SHRF
SASKATCHEWAN
HEALTH RESEARCH
FOUNDATION

SHRF RMS
Reviewer Manual

Updated December 2020

Table of Contents

Using the System 3

Support 3

Accessing the SHRF RMS 4

- Cookies, Privacy & Security Policies 4
- Logging In 4

Navigating the SHRF RMS 7

- Reviewer Home Page (Watch the video) 7
  - Navigation Bar 8
  - Welcome 8
  - Committees 9
  - Review Phases 10

Pre-Review 12

- Answering the Invitation (Watch the video) 12
  - Accepting Invitation 13
  - Declining Invitation 13
- Active Committee Information (Watch the video) 13

Phase I 15

- Completing Reviewer Background Information 15
- Conflict Check (Watch the video) 15
- Level of Expertise (Watch the video) 17
- Confirming Phase I is Complete 18

Phase II – Completing Reviews 19

- Lead Reviewer Review Responsibilities (Watch the video) 19
  - Accessing the Review Forms 19
  - Review Form Overview 20
- Committee Member Review Responsibilities (Watch the video) 27
- Accessing Submitted Lead Reviews and/or External Reviews (Watch the video) 29

Phase III – Review Meeting 31

Review Order (Watch the video) 31
Scoring at Meeting (Watch the video) 32
Edit Final Score – Quick Edit Button 32
Full Review Meeting Form 33
Editing Review Form Comments 35
Post Review 36
Submitting Your Final Review 36

Using the System

Saskatchewan Health Research Foundation (SHRF) uses an integrated online research management system by SmartSimple. We continue to improve and update our online system to deliver an efficient process at all stages of the Grant Life Cycle. To continue supporting our users, we have developed this manual to navigate the SHRF Research Management System (RMS).

The instructions in this document pertain directly to the SHRF RMS. Information pertaining to eligibility, funding requirements and the application are found in the SHRF Funding Guide and relevant Application Package. Information pertaining to SHRF's peer review guidelines and review criteria are found in the Peer Review Guidelines and relevant Application Evaluation Criteria document.

This manual will be updated regularly to reflect system changes, so please access the manual directly from shrf.ca/resources or in the SHRF RMS on your Reviewer home page under Reference Documents.

Browsers currently supported by the SmartSimple platform are listed here. We have found Chrome works best.

SmartSimple performs system-wide upgrades and backups at 01:00 a.m. EST each night, so you may experience slowness or difficulties around this time.

The SHRF RMS can be accessed at shrf.smartsimple.ca or through the links at shrf.ca.

SHRF welcomes suggestions for improving the system or this manual.

Support

If you need assistance of any kind, please do not hesitate to contact SHRF and we will make every effort to respond as soon as possible.

General email: helpdesk@shrf.ca

Accessing the SHRF RMS

The SHRF RMS can be accessed at shrf.smartsimple.ca or through the links at shrf.ca.

NOTE: You will be automatically logged out after 60 minutes of inactivity – ensure your session is valid before entering information.

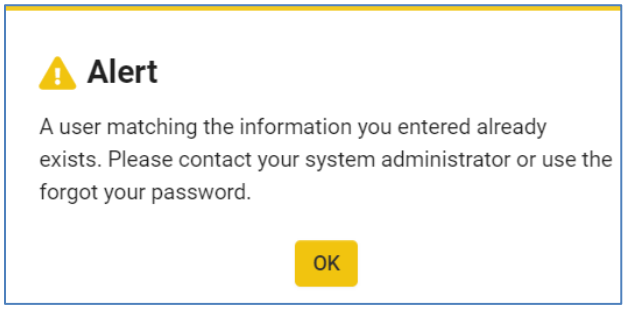
Cookies, Privacy & Security Policies

New users will be asked to accept SHRF's Cookies Policy before proceeding forward. Returning users may be asked to do the same if it is their first time using the new system. If you would like to know more about our Privacy & Security Policies, you can download the document on the login page by clicking the "Privacy & Security policies" or on your home page once you are logged in to the RMS.

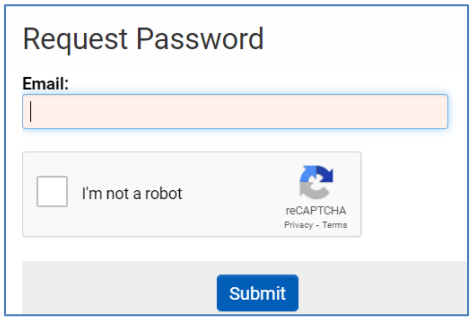
Logging In

If you were a previous user in the SHRF RMS, your profile and its information has been migrated to the new system. SHRF has updated the password security measures, which means that previous users will need to reset their password the first time they go to log in. Once in the system, please review your Personal Profile to make sure it is correct and up to date.

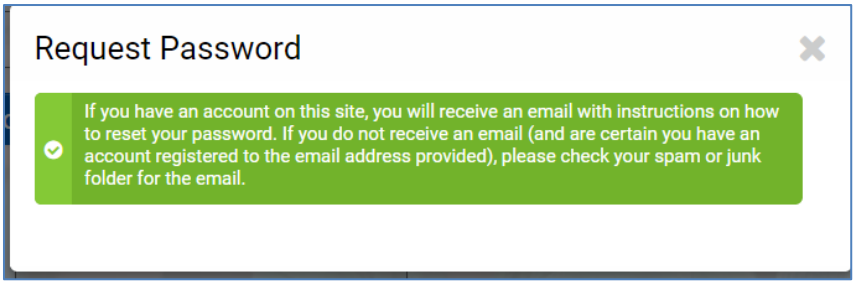
If you are unsure if you have an account in the SHRF RMS, click the "Register" button, type in your email address and the system will tell you if that email address already exists in the system. If that is the case, please follow the steps below to reset your password to get back into the system.



On the Login page below the "Log In" button, you will see a "Forgot Password?" button. Click this button to open a new window, where you can enter your email address that you use to log in.



Once you have completed the required information, click the "Submit" button. A message will appear letting you know an email has been sent with instructions on how to reset your password.



The email may take a few minutes to appear. Once you do receive it, you will get the following message:

> *"You are receiving this email because you forgot your password for the Saskatchewan Health Research Foundation's online research management system – SHRF RMS. If you did not request a forgot your password, please ignore this email.*

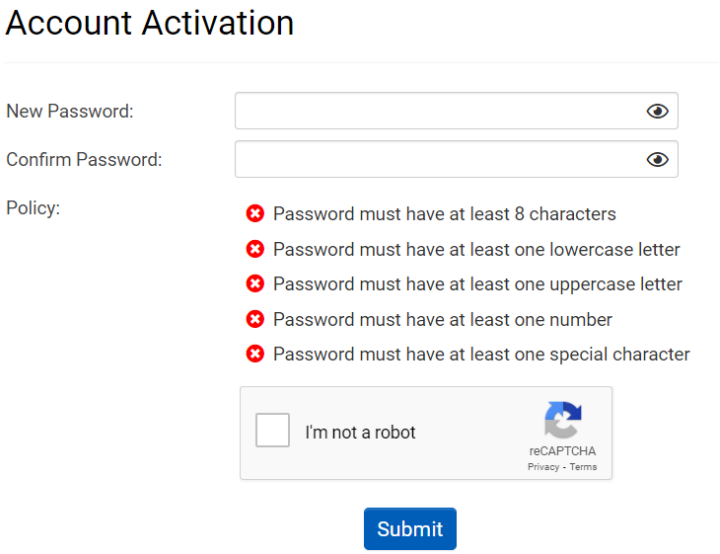
Your user name is … please click on the link below to create a new password: link here.

If you encounter any problems, please email helpdesk@shrf.ca.

Thank you,

SHRF Programs Team"

After clicking the email link, you will be taken to the Account Activation page to fill in your new password. Follow the instructions on the window and make sure your new password meets SHRF's new password policy.

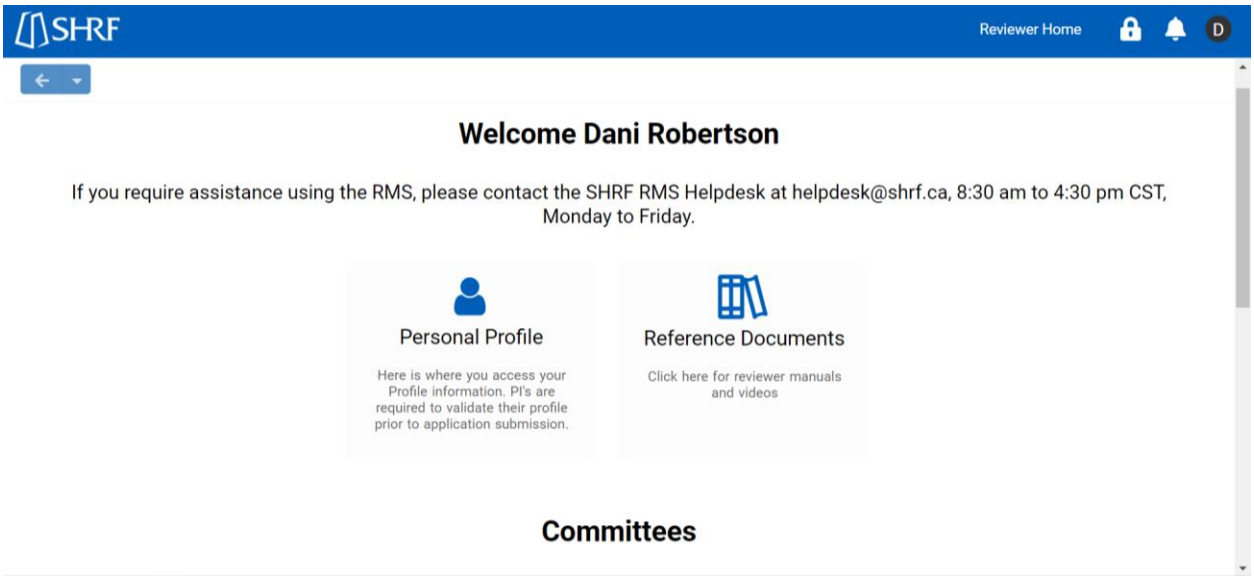


After this is complete, you will now be able to enter the SHRF RMS.

Navigating the SHRF RMS

Reviewer Home Page (Watch the video)

Once logged in, you will be directed to your Reviewer Home Page.



NOTE: Users who have been in the RMS as an applicant (either as a PI or other project role) will see two Home Page buttons in the Navigation Bar: Home and Reviewer Home. Make sure to click on the Reviewer Home to see the Reviewer Portal.

The Reviewer Home is broken down into the top navigation bar and three sections with different icons under each:

- **Navigation Bar**
  - *SHRF Logo and Home Button*
  - *Padlock Icon*
  - *Bell Icon*
  - *Initials*
- **Welcome**
  - *Personal Profile*
  - *Reference Documents*
- **Committees**
  - *Committee Invitation*
  - *Active Committees*
- **Review Phases**
  - *Phase I*
  - *Phase II – Initial Rating & Comments*
  - *Review Form*
  - *Phase III – Review Meeting*
  - *Completed Score Sheets*

Below is information for each of sections and the corresponding icons.

Navigation Bar

SHRF Logo and Home Buttons

By clicking either the "SHRF Logo" or the "Review Home" button, this will take you back to the Review Home page no matter where you are in the system. The system may prompt you to save your work prior to going back to the Review Home page but it is good practice to click save on a regular basis when working in the system.

Padlock Icon

This is where you can access SHRF's Privacy & Security Policies.

