

electronic Reviewer Support System (eRSS) for Reviewers



User Guide
For Reviewers

April 2023



Information

This guide does **NOT** cover grant application review meetings, nor does eRSS provide support for grant application reviews. Please see eRA Commons Internet-Assisted Review (IAR) for the review of grant applications.

Audience

This guide is designed for reviewers participating in the contract proposal review process using the eRSS Reviewer site: <https://erss-reviewer.nih.gov>.

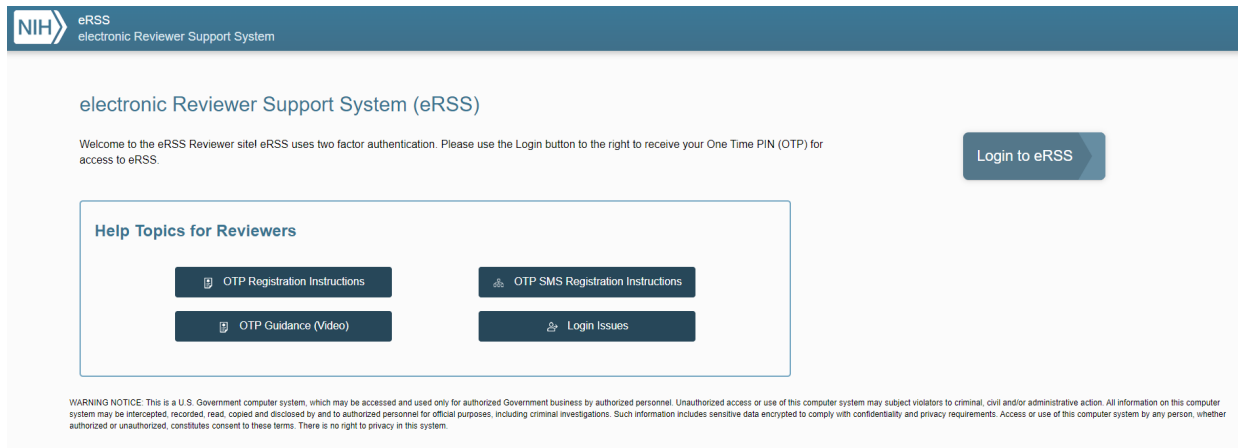
Objectives

Instructions in this guide will enable reviewers to perform the following in eRSS:

- Log in with One Time Pin (OTP)
- Complete the pre-review process
- Download proposals and meeting documents for a contract proposal review meeting
- Complete an Evaluation Form online or export a blank Evaluation Form to complete offline in Microsoft Word
- View other reviewers' critiques
- Re-certify the Pre-Meeting COI Certification
- Sign the Post-Review COI Certification Form
- View and sign Meeting Minutes (Chairperson)

Technical Assistance

For technical assistance accessing eRSS, please review the Help Topics on the eRSS Landing page.



NIH eRSS
electronic Reviewer Support System

electronic Reviewer Support System (eRSS)

Welcome to the eRSS Reviewer site! eRSS uses two factor authentication. Please use the Login button to the right to receive your One Time PIN (OTP) for access to eRSS.

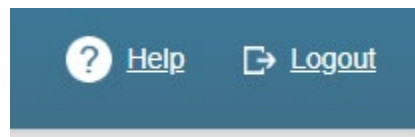
Login to eRSS

Help Topics for Reviewers

- OTP Registration Instructions
- OTP SMS Registration Instructions
- OTP Guidance (Video)
- Login Issues

WARNING NOTICE: This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right to privacy in this system.

For technical assistance with eRSS, please review the eRSS Help Documents using the Help button on the upper right of the screen:



If you need additional assistance or have a meeting-related question, please contact your SRO.

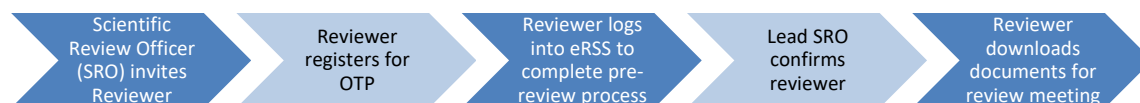
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Pre-Review Process

Pre-Review Process Overview

eRSS is a web-based system used to manage the review process for NIH contract proposals.



The pre-review process gathers important information that the Scientific Review Officer (SRO) needs to determine whether you will be able to participate in the review meeting.

Invitation to Review

If you have been contacted by an SRO to participate in a contract review meeting, you will receive an automated email invitation to participate. This email will have detailed information to allow you to log into the electronic reviewer support system (eRSS) by registering your email and setting up an NIH One Time Pin (OTP) account.

NIH eRSS Invitation to Participate

Dear Dr. Reviewer,

Thank you for your willingness to serve in NIAID's peer review process.

Meeting Title: Test Meeting for eRSS Reviewer Manual

SRO Name: NIAID, SRO

SRO Email: fake.email@nih.gov

To access meeting-related information and documents, log into NIH electronic Reviewer Support Site (eRSS) by following this link: <https://erss-reviewer.nih.gov>. Please login to the system using your fakeReviewer@gmail.com email address. If you are using a different email address, please contact the SRO listed above.

If you have never accessed eRSS system before, you must register your fakeReviewer@gmail.com email address in NIH One Time Pin Authentication system before you can login. You can do so by following the link <https://erss-reviewer.nih.gov> and clicking "Create Account" button on login page.

Once you have entered eRSS, click on the title of the meeting listed above. If you do not see the meeting listed on the eRSS web page, contact the SRO listed above. This will take you to a page where you can complete the meeting's pre-review process. Complete all sections from 1 to 10 and then click "Submit" button on summary section. The SRO will be notified automatically through eRSS that you have completed all steps of the pre-review process.

Please keep this invitation email handy for your reference.

