U.S. Civil Servant Reviewers
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Overview

Currently, all reviewers at NASA follow the Scientific Community Standards which include the community expectations for unbiased and un-conflicted peer reviews such as those described in the NASA Guidebook for Proposers. All reviewers have the ability to declare a conflict against a particular proposal, an action which precludes access to that proposal. During a Review, reviewers also commonly ‘leave the room’ when any proposals they have declared a conflict against are discussed or voted upon. This practice will not change.

However, for conflicts in violation of Federal Ethics Standards, which include the criminal conflict of interest statute, 18 U.S.C. 208, the Standards of Conduct, 5 C.F.R. Part 2635, and the Procurement Integrity Act, 41 U.S.C. 423, there are significant changes for reviewers who are also U.S. Civil Servants.

What’s New

Reviewers who are also U.S. Civil Servants must adhere to Federal Ethics Standards which define conflicts of interest regarding institutional and personal affiliations and other relationships. When a civil servant reviewer declares a conflict of interest to avoid violation of Federal Ethics Standards, the action disqualifies the reviewer from participating in the Review or Panel (Review Entity) in which the declaration was made. This level of conflict of interest bars the reviewer from participation in any Panel or group of competing proposals (Entity of the Review).

Civil Servant reviewers will now have to either self-certify against conflicts based on Federal Ethics Standards or declare a conflict and disqualify themselves. This user guide, in conjunction with new functionality in NSPIRES, will guide civil servants through self-certification.

This Guide will explain the New Certification Process and show you how to:

✓ Select your Review Assignment
  ▪ Designate Your Employment Status
  ▪ Accept or Decline the Review Assignment

✓ Access your Review
  ▪ Navigate Through the New Self-Certification Process
  ▪ Electronically Sign the Certification Document or Declare a Conflict of Interest based on Federal Ethics Standards
  ▪ Recertify an entity

✓ Declare a Conflict of Interest After Certification
  ▪ Decline a Proposal Assignment for Reasons of Conflict of Interest based on Federal Ethics Standards
  ▪ Declare a Conflict based on Federal Ethics Standards on a Proposal that is not your assignment
Steps for Accessing Your Review Assignment

Step 1: Logging in and Selecting Your Review

In order to access a Review, you must have an activated 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
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 are several Reviews assigned to this member.

1. To access a new Review assignment, click on the **Review Name** link to the right of the NEW icon.

**Note: Changes in Review Statuses**

After clicking on a **NEW** review, you are given the option of either accepting or declining the review assignment. Accepted assignments will subsequently appear on the review list (above) with a status of **ACCEPTED** and can be revisited by clicking on the Review name. Declined review assignments will remain on your review list with a status of **DECLINED** and cannot be revisited. All reviews will remain on this list until the Review end date has passed.
Step 2: Designating Your Employment Status

The first time you access a Review, you must designate that you are a federal civil servant. You must also accept or decline 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, the potential reviewer is a civil servant.

1. Select the **radio** button ‘I am a U.S. Civil Servant’
2. Click the **Continue** button

**Note:**
Non US Civil Servants will go through a different process after this step and will have to agree to a Non Disclosure Agreement. This process has not changed.
Step 3: Accepting or Declining a Review Assignment

You must read and accept the Review Assignment Terms. If you decline, you will be denied access to this Review and the Review status will be changed to Declined.

1. Read the agreement text
2. Click the Accept button

Decline Assignment is also an option on this page. Declining will preclude further access to the review and list the review with a status of DECLINED. If you do this by mistake or change your mind, you must call your Program Officer to reverse this action.

If you are not sure of this action, click on CANCEL and call the HELP DESK. Canceling at this point will preserve the Review in NEW status.
The Entity Certification Process
Understanding the New Certification Concepts

As a United States Civil Servant reviewer you will have to self-certify against conflicts of interest based on Federal Ethics Standards for any proposals relevant to your participation in a given Review. This relevant group of proposals is referred to in NSPIRES as your Entity. Civil servants will be allowed access to their Entities only after signing an electronic certification of no conflicts based on Federal Ethics Standards.

The process that allows access to an Entity is called Certification. During Certification, the reviewer previews the team members and their organizational relationships of all proposals in the Entity. The reviewer examines the list and either self-certifies no conflicts of interest or declares a conflict of interest. A certification of no conflict allows access to the proposals in the Entity, whereas a declaration of conflict of interest disqualifies the reviewer from accessing the Entity.