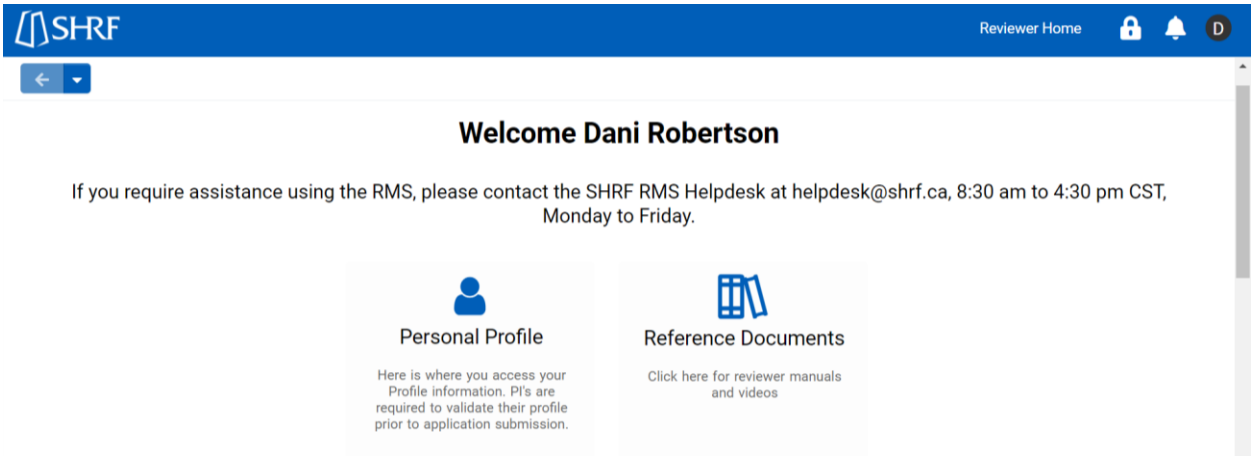
Bell Icon

This is where you may see notifications from SHRF. Currently, we are not using this functionality.

Initials

When you click on your initials, a drop down will appear, showing many of the icons and buttons under the Welcome section of the Review Home page.

Welcome



Personal Profile (Watch the video)

Completing a Personal Profile is an important step in using the SHRF RMS. Contact information should always be up to date as SHRF staff uses this information regularly to stay in touch with you. Below are the steps on how to complete your Personal Profile.

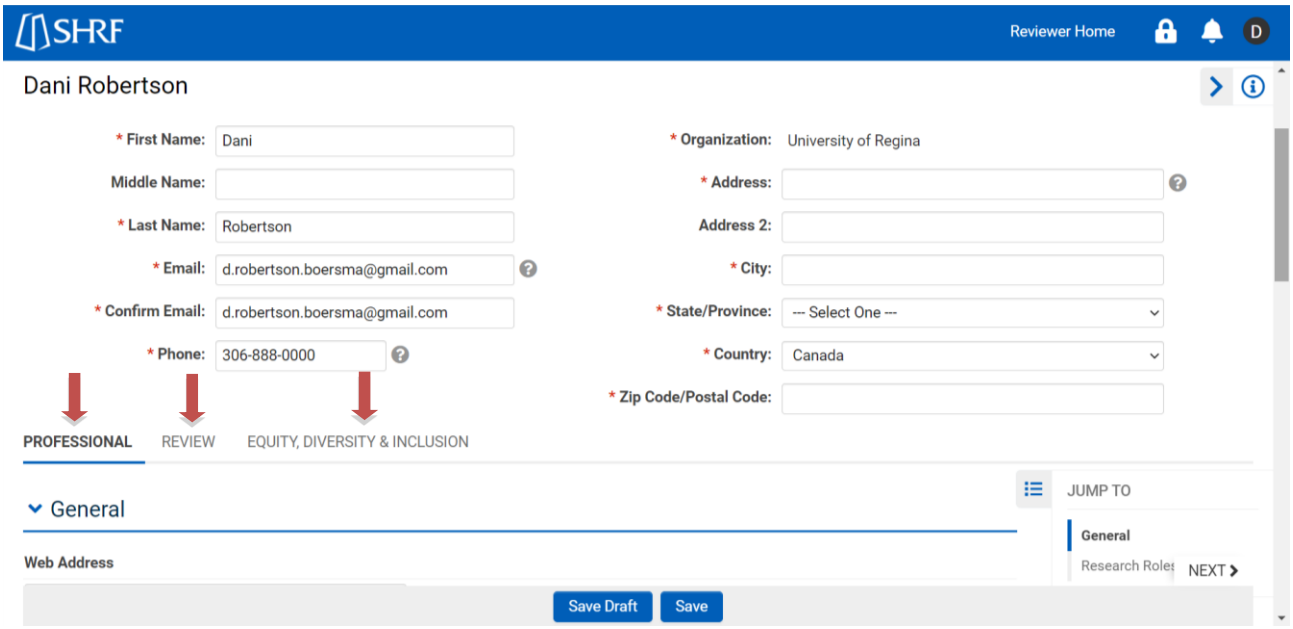
You can access your Personal Profile from the Welcome section of the Reviewer Home Page or in the top right corner by clicking on you initial and then choosing Personal Profile from the drop down.

In your profile, there is the general Contact Information, which sits outside of the tabs and includes mostly contact information. The Organization listed here is your primary organization that you registered with when you first created your profile. If you ever need to change your primary

organization, please contact helpdesk@shrf.ca, as a SHRF staff member will need to do this for you. All mandatory fields will have a red asterisk (*) in front of the field.

Below your Contact Information are three tabs:

- **Professional** – This section includes fields for all possible roles/positions you may have that would pertain to applying. There are also fields in this section related to your online and social media presence that would be used by our Engagement team.
- **Review** – This section includes an overview of SHRF's Peer Review and asks if you would be interested in reviewing for SHRF. If you are interested, questions will appear that are specific to your research and/or health background that would be important for being a reviewer for SHRF.
- **Equity, Diversity & Inclusion** – SHRF has created a questionnaire based on the updated CIHR EDI questionnaire. This information will only be used internally by SHRF to get a better understanding of who our applicants and reviewers are.



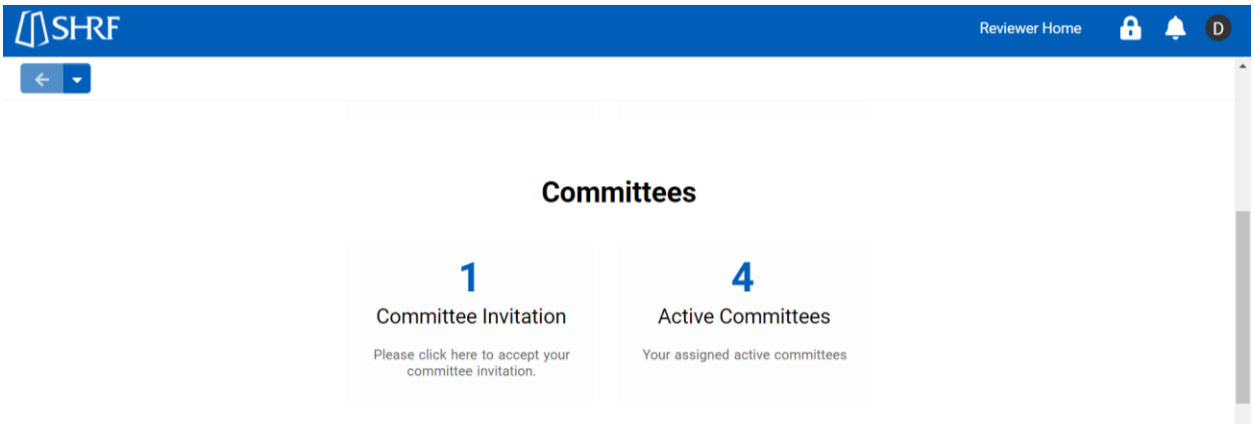
At the bottom of the page are two buttons: "Save Draft" and "Save". If you need to leave the page and don't have time to complete all required fields, you can click "Save Draft" and come back another time to complete your profile. Once your profile is complete, click the "Save" button. The system will then validate that all fields are complete. If there are missing fields, the system will notify you, otherwise your Profile will be considered complete. You can come back at any time and update information if something changes.

Reference Documents

The Reference Documents page will have helpful information for you regarding how to use the SHRF RMS and for completing applications.

Committees

Below is an overview of the icons found under this header. Full information for specific actions will be found further on in this manual.



Committee Invitation

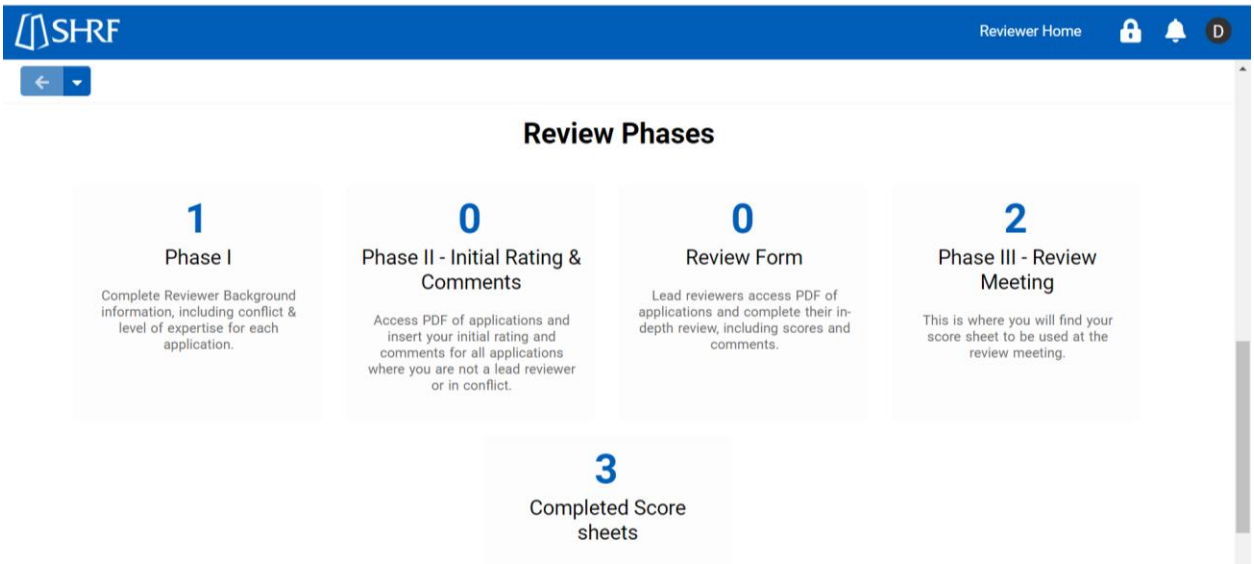
This is where you can access the invitation(s) to review for SHRF. After an invitation email has been sent, you will log in to the RMS, scroll and click on this icon. You will then see a list view and will click the "Open" button to access the invitation. Usually there will only be one invitation, but please be aware of the committee name if you have been invited to more than one committee.

Active Committees

Here is where you will find a list of the committees that you have accepted the invitation for and are currently active. After clicking on this icon, there will be a list view of the committee (or committees, if you are on more than one). The list view will show you high level information, including: Committee Type; Committee Name; the Status (Stage) the committee is at; Number of Proposals assigned to the committee; Meeting Date; Review Phase I Deadline; Review Phase II Start Date; Review Phase II Deadline; and Post Review End Date.

Review Phases

Below is an overview of the icons found under this header. Full information for specific actions will be found further on in this manual.



Phase I

This is the start of the review period, where committee members complete reviewer background. You will click into this icon and complete the Reviewer Background Form for each application (includes identifying possible conflicts and where there is no conflict, identifying level of expertise on project).

Phase II – Initial Rating & Comments

After Phase I is completed, SHRF will push the committee to Phase II. This phase is not mandatory, but it is where you will access the full application to read prior to the review meeting. In this section you will find all applications (where you do not have a conflict). You will click into this icon to see the list of applications and will then click the "Open" button to go into the form where you can access the Download Application PDF button. In the Initial Rating & Comments form, you will also have the option to input an overall rating of the application, along with general comments to share with Committee Members.

Review Form

Here is where you will find the review form for each application you are assigned to as a Lead Reviewer. The review form is where you will give a detailed review of the application, following review criteria. This list will be populated after the completion of Phase I.

Phase III – Review Meeting

Here is where you will find the meeting score sheet, which you will use during the meeting to score each application where you are not in conflict. You can click on this icon to see the list of applications to be reviewed by the committee that day. The applications will have an assigned review order, and you will be able to order them from first to last by clicking on the Review Order header on the list view. You will also be able to do a quick edit function in the list view, where you can directly insert your score to the application after the discussion has ended and the Chair has announced the consensus score which you will use as a reference for your individual score. If you would like to add additional comments to a specific application, you will click "Open" beside that application, which will give you access to the full form.

Completed Score Sheets

After the meeting is complete, SHRF pushes all score sheets to complete. The forms wills move from the Phase III to this icon where they will be visible to you while the committee is active. Once the committee is closed, you will no longer see this information.

