

## **Reviewer Frequently Asked Questions**

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**1. What if I have forgotten my password?**

Please go to <https://iesreview.ed.gov/> and click on the *Login* link for reviewers. Click on the *I Forgot My Password* link. Enter your email address. Your login information will be e-mailed to you.

**2. How do I verify my personal information?**

When you login to PRIMO for the first time, you will be asked to review/update your personal information. There are three sections you will be prompted to review and complete under Personal Information: *General information*, *Addresses*, and *Emergency Contact Information*. Once you have reviewed/modified all the required information in these sections, please ensure that you select the *Finished* button. The COI form link will appear on the screen along with additional instructions. Please complete the COI form and fax to the Review Technical Assistant (RTA) pool at 301-360-2161.

**3. What is the difference between a Preferred Mailing Address and a Roster Address?**

Both a preferred mailing address and a roster address must be entered. A preferred mailing address is the address where applications and meeting materials will be mailed. An abbreviated roster listing your name, affiliation, city, and state, will appear on the Panel Roster Report and will be shared with other members on your panel and IES staff.

***Please note the following:***

A single address may serve as both a Roster Address and Preferred Mailing Address. Your preferred mailing address cannot be a P.O. Box. Each address entered must have a designated address type (i.e., home or business). For each address entered, a city, state, ZIP code, and phone number must be included.

**4. If I am a foreign reviewer, how do I enter my complete address?**

Enter all the required information as indicated on the address listing. In the State/Province field, select other from the dropdown menu. Also enter the relevant information in the non-U.S. State/Province and Country fields. The Zip code field will accept non-U.S. codes as well.

**5. How do I obtain access to the Meeting Information, Travel Arrangements, and Peer Review Modules?**

You will be granted access to the Meeting Information, Travel Arrangements, and Peer Review Modules once you have returned all premeeting documentation (COI, Work Order, and Consulting Agreement forms) to the RTA pool at SRA International, Inc.

**6. Where can I find logistics information on the peer review meetings?**

Premeeting fact sheets, containing logistics information on the peer review meetings, are available to you in the *Meeting Information* module as well as in the *Form Repository*.

**7. How do I make travel arrangements and hotel reservations for the meeting?**

To register for your meeting and make travel and hotel arrangements, click on the *Travel Arrangements* module found on the left-hand side of the screen. The [Reserve Your Air Travel](#) link will take you to a form that you will need to fill out to secure your air or train travel arrangements. Trip Logics will e-mail a travel itinerary to you for final approval. To add or update your meeting attendance and hotel accommodations for a particular peer review session, select the [Complete Your Hotel Room Reservations](#) link. Check the boxes and enter explanations in the text boxes when applicable. (A check mark will indicate you are requesting that option; e.g., a smoking room). Please note that you will **NOT** receive an e-mail confirmation for your hotel reservations.

**8. Where can I view the application abstracts?**

Once you are granted access to the *Peer Review* module, click on the *Peer Review* button on the left-hand side of the screen. Next, click on the [View Application](#) link. A table listing the IES competition(s) to which you are assigned will appear. Click on the [View](#) link next to the appropriate competition. An application list will appear. To view the abstract of an application, click on the appropriate *Abstract* button.

**9. Where can I find the review template?**

Reviewer critique templates can be found by entering the *Peer Review* module and selecting the [Submit Review](#) link followed by the [Assigned Reviews](#) link. This will bring you to a table listing your application assignments. Select an application number to access the scoring and review entry page. Select the *Template* button at the top of the page.

**10. How do I paste my review into the text box?**

In the *Peer Review* Module, go to *Submit Reviews*, followed by *Assigned Reviews*. Select the application for which you wish to enter your written review. Once you have saved your written comments on the reviewer critique template, copy and paste the entire template into the text box provided. Please ensure that the correct review is pasted in the appropriate application selection.

**11. What about using special characters, such as Greek symbols, in a critique?**

You may get mixed results with special characters depending upon the browser you are using or the type of character you are pasting. Paste the character into the text box and save your review, then select the *Print Preview* button to see if the character displays correctly. If it does not, put the tag `spchar:` and the name of the character in parentheses (e.g., `spchar: Greek alpha`). For superscripting and subscripting, use the tag `sup:` and `sub:` (e.g., `sup: 2`, `sub: 2`).

**12. Is my review automatically saved if I exit my review without clicking the Save button?**

No. You must select the *Save* button anytime you add or make changes to your review. Please note that the *Finalize* button should not be selected until your scores and reviews are final and ready to be submitted as such. If you click on the *Finalize* button by mistake, you will need to contact the RTA pool at 301-360-2155 or [ieshelp@srahosting.com](mailto:ieshelp@srahosting.com) to release the review in PRIMO.

**13. Can I edit my review once I have clicked the *Finalize* button?**

Once a review has been finalized and the review submission deadline has passed, you will not be able to modify your review; you will only be able to view it. However, if you wish to modify your finalized review prior to the review submission deadline, you may contact the RTA pool and request that your review is released in PRIMO.

**14. Can I view the reviews of other reviewers on my panel?**

Yes. Once you have finalized all your reviews, you will be able to view the final reviews of all other reviewers on your panel. However, you will not be able to view the reviews of applications for which you have indicated a conflict of interest.

**15. How do I access other panel members' reviews after I have finalized my reviews?**

Log in to the PRIMO system. Click on the *Peer Review* button on the left-hand side of the screen. Click on the *Submitted Review* link next to the appropriate IES competition. A listing of all submitted reviews for that competition will appear on the screen. To view a review, click on the application number link within a row. Please note that the same application number will be listed at least twice as every application was assigned to a minimum of two reviewers.