A certification of no conflicts of interest is a new process for civil servants and necessitates an electronic signature to complete the process. This is done by the reviewer who “signs” an electronic document by entering his/her NSPIRES password. This process is described on page 12 of this document.

The number and contents of a given reviewer’s Entities is determined by the organization of the Review and is subject to change as proposals and reviewers are moved, as an example, to and from Panels. After initial certification, the dynamic nature of the Review might necessitate Re-Certification, which becomes necessary when an Entity contains proposals not previously certified.

The NSPIRES system will inform reviewers of the status of their Entities on a continuing basis through the course of the Review.

Civil servants may declare a conflict of interest based on Federal Ethics Standards. This action disqualifies the reviewer from participating in the Review or Panel (Review Entity) in which the declaration was made. This manual, as well as the NSPIRES system, will guide civil servants through this new process.

Please note: the declaration of a conflict of interest based on Scientific Community Standards is not an option in the Entity certification process, but is available on a proposal-to-proposal basis, after certification, for the duration of the Review.
Understanding the Entity Concept
The look and functionality of the Review page has changed for Civil Servants depending on your role and/or the areas of the Review to which you have been assigned. With the role of Reviewer and an assignment in a Panel, you would have to certify against a Panel Entity. NSPIRES defines Entity as the portion of the Review that is relevant to potential conflicts of interest. Panel Entities are located under “Panel”. (Please see below).

Another Entity type is the Review Entity. If you have an assignment that is not in any Panel, then that assignment and all proposals also not in any Panel constitute the Review Entity. This Entity is located in the area of the page called “Proposals Assigned”. (Please see below).

If you have the role of Review Chair or Review Co-Chair, then your Entity is all proposals in the entire Review and is called the “All Proposals” Entity. These roles supersede all Entity rules: regardless of your actual assignments in other Entities, you must certify no conflict of interest against all proposals to be allowed access to the Review. This Entity is located under the Review Chair/Co-Chair heading.
Certifying an Entity

Regardless of your type of Entity, the procedure is basically the same: you must self Certify against conflicts of interest based on Federal Ethics Standards before gaining access to individual proposals.

To begin the Certification Process, Click On the Certify button of one of your Entities. The system will then lead you through the Four-step process of certification.

Navigating through the Certification Process

1. Conflict of Interest Determination - Institutions. The reviewer is presented a list of categories of institutional relationships and affiliations that could potentially cause a conflict of interest based on Federal Ethics Standards. The reviewer is also shown the actual institutions of this Entity which consist of the institutions represented by the PI’s and Team Members of all the proposals in the Entity.

2. The reviewer is instructed to familiarize his/herself with this content before continuing to the next step. Conflict of Interest Determination – Persons. The reviewer is presented a list of categories of personal affiliations or relationships that could potentially cause a conflict of interest. The reviewer is also shown the actual PI’s and Team Members of all the proposals in the Entity.

3. Do you have a Conflict of Interest based on Federal Ethics Standards? Depending on the answer to this question the reviewer is led to one of the following:

4. Answer NO: The reviewer electronically signs a statement of no conflicts of interest and is given access to proposals in the Entity. OR
Answer YES: The reviewer is instructed to contact his Program Officer regarding the conflict and then is disqualified from the Entity for having a conflict of interest based on Federal Ethics Standards. Access to the Entity is precluded.

Clicking on the Certify button begins the four-step certification process as shown below.

1. Read through the list of Institutions and Click On the Continue button
2. Read through the list of Persons and Click On the Continue button
Self Certifying Against Conflicts of Interest

3. Answer the question: “Do you have a conflict of interest?” and Click On Continue.

If there is no conflict, you will be brought to a confirmation and signature page (page 12)
Click On "List of Certified Proposals" to review the list of Institutions and Persons with their corresponding proposals, then Click On the pen icon to sign your self-certification electronically by entering your NSPIRES password.

Electronic Signature
The reviewer is directed to enter his/her NSPIRES password to ‘sign’ the certification of no conflicts of interest based on Federal Ethics Standards. By clicking on the “Continue” button, the reviewer completes the self-certification process. Should the reviewer not want to complete this process, there are the options of either going back to the previous step or cancelling out of the process completely.
After the Certification of No Conflict is electronically signed, the reviewer is returned to the Review page.