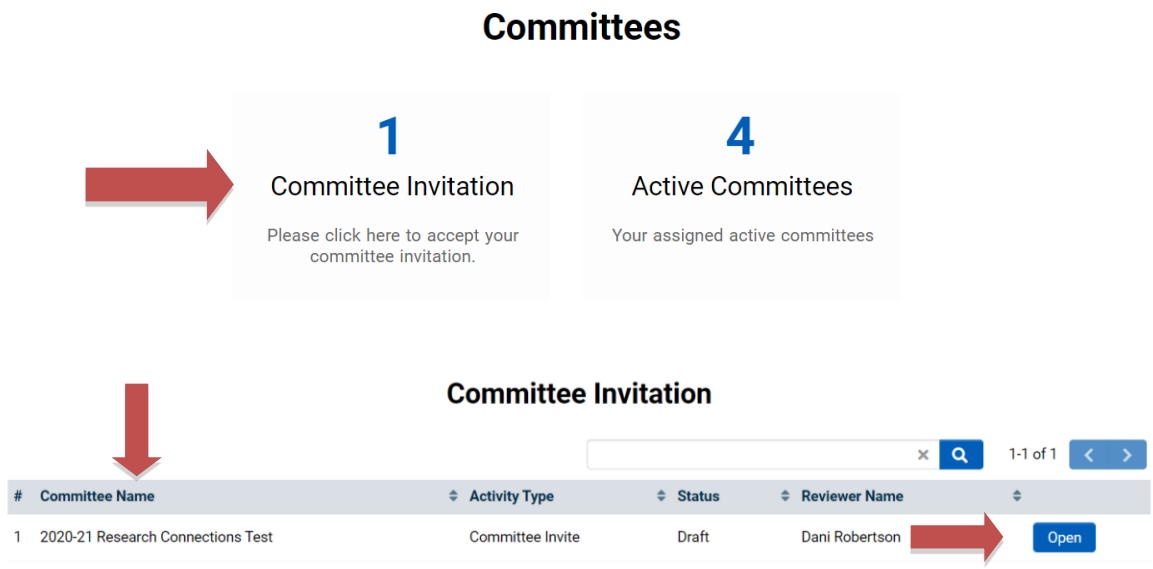
Pre-Review

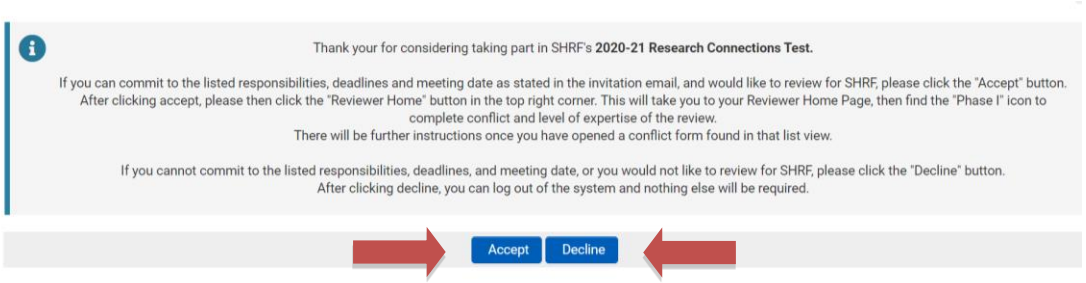
Answering the Invitation (Watch the video)

After the Program Manager has been in touch with potential committee members to sit on the review committee and they agree to the role and responsibilities, a formal invitation will be sent out from the system. This formal invitation replaces the previous reviewer contract, listing the committee member's role, responsibilities and dates that are to be met. The committee member will then be asked to accept or decline the invitation based on this information.

After reviewing the invitation information, you will click the link to log in to the system to accept or decline the invitation. **NOTE:** If you are new to the RMS, SHRF Staff will have already registered you in the system. You will click the "Forgot Password?" button, follow the instructions and then log in using the email address the invitation was sent to along with your new password.

Once in the system you will scroll to the Committees header and click on the Committee Invitation icon. In the list view, you will look for the correct Committee under the Committee Name (usually, you will only have one Committee Invitation) and click the "Open" button. This will open the Accept/Decline window. Please read the information and then click on either the "Accept" or "Decline" button.





Accepting Invitation

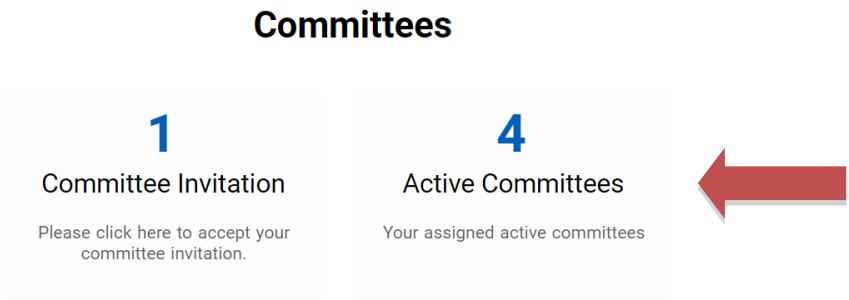
After you have clicked the "Accept" button, you can then go back to the Reviewer Home Page. By accepting to be on the committee, you will be able to access the Committee information, along with the different phases of the review.

Declining Invitation

After you have clicked the "Decline" button, you can go back to the Reviewer Home Page and log out of the system, as there is no further steps that need to be taken.

Active Committee Information (Watch the video)

After accepting the invitation and for the duration of the committee, you will be able to find all committee details (deadlines, meeting dates, etc.) in the "Active Committees" icon under the Committees header.



Once in the "Active Committees", you will see a list view showing you the high-level information about that committee. For further committee information, click the "Open" button.

In the Committee you will find the following:

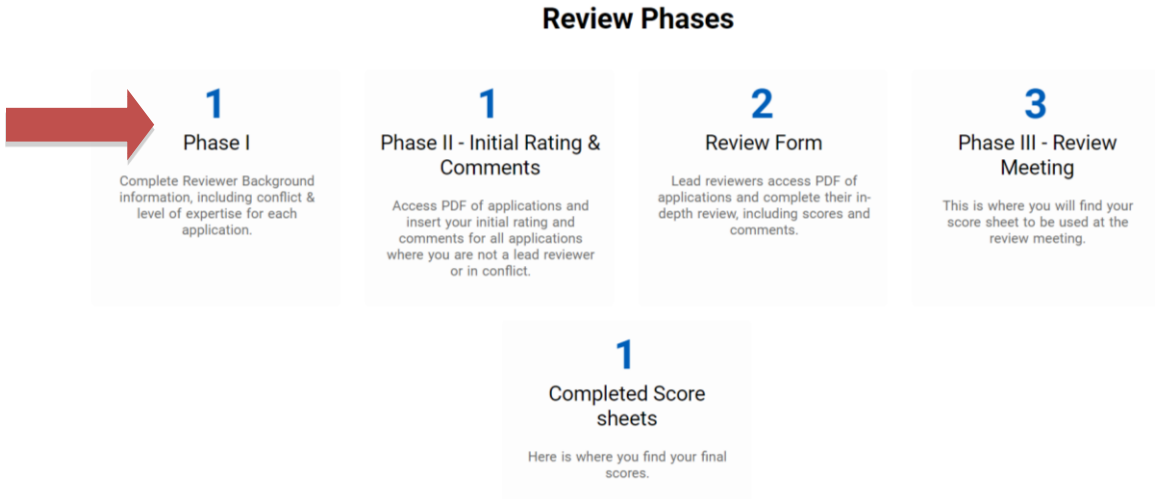
- **High Level Meeting Information:** Meeting type; Committee status; Program Manager, Meeting Date; Meeting Start Time; and Meeting End Time
- **Meeting Details:** Committee Name; Number of Proposals; Number of Applications Submitted; Number of Applications Assigned to Reviewer; Number of Grants we can Fund; Maximum Award; Application Submission Deadline; and Funding Opportunity Purpose.
- **Committee Dates:** Review Phase I Deadline; Review Phase II Start Date; Review Phase II End Date; External Review Deadline; and Post Review Deadline.
- **Committee Documentation:** Review Phase I; Review Phase II; Review Phase III; and Post Review.

For the most part, this page is just for information, but you can download committee documents, depending on the phase, from the Committee Documentation section.

Phase I

Completing Reviewer Background Information

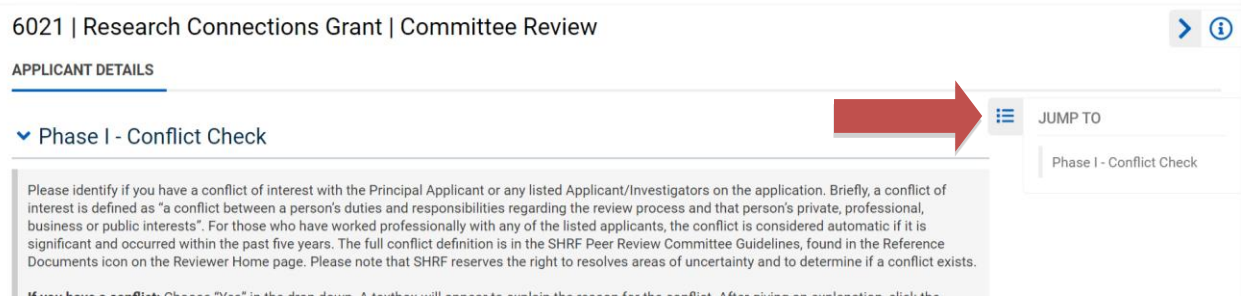
The Program Manager will send information letting you know that Phase I of the review has begun. You will log in to the RMS and scroll to the Review Phases header and click on the Phase I icon, opening the list view.



Here you will see all applications assigned to the committee. The first step of Phase I is to complete the conflict check. To know if the application is in the Conflict Check stage, look at the end of the List View in the Activity Status column, which will let you know the status of each application.

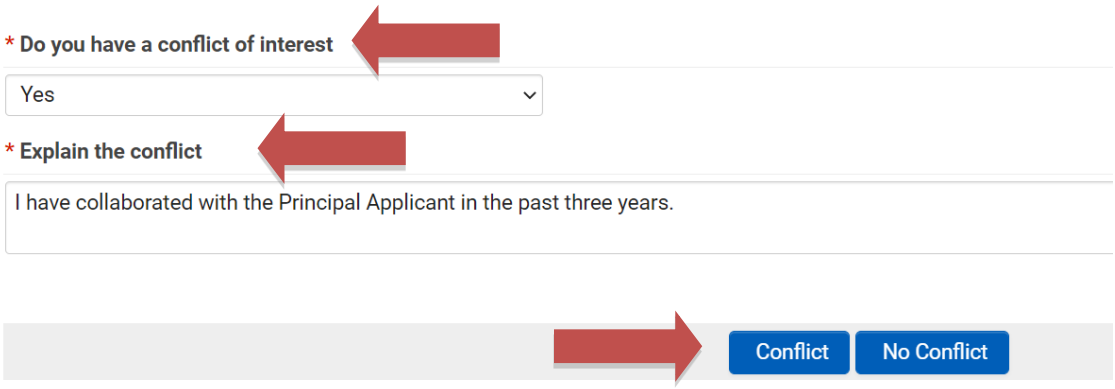
Conflict Check (Watch the video)

To complete the Conflict Check, click the "Open" button in the list view. This will open the Applicant Details information. The first thing you will is Phase I – Conflict Check instructions. On the right-hand side of the instructions you will see a "Jump To" table of contents. The "Jump To" window will be very helpful as you work through each phase of the review, where each phase will be added to this list. You can then click on the phase you want to view, and it will move you to that spot in this form.

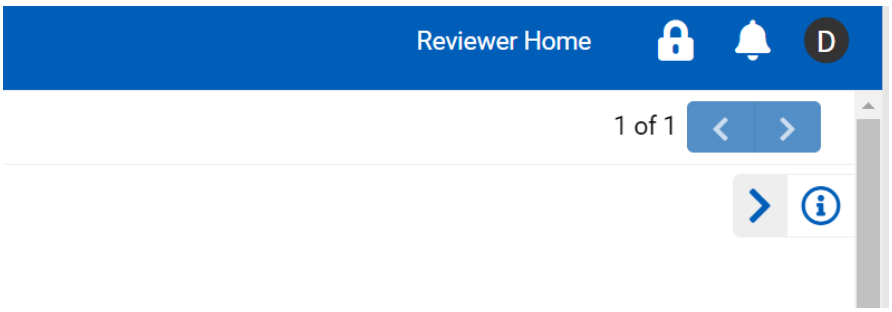


After reading the instructions, review the Principal Investigator, their institution and the list of Applicants/Investigators to see if you have a conflict with any of these individuals.

