Enter Initial comments (transcript)

This tutorial will walk reviewers through the process of entering initial comments on an application being reviewed while participating in a virtual meeting in IAR.

During the Submit phase, when reviewers are ready to submit critiques for their assigned applications, they should add a few comments in the 'Discussion Initial Comments' box on the *Submit Critiques and Scores* screen. This will set the stage for the actual discussion that will follow later.

The comment text box has a 4,000 character limit. After entering the comments, reviewers should enter the preliminary scores, attach the critique and click Submit. The initial comments can be updated by the reviewers during the Read phase, when the 'Initial Comments' link will appear in the Action column. However, reviewers won't be able to update their critique template, or make changes to the criterion or overall, impact scores during the Read phase.

A number of resources are available to you for Virtual Meetings. Help is only a click away. Clicking on any of the question marks on the Virtual Meeting screens will bring you to the VM online help for that topic with step-by-step instructions and screenshots.

If you have specific questions about Virtual Meeting, please contact the eRA Service Desk. This concludes the tutorial on entering initial comments. Thanks for watching.