**NOTE:** The status of the Entity is now becomes ‘Certified’. The reviewer can proceed with the evaluation of proposals in this Entity as well as others he or she may have certified.
Declaring a Conflict on Interest Based on Federal Ethics Standards

Answer the question: ‘Do you have a conflict of interest?’ The answer to the question is ‘Yes, I have a conflict of Interest.’ Then Click On ‘Continue’

Click On ‘Confirm’ to complete the declaration of conflict. Please inform your Program Officer of this declaration. The Entity will now have a status of ‘Conflicted’ and not be accessible by this reviewer.
When a Civil Servant declares a conflict during the certification or re-certification process, the status of the Entity becomes ‘Conflicted’ and access is precluded.

Note

If you have any questions, please contact the NSPIRES Help Desk at nspires-help@nasaprs.com.
Recertifying an Entity

Why Recertify?
Reviewers must recertify a previously certified Entity if either of the following conditions apply:

1. A new proposal has been added to the reviewers Entity. A ‘new’ proposal is defined as one not in any Entity previously certified by the reviewer.
2. A previously self-certified proposal has been edited subsequent to certification.

The above conditions comprise the Recertification Rule. The system will respond to adds or edits by the internal NSPIRES administrator and determine if the conditions match 1 and/or 2 above and warrant invocation of this rule. If so, the following scenario occurs for the Reviewer:

How, When and What Happens?

1. As a precaution, as soon as the Recertification Rule is triggered, affected proposals will become inaccessible to the Reviewer. (See examples on page 17 where inaccessible proposals are dimmed out). Upon the next screen refresh or reload, a new or edited proposal will appear italicized with its access link removed. This behavior is an indicator to the Reviewer that recertification of the Entity is forthcoming.
2. The Peer Review Administrator will initiate an on-demand procedure which performs two actions:
   a. Sends an Email to the Reviewer apprising him/her that recertification of a given Entity is required.
   b. Posts a Re-Certify Button at the access point of the relevant Entities. (See page 19).

The reviewer must complete the recertification process to determine if there are any conflicts of interest based on Federal Ethics Standards. With the exception of the button being labeled ‘Re-certify’, this process is identical to Certification. NOTE: the reviewer will only be shown institutions and team members from the new or edited proposals. Proposal data from previously certified in a given entity will not be presented again.

Examples of the Recertification Rule appear on the pages 17-20. Note: The legend below appears on the bottom of each page view in the reviewer’s entity area and explains the different states of proposals and entities.

Legend:
- CERTIFIED: The reviewer is accessing this area of the review for the first time and must self-certify against potential conflicts of interest.
- RE-CERTIFIED: Proposal(s) have been added to this area of the review that have not previously been self-certified by the reviewer.
- CONFLICTED: This area is closed to the reviewer because of a self-declared conflict of interest.
- CERTIFIED: This area has been self-certified against any conflict of interest by the reviewer.
- List of certified relevant data.
- Declined, Conflicted, D-Conflicted Proposals.
- Proposals are currently not accessible.

NOTE: See Glossary in the Appendix of this document for more detailed definitions.
Recertification Examples: Add a New Proposal

New proposal 11-GALLOSRS-1-0007 is added to the reviewer's Entity, Panel "Gallrec Panel B", and cannot be accessed by the reviewer per the Recertification Rule (see page 16).

Recertification Examples: Edit a Previously Certified Proposal

Proposal 11-GALLOSRS-1-0003 has been internally edited to change the PI and immediately becomes inaccessible to the reviewer.
Recertification Examples: Notify a Reviewer to Re-Certify
The following email informs the reviewer that recertification is required:

From: nspires@nasaprs.com [mailto:nspires@nasaprs.com]
Sent: Friday, November 12, 2010 1:44 PM
To: Civil Servant Reviewer
Cc: PRA/APRA; Program Officer
Subject: NASA NSPIRES - Re-Certification Required

Proposals have been added to and/or modified in the review listed below. As a Civil Servant Reviewer, you are required to re-certify against potential conflicts of interest. Note that the areas of the review relevant to this re-certification are now marked with "Re-Certify" buttons.