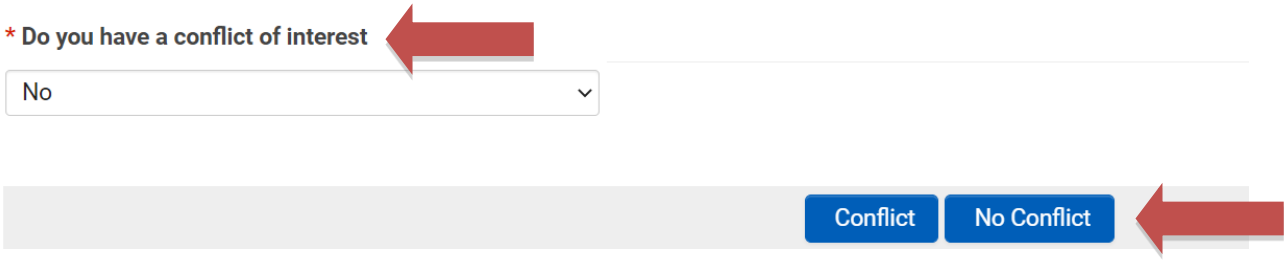
If you have a conflict, in the first drop down, you will choose "Yes" and a textbox will appear requesting that you explain the conflict. Both of these fields are mandatory. Once you have completed them, you will then click the "Conflict" button at the bottom of the page.



Once you click the Conflict button, the form will lock and you can move on to the next application by clicking the blue forward arrow button in the top right corner found below the Navigation bar.



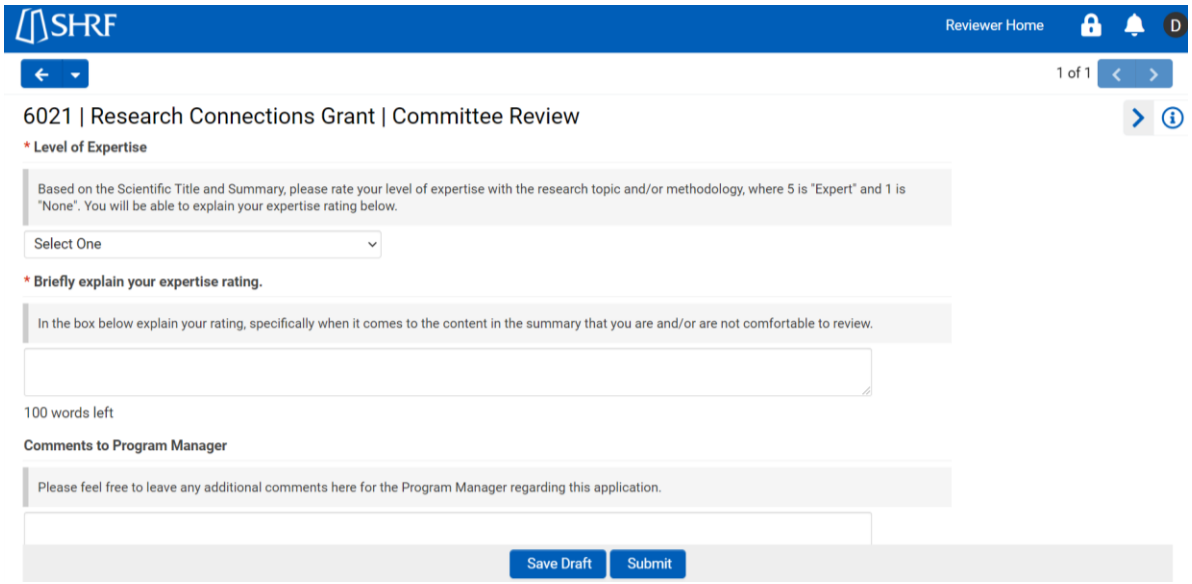
If you don't have a conflict, you will choose "No" from the drop down and then click the "No Conflict" button at the bottom of the screen.



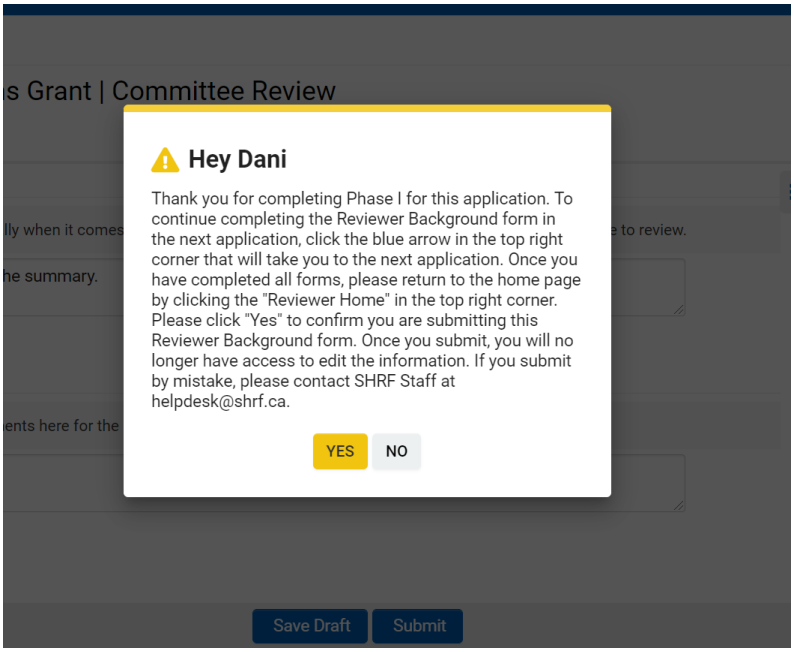
This will push the form to the next step of Phase I where you will complete Level of Expertise.

Level of Expertise (Watch the video)

After completing the Conflict Check, the form will automatically move to the next step of Phase I, bringing you to the top of the form. You will see instructions on completing this step and below that you can review the Scientific Title and Summary. From the information provide, choose your level of expertise from the drop down and then give a brief explanation regarding your choice. You can then provide additional comments to the Program Manager regarding this application, but this is optional. If you would like to come back to this stage, you can click "Save Draft" at the bottom of the screen or if you are done with this application, you can click the "Submit" button.



After clicking the "Submit" button, a window will appear to confirm that you want to submit your information. If you click yes, the form will be locked down and you can no longer make changes. You can then move to the next application by clicking the blue forward arrow button in the top right corner directly below the Navigation Bar.



Confirming Phase I is Complete

Prior to the Phase I deadline, to check that you have completed both steps of Phase I, go to the list view and look under the “Activity Status”. If Phase I of the review is complete and submitted, the Activity Status will read “Phase I Submitted”.

Phase II – Completing Reviews

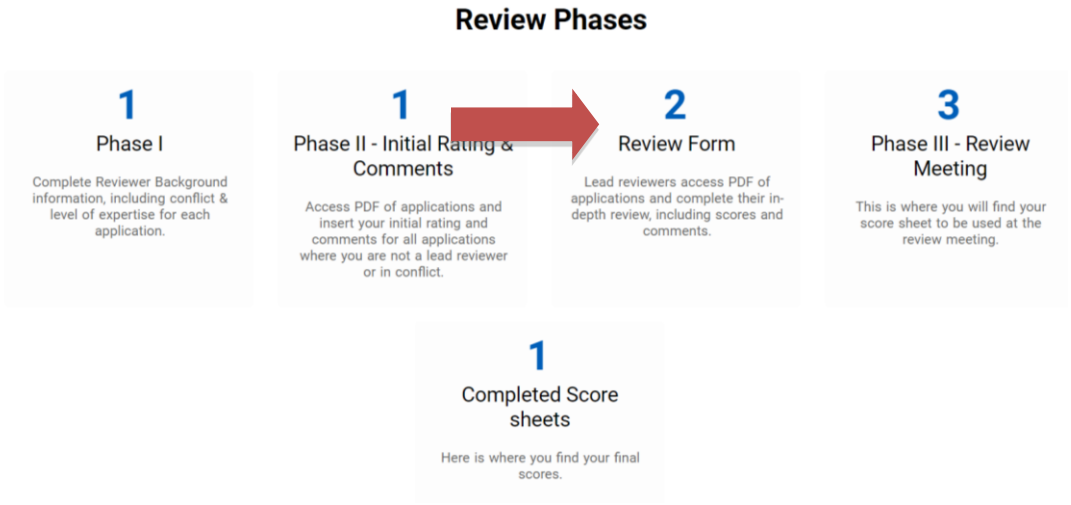
At the beginning of Phase II, you will be assigned to each application in one of the following roles: Lead Reviewer (Primary or Secondary) or Committee Member. Below are sections that go over finding out which applications you are assigned to as a Lead Reviewer or as a Committee Member and then what you need to do on the RMS for each of these roles.

After the Phase II deadline, reviewers will have access to the Lead Reviewer comments and any External Reviews that may have been requested for certain applications. At the end of this section is information on how to access these reviews.

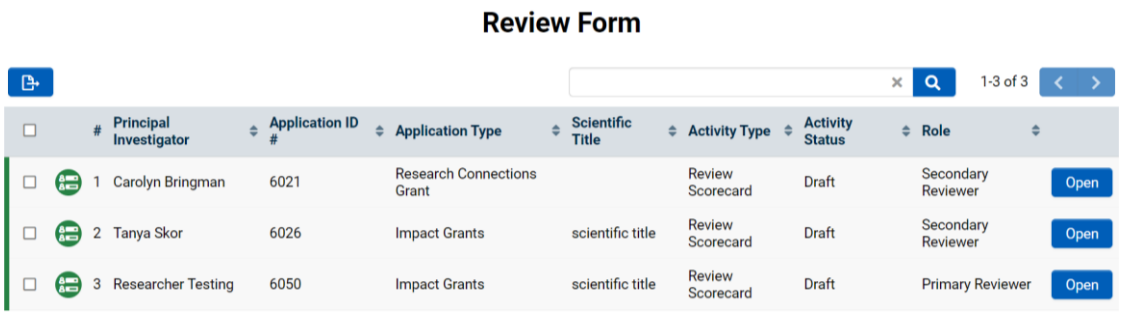
Lead Reviewer Review Responsibilities (Watch the video)

Accessing the Review Forms

After the Program Manager and Chair have met to assign Lead Reviewers to the applications, an email will be sent out notifying reviewers they can now access the review forms in the RMS. You will log in to the RMS. On the Reviewer Home page you will scroll down to the Review Phases header and click on the Review Form icon.



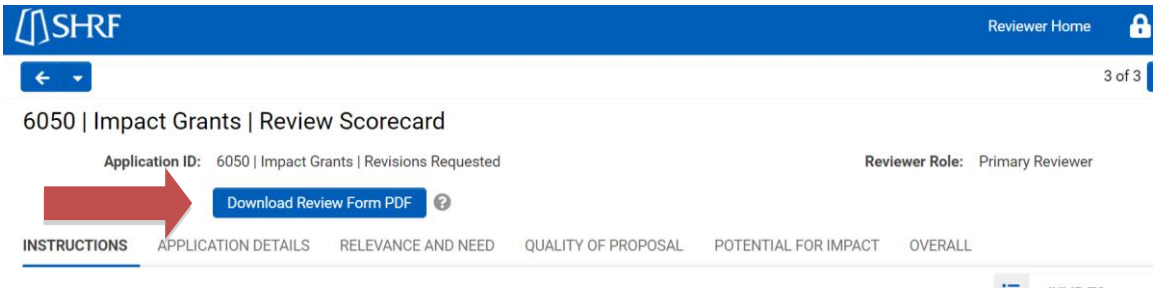
In this icon will be list view of the applications that you have been assigned as a Lead Reviewer for this committee. The list view will give you high level access of the application information, the status of your form (Activity Status) and the role you have on the application (Primary or Secondary). To access the individual review form click the "Open" button.