If you need assistance with the eRSS system, please contact your SRO

Obtain a One Time Pin (OTP) Account

In the eRSS invitation email, you will find instructions on how to create an OTP account so that you can login to the system. There are also guidance documents on the eRSS homepage.

To receive an OTP PIN code, login to eRSS **with the email address with which you received the invitation.** If you use an alternate email address, you will not have access to the meeting you were invited to. The system will send you a PIN number by email. Simply enter the PIN into the login screen. PINs received via email are valid for 8 hours. If you login after 8 hours, you will be sent a new PIN.

Creating a New OTP Account

If your email address is not registered for OTP, click the Create Account button.

Sign in

to continue to eRSS

If you are an existing user, enter registered email address below and click Next. If you are not an existing user, click Create Account.

Email

Email not registered, create account before proceeding.

Having trouble logging in? [Contact support](#)

Create Account Next

Enter the email address included in the eRSS invitation email. And click the Next button.

Create Account

Enter your email address

Email

You will be sent a one-time authentication code to the email address entered.

Cancel Next

An email containing the PIN to log in to eRSS will be sent to the email address. Enter the PIN and click Next.

Sign in
Enter your security code
rev4@mail.com

A one-time verification code has been sent to the above email. The code will be active for 8 hours.

One-time Security Code

Didn't receive the code?

- Double check your email address
- Check your spam folder

[Send New Code](#)

[Cancel](#) [Next](#)

Complete the registration by adding user and contact information. You may also register a mobile phone to receive PINs via SMS text.

Create Account
rev2@mail.com

User Information

First Name	Middle Name <i>Optional</i>	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Company Information

Company Name <small>If no company name applicable, enter 'N/A'</small>	Street Address	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
State/Province	Zip	Country
<input type="text"/>	<input type="text"/>	<input type="text" value="United States"/>

Phone Information

Phone <i>Optional</i>	Use Phone for Text (SMS) Verification? <small>?</small>
<input type="text" value="+1"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<small>Note: Data rates may apply.</small>	

[Cancel](#) [Save](#)

If you chose to register a mobile phone number to receive PINs, there is an additional verification step. Enter the PIN sent to the mobile phone number and click Next. PINs received via SMS test are valid for 20 minutes.

Sign in

Enter your security code

rev4@mail.com

A one-time verification code has been sent to the phone +1*****3211. The code will be active for 20 minutes.

One-time Security Code

Didn't receive the code?

- Double check your phone number
- Check your phone spam folder if applicable

[Send New Code](#)

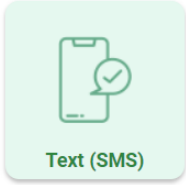
[Back](#) [Next](#)

You are now registered in NIH OTP system. To log in to eRSS, select the authentication method you would like to use to receive the PIN and follow the onscreen instructions.

Sign in


Select authentication method

You will be sent a one-time authentication code to the method you select below.



Text (SMS)

+1*****3211



Email

rev4@mail.com

Note: Data rates may apply.

[Cancel](#)

Updating an Existing OTP Account

Existing OTP user accounts can now register to receive PINs via SMS (text message). Follow the steps below to add a phone number.

Open the eRSS Reviewer site (<https://erss-reviewer.nih.gov>) and enter your OTP-registered email. Click the Next button.

Sign in

to continue to eRSS

If you are an existing user, enter registered email address below and click Next. If you are not an existing user, click Create Account.

Email

Having trouble logging in? [Contact support](#)

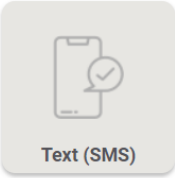
[Create Account](#) [Next](#)

Select the Email option.

Sign in

Select authentication method


You will be sent a one-time authentication code to the method you select below.



Text (SMS)

Add phone to account after login for Text (SMS) verification option

Note: Data rates may apply.



Email

rev1@mail.com

[Cancel](#)

Your security code will be sent to your OTP-registered email address. Please retrieve it and enter the security code here. Click the Next button.

Sign in

Enter your security code

rev1@mail.com

A one-time verification code has been sent to the above email. The code will be active for 8 hours.

One-time Security Code

Didn't receive the code?

- Double check your email address
- Check your spam folder

Send New Code

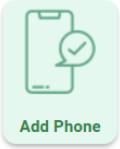
Back

Next

You are now logged in to eRSS. Click Add Phone to register a mobile phone number.

Success!

You are now logged in



Add your mobile number to your account for a faster, more secure login via SMS Text Message.

Note: Data rates may apply.

Add Phone

Continue to eRSS


Edit Account

Enter the phone number you wish to receive text message PINs.

Update Account

Add your phone number

Mobile Phone Number

 +1

You will be sent a one-time authentication code to the phone number entered as an SMS text message.

Data rates may apply.

Cancel

Next

You will be sent a PIN to the phone number entered above. This is a verification step. Please enter the PIN and click Next to proceed to eRSS.

Sign in

Enter your security code

rev1@mail.com

A one-time verification code has been sent to the phone +1*****4567. The code will be active for 20 minutes.

One-time Security Code

Didn't receive the code?

- Double check your phone number
- Check your phone spam folder if applicable

Send New Code

Back

Next

Success!

You are now logged in

Continue to eRSS

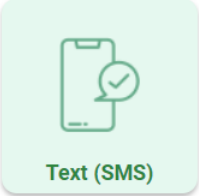
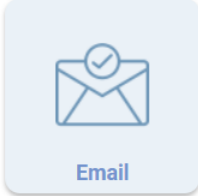
Edit Account

The next time you log in you will have the option to select either Email or Text (SMS) as the authentication method. Please select your preferred authentication method and proceed with login.

Sign in

Select authentication method

You will be sent a one-time authentication code to the method you select below.

 <p>Text (SMS)</p> <p>+1*****4567</p>	 <p>Email</p> <p>rev1@mail.com</p>
--	---

Note: Data rates may apply.

