Review Panel Chair Dashboard
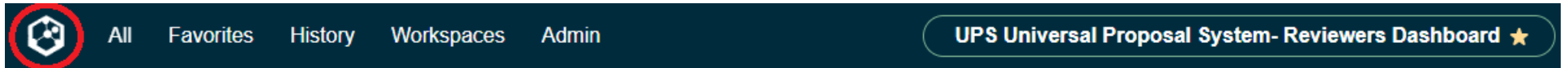## Assigning Reviewers to Proposals

Log in to UPS.

You need to navigate to the Review Panel Chair Dashboard. Click the **UPS icon** in upper left corner. This icon will always bring you back to your most recently viewed dashboard.

If it does not bring you to the **Review Panel Chair Dashboard**, click on the dropdown arrow to the right of the dashboard name. Search for "reviewer dashboard," and click the appropriate selection.
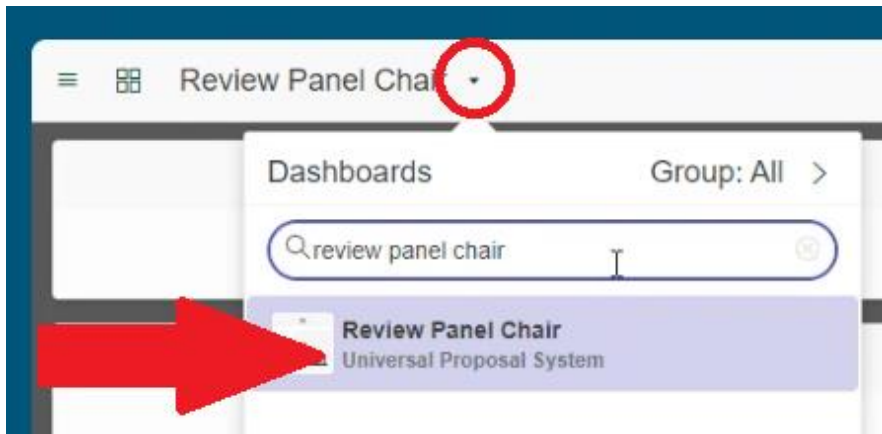
On the lefthand side of your Dashboard, click on the **number** in the **Awaiting Assignment** box to view proposals that need to be assigned reviewers.
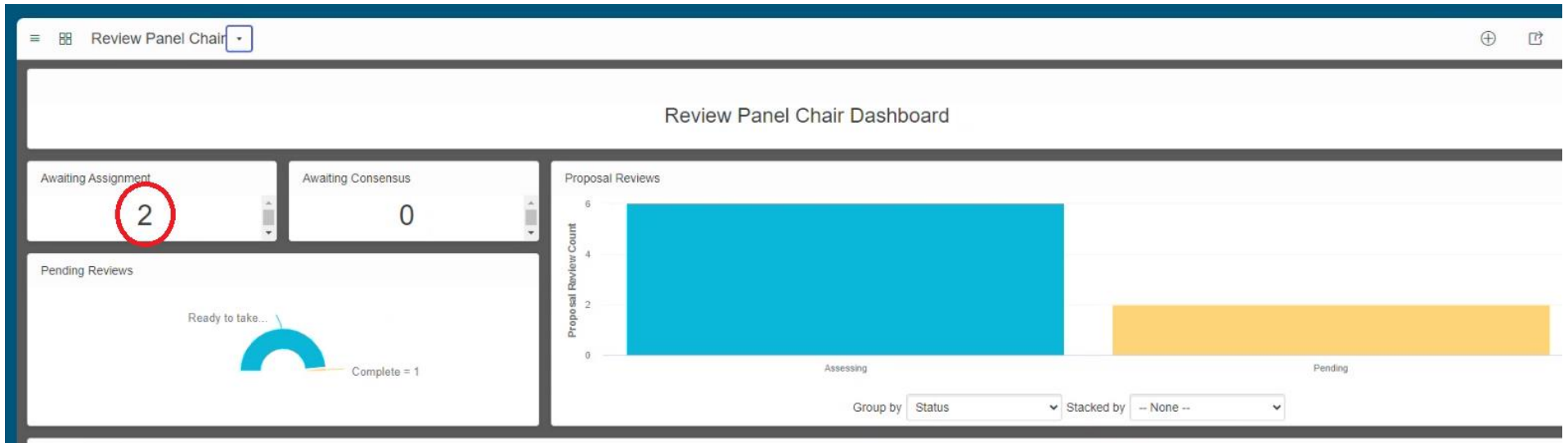
In the list of proposals that are awaiting assignment, you can click on the **proposal number** to view the proposal content.