Review Form Overview

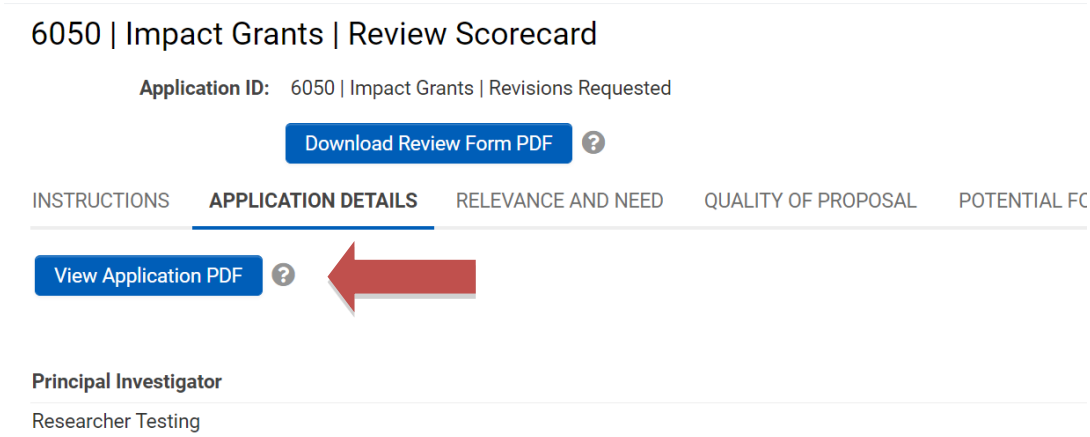
Printing the Review Form PDF (after completing the required information)

When you click "Open" from the Review Form list view, it will take you in to the individual application review form, where you will be able to input your rating, score and comments based on the review criteria. At the top of the Review Form you will see The Application ID, Grant Type and Grant Status, along with your Reviewer Role on this application. Directly below this is the "Download Review Form PDF". This button is where you can download a PDF copy of this review form to print. Please note that you must complete and submit the Review Form on the RMS. After you have done that, all information in your form can then be downloaded and printed using this button if you rather work from paper during the review meeting then off the system itself. Directly below the "Download Review Form PDF" button, you will see that the form has been broken down into Tabs.



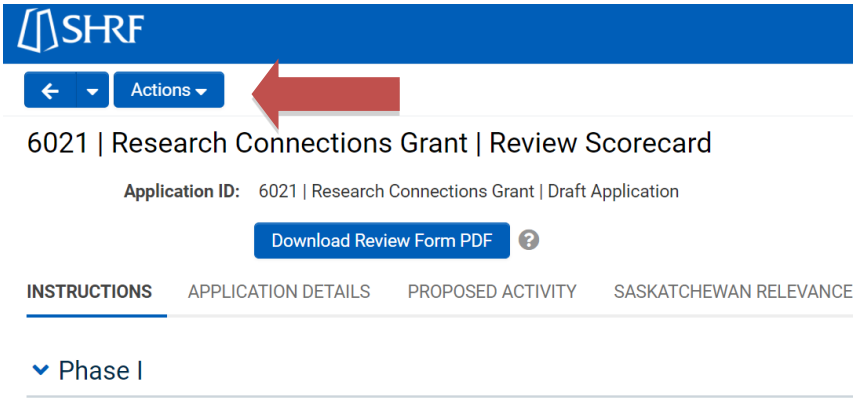
Accessing the Application – PDF

To download and print the application PDF, click the "View Application PDF" button found at the top of this tab. It will open a separate window for you to see the application, along with giving you the option to download the application to your computer or print it.

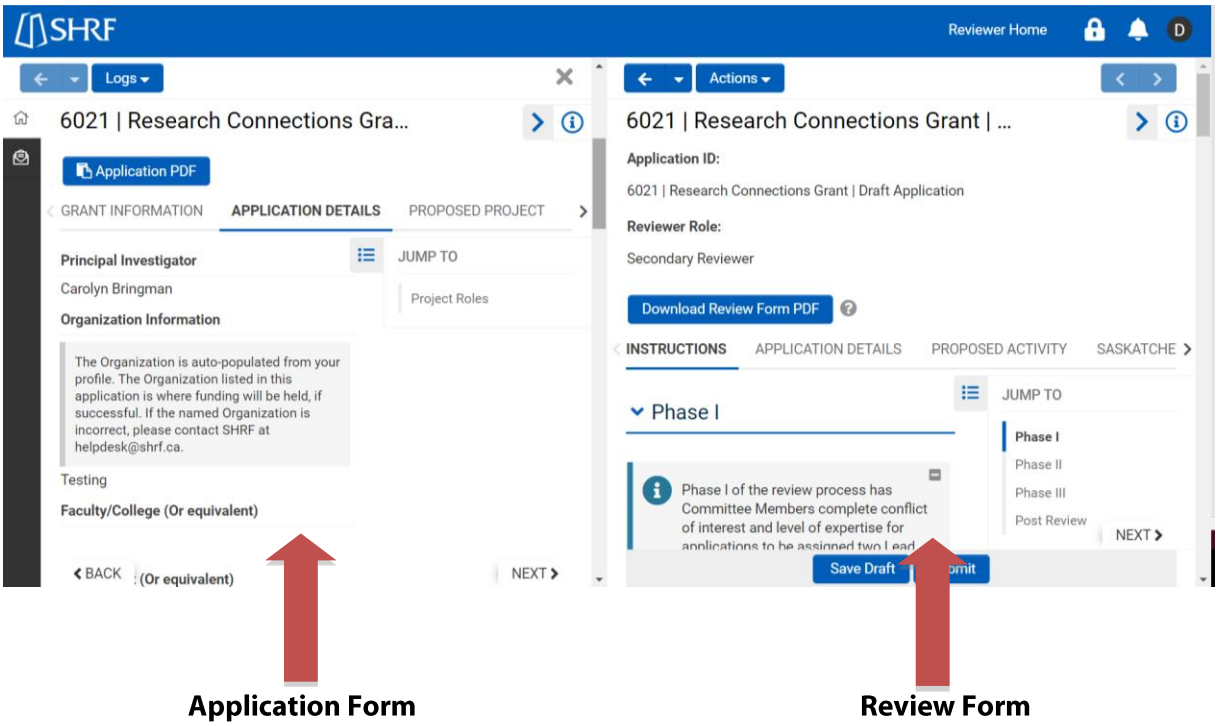


Accessing the Application - Online

If you would like to access the application online and not download and/or print it, you can do this by clicking the "Actions" button in the top left corner of your screen.

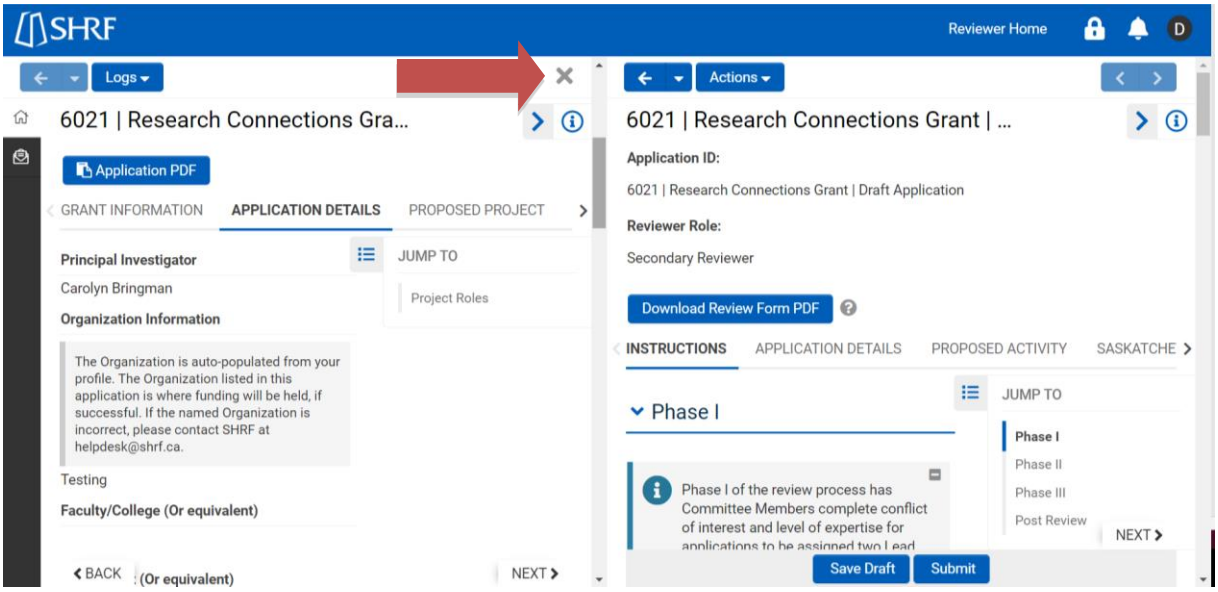


By clicking this button, a drop down will appear with the "View Application in Split Screen" option. When you click this option, the application will appear on the left-hand side of the browser with the Review Form appearing on the right. You can then move through the different tabs of the application while you work through the review criteria.



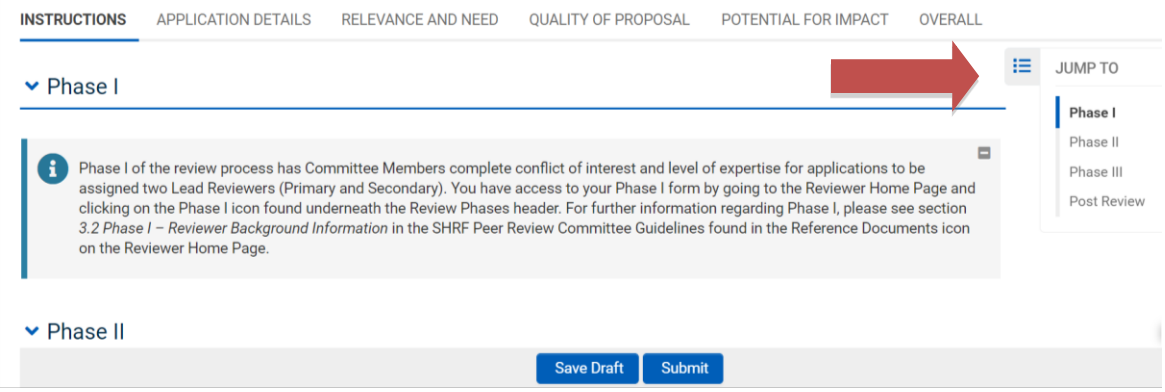
Application Form **Review Form**

When you wish to close the application, click the grey "X" in the right of the application side and you will go back to only viewing the Review Form.



Instructions Tab

The first tab gives you an overview of the instructions for each review phase. As in the Conflict and Level of Expertise form, you have the Jump To menu where you can click on the phase you would like instructions for. For the Review Form, the majority of the instruction information can be found in Phase II.

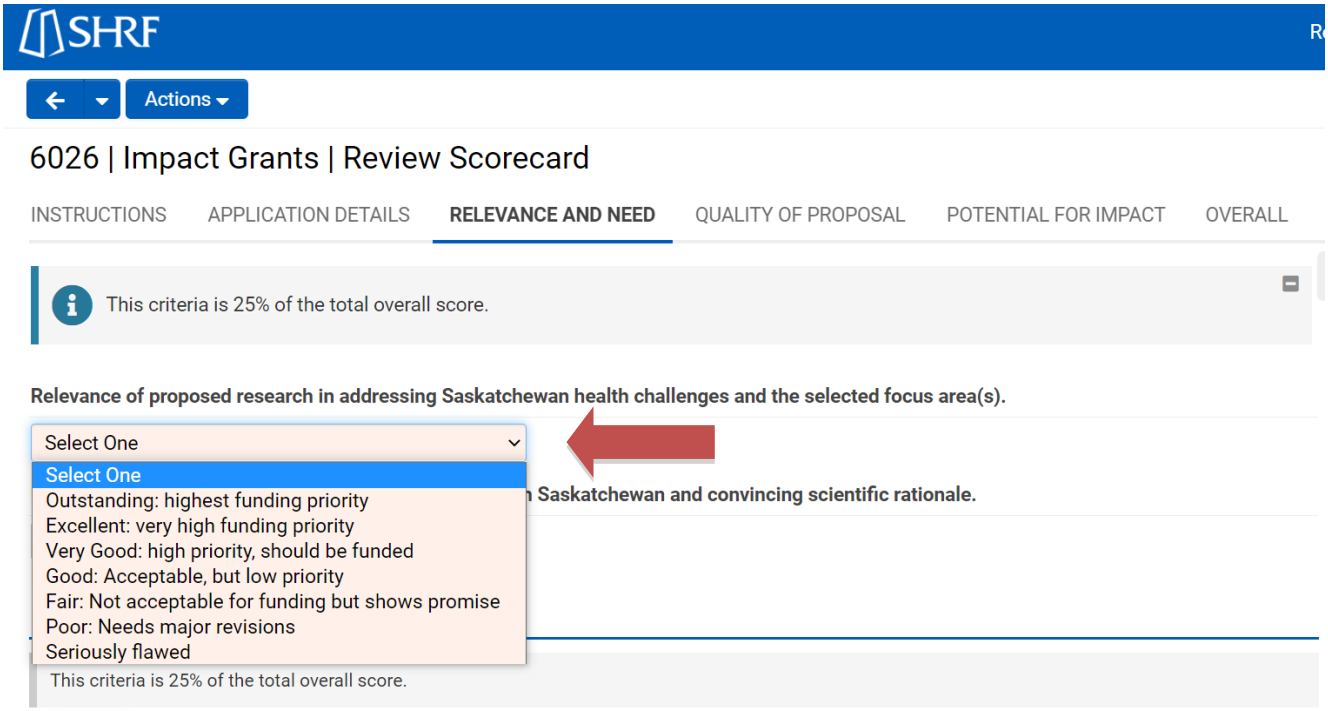


Application Details Tab

This tab gives the Applicant Information of the grant along with access to the Full Application PDF.

