

# INSTRUCTIONS FOR USING IAR ELECTRONIC FINAL SCORES

- The electronic final scoring feature is available in the meeting site in IAR to allow electronic collection of final scores given to application.
  - You are allowed to enter Final Score from the start to the end of the meeting. You can modify your scores at any time when the site is open for final score entry. You will need to save after each score entry or modification in a score already entered.
  - On-line Voter sheets will allow the following valid Scores: 1.0 – 9.0, ND(not discussed), NR (not recommended for further consideration), DF (deferred), NP (not present), AB (abstain), and CF (conflict).
  - Voter sheet can be sorted by PI Name, Grant (IC/Serial), and Review Order. It is advised to sort it by Review Order when the meeting starts. If it does not return to the Review Order after you save, please make sure to resort it to reflect the Review Order.
  - You are able to see only your own final scores.
  - Preliminary scores given before the start of the meeting does not appear on the voter sheet.
  - If you are in conflict with one application, CF will appear in the space for entering scores
  - Please record your scores on paper in parallel to entering them online. In case something happens with the internet connectivity you will not lose the scores entered online.
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# Voter Sheet

When the meeting starts, you can activate the voter sheet by clicking in the Reviewer Voter Sheet link available in your applications page

*Electronic Research Administration*  
**eRA Commons**  
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## Voter Sheet

Meeting Title: [REDACTED] Meeting Dates: [REDACTED]  
Meeting Identifier: [REDACTED] Critiques Due: [REDACTED]  
Meeting Phase: [REDACTED] Final Score Entry: [REDACTED]  
Final Score Entry: [REDACTED]

[Criterion Scores Label Report](#)

Reviewer Name: [REDACTED]

Rev Order	Application Number Act/IC/Serial# IC/Serial#	PI Name [Conflicts] [Parent Application PI] Activity/PI Name PI Name	Assignment Role	Criterion Scores					Final Score (1 to 9) , ND, NR, DF, NP, AB, CF	Action
				1	2	3	4	5		
1	1.F-01	[REDACTED]	Pri 1	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<a href="#">Save All</a>
2	1.F-01	[REDACTED]	Unassigned	<input type="text"/>	<input type="text" value="6"/>	<a href="#">Save All</a>				
2	2.F-04	[REDACTED]	Unassigned	<input type="text"/>	<input type="text" value="CF"/>	<a href="#">Save All</a>				
4	1.F-3-01	[REDACTED]	Unassigned	<input type="text"/>	<input type="text" value="4"/>	<a href="#">Save All</a>				
5	1.F-01	[REDACTED]	Unassigned	<input type="text"/>	<a href="#">Save All</a>					
6	1.F-01	[REDACTED]	Unassigned	<input type="text"/>	<a href="#">Save All</a>					
7	1.F-01	BASELKORN, ROBERT	Unassigned	<input type="text"/>	<input type="text" value="4"/>	<a href="#">Save All</a>				

**Application you are in conflict**

After you enter a score you need to save it as scores are not automatically saved. The save button is next to the score entry box or at the bottom of the page (in large meetings it is out of sight due to the large number of applications). Do not enter criterion scores if you are not assigned as reviewer of an application.