

Tipsheet for panel members: viewing other panel members' reports

Permissions for viewing reports

Your ability to view your colleagues' reports will depend on what **task** (e.g. primary, secondary, reader, etc.) you've been assigned for a given application.

For Primary, Secondary or Tertiary task assignments

You can access reports for a given application **after** you have submitted your own report.

The screenshot shows a web application interface with the following sections:

- Scores :** Contains two input fields: "Innovation :" and "Overall :". Both fields are circled in red, with red arrows pointing from a central box to each.
- Primary Reviewer Report**: Contains a text area for "Discussion points (up to 5) for the panel meeting (this section will not be provided to applicants)*". A box with the text "1. Enter preliminary scores for the application" is overlaid on this area.
- Brief summary or abstract***: Contains a text area. A box with the text "2. Click" and a green arrow icon is overlaid on this area, with a red arrow pointing from the box to the "Submit Report" button in the footer.
- Footer**: Contains four buttons: "Save Draft" (red), "Print Report" (blue), "Submit Report" (green), and "Exit" (red).

For Scientific Officer, Reader and View Only task assignments

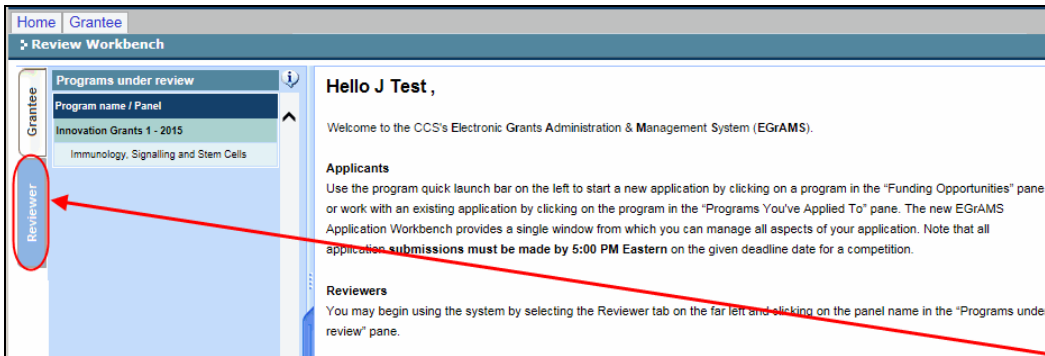
You can access reports for a given application as soon as they become available (i.e. when a reviewer has submitted his or her report as indicated above).

Instructions for viewing other panel members' reports

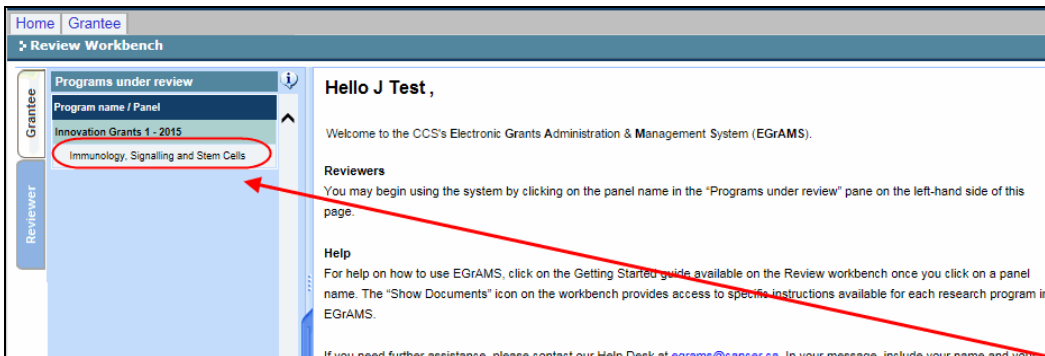
For Grantee/Reviewer, follow steps 1-4 outlined below.

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. If there are reports available for viewing (and you have the necessary [permission](#)), click the orange **...** button in the **Report** column. If the icon is red, it means that your report for that application is due:

Sel	App #	Applicant	Research Institution	Project Title	Task	Report	Notes	Responsiveness	Overall
								Score	Score
<input type="checkbox"/>	702677	Bauswell, Lourdes	Queen's University	Improve knowledge and develop new treatments	P		
<input type="checkbox"/>	702678	Edmison, Hannah	BC Centre for Disease Control	Cancer prevention research	R		
<input type="checkbox"/>	702678	Begin, Laurena	Lawson Research Institute (London)	New genes involved in cancer	V		

Click the orange ... button to view any reviewer reports completed for the application

4. Click the names of panel reviewers on the left (under the heading **Review Type**) to view their reports (if a reviewer has not yet submitted his or her report, their name will not be listed):



NOTE: not all reviewer notes are viewable

You will only be able to view reports from panel members assigned as **primary, secondary or tertiary**.

Best practice tip – generate a PDF of reviewer reports

You 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.