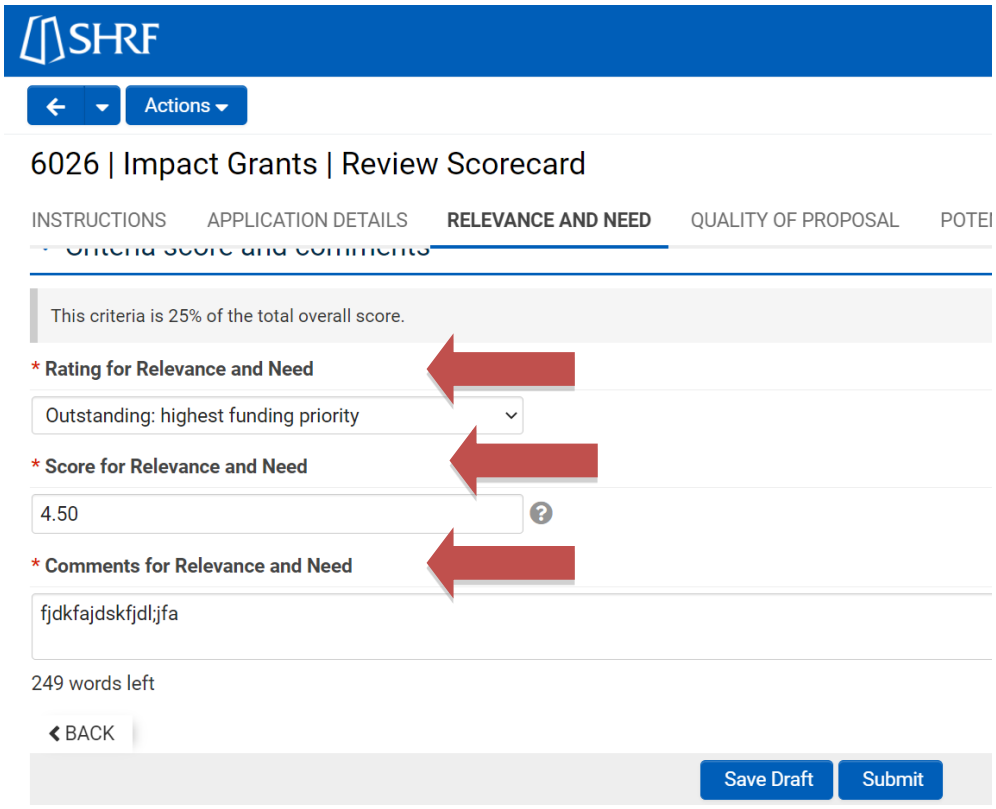
Review Criteria Tabs

After the Applications Details and before the Overall tabs will be a tab for each high-level review criteria. In the tab will be any sub-criteria points to consider, along with a Criteria Score and Comments section. When you click into the tab, you will see under each sub-criteria a drop-down field. This drop-down field is optional but allows for the reviewer to give specific ratings to each sub-criterion to help them during the review. This part of the review form is not shared with the applicant and is only intended to support the review process.



Below the sub-criteria is where you will find the Criteria Score and Comments header. In this section you are required to complete the Rating for the criteria, the Score for the criteria and provide comments regarding your rating and score. For the score, if there is a weighting on the criteria, it will

be automatically applied to your score in the Overall Score calculation (which will be found in the Overall Tab). This individual score will not be shared with the applicant. Please note that the comments will be shared with applicants. Reviewers will have a chance during and following the review meeting to edit their comments to reflect the review meeting discussion and to add any final information to the applicant.



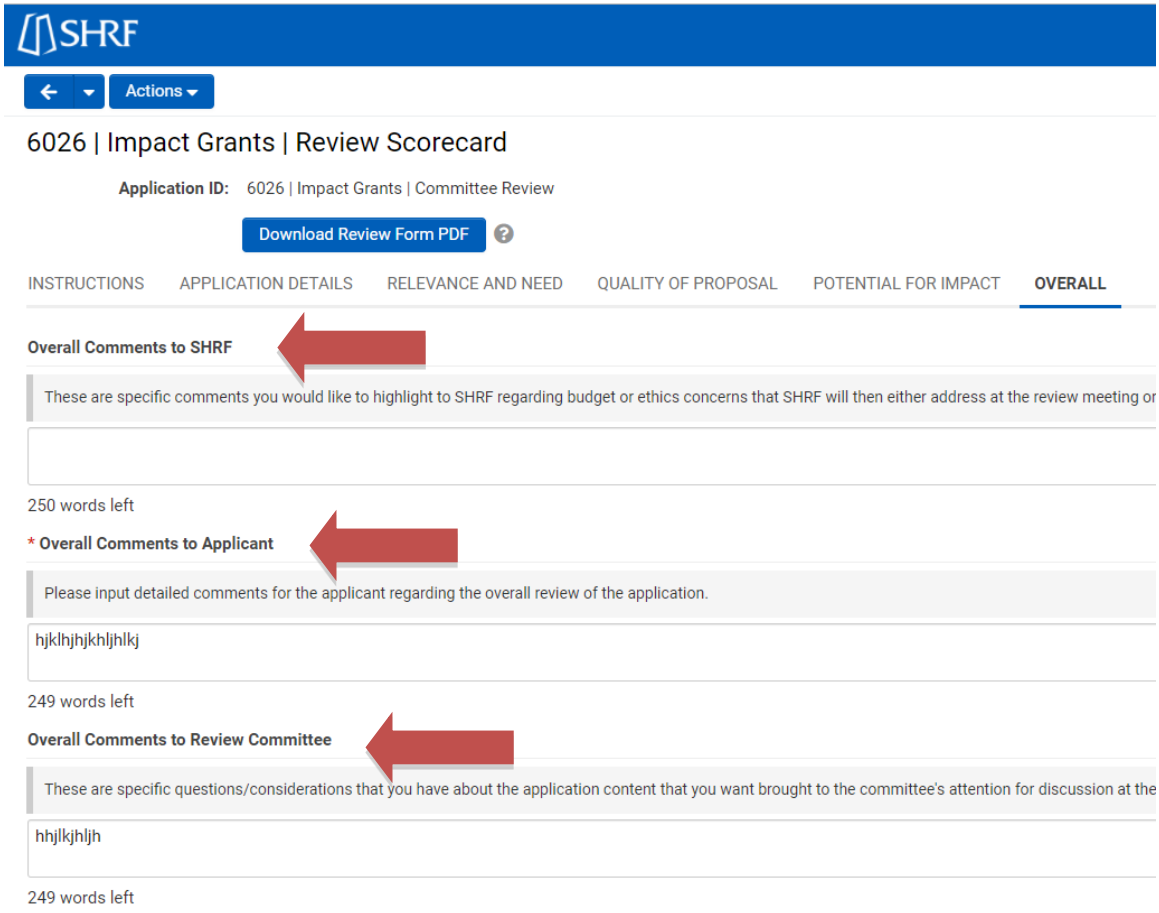
Once you have completed a criteria, make sure to click the "Save Draft" button so that you do not lose your work. By saving your work, you may also leave the review form and come back at any time prior to submitting.

Overall Tab

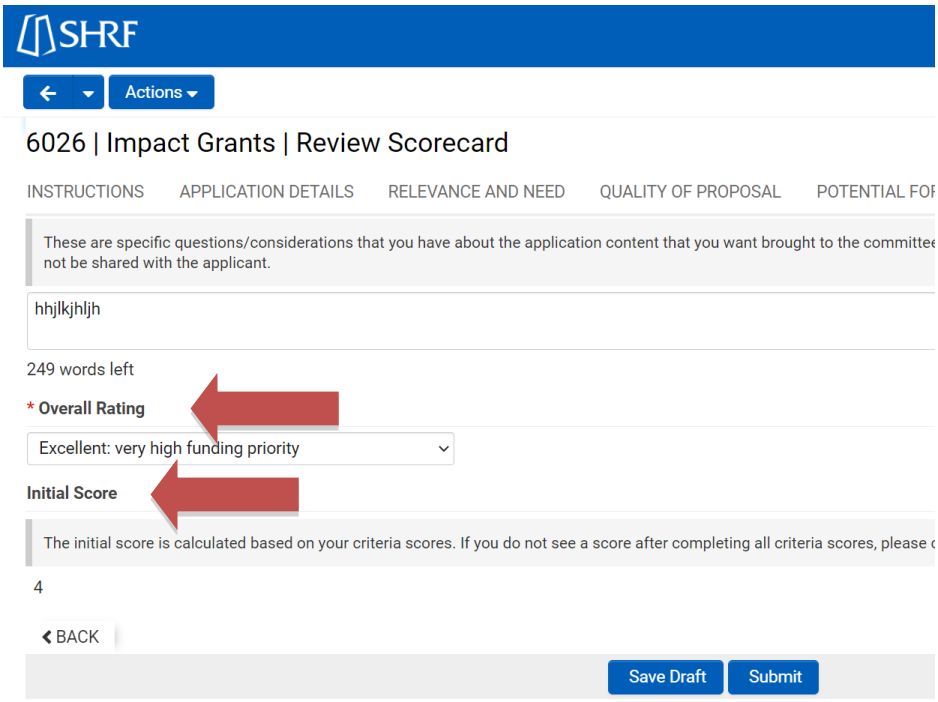
After you have completed each criteria and the required fields, you will then move to the Overall tab. This tab has three spots for commenting, an overall rating drop-down and where your initial score calculation will appear. Regarding the comments, you have the following spots to comment to direct audiences:

1. Overall Comments to SHRF (not mandatory) – this is where you can let the Program Manager know of specific budget and/or ethical concerns you have with the application that wouldn't necessarily impact the grant overall, but would need to be addressed if the application was funded. The comments in this section will not be shared with the applicant, but instead the Program Manager will take into consideration and apply conditions to funding as required, if successful.

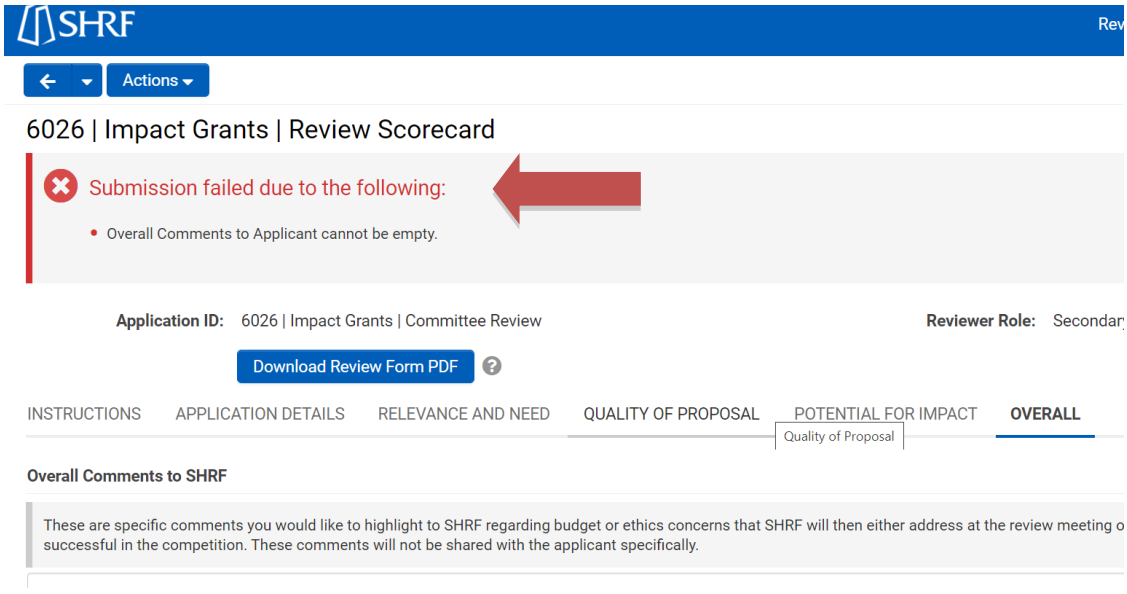
2. Overall Comments to Applicant (mandatory) – this is where you will give your overall comments of the application. The comments should be detailed and appropriate. This section will be shared with applicants following the review and results.
3. Overall Comments to Review Committee (not mandatory) – this is where you can input any questions or considerations you would like the review committee to consider regarding the application. This section will not be shared with applicants.