Cancel

Meeting Tile Anatomy

Once you log into eRSS, you will be taken to your My Meetings page, to access your meeting, click on the specific meeting tile as shown below. The meeting tile has links to many of the more commonly used functions in eRSS.

The screenshot shows the 'My Meetings' page in the eRSS system. At the top, there is a blue header with the NIH logo and the text 'eRSS electronic Reviewer Support System'. Below the header, the page title 'My Meetings' is displayed. A meeting tile titled 'Test Meeting for eRSS User Manual' is shown. The tile contains the following information:

- View:** [Proposals/Docs](#)
- Complete:** [Pre-Review](#) [Evaluation Form](#) [Post-Review](#) [Meeting Minutes](#)
- Lead SRO:** fake.email@nih.gov
- Solicitation Number(s):** [75N93022R00015](#)
- IC/Organization:** NIAID
- Current Status:** Notified by SRO to Complete/Update Pre-Review
- Notifications:** You are required to complete/update pre-review.
- Start Date:** 2/28/2023 **End Date:** 2/28/2023

Red arrows in the image point to each of these elements, highlighting their location and function within the meeting tile.

Meeting title: Will directly take you to the tab of the latest step you need to complete in eRSS.

View: Will take you directly to the Proposals and Documents tab.

Complete: Will take directly to the tab you select and guides you to the step you need to complete. Steps to which you do not yet have access will not be available as hyperlinks.

Lead SRO: Will generate an email to your SRO using your default email provider

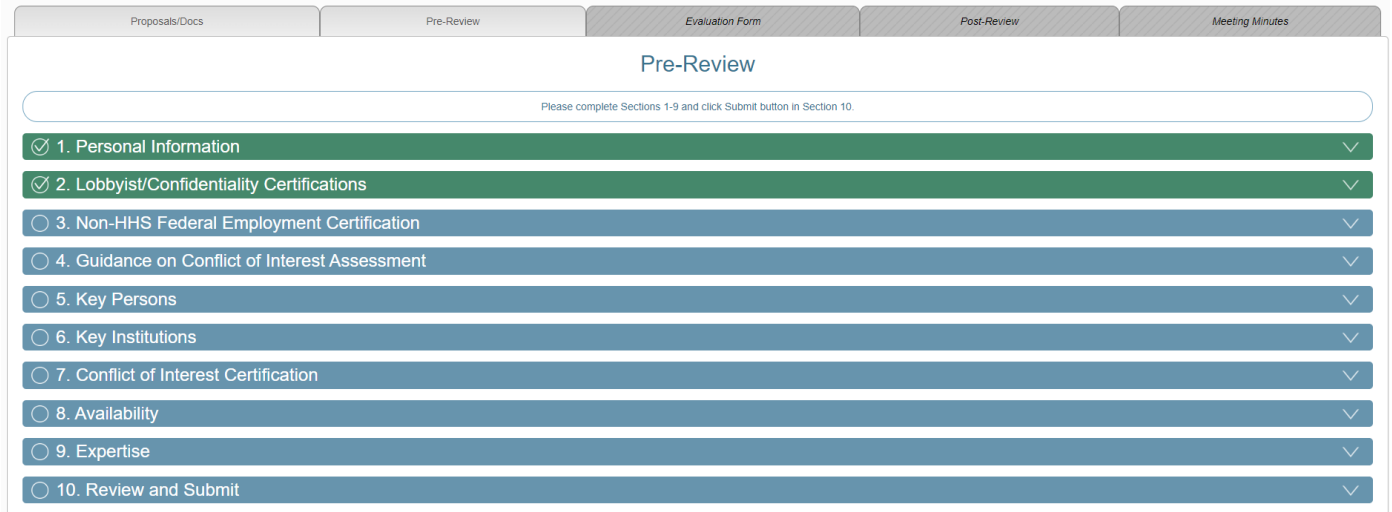
Solicitation Number: Will take you directly to the solicitation in SAM.gov

Current Status: Will let you know what you have access to in the system

- *Notified by SRO to Complete/Update Pre-Review:* you have been invited to complete the pre-review process for the SRO to review
- *Potential Reviewer:* the SRO is reviewing your pre-review information
- *Official Reviewer:* the SRO has enabled you in the system to view meeting materials

Pre-Review Process

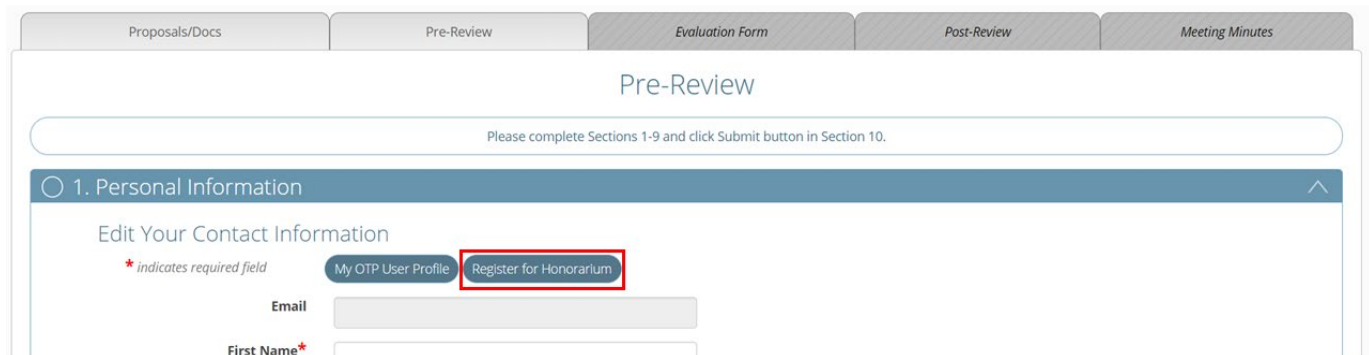
To initiate the pre-review process, click on the Pre-Review link in the meeting tile. There are 10 steps that must be completed before the SRO can review your information and grant you access to the review site. The first step will automatically open, and each subsequent step will automatically open after you click **Save and Continue**. The banner for that step will change to green and a checkmark will appear in the circle to the left once each step is completed.