Solicitation Number: AAAGALLOSNOV11
Solicitation Title: Harvesting Ideas for Martian Colonies
Review Name: Evaluating the Impact of Recertification
If you have any questions regarding re-certification please contact:

Program Officer : Steve Gallos, sgallos@nasaprs.com, 202-479-9030 Ext: 418
Peer Review Administrator : Emily Chien, echien@nasaprs.com, 202-470-9030

To log in to NSPIRES, click on this link: http://i-nspires.nasaprs.com/
If the above URL is not an active link, please cut and paste the entire URL into your web browser. If you have questions or problems regarding this, or any other NSPIRES business, please contact the NSPIRES Help Desk:

   E-mail: nspires-help@nasaprs.com
   Phone Support: (202) 479-9376
   Hours: Monday through Friday 8 AM to 6 PM EST/EDT

This message is being sent from an outbound-only mail server. Please do not reply to this message.

NOTE: The actions of sending an email and posting the Re-Certify button(s) on the affected Entities are simultaneous. The reviewer may see one before the other depending on where in NSPIRES the reviewer is working when the actions are initiated.
Recertification Examples: Re-Certify Button Posted

Upon the first reload or refresh of this page (after the reviewers have been notified to recertify) a Re-Certify Button will be posted at the access point of each affected Entity. In this case it is posted for Panel, “Gallrec Panel B”.

Note: The recertification process is identical to the certification process with the exception that the reviewer will be shown only institutions and team members from the new or edited proposals. Proposal data previously certified in a given entity will not be presented again.
Declaring a Conflict of Interest After Certification
Declaring a Conflict when Declining an Individual Proposal Assignment

1. Select the Proposal to Decline by Clicking on the ‘Decline’ button

Assignments along with the ‘Decline’ button are located in the ‘Proposals Assigned’ area of this page.

Review: Deployment II [GALLOS-2AA]
Associated Solicitation(s): GALLOS-2AA, GALLOS-2AA
Access to proposal assignments and/or relevant areas of participation in this review depends on successful self-certification against any conflict of interest. Areas marked by Certify or Re-Certify Buttons can only be accessed by clicking on the button and successfully completing the required self-certification.

<table>
<thead>
<tr>
<th>Proposal #</th>
<th>Proposal Title</th>
<th>PI</th>
<th>Organization</th>
<th>Role</th>
<th>Start Date</th>
<th>End Date</th>
<th>Evaluation Due</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-GALLOS-2AA-0001</td>
<td>Avee</td>
<td>Ave. Stephanie</td>
<td>NS</td>
<td>Primary</td>
<td>07/29/2010</td>
<td>Form is not available.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-GALLOS-2AA-0002</td>
<td>Double2</td>
<td>Tikh, Sergey</td>
<td>NS</td>
<td>Secondary</td>
<td>07/29/2010</td>
<td>Form is not available.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note
The Proposal Assignments area as well as other areas of this page are only accessible after the Entity has been certified. The proposals in this area (as shown above) have been certified. The reviewer has decided to decline the proposal assignment.

By clicking on the Decline button, the reviewer will be brought to a page where he or she will give the reason for declining along with a brief explanation. (See next page).
Understanding the Reasons for Proposal Assignment Declination

Declination Reasons

Conflict of Interest – Scientific Community Standards:
You are declining this assignment because of circumstances that you feel will bias your evaluation. Further access to this particular proposal will be denied but you may continue as usual with your other assignments.

Conflict of Interest – Federal Ethics Standards:
You are declining this assignment because you would be in violation Federal Ethics Standards. You are disqualifying yourself not only from this proposal assignment, but from reviewing any other proposals in the Entity, (e.g., Review or Panel).

Other:
You are declining this assignment for reasons that are unrelated to any conflict of interest. Further access to this particular proposal will be denied but you may continue as usual with your other assignments.

2. Choose your reason. In the example below, the reviewer is going to decline the proposal assignment because of a conflict based on Federal Ethics Standards. The reviewer selects ‘Conflict of Interest – Federal Ethics Standards’ from the dropdown menu and enters a brief Explanation.