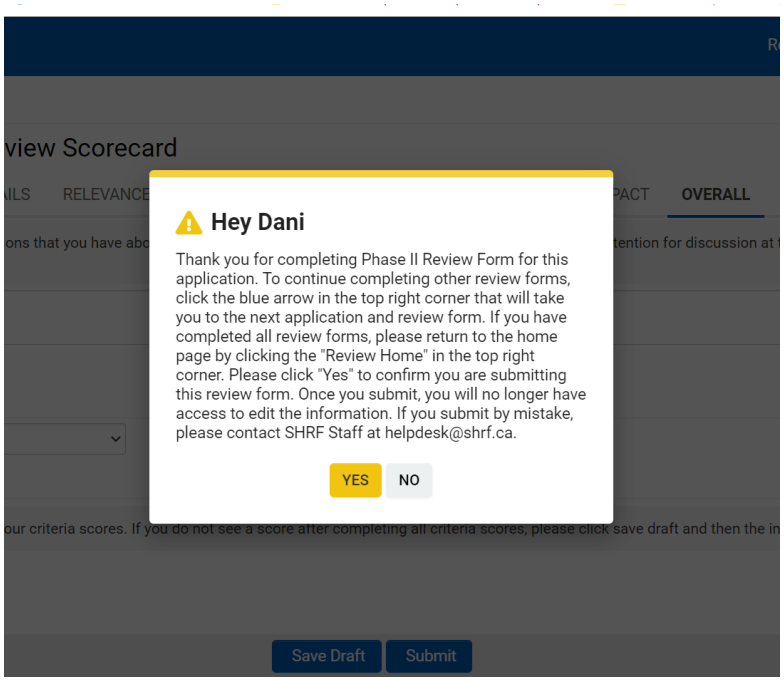
Below the comments section of the form you will be able to give the application an overall rating using the drop-down. The initial score will be automatically calculated based on the scores you inputted for each criterion, with any weighting being applied. If you do not see the score in this section, click the "Save Draft" button and your initial score will then appear.

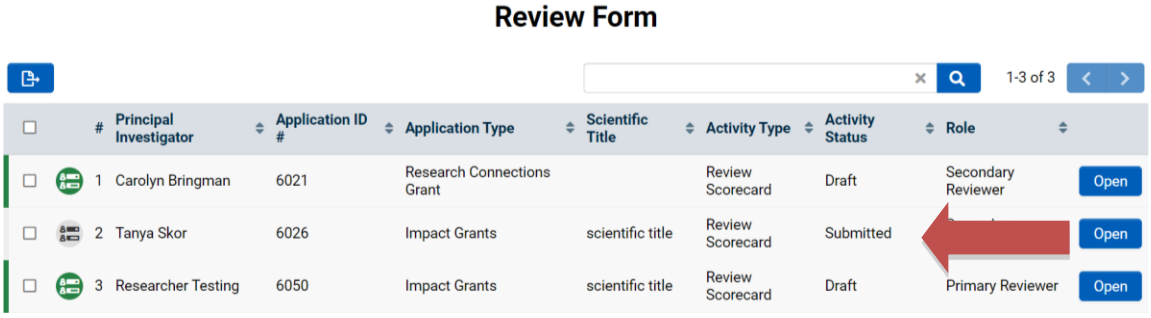


Once all mandatory fields are complete and you are satisfied with your comments, you may submit the review form. To do so, click the "Submit" button at the bottom of the page. That action will do a check to make sure that all fields are complete. If they are not, you will receive an error messaging letting you know which field(s) still need to be completed. Once you have updated that information, you can click the "Submit" button again and the form should go through.



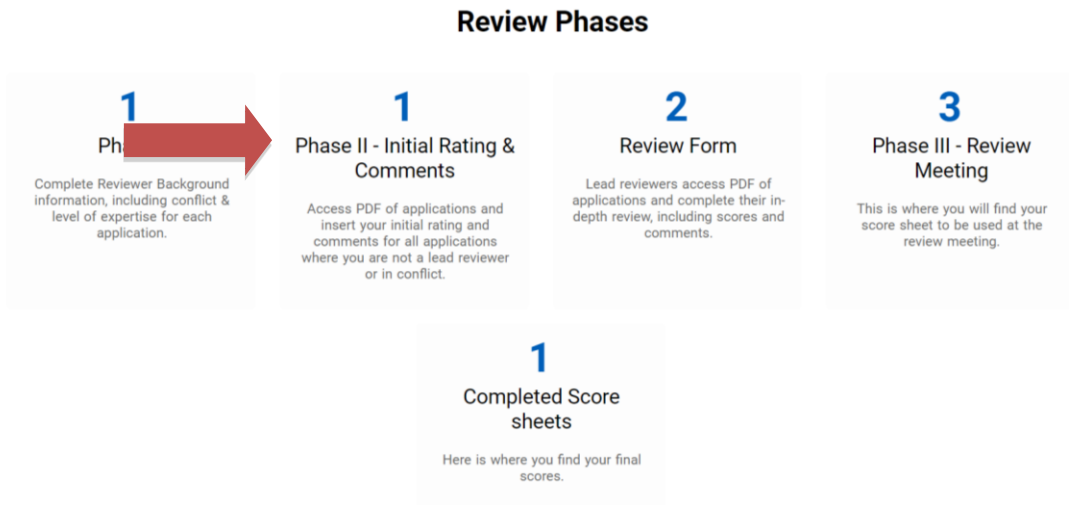
Once you have updated that information, you can click the "Submit" button again and the form will go through and you will receive a submission confirmation message. Click yes to confirm the submission. The status of the review form will also change in the list view from Draft to Submitted.



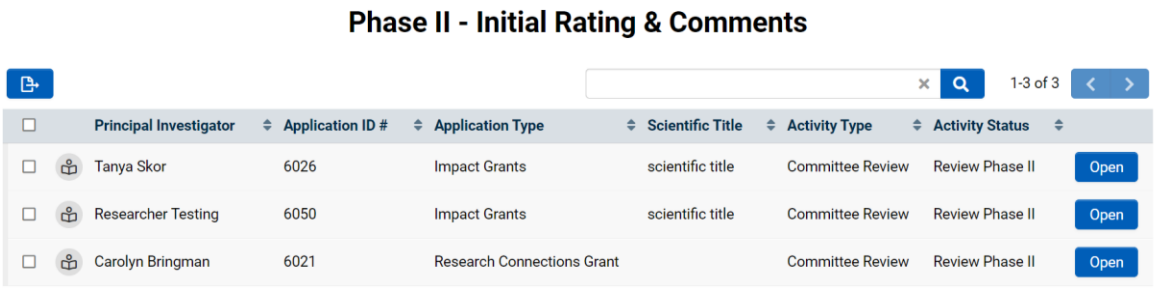


Committee Member Review Responsibilities (Watch the video)

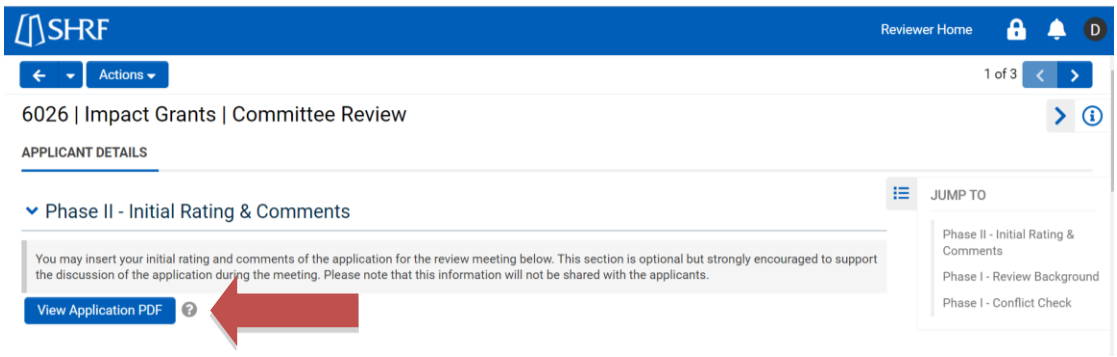
After the Program Manager and Chair have met to assign applications, an email will be sent out notifying reviewers they now have access to the full Application (where there is no conflict) and the Initial Rating & Comments form in the RMS. To access the application and the form, you will log in to the RMS. On the Review Home page you will scroll down to the Review Phases header and click on the Phase II – Initial Rating & Comments icon.



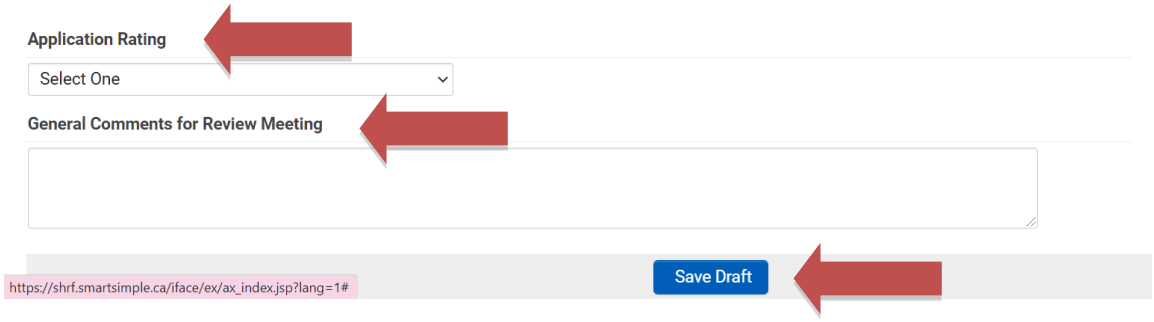
In this icon will be a list view of all applications assigned to this committee (including the applications that you are assigned to as a Lead Reviewer for this phase). The list view will give you high level access of the application information and the status of the form (Activity Status). To access the application and form click the "Open" button.



In this form you will see the Phase II – Initial Rating & Comments header. Below that will be the instructions on what needs to be completed at this stage and below that you will see a "View Application PDF" button. To download and print the application PDF, click the "View Application PDF" button. It will open a separate window for you to see the application, along with giving you the option to download the application to your computer or print it.



Below the "View Application PDF" button you will see two fields: Application Rating and General Comments for Review Meeting. These two fields are both optional for Committee Members. For applications where you are assigned as a Lead Reviewer, you will still have access to this form, but will not need to do anything with it, as your responsibility is the Review Form. The intention for this part of the form is that you will have a space to give the application an overall rating and list general comments you would like to bring forward to the committee about that application. This information will not be shared with applicants. If you do insert information into this form, to save the information click "Save Draft". There is no need to submit the information and it will not be visible to the rest of the review committee.