A **Conflict of Interest** form will pop up before you are able to view the proposal content. Review the form and select the appropriate option at the bottom to proceed.

Regarding Conflict of Interest and Confidentiality

As a Proposal Review Panel (PRP) member, you are obligated to inform the panel chair of any conflicts of interest that may arise with respect to proposals that your panel is set to review. Examples of COIs include:

- PRP member is listed as a participant on the proposal
- PRP member is from the same institution as the proposal author(s)
- PRP member has any commercial or financial interest in the proposed work
- PRP member has a close personal (e.g., family) and/or close professional (e.g., a former student) tie to proposal collaborators or PIs

Proposal Information

Title
Test Proposal: Reviewers Dashboard

Principal Investigator
Kimberly Toerpe, Argonne National Laboratory

Co-Principal Investigators

Co-Proposers
Jacki Flood, Argonne National Laboratory

Abstract
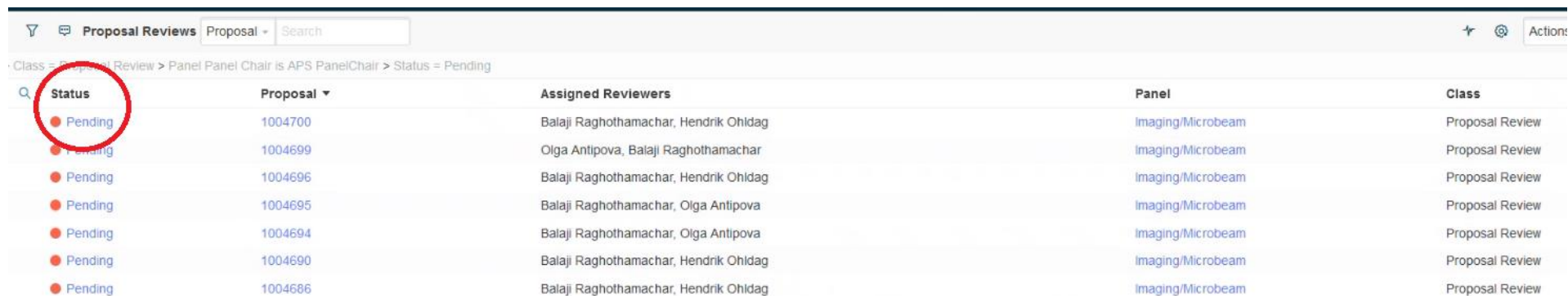
Test Proposal: Reviewers Dashboard

I affirm

Reason*(optional)*:

| I Have a Conflict of Interest | I Have No Conflict of Interest |

The most convenient way to view the proposal content is by clicking on the **Summary PDF** on the top left of the page. This will allow you to download and view the proposal form, associated questions and answers, and the ETR information (beamline, shifts requested, etc.) all in one place. It can be printed if needed.

Proposal 1004701
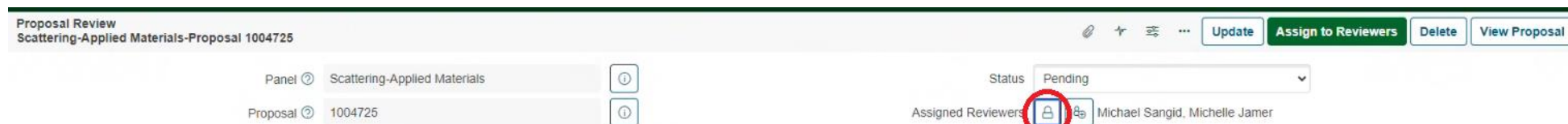
Manage Attachments (1) Summary.pdf [view]

