

Tipsheet: How to edit reviewer/scientific officer reports

Reviewer and scientific officer reports can be edited and/or approved by three parties:

1. the author of the report
2. the panel Chair
3. the grant administrator

This tipsheet provides information on:

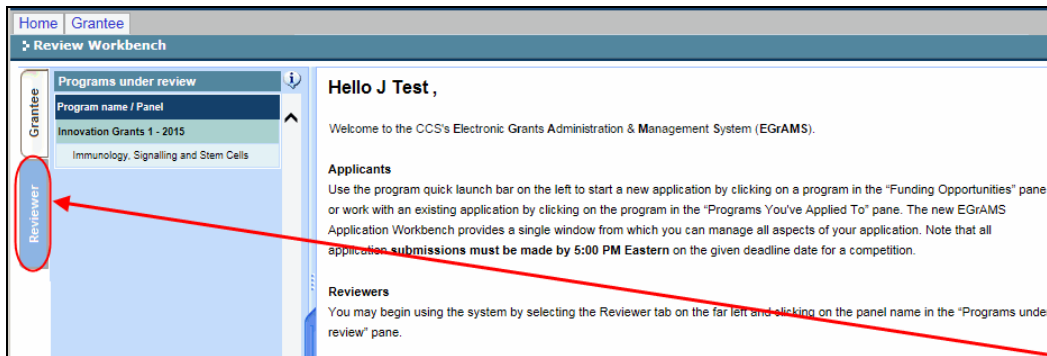
- how to [edit](#) reviewer reports
- how to [access and navigate](#) applications if it is required

Instructions for editing reviewer reports

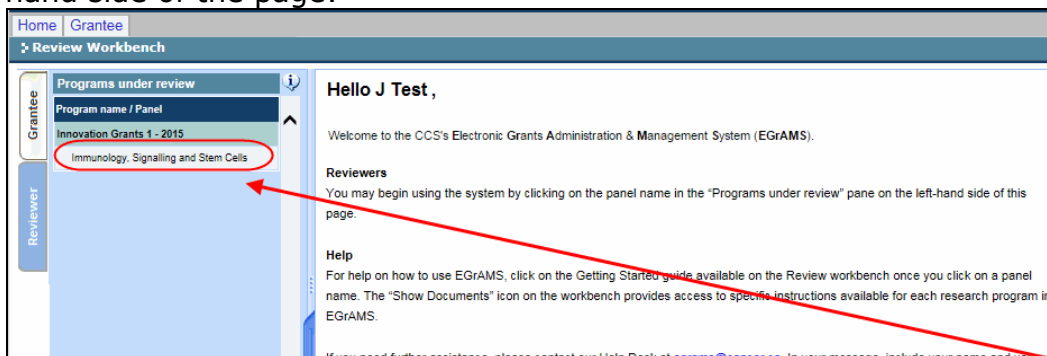
For Grantee/Reviewer, follow steps 1-4 outlined below.


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. Click the orange  button in the **Report** column to edit and submit reports:

App #	Applicant	Research Institution	Project Title	Task	Rpt
702679	Branin, Gianna	Alberta Children's Hospital	The role of immune system cells in cancer	P	
702681	Kramarczyk, Queenie			P	
702677	Bauswell, Lourdes	Queen's University	Improve knowledge and develop new treatments	S	
702682	Marcille, Huey	Edmonton General Hospital	Immunotherapy research	S	
702685	Warne, Apolonia	University of New Brunswick	Treatments for rare cancers	S	

4. Review report(s) and make edits if necessary.


Applicant :


Project Title :