3. Note
Although the process of declining a proposal is the same for any reason, the consequences vary greatly (see definitions of reasons above). Declining for a reason of ‘Conflict of Interest – Federal Ethics Standards’ carries the most impact as it results in an immediate disqualification from the Review Entity where the declined proposal resides.
Declaring a conflict of interest based on Federal Ethics Standards means you believe you would be in violation of Statute 18 USC 208 and/or Standards of Conduct 5 CFR 2635.

As a civil servant, you are disqualifying yourself not only from reviewing this proposal, but from reviewing any other relevant proposals in this review or panel.

3. To confirm that this is actually the correct choice, the system displays a confirmation/warning page to the reviewer. Click on the 'Decline' button to continue with the disqualifying declaration.
Since the proposal resides in a Panel Entity, the disqualifying declaration affects all competing proposals disqualifying the reviewer from that Entity. Note: the Entity is also highlighted in red and access is denied.

Declaring a conflict on a proposal that had been previously certified is not necessarily a contradiction. The institutions and persons presented during certification constitute potential areas of conflict of interest, but not all areas. Examination of the proposal in its
entirety may also reveal conflicts. Since all declaration of conflict on individual proposals would occur, by process, after certification, NSPIRES will update the reviewer’s certified list with the most recent declaration.

Declaring a conflict on proposal 0003 (example below) updates the status to conflicted and enters the timestamp of the action. Also note that proposal 0005 status remains certified.

The system automatically sends an email to the Program Officer and Peer Review Administrators when a disqualifying declination is declared.

This is to inform you that Alexander Ochogrande has declared a disqualifying conflict of interest against a proposal in the review Entity below.

A declaration of Conflict of Interest based on Federal Ethics Standards not only precludes further access to this proposal but disqualifies the Reviewer from participating in the review or panel in which the proposal resides.

If you have any questions, contact the program officer.

Details are below:

Reviewer Email: nspires-jk-test-3@nasaprs.com
Review Name: Deployment II
Review Acronym: GALLOS-2AA
Solicitation: AAAAGALLOS1
Panel: Gallos Panel 64
Proposal#: 10-AAAAAGALL-0003
Proposal Title: Gee experiment 1
PI: Stephanie Gee
Reviewer Role: Reviewer
Evaluation Due Date: 2010-07-29
Explanation for Declination:
It will benefit me financially in this proposal is approved.
Declaring a Conflict on a Proposal that is NOT Your Assignment

Non-assignments Can Pose Conflicts

If you are an attendee of a Panel or the Review Chair/Co-Chair, you will have access to proposals that are not your assignment. As these proposals, nevertheless, pose a potential conflict of interest, a Conflict button is provided for each one. Clicking on this button gives the reviewer the choice of declaring a conflict by Scientific Community Standards or a conflict in violation of Federal Ethics Standards. The former recuses the reviewer from access to a given proposal while the latter, a disqualifying declaration, denies access to both the proposal and the Entity in which it resides.
This process is similar to an assignment declination except the only objective is to declare some level of Conflict of Interest.

**Declaration of Conflict of Interest - U.S. Civil Servant**

Declaring a conflict of interest will preclude access to this proposal. Conflicts for a reason based on Federal Ethics Standards will also preclude access to panels and other relevant areas of the review.

<table>
<thead>
<tr>
<th>Proposal #:</th>
<th>70-GOOOS-0002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Title</td>
<td>Certify, E-Gallos</td>
</tr>
<tr>
<td>PI</td>
<td>Gallos, Steve</td>
</tr>
<tr>
<td>Organization</td>
<td>ZSFS</td>
</tr>
</tbody>
</table>

**Reason and Explanations**

- Conflict of Interest - Scientific Community Standards
- Conflict of Interest - Federal Ethics Standards

*Fields marked with an asterisk are mandatory.

**Note:**
- Conflict of Interest - Scientific Community Standards: You are declining this assignment because of circumstances that you feel will bias your evaluation. Further access to this particular proposal will be denied but you may continue as usual with your other assignments.
- Conflict of Interest - Federal Ethics Standards: You are declining this assignment because you would be in violation of Statute 38 USC 208 and/or Standards of Conduct 5 CFR 2630. You are declining interest not only from this proposal assignment, but from reviewing any other proposals in the review or panel.

The result of a declaration based on Federal Ethics Standards is to preclude access to both the proposal and the Entity. A follow-up email is also sent describing the action and the reason for it.

