

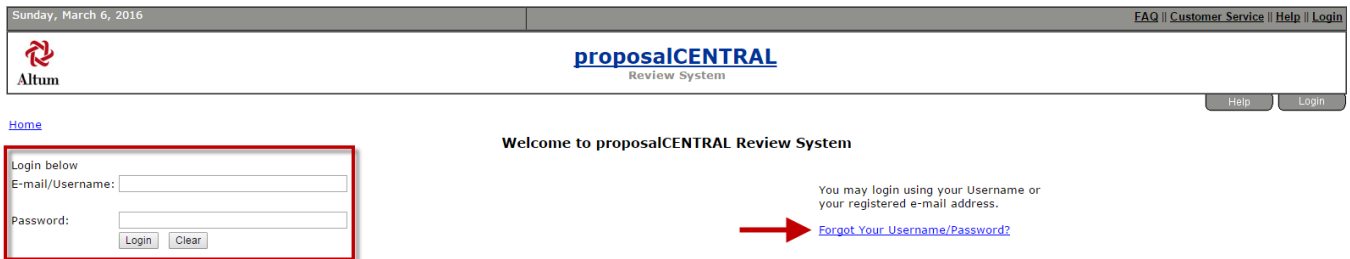
Submitting Your Review Preferences

proposalCENTRAL allows grant makers to create very custom 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 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

I Have Read and Accept the Confidentiality Statement or
 I Do Not Accept the Confidentiality Statement

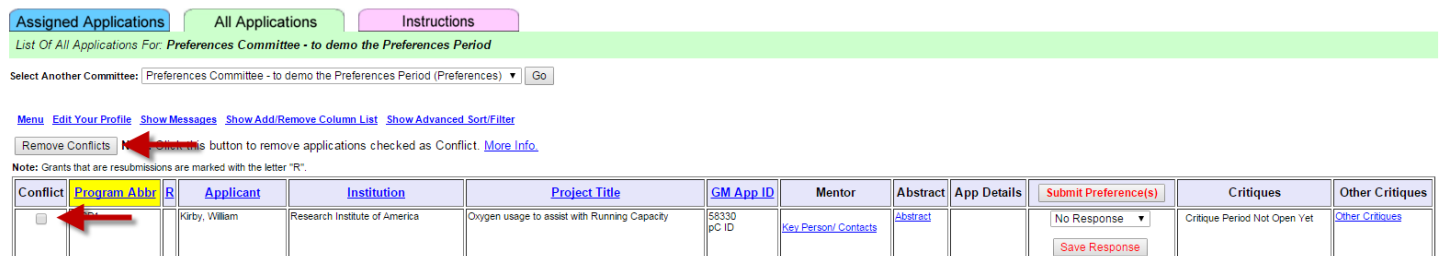
Select Committee

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.



Remove Conflicts: 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"/> | | | Kirby, William | Research Institute of America | Oxygen usage to assist with Running Capacity | 58330 pC ID | Key Person/ Contacts | Abstract | | No Response <input type="button" value="Save Response"/> | Critique Period Not Open Yet | Other Critiques |



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

Select & Submit Preferences

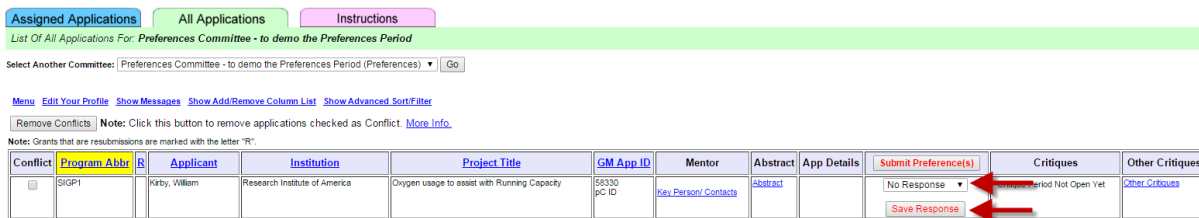
At this stage of the process, you will have access to the following application materials to help you determine your preferences:

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. What was collected varies from grant maker to grant maker, but typically includes lay and technical abstracts along with keywords.



| 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 | 8330 pC ID | Key Person/ Contacts | Abstract | | No Response Save Response | Critique Period Not Open Yet | Other Critiques |

For an application, select your desired preference 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 | Submit Preference(s) | Critiques | Other Critiques |
|--------------------------|--------------|---|----------------|-------------------------------|--|---------------|--------------------------------------|--------------------------|-------------|------------------------------|------------------------------|---------------------------------|
| <input type="checkbox"/> | SIGP1 | | Kirby, William | Research Institute of America | Oxygen usage to assist with Running Capacity | 8330 pC ID | Key Person/ Contacts | Abstract | | No Response Save Response | Critique Period Not Open Yet | Other Critiques |

Alternatively, you can select your preference for multiple applications and click the **Submit Preference(s)** button in the column label.

Once you have submitted your preferences, the grant maker will be able to see your responses.

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 | | No Response Save Response | Period Not Open Yet | Other Critiques |
| <input type="checkbox"/> | SIGP1 | | McManson, Richardo | New York University Medical Center | Drinking Dr. Pepper extends lifespan | 58340 pC ID | Key Person/ Contacts | Abstract | | Interested Save Response | Period Not Open Yet | Other Critiques |
| <input type="checkbox"/> | SIGP1 | | Smith, Sue | University of the South | Curing Arachnophobia through Jungle Excursions | 58329 pC ID | Key Person/ Contacts | Abstract | | Very Interested Save Response | Period Not Open Yet | Other Critiques |
| <input type="checkbox"/> | SIGP1 | | Yoga, Kishie | Germantown Great Research | Stretching help the Environment Stabilize | 58341 pC ID | Key Person/ Contacts | Abstract | | Interested Save Response | Period Not Open Yet | Other Critiques |
| <input type="checkbox"/> | SIGP1 | | Zhang, Kevin | Concordia University | Gaining with Herbal fragrances cures diseases | 58338 pC ID | Key Person/ Contacts | Abstract | | No Preference Save Response | Period Not Open Yet | 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



My Links | Help | Logout

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