

Accessing & Completing a Peer Review Document

1. On the Assigned Document Summary Screen select Peer Review.

Assigned Document Summary	
Document Type	Number Assigned
<u>Peer Review</u>	1

2. The first time you review a proposal you will be asked to accept the Reviewer Protocols by marking your decision and selecting Save.

I confirm that I will abide by these protocols and that I will undertake a review on behalf of the Research Councils only when I do not have any conflict of interest that would compromise the integrity of my review.

I do not confirm that I will abide by these protocols.

Please ask me again the next time I access the Peer Review documents screen.

Save

3. You may then be asked to confirm your personal details that are stored on the Je-S database; if these are correct you can tick the box and save.

I confirm my details are correct, last affirmed 10 May 2007.

Save

4. If your details need updating you can make the changes and then confirm as in point 3 above.

5. You then need to return to the **Current Documents - Peer Review** screen and select Edit next to the Peer Review Document you are reviewing. The edit will change to View if the due date for the report has passed, but you will still be able to complete and submit your report.

6. You are now in the Document Menu Screen, under Document Data you can select to view the documents to review, the proposal form, case for support and any supporting documentation will be included for you to view and print.

Document Data

View Documents to Review

7. You will see the option to open each attachment(s) individually by clicking on the filename. Alternatively you can open the attachments as one single file or have the documents emailed to you as one single file.

The attachments are also available to open as a single [PDF](#) or [ZIP](#) file. 

Alternatively, click the Request File button below to have the single file sent to your registered email address.

Select the format you require: PDF ZIP 

8. To complete the peer review form you select each of the Edit options listed under the Document Data heading, these sections make up your form. The headings may vary depending on the Research Council and type of proposal:

[Edit Impact](#)
[Edit Quality...](#) 
[Edit Collaboration](#)
[Edit Applicant](#)

9. When you have completed your review you can validate to check all mandatory sections have been completed and then select the Submit Document option - **the Research Council will not receive your comments until Submit Document has been selected:**

Document Actions
[Validate Document](#)
[Submit Document](#) 

10. Once you have successfully submitted your comments to the Research Council you will receive an email to confirm the submission.

11. To see reviews that you have completed and returned to the Research Council you can select the option to Show Documents Submitted to Council from the Current Documents screen:

Show documents submitted to Council