The screenshot shows a navigation bar with five tabs: Proposals/Docs, Pre-Review, Evaluation Form, Post-Review, and Meeting Minutes. Below the tabs is a 'Pre-Review' section with a progress indicator: 'Please complete Sections 1-9 and click Submit button in Section 10.' A list of 10 steps is shown, each with a radio button and a dropdown arrow. Steps 1 and 2 are checked and highlighted in green, while steps 3 through 10 are unchecked and highlighted in blue.

Step	Status
1. Personal Information	Completed
2. Lobbyist/Confidentiality Certifications	Completed
3. Non-HHS Federal Employment Certification	Pending
4. Guidance on Conflict of Interest Assessment	Pending
5. Key Persons	Pending
6. Key Institutions	Pending
7. Conflict of Interest Certification	Pending
8. Availability	Pending
9. Expertise	Pending
10. Review and Submit	Pending

In the **Personal Information** section, you can update your contact information, your OTP User Profile, and access instructions to register for your honorarium by clicking **Register for the Honorarium**.



The screenshot shows the 'Pre-Review' section with the '1. Personal Information' step selected and expanded. The title is 'Edit Your Contact Information'. There is a note: '* indicates required field'. Two buttons are visible: 'My OTP User Profile' and 'Register for Honorarium', with the latter highlighted by a red box. Below the buttons are input fields for 'Email' and 'First Name*'. The 'First Name*' field has an asterisk indicating it is a required field.

Continue through the pre-review process by completing each step in the process and by clicking on **Save and Continue** at the end of each step until you reach the summary page. Submit your responses to the SRO by clicking on the **Submit** button. You are now done with the pre-review process and the SRO will review the information you submitted and follow up as needed.

10. Review and Submit

Please review the summary and click on Submit button to finish pre-review process

Warning: If Submit button is not clicked your information will NOT be submitted for review.

Submit

Official Reviewer Status

After the SRO reviews your information, your status will be changed to Official Reviewer when the SRO has enabled you to view meetings documents, proposals, assignments, and evaluation forms. You will be notified by email when you have been enabled as an Official Reviewer. The notification if you are accepted as an Official Reviewer appears as follows:

NIH eRSS Invitation

Dear Reviewer,

The Scientific Review Officer (SRO) listed below has changed your status from "Potential" to "Official" reviewer for the following meeting:

Meeting Title: Test Meeting for eRSS User Manual
SRO Name: NIAID, SRO
SRO Email: fake.email@nih.gov

To access meeting-related information and documents, log into NIH electronic Reviewer Support Site (eRSS) by following this link: <https://erss-reviewer.nih.gov>. Please login to the system using your fake_reviewer@gmail.com email address. If you are using a different email address, please contact the SRO listed above.

You will not be able to view proposals with which you are in conflict.

To be able to download meeting documents, you must first install Adobe Acrobat Reader and an Adobe Acrobat document security plug-in called FileOpen. Links to download Adobe Reader and the FileOpen plug-in are available from the meeting's Documents tab. This only has to be installed one time on a computer before downloading review materials. On 99% of the computers, the plug-in will install automatically after downloading and opening the file. Of the remaining computers, the users will need to ask your organizational computer professionals to install it.


If you need assistance with the eRSS system, please email the eRSS Helpdesk at eRSSHelp@niaid.nih.gov.

You will see your status change to Official Reviewer in the Current Status section on your meeting tile when you log back in.

Proposals/Docs; Complete: [Pre-Review](#), [Evaluation Form](#), [Post-Review](#), [Meeting Minutes](#); Lead SRO: fake.email@nih.gov; Solicitation Number(s): [75N93022R00015](#); IC/Organization: NIAID; Current Status: Official Reviewer (highlighted with a red box); Start Date: 2/28/2023; End Date: 2/28/2023."/>

Editing Your Pre-Review Process Information

You may log into eRSS and modify your personal information, expertise, or calendar at any time. If you need to make changes to your conflict of interest (COI) after you submit your pre-review responses in eRSS, please do so and notify your SRO.

 <p>Information</p>	<p>If new Key Personnel (KP) or Key Institutions (KI) are added at any point after you have completed the Conflict of Interest (COI) check, the next time you log into eRSS, you will be prompted to clear “unaccounted for KP/KI”. eRSS will only display new KP/KI that have not been previously reviewed. Once you complete this step, you will have the same access you did previously if you indicated no new conflicts.</p>
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Download Proposals to Your Computer or Laptop

As an Official Reviewer, the Proposals/Docs link will become live on the meeting tile on your My Meetings page so that you may download and view proposals with which you are NOT in conflict.

My Meetings

Test Meeting for eRSS User Manual

View: [Proposals/Docs](#)

Complete: [Pre-Review](#) [Evaluation Form](#) [Post-Review](#) [Meeting Minutes](#)

Lead SRO: fake.email@nih.gov

Solicitation Number(s): [75N93022R00015](#)

IC/Organization: NIAID

Current Status: Official Reviewer

Start Date: 2/28/2023 End Date: 2/28/2023

NOTE: Proposals can only be opened in Adobe Acrobat and by NO OTHER PDF viewer.

Install Acrobat and FileOpen Plug-in

Due to the sensitive nature of our grant and contract proposals, NIH has taken steps to further protect these documents using an innovative technology called FileOpen. It allows staff to set expiration dates for review meeting-specific files. To view proposals and meeting documents, you will need to install Adobe Acrobat Reader and the FileOpen plugin to your computer or laptop. If you don't have Adobe Reader, go to the Proposals/Docs tab and click 1. Get Adobe Acrobat Reader.

