

Tipsheet for Reviewers: Reviewing Applications

This tipsheet provides information on:

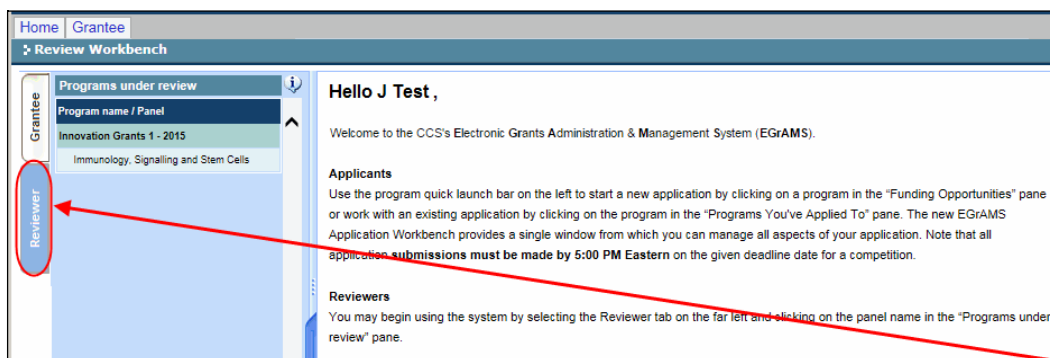
- how to access applications for review
- how to navigate through an application
- how to access and complete a report if it is required

Accessing applications for review in EGrAMS

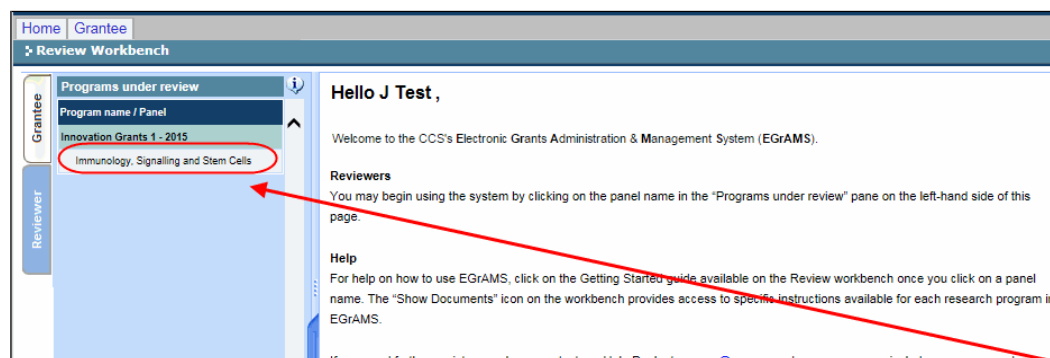
***Important*:** In an effort to promote awareness of biases, unconscious or otherwise, and how they can be mitigated during the peer review process, all members of the review panel are required to complete the [CIHR Unconscious Bias Training Module](#). The interactive module addresses gender biases in peer review, as well as biases related to language, culture, age and institution. Reviewers are requested to reflect on these potential areas of bias prior to reviewing applications.

For Grantee/Reviewer, follow steps 1-4 outlined below. For Reviewer, follow steps 2-4 outlined below.

1. Click on the Reviewer tab on the left-hand side of this page:



2. Click on the panel name in the "Programs under review" pane on the left-hand side of the page:




3. Applications are sorted by **Task**:

- If you have not been assigned a specific task (e.g. writing a report) for an application and are not in conflict with the applicants, you will be granted View only access.

Sel	App #	Applicant	Research Institution	Project Title	Task	Report	Notes
<input type="checkbox"/>	702677			Improve knowledge and develop new treatments	P
<input type="checkbox"/>	702684			Improved treatment	P
<input type="checkbox"/>	702686			Early detection of cancer	S
<input type="checkbox"/>	702680			Cancer prevention research	R
<input type="checkbox"/>	702678			Involved in	V
<input type="checkbox"/>	702679	Branin, Gianna	Alberta Children's	The role of immune system	V


Applications are sorted according to the Task you've been assigned for each one:

1. Primary
2. Secondary
3. Tertiary
4. Reader
5. Scientific Officer
6. View only





4. To access an application online, click the Project Title. To download an application to PDF, select the application(s) and click the  button:

Sel	App #	Applicant	Research Institution	Project Title	Task	Report	Notes	Responsiveness Score	Overall Score
<input type="checkbox"/>	702677	Bauswell, Lourdes	Queen's University	Improve knowledge and develop new treatments	P		
<input type="checkbox"/>	702684	Rau, Fran	Windsor	Improved treatment	P		
<input type="checkbox"/>	702686	Bres, Hort	University	Early detection of cancer	S		
<input type="checkbox"/>	702680	Edm, Hannah	r Disease Control	Cancer prevention research	R		
<input type="checkbox"/>	702678	Begin, Laurena	Lawson Research Institute (London)	ca					
<input type="checkbox"/>	702679	Branin, Gianna	Alberta Children's Hospital	ce					
<input type="checkbox"/>	702681	Kramarczyk, Queenie	University of Saskatchewan	R cancer					
<input type="checkbox"/>	702682	Marcille, Huey	Edmonton General	Immunotherapy research	V		

