Reviewers: Working With the Review Critique Templates (Word)

Once you have read your assigned grant applications for your upcoming study section meeting, it is time to write your critiques in Word. The following information does not apply to online critique templates. The NIH scientific review officer (SRO) for your meeting provides templates for writing your critiques; the templates can be accessed via three locations in the Internet Assisted Review (IAR) module (See Reviewers: Locating Critique Template link in IAR). Please do not use old templates saved on your computer from a previous review meeting, because policy and templates change frequently.

Critique template formats vary based on the award mechanism (i.e. training versus research project grants).

Below, you will find general instructions for using these critique templates.

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Software Requirements
- Note that critique templates contain drop-down fields and protected sections. **Do not unprotect and re-protect** the document because data loss may occur.
- Mac users who experience difficulties with templates in Microsoft Word should ensure they have the latest version of Microsoft Word.
- Plain text versions of the templates (with reduced functionality) are available from the SRO upon request.

Tips and Tricks for Entering Data
- **Do not record scores for overall impact or individual criteria on the templates, unless instructed to do so by the SRO.**
- Enter your comments directly on to the template (instead of cutting and pasting), to retain bullets and formatting.
- If you must paste text, use paste-special and choose 'unformatted text' to retain bullets.
- Use a hard return at the end of a bullet to create the next bullet.

- Add the application number and Principal Investigator(s) name(s) at the top of the critique to help ensure that the critiques are correctly matched to the applications.
- Document protection is necessary to provide capabilities such as drop-down boxes.
- Gray shading indicates the presence of a form field to record your assessment (either as a drop-down selection or a comments field).
- The Microsoft Word spelling and grammar check function is **unavailable** in protected sections.

Saving and Uploading into IAR

- Before saving the critique, make sure to accept all changes.
- Do not password protect or encrypt the document.
- Save the template on to your computer, with a meaningful file name (but do not include any information that could reveal your identity).
- Upload the critique to IAR (See written instructions or video tutorial). Note that until you have certified your pre-meeting conflict of interest certification in IAR, you will not be allowed to submit critiques or enter preliminary scores.
- Please delete all your critiques from your computer no later than 30 days after the review meeting.