Meeting (Test)

Proposals/Docs Pre-Review Evaluation Form Post-Review Meeting Minutes

To Download All Available Documents (excluding Files over 300MB)

1. Get Adobe Acrobat Reader 2. Install FileOpen Plugin for Adobe Acrobat Reader 3. Download All Documents FileOpen Help (PDE | Video)

Note: You are required to submit an Evaluation Form in advance of the review meeting for all proposals that have a number listed in the 'Reviewer Number' column. For all other proposals, you will submit an Evaluation Form during the review meeting.

Show Documents for My Proposals

NOTE:

1. The default browser for Windows 10 is Microsoft Edge. If you are using the Edge browser, you must disable the PDF viewer in Edge prior to changing the program affiliation in Windows 10 to Adobe Acrobat Reader. For instructions on how to disable Edge's pdf viewer, click [here](#).
2. If you are using Google Chrome, you must disable the Chrome pdf viewer:

- Click on the three vertical dots in the top right-hand corner of Chrome and select 'Settings'
- Scroll to the bottom of the page. Click 'Advanced Settings'
- Under Privacy and Security, click 'Site Settings'
- Scroll to the bottom of the page
- Under the heading 'pdf documents, click the arrow and then move the slider next to "Download pdf files instead of automatically opening them in Chrome" to the right so that it's now blue.

To install FileOpen, click 2. Install the FileOpen Plugin for Adobe Acrobat Reader. You will see a page like the one below that allows you to run the correct FileOpen installer for the operating system on your laptop or computer.

Click **OK** to install the FileOpen plug-in.

NOTE: If you are using a computer or laptop provided by your workplace or institution, someone with administrative rights may need to install the FileOpen plug-in on your laptop or computer.

The screenshot shows the FileOpen Systems website with a navigation menu (Installers, FAQ, Removal, Contact Us) and a main heading 'FileOpen Client Installers'. Below this is a paragraph explaining that FileOpen provides free plug-ins and viewers for encrypted documents. The page is divided into four sections, each with a platform icon and a title:

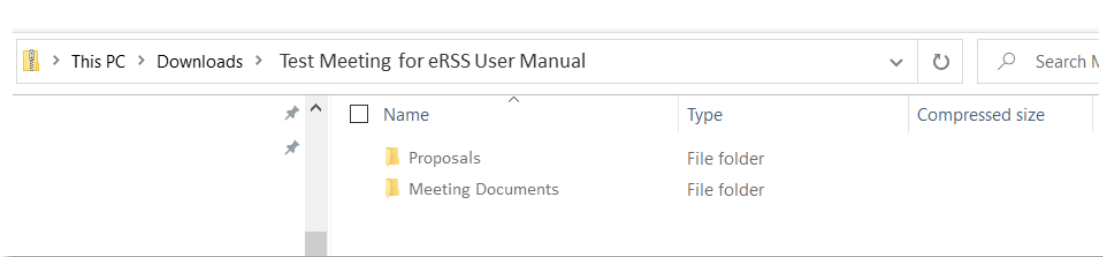
- Windows Installers:** Includes 'FileOpen Exe Installer [998] (recommended)' and 'MSI Installer for 64-bit systems [998]'. System requirements are '64-bit Windows 10 or later, Server 2016 or later' and 'Adobe Reader/Adobe Acrobat 9.0 or later'. A note explains that .exe installers are recommended for normal users, while .msi installers are for system administrators. A link is provided for 32-bit Windows users.
- Macintosh Installers:** Lists 'macOS 12+ Installer' and 'macOS 10.9+ Installer'. System requirements are 'macOS 10.9 or above. For macOS 12 click here.' and 'Adobe Reader/Adobe Acrobat DC or later'.
- iOS FileOpen Viewer for iOS:** Lists 'FileOpen Viewer for iOS' and 'iPad, iPhone, iPod Touch, iOS 4.0 or later'.
- FileOpen Viewer for Android:** Lists 'FileOpen Viewer for Android' and 'Android 2.2+'.

After you have installed FileOpen, please click on [follow Step 3 in the FileOpen Troubleshooting FAQ](#) to confirm that it has been installed.

If installation has failed, you will see an error message. Please use the [FileOpen Troubleshooting FAQ](#).

If the proposals do not open correctly, try opening the proposals one at a time.

If successful, a file opens with folders containing PDFs of meeting documents and proposals with which you are not in conflict. You will extract the proposals from this folder.



Additional guidance can be found in this [video tutorial](#).

If you continue to have trouble opening files after completing these steps, please contact the SRO for the meeting.

View Your Review Assignments

After you are made an Official Reviewer in eRSS, the **Evaluation Form** link will become live on the meeting tile on your **My Meetings** page. Click the **Evaluation Form** link:

NIH eRSS
electronic Reviewer Support System

My Meetings

Test Meeting for eRSS User Manual

View: [Proposals/Docs](#)

Complete: [Pre-Review](#) [Evaluation Form](#) [Post-Review](#) [Meeting Minutes](#)

Lead SRO: fake.email@nih.gov

Solicitation Number(s): [75N93022R00015](#)

IC/Organization: NIAID

Current Status: Official Reviewer

Start Date: 2/28/2023 End Date: 2/28/2023

This takes you to the **Evaluation Form** tab for the meeting. Your review assignments appear in the Reviewer Number column. If there is a reviewer number for a proposal listed in the Reviewer Number column, you are required to complete a critique for the that proposal in advance of the review meeting. If no number appears for a proposal in the Reviewer Number column, you will submit your completed evaluation for that proposal during the review meeting. *Please contact your SRO if you have further questions about review assignments for contract proposal review.* You can also access the proposals for which you must complete evaluations in advance of the review meeting by clicking **Show My Proposals**.

