

## ASYNCHRONOUS ELECTRONIC DISCUSSION (AED) REVIEWER'S QUICK GUIDE

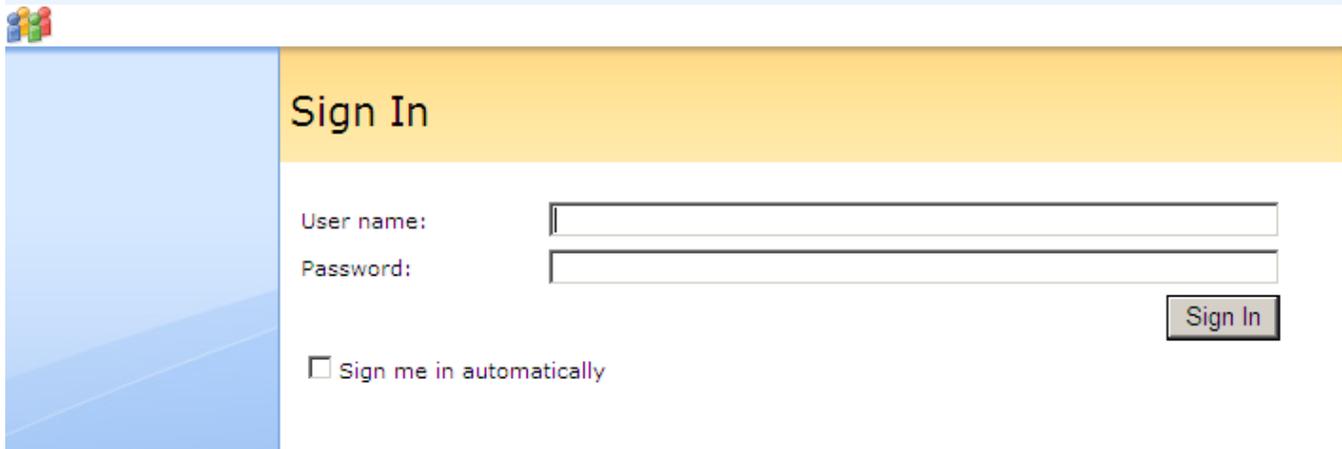
Thank-you for agreeing to review NIH grant applications using AED. While this review format eliminates the need to travel, it does introduce some additional challenges for participation. This quick guide will help you overcome many of these participatory challenges.

### Important Considerations:

- Because the discussions are asynchronous, spreading out your participation over the duration of the meeting ensures that discussions proceed to their natural conclusion. Please plan on logging in 5-6 times per day and to commit sufficient time to make a meaningful contribution. Spending 4-6 hours per day may be necessary.
- You are being asked to score every application and contribute to the best of your ability to all discussions in the meeting, not simply those applications specifically assigned to you. Passive listening is not possible in AED, so reading the discussion threads for each application is important prior to final scoring. You should enter a final overall score for every application, but only submit final criterion scores for the applications that you are assigned to.
- The assigned reviewers should initiate the discussion for an application and provide sufficient introductory comments to bring all panel members up to speed on an application quickly.
- The Chair has responsibility for stimulating discussions and ensuring that the discussion threads are summarized adequately before final scoring.
- AED employs a secure web-based interface that is accessible only with a username and password. The meeting site URL and your special password will be sent to you. Your NIH eCommons name serves as your username for the meeting.
- Access to the AED meeting can be complicated by browser compatibility issues and security restrictions that might be in place between your institution and the NIH AED servers. While all of the major browsers are supported, older versions may not work properly. The AED Team strongly recommends: Internet Explorer 6+, Firefox 1.5+ (all platforms), Netscape 8.1+ (Windows), Netscape 7.2+ (Unix/Linux), Mozilla 1.7+, or Safari 2.0+
- For help with any technical issues, including logon and website problems please email the CSR AED Support team directly at [csraedsupport@csr.nih.gov](mailto:csraedsupport@csr.nih.gov).

### Logging into an AED Meeting

- Open a new internet browser window and turn off any popup blockers.
- Copy and paste the meeting website URL provided to you separately by the SRO into the browser address line.
- On the logon screen presented (see below), enter your username (your NIH eCommons username) and password provided to you. If you do not get the logon screen shown below, please contact CSR
- AED Support and we will work with you to identify the problem.



Sign In

User name:

Password:

Sign me in automatically

Sign In

- If your logon credentials are accepted, you will see a Warning Notice about the confidentiality of the meeting and two buttons to either accept or decline this confidentiality agreement. In some browsers, additional messages might pop up and you should click OK to proceed through them.
- Upon acceptance of the agreement, you will either see the meeting homepage or, if you logon prior to the meeting start date, a message that the meeting has not yet started.

### Meeting Home Page

- Any general announcements from the SRO and Chair are displayed along the top in the announcements section.
- The application table is shown along the bottom and can be sorted on any of the columns by clicking on the column header. Click again to change the sort order (toggle between ascending and descending).
- Access to an application discussion thread is through the *PI Name* or *Application Number* link.
- The phase of the meeting is indicated in the upper right, along with an indication of when that phase ends. Actual deadlines for each phase are accessible through the deadlines link in additional section.
- Any message sent to you by the SRO will appear next to the Messages header along the top of the screen
- Sending a private note to the SRO is possible with the link in the upper right hand corner.

### Introduction Phase Considerations

- Applications will be displayed in the order of best to worst average preliminary impact score. Applications considered candidates for “not discussed” during the meeting will be identified, and during the ‘Introduction Phase’ of the meeting you will have to opportunity to ‘object’ and have an application discussed.
- You may object to not to discuss any of the candidate application by clicking or pressing the OBJECT button associated with that application. This will then make that application open for discussion by the panel.
- When the introduction phase ends, candidate applications not objected to will become “not discussed” applications and will not be discussed further by the panel.

### Application Discussion

- Separate discussion sections are provided for issues that are score-driving (Application Discussion) and non-score driving (budget and administrative). If human or animal subjects are employed, separate sections for these topics will appear. Please be sure to post comments in the appropriate section.

- You can post a comment by clicking the post a new comment link in the appropriate discussion section
- You can update your score in the score table in the application page.
  - Assigned reviewers are listed in the top rows along with their IAR preliminary scores.
  - Scores entered by both assigned and unassigned reviewers for each criteria scores appear in the appropriate column during the discussion phase and are visible by all. Panel members are encouraged to update their when posting a comment (if applicable).
  - Scores entered during the private scoring phase appear in the *Private* column and are visible only to the SRO.
- Application documents are available through the links along the right of the screen.
- Navigating between applications can be done through the pull-down list or the next/previous links.

### **Posting Comments**

- For posting a new comment use the post comment link in the Application Discussion area. A posting screen will open. If you navigate away from this screen without hitting the POST button, your comments will be lost.
- Because of security restrictions, do not allow the posting window to remain open for more than 20 minutes. If you anticipate entering a long comment, please do so in your word processor and then paste it to the posting screen.
- The comment editor allows for specialized formatting, but please refrain from choosing very large or small text. Ordinary text, font size between 10 and 12, is likely sufficient.

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