

Discussion Dashboard Video (Transcript)

*****DISCLAIMER!!!*****

THIS FILE MAY CONTAIN ERRORS. THIS IS NOT A LEGAL DOCUMENT AND IS NOT FOR USE IN A COURT OF LAW.

*****DISCLAIMER!!!*****

This tutorial will walk through what happens during the Discussion phase on the Virtual Meeting Discussion Dashboard, the central hub of activity during a virtual meeting.

During the Discussion phase, reviewers can participate in individual discussion threads on each application on the dashboard. To get to the dashboard, log in to eRA Commons, click on Internet Assisted Review on the menu bar of the landing page. The *List of Meetings* screen will be displayed. Click on *View List of Applications* link in the Action column. From the *View List of Applications* screen, click on the **Go to Discussion** button in the Discussion column in the same row as the application you wish to discuss.

This will take reviewers to the *Virtual Meeting Discussion Dashboard*. Each application will have a unique screen displaying select topics, added by the SRO, and a corresponding discussion thread where reviewers will interact with one another and the SRO as needed.

The Discussion Dashboard has the following information laid out in four sections:

The header includes the application number, PI name, date and time the screen was last refreshed, application title, and links to view critiques.

It is worth noting that the application number is a hyperlink. Clicking the number will open the grant folder and provide access to the e-application, prior summary statements if applicable and e-Additions for Review if uploaded by the SRO

Meeting information includes meeting title, the name of the SRO, meeting phase, meeting dates, and due date for critiques.

Reviewers and scores — A list of assigned reviewers participating in the meeting are listed here. Other unassigned reviewers may appear on the list if they post comments or discussion scores, but assigned reviewers will appear on top since their scores set the score range.

A green circle will appear next to reviewers who are online, indicating their online presence.

Reviewers enter and/or edit their discussion scores here, to indicate level of enthusiasm for an application

Reviewers and Scores information can be sorted by column in ascending or descending order, using the sort arrows at the top of each column. Clicking the “Default Sort” button will return the assigned reviewers, who set the score range, to the top of the list.

Announcements and comments section — Announcements from the SRO (indicated by the megaphone icon) are displayed here, as are comments from reviewers (represented by a person icon), listed by the topic selected in the left navigational blue box.

Reviewers will enter comments on the individual application discussion thread by clicking on the reply link and entering their comments. The text supports italics, bold, underline, font size and other formatting. To refresh, simply click on the topic being discussed in the left navigational blue box.

The SRO will provide comments only when needed on the *Discussion Board* screen. Note that the reviewer can view the comments on the application in chronological order or conversational order. In the latter order, the replies are nested within the original comment.

The unread /total column in the blue box shows how many announcements/messages related to a topic have not been read out of all items.

Reviewers can still see comments during the edit phase if the final scoring is turned on. This will provide a read only view of the comments for the reviewers to consider while submitting their final scores. Once the final scoring time ends, the discussion comments will no longer be available. Reviewers will still be able to complete other Edit phase activities such as uploading an updated critique or changing their priorities scores until that phase ends.

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 Virtual Meeting online help for that topic with step-by-step instructions and screenshots.

This concludes this tutorial on the Virtual Meeting Discussion Dashboard in IAR. Thanks for watching.