NIH eRSS
electronic Reviewer Support System

Welcome [Help](#) [Logout](#)

Test Meeting for eRSS User Manual

Proposals/Docs Pre-Review **Evaluation Form** Post-Review Meeting Minutes

Evaluation Form

Note: You are required to submit an Evaluation Form in advance of the review meeting for all proposals that have a number listed in the 'Reviewer Number' column. For all other proposals, you will submit an Evaluation Form during the review meeting.

[Show My Scores](#) [Show My Proposals](#)

Status	Review Order	Due Date	Offeror	Title	PI Name	Reviewer Number	Actions
Not Submitted	1	2/28/2023	Offeror Number 1	Proposal Number 1	Primary, Investigator	2	Complete Evaluation Form All Scores/Evaluation Forms Evaluation Summary

Completing Evaluation Forms

Before the Meeting

On the Evaluation Tab, click Complete Evaluation Form to go to the web evaluation form for a proposal.

Status	Review Order	Due Date	Offeror	Title	PI Name	Reviewer Number	Actions
Not Submitted	1	2/28/2023	Offeror Number 1	ProposalNumber 1	Primary, Investigator	2	Complete Evaluation Form All Scores/Evaluation Forms Evaluation Summary

1. Click Complete Evaluation Form in the Action column for the selected proposal to complete your evaluation directly in eRSS. The Evaluation form can also be exported into Word to be completed and then re-uploaded to eRSS. See [Completing an Evaluation Form in Word](#) for instructions.
2. Enter strengths, weaknesses, and a score for every technical evaluation criterion on the web Evaluation Form. Complete the Special Issues. Your responses are auto-saved every 10 seconds after typing in the web form. You can also click on Save at the bottom of the form at any time.
3. The Special Issues section of the Evaluation Form should be completed prior to the meeting. Reviewers can update their responses in the form, if needed, during the review meeting.

NOTE: You will not be able to complete Acceptability ratings until the review meeting begins.

4. Click Submit to SRO to submit your responses. This is necessary to publish your Evaluation Form. The SRO and other reviewers will not be able to view your responses and scores for a proposal until after you click Submit to SRO. It also gives you access to view evaluations submitted by other reviewers.
5. After you submit your completed Evaluation Form for a proposal, you should see this message appear for a few seconds at the top of the screen:



You can also view whether your Evaluation Form has been submitted successfully in the Status column of the Evaluation tab. You will see Pre-Meeting Submitted when your Evaluation Form has been submitted successfully to the SRO prior to the review meeting. You will see the word Submitted after you submit a completed Evaluation Form during a meeting.

The screenshot shows the 'eRSS electronic Reviewer Support System' interface. At the top, there are tabs for 'Proposals/Docs', 'Pre-Review', 'Evaluation Form', 'Post-Review', and 'Meeting Minutes'. The 'Evaluation Form' tab is active. A yellow banner contains a note: 'Note: You are required to submit an Evaluation Form in advance of the review meeting for all proposals that have a number listed in the 'Reviewer Number' column. For all other proposals, you will submit an Evaluation Form during the review meeting.' Below the banner are buttons for 'Show My Scores' and 'Show My Proposals', and a search field. A table lists proposals with columns: Status, Review Order, Due Date, Offeror, Title, PI Name, Reviewer Number, and Actions. The 'Status' column for the first row is highlighted with a red box and contains the text 'Pre-Meeting Submitted'. The 'Actions' column for the same row contains buttons for 'Complete Evaluation Form', 'All Scores/Evaluation Forms', and 'Evaluation Summary'.

Status	Review Order	Due Date	Offeror	Title	PI Name	Reviewer Number	Actions
Pre-Meeting Submitted	1	2/28/2023	Offeror Number 1	Proposal Number 1	Primary, Investigator	2	Complete Evaluation Form All Scores/Evaluation Forms Evaluation Summary

Reviewers are asked to evaluate proposals consistently. To help you maintain the same standards when scoring different proposals, you can access the record of TEC scores, total scores, and votes on acceptability by clicking **Show My Scores**.

This screenshot shows a different view of the 'Evaluation Form' tab. It features a yellow banner with the same note as the previous screenshot. Below the banner, the 'View my proposal scores.' button is highlighted with a red box, and the 'Show My Scores' button is also highlighted. The 'Show My Proposals' button and a search field are also visible. Below these elements is a table header with columns: Title, PI Name, Reviewer Number, and Actions.

Title	PI Name	Reviewer Number	Actions
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Viewing Other Reviewer's Evaluations

After you have submitted your evaluations and scores, you will be able to view other reviewers' scores and evaluation forms. You **MUST** submit evaluations and scores for all assigned proposals before you have access to those of other reviewers.

To view other reviewers' scores and completed Evaluation forms, click All Scores/Evaluation Forms in the Action column for a proposal.

Click Evaluation Summary in the Action column to view a comparison of each of your criterion scores with the average scores for each criterion for that proposal submitted by the other reviewers:

