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Accessing a Review

NASA maintains a complex set of standards for evaluating the numerous proposals it receives in response to a solicitation for research. NSPIRES supports this complex process with the Review module. With an NSPIRES account, this module allows you to access a review assignment in order to evaluate proposals and submit your individual evaluation to NASA.

In this guide, you will learn how to access a review in order to…

- Designate Employment status
- Accept a Review Assignment
- Access an assigned proposal
- Create an individual evaluation
- Edit, Delete or Submit an individual evaluation
- View shared evaluations
- Decline a Review of a proposal
- Contact support personnel
The Review Process

Members of the scientific community respond to NASA solicitations for research by submitting proposals through their affiliated organizations. When NASA receives a given set of proposals, NASA begins evaluating each proposal based on the criteria prescribed in the solicitation. The goal of these evaluations is to provide the NASA Program Officer with information to make selection recommendations to NASA.

The process that manages proposals from their receipt to their recommendation for selection is called a Review. Reviews are initiated by the NASA Program Officer in charge of the program that is soliciting.

A Review usually evaluates proposals responding to one solicitation. NASA will assign a proposal or a group of proposals which are linked to a specific solicitation for you to evaluate as a Reviewer.

You will have two roles within a Review. One is for the Review itself as a Reviewer, Review Chair, or Review Co-Chair. The other role is specific to each proposal assigned to you for evaluation, such as, Primary Reviewer, Secondary Reviewer, and Non-Panelist Reviewer. NASA will designate Primary and Secondary roles to those users who will be part of a future Panel review, while a Non-Panelist role indicates an electronic “mail-in” or “external” review assignment (thus not part of a Panel).

When you are ready to record the results of your evaluation, NSPIRES provides you with an electronic form. Once you submit your individual evaluation to NASA, you may have the option of viewing other evaluations prior to the panel meeting if your role allows for evaluation sharing.
Step 1: Accessing a Review

In order to access a review, you must have an NSPIRES account. If you do not have one, you must register for an NSPIRES account at this time. Please see the User Registration tutorial for more information. With an NSPIRES account, your first step is to access the NSPIRES Home page at http://nspires.nasaprs.com.

1. Enter your Username and Password
2. Click the Login button

From your personal NSPIRES Home page, you may access the Reviews module. This module allows you to access your specific review assignment, the electronic proposals assigned to you, and the form you will use to enter your evaluation of these proposals.

- Select the Reviews link from within the body of the page, OR
- Click Reviews from the Member Options bar
**Accessing a Review (cont.)**

This will bring you to the **Reviews** page. This page consists of a **Current Reviews** section, which provides links to the current, or active, reviews to which you are assigned, as well as, a link to the index page of the solicitation or program element you are reviewing, and support personnel, if available. In this example, there is one new review assigned to this member.

1. Select the appropriate **Review Name** link

The **Review Name** link allows you to access a specific review.

The **Program Officer** link, if available, allows you to contact the individual via email.

The **Solicitation** link provides access to the solicitation or program element you are reviewing.

**ICON KEY**

- **NEW** New Review
Step 2: Designating Employment status

The first time you access a review, NSPIRES requires you to designate whether or not you are a federal civil servant. You must also agree to the review assignment. A civil servant is an individual who has received an official appointment to the civil service to perform a federal function, and whose supervisor is also a civil servant. In this example, we will select a non-civil servant status.

1. Select a **radio** button that best describes your employment status
2. Click the **Continue** button
Step 3: Accepting Review Assignment

Both civil servants and non-civil servants must read and accept the Review Assignment Acceptance statute. If you are not a civil servant, you must also read and accept the Proposal Peer Review Nondisclosure Agreement and Conflict of Interest Avoidance statute. If you decline, you will not be able to access a proposal to create your evaluation.

1. **Read** the statutes on this page
2. **Click the Accept button**

![Image of Accepting Review Assignment](image)

**Non-Civil Servant**

**Civil Servant**

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**On this page, confirm your employment status and/or agreement to review.**

1. **Click the Continue button**

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**Note**

If you have any questions, please contact the NSPIRES Help Desk at nspires-help@nasaprs.com
Step 4: Accessing an Assigned Proposal

NSPIRES now displays detailed information on this particular review. The top half of the page contains the name of the Review, a link to the index page of the solicitation announcement or program element you are reviewing, and a link to Review Instructions, if available. NSPIRES also displays information on support personnel for the review, and any important notifications.

The Proposals Assigned section of this page contains information and links to help you access, create and submit your evaluation.

**Proposal #** provides access to an electronic proposal for review.

**Proposal Title** displays the name of the proposal you are reviewing.

**PI and Organization** columns display the name of the proposal’s PI and the PI’s submitting organization.

**Role** displays your specific role for the review of this proposal. See table below for more details.

**Decline** button allows you to decline review of a specific proposal.

**Shared Evals**, depending upon your role, allows you to view submitted evaluations of other Reviewers assigned to this proposal.

**Evaluation Due** lists the due date for individual evaluations.

**Evaluation** column provides access to the individual evaluation form for recording your results.

**Specific Roles**

- **Primary Reviewer**: External member who is a Panelist in charge of consolidating evaluations for a specific proposal.
- **Secondary Reviewer**: A Panelist assigned to a proposal.
- **Non-panelist Reviewer**: An external member who will evaluate the assigned proposals remotely (electronic) but will not join the Panel.
Accessing an Assigned Proposal (cont.)