Status of the Entity where the proposal resides has changed to **Conflicted**
Appendix

Glossary of New Terms - Civil Servant Certification

Certification
A U.S. Civil Servant must successfully certify against potential conflicts of interest based on Federal Ethics Standards in order to evaluate proposals in a review.

Certified Status
The status of an Entity for which the U.S. Civil Servant reviewer has certified no conflict of interest. This status may change according to recertification rules.

Certify Button
A button at the access point of an Entity before it has been visited.

Civil Servant Reviewer
Any U.S. Civil Servant with a Review Role of Reviewer, Review Chair or Review Co-Chair. U.S. Civil Servant Reviewers have to certify against Federal Ethics Standards for conflicts of interest before they can gain access to an Entity within the Review. Please refer to the glossary entry for Entity.

Conflict of Interest – Federal Ethics Standards
Describing a level of conflict of interest declared against an Entity during self certification or against a particular proposal after self certification. Federal Ethics Standards include the criminal conflict of interest statute, 18 U.S.C. 208, the Standards of Conduct, 5 C.F.R. Part 2635, and the Procurement Integrity Act, 41 U.S.C. 423. This declaration disqualifies a reviewer from the entity being certified. A declaration of a conflict based on Federal Ethics Standards will disqualify a Review Chair or Co-Chair from the entire Review.

Conflict of Interest – Scientific Community Standards
Declared against a particular proposal by either U.S. Civil Servant or Non-Civil Servant Reviewers, this type of conflict of interest constitutes a personal bias exceeding the guidelines of NASA conventions for Reviewers but does not violate any statute. Further access to this particular proposal will be denied but the Reviewer can continue as usual with other assignments.

Conflicted Status
The status of an Entity resulting from the Entity containing a disqualifying proposal. U.S. Civil Servants may no longer access an Entity that is conflicted.

Declaration of Conflict
A declaration of conflict of interest during the certification or recertification process disqualifies a U.S. Civil Servant from the Entity being certified.
**Disqualifying proposal** (*D-Conflicted*)
A proposal against which a U.S. Civil Servant Reviewer has declared a Conflict of Interest based on Federal Ethics Standards. This disqualifies the reviewer from reviewing this proposal as well as precluding access to any entity where the proposal resides. Proposals that constitute a disqualifying conflict of interest are highlighted in red with a status of “D-Conflicted”.

**Conflicted proposal** (*Conflicted*)
A proposal against which a U.S. Civil Servant Reviewer has declared a Conflict of Interest based on Scientific Community Standards. This disqualifies the reviewer from reviewing only this proposal. The reviewer recuses him/herself from reviewing this proposal and competing proposals with an action consistent with community conventions, (i.e., leaving the room while these proposals are being adjudicated) but allows the reviewer access to other proposals in a given entity.

**Entity**
A group of proposals in a Review, relevant only to U.S. Civil Servants, used for the purpose of determining conflicts of interest. There are three types of Entities: All Proposals, Panel and Review.

**Panel Assignment**
A Panel assignment denotes participation in a Panel in any of the following ways:
1. Having a Panel role:
   a. Panelist (the default role)
   b. Panel Chair/Co-Chair
   c. Executive Secretary
2. Having a proposal assignment for a proposal residing in the Panel (automatically assigns the default role of panelist).

**Proposal Assignment**
A Review participant with a Review Role (e.g. Chair/Co-chair or Reviewer) assigned to evaluate a proposal. Proposal assignment roles are as follows:
1. Primary Reviewer
2. Secondary Reviewer
3. Non Panelist Reviewer

**Recertification**
A reviewer must recertify if and when a given Entity is changed to contain any proposals not previously certified against by the reviewer and/or any previously-certified proposals that have been subsequently updated.

**Recertify Button**
A button at the access point of an Entity that was formerly accessible but that now needs to be recertified.
**Review Assignment**
Potential reviewers are invited to participate in a given Review via email and system postings. Participation in a Review is conditional on agreement of Review assignment acceptance criteria.

**Review Role**
Everyone participating in a Review must have one of the following Review Roles:
1. Review Chair
2. Review Co-Chair
3. Reviewer

**Signed Certification Form**
The electronically signed affirmation of no conflicts of interest based on Federal Ethics Standards; this is required each time a U.S. Civil Servant certifies or re-certifies against a given Entity in the Review.