During the Meeting

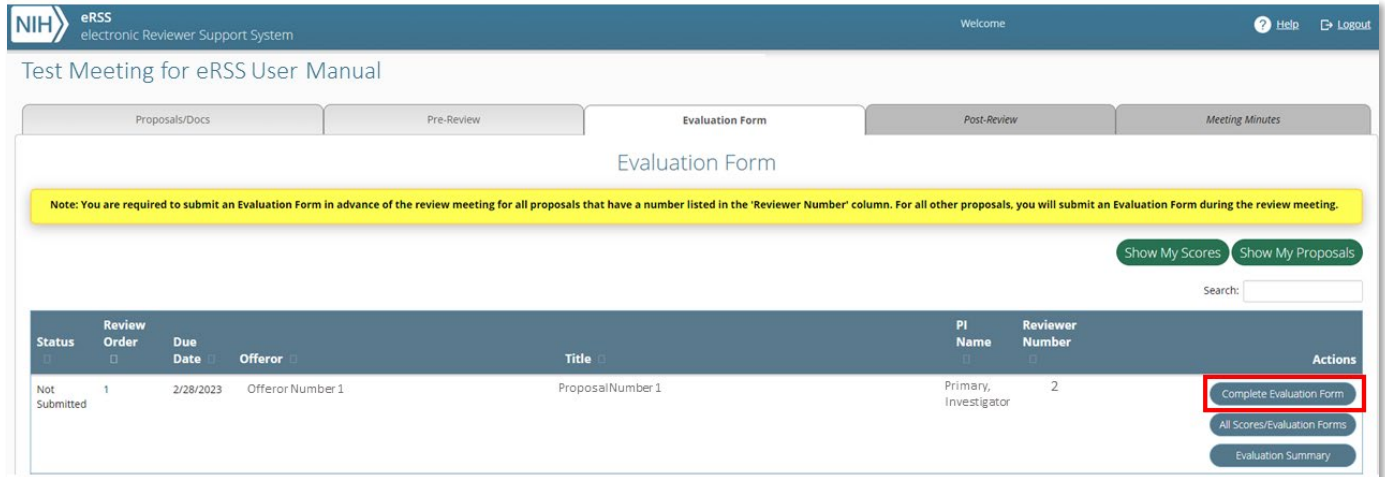
1. Click Complete Evaluation Form in the Action column for the selected proposal.
2. Enter strengths, weaknesses, and a score for every technical evaluation criterion. Your responses are auto-saved every 10 seconds after typing in the web form. You can also click on Save at the bottom of the form at any time.
3. After the proposal is discussed at the review meeting, reviewers can make a determination of Technical Acceptability for that proposal. You sign the evaluation form by marking the Sign Evaluation Form box.
4. For the Determination of Acceptability, Select Acceptable or Unacceptable and then mark the “Sign Evaluation Form” box to sign your Evaluation Form.

5. If a proposal is deemed Acceptable, you will need to update your Special Issues. Special Issues are not evaluated for Unacceptable proposals. Click Submit to SRO to submit your responses. The SRO and other reviewers will not be able to view your responses and scores for a proposal until after you click Submit to SRO.

Completing an Evaluation Form in Word

You can also download the evaluation from as a Word document to work with on your desktop before and/or during the meeting.

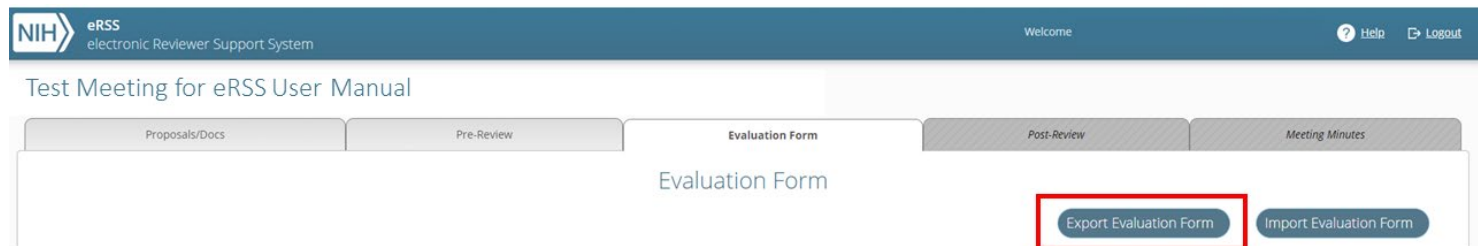
1. From the Evaluation tab for a proposal, click on **Complete Evaluation Form** in the Action column. This step will need to be completed for each proposal, as each Word document is proposal specific.



The screenshot shows the eRSS interface for a proposal. At the top, there's a navigation bar with 'Proposals/Docs', 'Pre-Review', 'Evaluation Form', 'Post-Review', and 'Meeting Minutes'. Below this is a yellow notification bar. A search bar is present. A table lists proposals with columns for Status, Review Order, Due Date, Offeror, Title, PI Name, and Reviewer Number. The 'Actions' column for the first proposal has three buttons: 'Complete Evaluation Form' (highlighted with a red box), 'All Scores/Evaluation Forms', and 'Evaluation Summary'.

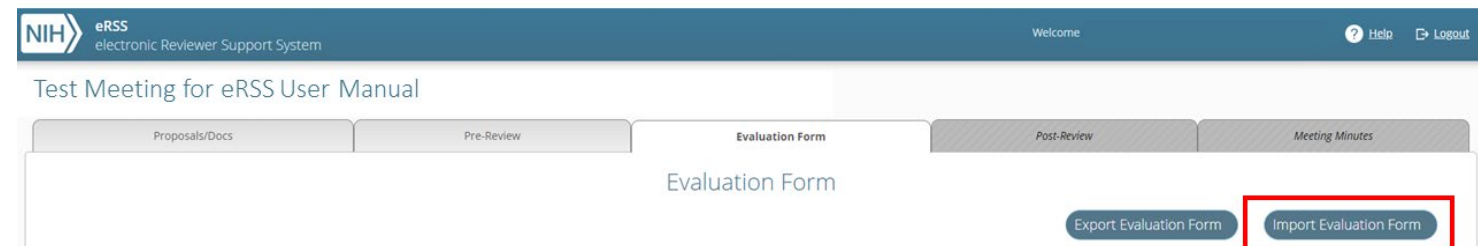
Status	Review Order	Due Date	Offeror	Title	PI Name	Reviewer Number	Actions
Not Submitted	1	2/28/2023	Offeror Number 1	ProposalNumber 1	Primary, Investigator	2	Complete Evaluation Form All Scores/Evaluation Forms Evaluation Summary

2. When the Evaluation form opens, click on Export Evaluation Form.



The screenshot shows the eRSS interface with the 'Evaluation Form' tab selected. At the bottom right, there are two buttons: 'Export Evaluation Form' (highlighted with a red box) and 'Import Evaluation Form'.