To begin, you must select the proposal you wish to review from the Proposal # column within the Proposal Assigned section.

1. Select the appropriate Proposal # link

NSPIRES will now load the proposal document as a PDF file. For many solicitations, NASA provides reviewers with a redacted version of the proposal, whereby certain budget information is redacted out of the cover page and the total budget file, if any, is not included. You have the option of printing the proposal.

1. Click the Print icon, OR
2. Click the X to close the window

**Full**
A Full Proposal Review Copy is a complete proposal.

**Redacted**
A Redacted Proposal Review Copy is intentionally missing information, such as proprietary budget information.
Step 5: Creating an Evaluation

Your next step in the review process is to access the individual evaluation form to record your results. If this is your first time accessing the form, NSPIRES will display a Create link in the Evaluation column. Please make sure you read the Note section of this page for any specific instructions, and if available, access the Review Instructions before completing your evaluation.

1. Read the Note section for review information
2. Access Review Instructions, if available, OR
3. Select the Create link
Creating an Evaluation (cont.)

Now enter your evaluation of this proposal in the form provided. You have the option of cutting and pasting your original review composition from a word processor or notepad, if you so choose. Please be aware, however, that special characters and scientific notations may be lost. Unless otherwise specified, the principal elements considered in evaluating a proposal are its intrinsic merit, its relevance to NASA’s objectives, and the realism and reasonableness of its cost.

1. **Enter** your evaluation in the form provided
2. Click the **Save as Draft** button

NSPIRES will display the **Proposal Evaluation Form** page.

1. Scroll to the bottom of the page
2. Click the **OK** button
Step 6: Editing, Deleting or Submitting an Evaluation

The status of the evaluation now appears as a **Draft** so that you can edit it at any time prior to final submission.

1. Select the **Draft** link

The evaluation form now appears as a Draft along with the date last accessed.
Editing, Deleting or Submitting an Evaluation (cont.)

Prior to the Review End date, you have the option of editing your evaluation, deleting the evaluation to create a new one, or submitting the evaluation form as complete. NSPIRES only allows you to create one evaluation per proposal per review. In this example, the evaluation is complete. We will now submit it to NASA.

1. Click the **Edit** button to edit the form, OR
2. Click the **Submit as Final** button at the bottom of the page, OR
3. Click the **OK** button to edit at a later date, OR
4. Click the **Delete** button to create a new evaluation for this proposal

**Note**
You may view and print your evaluation at any time prior to the Review End Date.

[Do **NOT** click the **Submit as Final** button until you finalize your evaluation.]
**Editing, Deleting or Submitting an Evaluation (cont.)**

You must now verify the information on this page, as once you submit an evaluation to NASA, you cannot edit it until the Panel Start Date, if there is a Panel. As a panel member, you will be able to edit evaluations up until the Panel End Date.

1. Click the **Submit** button, OR
2. Click the **Cancel** button to return to the **Reviews** page

NSPIRES now displays the status of the evaluation form as **Submitted.** As a Reviewer, you can view and print your evaluation, regardless of the status, from the time you created the evaluation to the Review End Date. If you are allowed to view other submitted evaluations for this proposal, NSPIRES will display a View link under the **Shared Evals** column.

1. Select the **view** link
Step 7: Viewing Shared Evaluations

NSPIRES allows you to view other submitted evaluations for a given proposal if you have met the following criteria:

- NASA has enabled you to do so,
- you have submitted your evaluation, and
- you have a role as Primary or Secondary Reviewer on the proposal.

If your role is as a Non-panelist Reviewer, you will not be allowed to view other evaluations. Additionally, only **Submitted** reviews are viewable prior to the panel meeting.

1. Select the appropriate **Submitted** link for the evaluation you wish to view.

**Note**

In many cases, the Reviewer name(s) will be ANONYMOUS.

NSPIRES displays the submitted evaluation you selected.
Lastly, NSPIRES offers you the option of declining review of a single assigned proposal. This may be due to either a conflict of interest or the fact that you simply do not want to review the proposal. If you are uncertain if a particular situation constitutes a conflict, please contact the NASA Program Officer managing the review prior to declining to seek clarification. In this example, we will decline review of the second proposal due to a conflict of interest.

2. Click the **Decline** button for the proposal you wish to decline

On the **Decline Review of Proposal** page, you must identify the reason for declining evaluation of this proposal, and enter an explanation in the text box.

1. Select a **Reason** for declining from the drop-down menu
2. Enter an **Explanation** in the text box
3. Click the **Decline** button
Declining Review of a Proposal (cont.)

Once you decline to review, you can no longer access the proposal. NSPIRES will also display the reason you declined.

1. Click the OK button to return to the Reviews page.

NSPIRES displays the reason you declined review of this proposal.
**Step 9: Contacting Support Personnel**

Once you have returned to the Reviews page, you have the option of contacting the Program Officer managing the review, if activated, or any other review support personnel listed.

1. Select the **name link**, OR
2. Select **Logout** to exit NSPIRES

NSPIRES will access the email of the Program Officer you wish to contact.
Step 10: Viewing Proposals as Review Chair/Co-Chair
(Version 4.1)

If assigned to a Review as a Review Chair or Review Co-Chair without any specific proposals to evaluate, NSPIRES will list all proposals assigned to the Review on the Reviews page. You have the option of viewing any electronic proposal listed, as well as all evaluations, regardless of their status (i.e., Draft, Submitted).

1. Select the appropriate Proposal # link, OR
2. Select an appropriate Evaluation to view