Scientific Officer by Fucillo, Lyla


Scientific Officer report

1. Make any necessary edits to the report.


2. Click 



Save


Submit Report



Exit

Save vs. Submit buttons

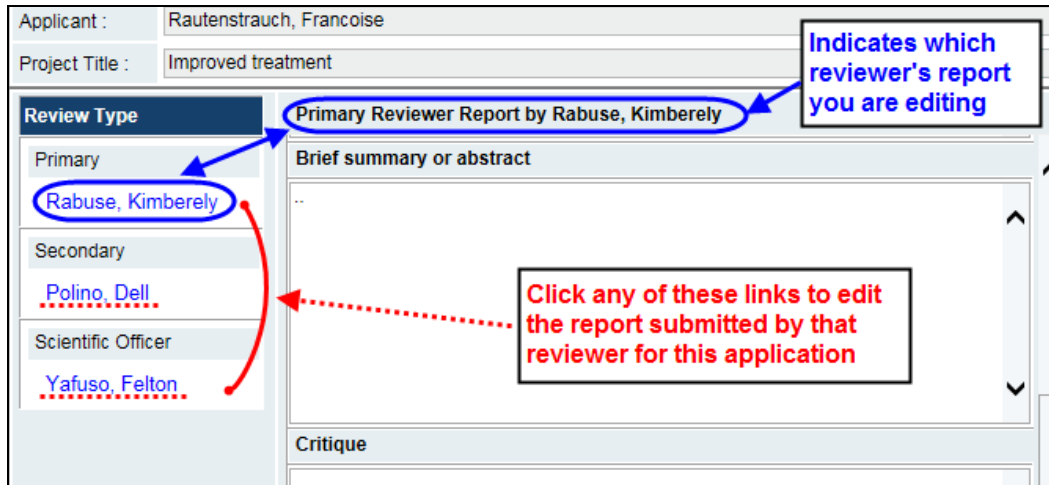
If you are unable to finish editing your report in one session, click the  button to save your work and return to this screen later. When you are finished editing your report,

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.

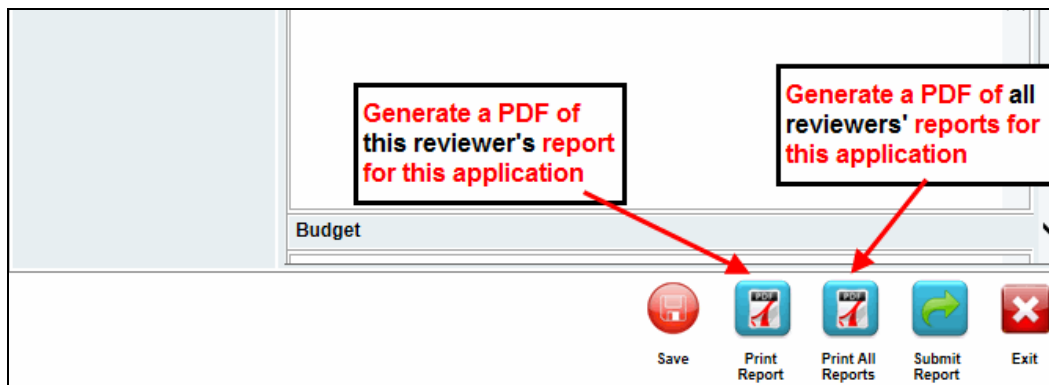
NOTE to panel Chair and grant administrator: your view will differ slightly from the illustration above, in that you will be able to view and edit multiple reports (i.e. primary, secondary, tertiary, external and scientific officer):



Best practice tip – generate a PDF of reviewer reports

Panel Chairs and grant administrators can generate a PDF of either an individual reviewer's report (click the **Print Report** button) or all reviewers' reports (click **Print All Reports**) for any application. Creating a PDF will:

- produce printer-friendly versions of each of the reports
- allow you to save each report as a file to your computer
- format the reports so they are easier to read, either online or in printed versions



Accessing and navigating through the application

1. To access an application online, click the Project Title:

App #	Applicant	Research Institution	Project Title	Task	Rpt
702679	Branin, Gianna	Women's Hospital	The role of immune system cells in cancer	P	...
702681	Kramarczyk, Qu		Research into children's cancer	P	...
702677	Bauswell, Lour	University	Improve knowledge and develop new treatments	S	...
702682	Marcille, Huey	Edmonton General Hospital	Immunotherapy research	S	...
702685	Warne, Apolonia	University of New Brunswick	Treatments for rare cancers	S	...

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

Face Sheet Review

Applicant: [] Program: Travel Awards 1 - 2013

Project Title: Project Title

Page: [<] [>]

1. Applicant Information

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

Section Application Review

Applicant: Joe Test Program: Research Grants

Page: [<] [>]

14. Scientific Abstract

Provide a detailed summary of your research project (maximum of 4200 characters), stating the objectives of the investigation, the methodology to be used, as well as the significance of the project.

Background

Applicant Info

Certificates

Lay Summary

Abstract

Proposal

Budget

Other Funding

Review Panel