3. Complete your evaluations in Microsoft Word.
4. To upload your evaluation forms in eRSS, click Import Evaluation Form on the Evaluation Form tab for a proposal and upload your critique. Be sure to upload your critique to the correct proposal.



The screenshot shows the eRSS interface with the 'Evaluation Form' tab selected. At the bottom right, there are two buttons: 'Export Evaluation Form' and 'Import Evaluation Form' (highlighted with a red box).

5. You must click Submit to SRO after you upload it to publish your Evaluation Form so the SRO and other reviewers can view it.

Pre- and Post-Review COI Certification at the Meeting

When you log into eRSS on the day of the meeting, reviewers will be prompted to re-certify that they have no Conflicts of Interest at the start of the meeting. Check for conflicts and then mark the “I agree” box and click Recertify at the bottom of this page.

The screenshot shows a navigation menu with five green items (1-5) and one blue item (6). Item 6, 'Conflict of Interest Certification', is expanded to show a form. At the top of the form is a red-bordered box with the text 'Choose whether you are a Non-Federal Reviewer or a Federal Employee:' and two radio buttons: 'Non-Federal Reviewer' (selected) and 'Federal Employee'. Below this is the title 'NIH PRE-REVIEW CERTIFICATION REGARDING CONFLICT OF INTEREST FOR NON-FEDERAL REVIEWERS OF NIH R&D CONTRACT PROPOSALS'. The form contains several fields: 'Name (Last, First):', 'Address (employment):', 'Other Employers (if applicable):', 'Scientific Review Group:', and 'Dates of Review:'. To the right, there are pre-filled fields for 'Three, Reviewer' (123 Sesame Street, New York City 22111 NY USA) and 'ZAI1 LBD-Z (C1)' with dates '6/29/2020 - 6/30/2020'.

At the end of the meeting click on the Post-Review tab. Read the certification, mark the “I Agree” box and click Save.

The screenshot shows the 'My Meetings' page in the eRSS system. The header includes the NIH logo and the text 'eRSS electronic Reviewer Support System'. The main heading is 'My Meetings'. Below this is a card titled 'Test Meeting for eRSS User Manual'. Inside the card, there are several links and fields: 'View: [Proposals/Docs](#)', 'Complete: [Pre-Review](#) [Evaluation Form](#) [Post-Review](#) [Meeting Minutes](#)', 'Lead SRO: fake.email@nih.gov', 'Solicitation Number(s): [75N93022R00015](#)', 'IC/Organization: NIAID', and 'Current Status: Official Reviewer'. At the bottom of the card, a light blue bar contains 'Start Date: 2/28/2023' and 'End Date: 2/28/2023'. The 'Post-Review' link is highlighted with a red box.

Meeting Minutes (for Chairperson Only)

After the meeting is complete, the Chairperson can go directly to the Meeting Minutes tab in eRSS, certify the meeting minutes, and click Save.

The screenshot shows the 'Meeting Minutes' tab selected in the eRSS interface. The page displays the following information:

- DEPARTMENT OF HEALTH AND HUMAN SERVICES
National Institutes of Health
National Institute of Allergy and Infectious Diseases's
MINUTES OF THE
National Institute of Allergy and Infectious Diseases
SPECIAL EMPHASIS PANEL
Lucy's Test Meeting to Update eRSS Reviewer Manual
6/29/2020 - 7/1/2020
- CLOSED MEETING
- The meeting of the National Institute of Allergy and Infectious Diseases Special Emphasis Panel to review Contract Proposals was convened on 6/29/2020 at 8:00 AM ET at the 5601 Fishers Lane, Bethesda, MD.
- Reviewer Three, presided as Chair. The roster attached includes all members of the panel. Others in attendance included staff from the Scientific Review Program, the Office of Acquisitions and the Contracting Officers Representative.
- This meeting was closed to the public in accordance with the determination that it was concerned with matters exempt from mandatory disclosure under sections 552b(c)(4) and 552b(c)(6), Title 5, U.S. Code and Section 10(d) of the Federal Advisory Committee Act, as amended (4 U.S.C. Appendix 2). The Scientific Review Officer explained policies and procedures regarding avoidance of conflict of interest situations; discussion and scoring of each aspect of the Technical Evaluation Criteria; assessment of Human Subjects, Animal Welfare and Biohazard issues; and emphasized confidentiality of all proposal materials, committee discussions, and recommendations.
- The Committee reviewed proposals submitted in response to 75N93020R00006 - NIAID Specimen Repository. The total amount requested in direct costs (all years) for all proposals was \$0000000000. Please enter non negative integer number.
- The meeting was adjourned on 7/1/2020 at 4:30 PM ET.

The certification section, highlighted with a red box, contains the following text:

I hereby certify that the foregoing minutes are accurate and complete.
Electronically signed by [Three, Reviewer] using secure OTP Login by at 10:48 AM 7/1/2020

A green 'Save' button is located below the certification text.

Alternatively, the Chair can navigate back to the meeting tile on the My Meetings page and click the Meeting Minutes link to certify and sign the meeting minutes.

The screenshot shows the 'My Meetings' page in the eRSS system. The page header includes the NIH logo and the text 'eRSS electronic Reviewer Support System'. The main content area displays a meeting tile for 'Test Meeting for eRSS User Manual'. The tile contains the following information:

- View: [Proposals/Docs](#)
- Complete: [Pre-Review](#) [Evaluation Form](#) [Post-Review](#) [Meeting Minutes](#)
- Lead SRO: fake.email@nih.gov
- Solicitation Number(s): [75N93022R00015](#)
- IC/Organization: NIAID
- Current Status: Official Reviewer

At the bottom of the tile, the Start Date is 2/28/2023 and the End Date is 2/28/2023. The 'Meeting Minutes' link is highlighted with a red box.