Accessing Submitted Lead Reviews and/or External Reviews (Watch the video)

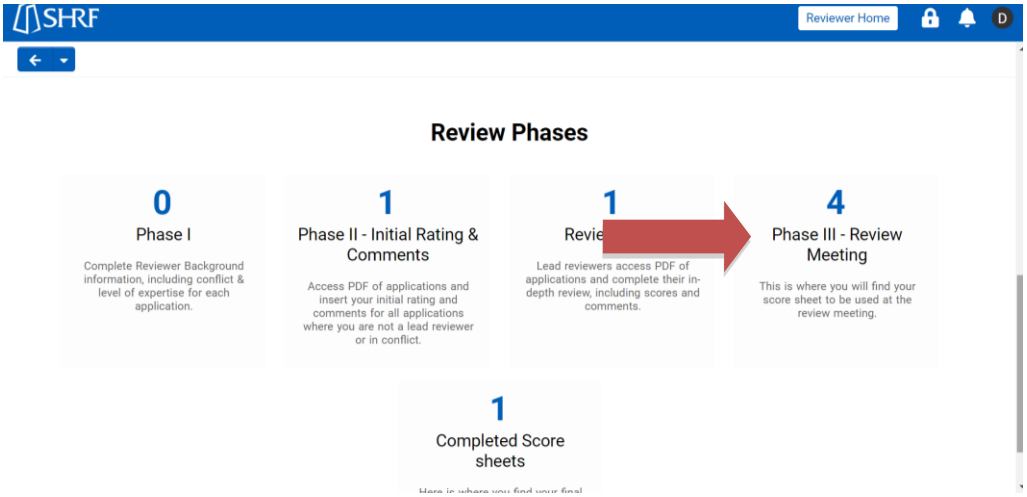
After the Phase II deadline and when the Lead Reviewers have submitted their Review Forms, all committee members (where a conflict isn't present) will have access to the Review Form prior to the review meeting. The committee will be informed by the Program Manager when this information is available to the members. After the email is sent, log in to the RMS, and click on the Phase II – Initial Rating & Comments icon. You will see the list view and under Activity Status, the applications will now be in Phase II Submitted. You can then click the "Open" button and you will see at the top of this form the Other Submitted Reviews.

There will be a Primary and Secondary review form, and if externals were recruited, their submitted form will also appear. You can click the "Download Review Form PDF" button, which will open a new window, where you can read the Lead Reviewer's comments and prepare for the review meeting discussion.

Phase III – Review Meeting

Review Order

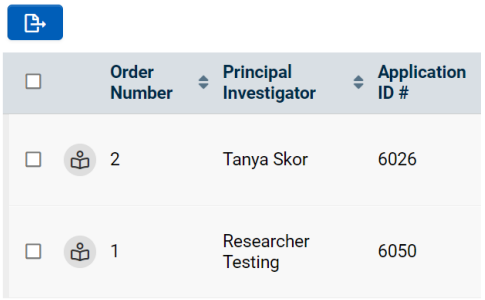
On the day of the meeting, login to the RMS and then on the Reviewer Home, scroll down to the Review Phases header and click on the Phase III – Review Meeting icon.



Once in the icon, you will see the usual list view, but there are two different features then what was present in the previous Phases: Order Number and the "Edit Final Score" button.

The Chair and Program Manager will assign a review order to applications, which will then be inserted into the system. When you are in this list view, click on the "Order Number" title, which will then reorder the list from first to last. Make sure that after you click the Order Number, that the first number you see is "1".

Before ordering:



Order Number	Principal Investigator	Application ID #
2	Tanya Skor	6026
1	Researcher Testing	6050

After ordering:

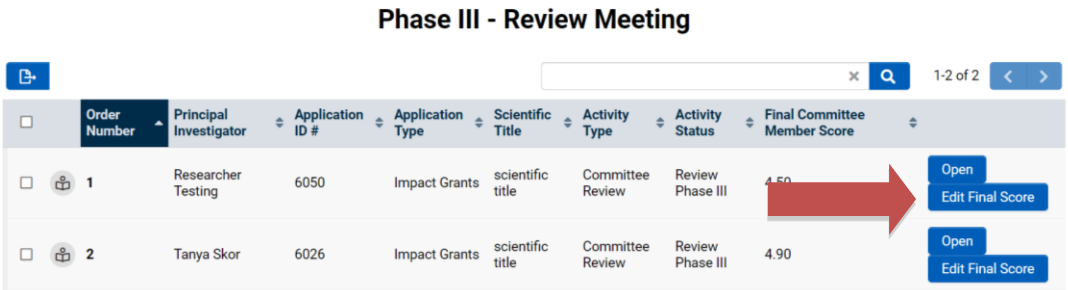
Order Number	Principal Investigator	Application ID #
1	Researcher Testing	6050
2	Tanya Skor	6026

Scoring at Meeting

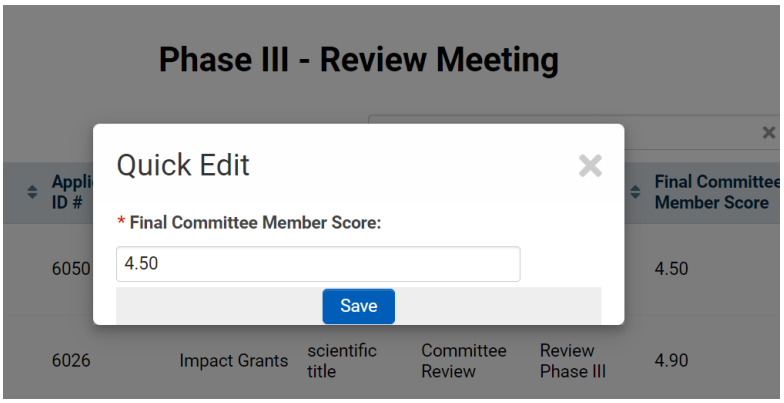
At the review meeting, committee members will be able to score each application following the discussion from the Lead Reviewers and committee. Scoring occurs in the RMS and can be done two different ways: through the quick edit button called "Edit Final Score" or by opening the form. Both options are found in the Phase III – Review Meeting icon in the list view.

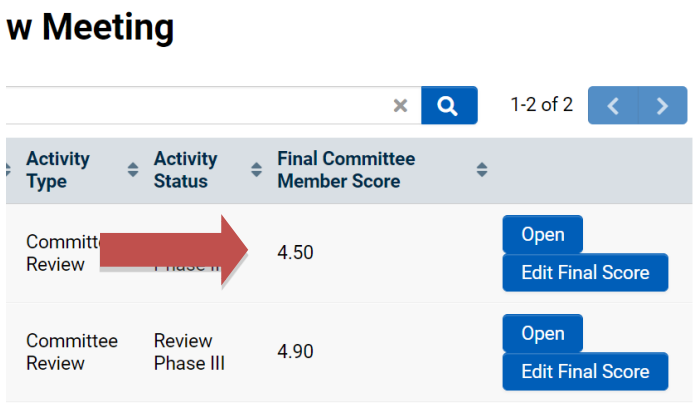
Edit Final Score – Quick Edit Button

After the Chair has announced the consensus score that will come from the two Lead Reviewers following the application discussion, all committee members (except those in conflict and the Chair) will give the application an individual score. You can use the "Edit Final Score" button to quickly put in your score if you do not have any comments to add to the application. To do this, in the list view, find the application that was just discussed and click the "Edit Final Score" button.



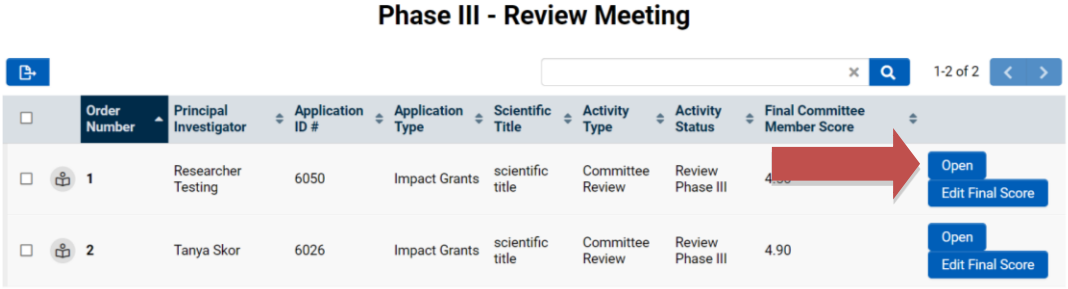
When you click that button a new window will appear with the field "Final Committee Member Score:". Here you can insert your individual score based on the consensus score, where you can go +/- 0.5. Once you have inputted your score, click the "Save" button. The window will disappear, and your score will appear in the list view under "Final Committee Member Score".



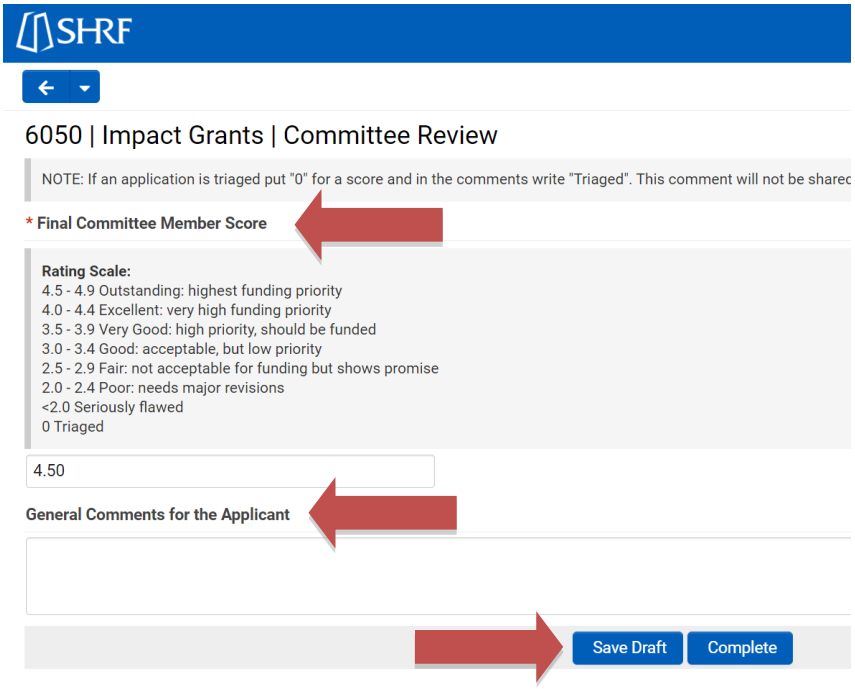


Full Review Meeting Form

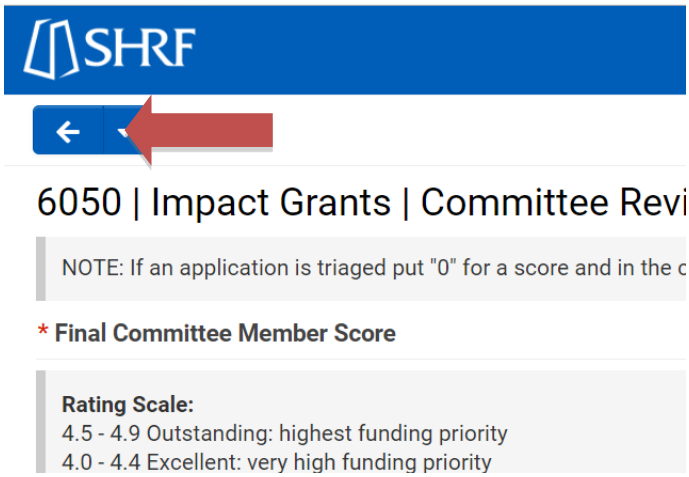
After the Chair has announced the consensus score that will come from the two Lead Reviewers following the application discussion, all committee members (except those in conflict and the Chair) will give the application an individual score. If you would like to give additional comments to this application, along with your score you will click the "Open" button in the list view beside the application being reviewed.



This will open up the form and you will scroll down to the fields found below the Phase III – Review Meeting header. The first field is the "Final Committee Member Score" which is mandatory and is where you will put your individual score +/-0.5 from the consensus score. Directly below that field you will see "General Comments for the Applicant". This field is optional for committee members, but if you have specific feed back that you would like to share with the applicant that may not have been captured by the Lead Reviewers, you can place that here.



Once you have inserted your information, click the "Save Draft" button and then return to the list view by clicking blue back arrow button in the top left corner. **NOTE: You will need to put your list view back in the review order by clicking "Order Number".**



Editing Review Form Comments

During the review meeting, SHRF will reopen the Review Forms so that you can edit your comments during the review meeting. You can access your form for each application in the Review Form icon on the Reviewer Home page. You will not be able to edit the scores in this form, as they were only for Phase II to inform Phase III. The applicant will receive a final score, coming from the review meeting after all Committee Members score the application individually. They will receive the review form comments, so it is important to make sure that your comments are helpful and appropriate.

Post Review

Submitting Your Final Review

After the review meeting you may wish to edit or add comments to reflect the committee discussion. Please note, scores will not be edited on this form, as the final scores were captured by the Program Manager in the meeting. After your review comments are finalized, please click the "Submit" button to submit your review to SHRF.

IMPORTANT NOTE: Once submitted you will no longer be able to edit your comments. If you accidentally submit before intended, please contact SHRF at helpdesk@shrf.ca. When you submit, please be aware that your review does not go directly to the applicants. SHRF reads over and removes any identifying information before sharing reviews with the applicants.