Draft ✓
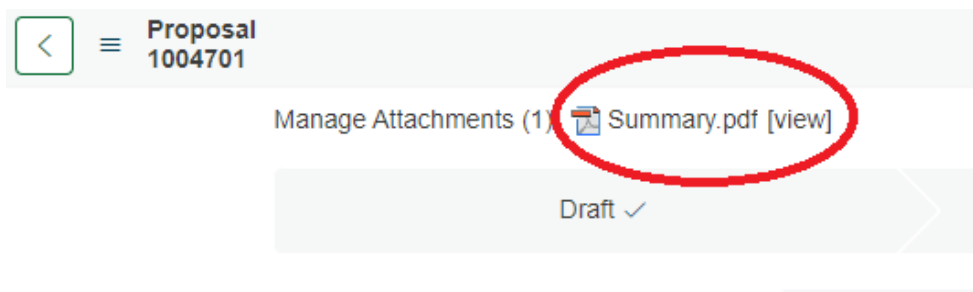
When you are ready to assign your reviewers, click the back arrow on the top left to return to your list of proposals awaiting assignment. Click on the **Status** to assign reviewers to that specific proposal.

Two reviewers will already have populated automatically based on keywords within their profiles and those selected by the proposal submitter. If you want to change these reviewer selections, click the **Lock Icon** to adjust the selections.
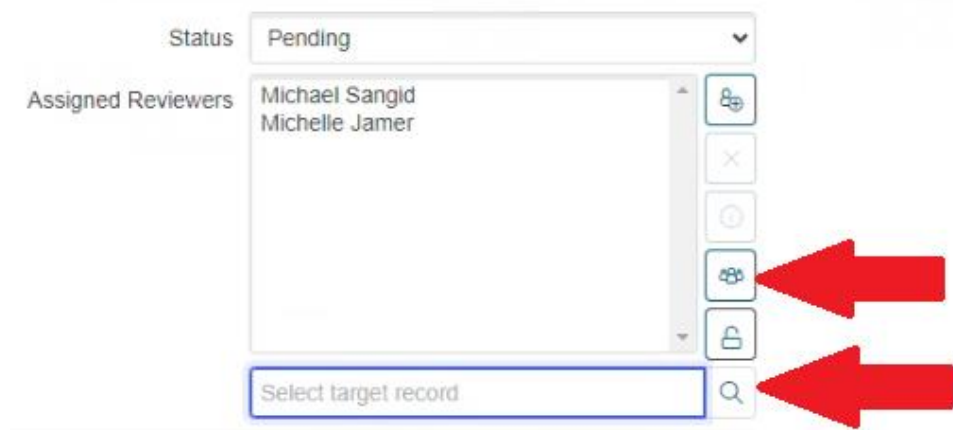
Click the **People Icon** to view all the reviewers that are in your panel OR type a name in the **search bar** to manually search for an individual. Make your selections and click **Save**.
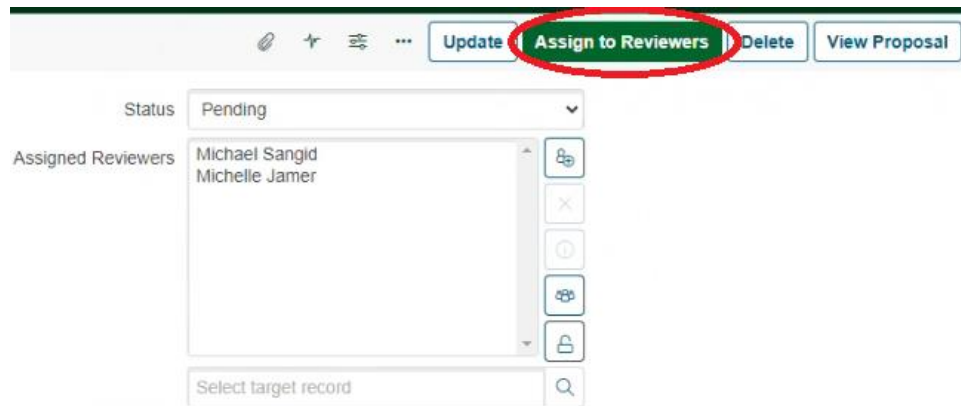
Click **Assign to Reviewers** when your selections are final. A notification will be sent to these reviewers that they have a review waiting to complete.

Return to your list of proposals awaiting assignment to continue assigning reviewers to your proposals. To return your **Dashboard**, click the **UPS Icon** in the upper left corner.

You can monitor the status of your proposals' reviews in the **Proposal Reviews** section of your Dashboard.

Beneath that is the **Individual Assigned Reviews** section, which displays the review assessments from each individual reviewer that has been assigned a proposal. The status of these reviews can be monitored here.

Continue to assign reviews as proposals are submitted.