Click on the Project Title to access the application

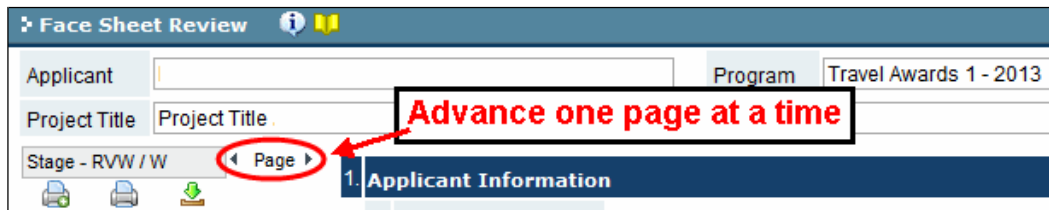
To download multiple applications at once, select the application(s) and then click the  button

Max Score: Priority: Fundable:

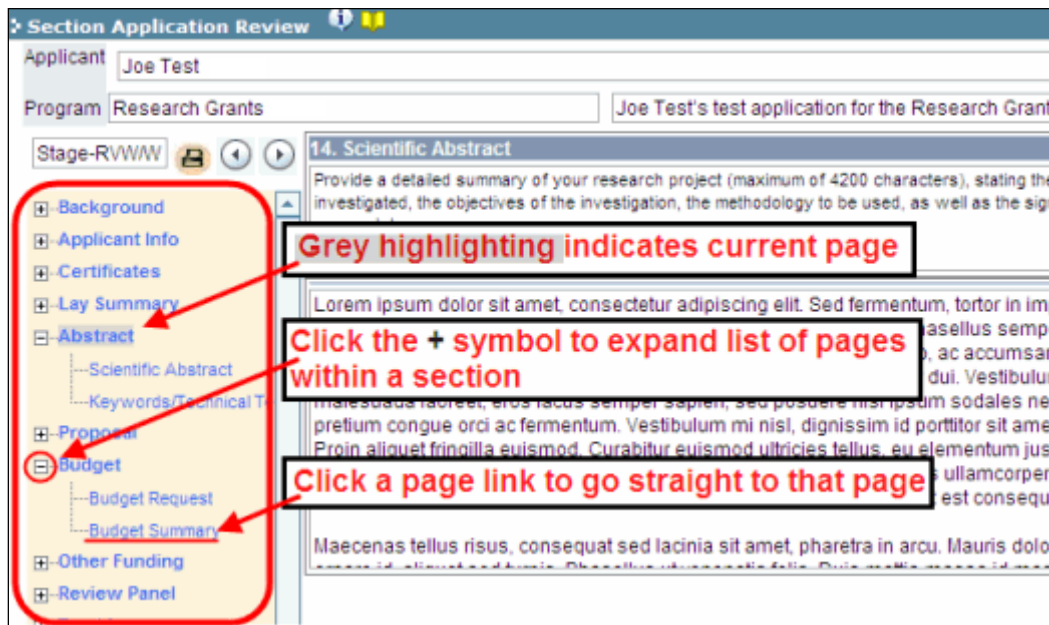
 Download Applications
  Print Reports
  Save Scores
  Show Documents

Navigating through the application

Review the application page-by-page by using the forward and backward arrows:



Jump to specific pages in the application by using the application index tree:



If you prefer, you can generate to view or download a PDF of the application to print for hard-copy review. If PDF's are printed or saved, please ensure confidentiality of all applications:

- Select only the pages you need as the whole application, including appendices, will be printed unless you specify otherwise.



Troubleshooting tip: PDF generation

If your system is not producing a new window with a PDF of the application, ensure your browser's pop-up blocker is either turned off, or set to allow pop-ups from this site.

Writing reports / notes

For instructions on review and scoring criteria and writing reviewer reports, consult the competition specific tipsheet provided.

Note to Scientific Officers

Scientific Officer reports are written **at** the panel meeting – no action is required from you at this stage.

1. To access the reporting template, click the **Report** column for the application(s) you are assigned. Reports you have yet to complete are indicated in red, your completed reports are orange:

Sel	App #	Applicant	Research Institution	Project Title	Task	Report	Notes	Responsiveness	Overall
<input type="checkbox"/>	702677	Bauswell, Lourdes	Queen's University	Improve knowledge and develop new treatments	P		
<input type="checkbox"/>	702684	Rautenstrauch, Françoise	University of Windsor	Improved treatment	P		
<input type="checkbox"/>	702686	Bresser, Hortencia	Dalhousie University	Early detection of cancer	S		
<input type="checkbox"/>	702680	Edmison, Hannah	BC Centre for Disease Control	Cancer prevention research	R		

2. Provide your feedback for each section:

Scores :

Responsiveness : Scientific Merit :

Primary Reviewer Report



Discussion points (up to 5) for the panel meeting*

1. Discussion point 1
2. Discussion point 2
3. Discussion point 3


Provide comments for each section in this space




3. You are required to provide your preliminary scores before exiting:
 - **Note** these scores are not considered your final scores for this application
 - If you wish to mark an application as "Unscored" (triaged) please enter 0.01

Save vs. Submit buttons

If you are unable to finish writing your report in one session, click the  button to save your work and return to this screen later. When you are finished writing your report, click the  button to submit your work:

WARNING: Clicking “Submit Report”

Once you click , you will no longer be able to add to or edit the comments of your report.

4. If Errors are found, click the  button for information about the errors.
5. To generate a PDF of your report, click the  button. If PDF's are printed or saved, please ensure confidentiality of all applications
6. Once you've validated all errors, click the  button.

Enter notes to mark applications you're assigned as a Reader

While it is not required to enter reports or preliminary scores prior to the meeting, doing so will provide you with notes you can refer to at the meeting.

Access competition specific instructions online

The Reviewer Report instructions are available within an application by clicking on Show Documents:

