INTEREST STATEMENT**2
- ACCESSING APPLICATIONS AND ASSIGNMENTS**2
 - APPLICATION MATERIALS3
 - MARKING A CONFLICT3
- CUSTOMIZING THE TABLE OF APPLICATIONS**.....4
 - SEE DEADLINES4
 - ADD COLUMNS OF DATA5
 - SORT AND FILTER APPLICATIONS.....5
- EXITING THE REVIEW MODULE**.....6

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

Accessing Applications and Assignments

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 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. You should click on the pink tab to see if the grant maker has provided any documents that you should download.

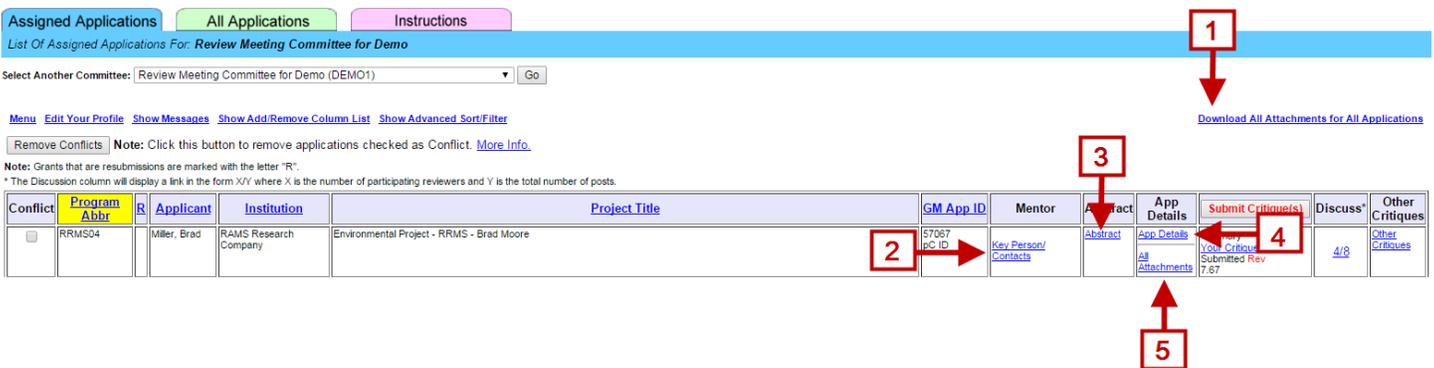
If you have access to multiple committees for the grant maker, you'll see a committee drop-down menu below the 3 tabs. To change committees, select another committee from the drop-down menu and click the **Go** button.



Application Materials

Within both the Assigned Applications and All Applications tabs, 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. The information 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.



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 IPC ID	Key Person/ Contacts	Abstract	App Details	Submit Critique(s) You Critique Submitted Rev 7,67	4/8	Other Critiques

Marking a Conflict

Within both the Assigned Applications and All Applications tabs, 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.

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
<input type="checkbox"/>	RRMS1		Vinay, Vandana	Johns Hopkins University	Education Project for RRMS - Vandana	57066 pC ID	Key Person/ Contacts	Abstract	App Details All Attachments	Primary Your Critique Submitted Rev 7.67 Submit Critique		Other Critiques
<input 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	Ready To Submit 5.33 Advocate Your 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	59090 pC ID	Key Person/ Contacts	Abstract	App Details All Attachments	Secondary Your Critique Not Started		Other Critiques

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



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

Customizing the Table of Applications

Within both the Assigned Applications and All Applications tabs, you have the ability to see deadlines for the committee, include more columns of information, and search for specific applications.

See Deadlines

In order to see the deadlines for the committee, click the [Show Messages](#) link above the table.

Assigned Applications | All Applications | Instructions

List Of Assigned 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
<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

If you don't want to see the messages, click the [Hide Messages](#) link above the table.

Assigned Applications | All Applications | Instructions

List Of Assigned Applications For: **Review Meeting Committee for Demo**

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

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

Messages

The Preferences period was from: 4/16/2007 6:00:00 AM to 4/16/2007 12:59:00 PM. The Preferences period is now closed.
 The Main Review period is from: 4/16/2007 6:00:00 AM to 12/31/2016 11:59:00 PM
 The Revisions period is from: 12/4/2015 6:00:00 AM to 12/4/2016 11:59:00 PM
 The Discussion period is from: 4/16/2007 6:00:00 AM to 12/31/2016 11:59:00 PM

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
<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

Add Columns of Data

If there is other information you want to include in the table of applications, click the [Show Add/Remove Column List](#) link above the table.



Assigned Applications | All Applications | Instructions

List Of Assigned Applications For: **Review Meeting Committee for Demo**

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

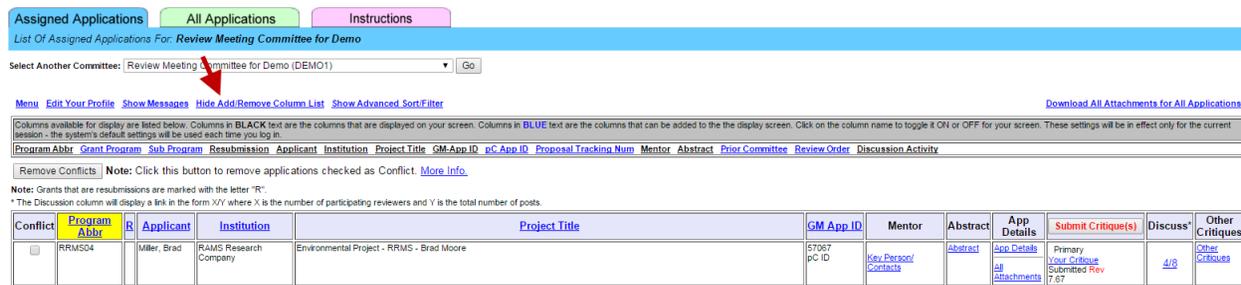
Menu | Edit Your Profile | Show Messages | **Show Add/Remove Column List** | Show Advanced Sort/Filter | Download All Attachments for All Applications

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".
 * 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
<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

Clicking the link will open a table that lists all possible columns for you to include. The columns showing in black are already included in the table. To add a column that is showing in blue, click its name. When you're done, click the [Hide Add/Remove Column List](#) link above the table.



Assigned Applications | All Applications | Instructions

List Of Assigned Applications For: **Review Meeting Committee for Demo**

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

Menu | Edit Your Profile | Show Messages | **Hide Add/Remove Column List** | Show Advanced Sort/Filter | Download All Attachments for All Applications

Columns available for display are listed below. Columns in **BLACK** text are the columns that are displayed on your screen. Columns in **BLUE** text are the columns that can be added to the display screen. Click on the column name to toggle it ON or OFF for your screen. These settings will be in effect only for the current session - the system's default settings will be used each time you log in.

Program Abbr **Grant Program** **Sub Program** **Resubmission** **Applicant** **Institution** **Project Title** **GM App ID** **pC App ID** **Proposal Tracking Num** **Mentor** **Abstract** **Prior Committee** **Review Order** **Discussion Activity**

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".
 * 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
<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

Sort and Filter Applications

To do a simple sort (e.g. sort by a single value), click the link in the column header for the column you wish to sort the table by. Not every column can be chosen for sort, but those that are available for sorting will show with a blue link in their name.



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".
 * 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
<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

To do an advanced sort (e.g. sort by multiple values) or filter the list of applications showing, click the [Show Advanced Sort/Filter](#) link above the table.

Assigned Applications | All Applications | Instructions

List Of Assigned Applications For: **Review Meeting Committee for Demo**

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

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

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".
 * The Discussion column will display a link in the form XY 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
<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

Clicking the link will open a table that allows you to elect sort and filter options. The top row includes the ability to sort by up to 5 different criteria. Each drop-down menu contains all the possible columns available for sort. The first drop-down on the left will be the primary sort (e.g. Program Abbr), the next column will be the secondary sort (e.g. Sub Program), the next column will be the tertiary sort (e.g. Applicant), and so on.

The second row includes the ability to filter the list of applications by program, prior committee (if applicable), and/or applicant.

You can sort the table without filtering, filter the table without sorting, or filter and sort the table. After making your desired customizations, click the **Implement Sort/Filter** button. When you're done, click the [Hide Advanced Sort/Filter](#) link above the table.

Assigned Applications | All Applications | Instructions

List Of Assigned Applications For: **Review Meeting Committee for Demo**

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

Advanced Sort/Filter

Sort: Not Selected | Not Selected | Not Selected | Not Selected | Not Selected

Filter: Grant Program | All Programs | Prior Committee | Applicant

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

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".
 * The Discussion column will display a link in the form XY 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
<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.

Sunday, March 6, 2016 FAQ | [Customer Service](#) | [Help](#) | [Logout](#)
Dion, Luke





Review System




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

List Of Assigned Applications For: **Review Meeting Committee for Demo**