09 Transcript - Reviewers How to Submit Final Scores

This tutorial will walk reviewers through the process of entering their final scores in IAR. The final scoring takes place following the discussion of applications.

The Scientific Review Officer (SRO) determines when final scoring will take place. Note that the display of criterion scores during final scoring varies, based on the business rules set by the SRO and is at the discretion of the SRO.

Reviewers at a meeting, or participating in a virtual meeting, should click on the View List of Applications link in I.A.R., to enter their final scores.

At the final scoring stage, the Final Score Sheet button becomes enabled on the List of My Assigned Applications screen. Note that mail reviewers, that's not gender related, but related to envelopes, and stamps and such, are not allowed to submit final scores. The Final Score Sheet button is not enabled to these reviewers.

Click the Final Score Sheet button. The Final Score Sheet screen opens for all applications in the meeting, showing Review Order (this is the default sort), Application Number, PI Name, Assignment Role (of the Reviewer), Criterion Scores (if available), and Final Score fields. The information in the table can be sorted by clicking the hyperlink of the column name. An orange icon displays next to the column heading of the current sort.

Keep in mind that the SRO controls the display of subprojects and criterion scores on this screen.

If only Phase 2 applications are listed, the title displays as Final Score Sheet – Phase 2 Only. Next, click on the Criterion Scores Label Report button. The Criterion Scores Label Report displays criterion labels for all FOAs in the meeting and lists applications under the related FOAs.

You can also access the Grant Folder from this screen, by clicking the application number displayed as a hyperlink. Select the appropriate link from within the Grant Folder to view additional information.

Final scores may be entered numerically as 1 to 9, or with one of these score codes: ND: Not Discussed: Applications lacking the quality necessary to be discussed at review meetings. NR: Not Recommended: Applications that are not recommended for further consideration. DF: Deferred: Applications marked deferred are moved to the next council round. NP: Not Present: The Reviewer was not present at the meeting when the application was discussed. AB: Abstain: The Reviewer is abstaining from scoring the application.

If conflicts exist for any of the applications, Conflict of Interest - COI, is displayed in the Assignment Role column, and critiques for this application cannot be viewed or submitted. If a reviewer is in conflict with an application, criterion score fields are not displayed. For applications with which a Reviewer is in conflict, the Final Score field displays a read-only CF and the final score cannot be updated.

Remember that the information you entered is not automatically saved. Select the 'Save All' link from the Action column or the 'Save All' button at the bottom of the screen to save the changes. All updated information is saved by clicking the Save All feature. Selecting the Cancel button at any time ignores the unsaved changes and closes the Final Score Sheet screen. The Save All and Return button, saves all the changes and returns you to the List of Applications screen.

A number of resources are available to you for more information about Final Scoring rules and IAR. Screen help is available by clicking on the question mark on the IAR screens. We very much appreciate your service as a reviewer. If you still have questions about IAR, contact your SRO or the eRA Service Desk. Thanks for watching.