



United States Department of Agriculture

National Institute of Food and Agriculture



BIOENERGY, CLIMATE, AND ENVIRONMENT



FOOD PRODUCTION AND SUSTAINABILITY



YOUTH, FAMILY, AND COMMUNITY



FOOD SAFETY AND NUTRITION



INTERNATIONAL PROGRAMS



USDA NIFA

NATIONAL INSTITUTE OF FOOD AND AGRICULTURE



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

Reviewing Grants Using PRS

PEER REVIEW SYSTEM – PRS

<https://prs.nifa.usda.gov/>

NIFA's electronic system for grant viewing

Confidential

Collaborative



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

Things To Keep In Mind

Internet Browsers: PRS has been modified to work on multiple browsers. Internet Explorer, Chrome, and Firefox on PCs, and Safari (on Macintosh computers) have all been verified as compatible with PRS as of December 2012. If you have difficulty accessing PRS on one of these browsers, please contact the program staff member assisting with your panel.

Pop-Ups: You will need to disable your popup blocker in order to see all messages from PRS.

Adobe: You'll want to get an updated version, 7.0 or higher. In earlier versions of Adobe a blank page will come up when you try to access a proposal.

Email: If you changed jobs or email addresses, you may have trouble accessing PRS. Check with the Program Specialist to see what we have in our database.



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

Things To Keep In Mind continued

PRS times out in about an hour. You can see how much time you have left on the bottom of the PRS screen. It is best to write your reviews and summaries in a word processing program (such as Word or Notepad). Then, when they are ready, paste them into PRS. Also, it is good to save a back-up copy of your reviews until the panel is complete.

Special characters do NOT transfer into PRS. This includes different font styles. Please only use Times New Roman. **BOLD**, *Italics*, and Underlining do not transfer either.

There is no spell check in PRS.



Go to: <https://prs.nifa.usda.gov>



Home | Confidentiality | Helpful Hints | Contact us

Welcome

Welcome to the Peer Review System for National Institute of Food and Agriculture. If you are a reviewer, you may log in and submit grant application reviews and panel summaries via PRS. If you are a potential reviewer, you may update your profile to help NIFA organize future review panels.

If you do not have a login, you may use this link to [Create an account](#).

PRS has been modified to work on multiple browsers. Internet Explorer, Chrome, and Firefox on PCs, and Safari (on Macintosh computers) have all been verified as compatible with PRS as of December 2012. If you have difficulty accessing PRS on one of these browsers, please contact the program staff member assisting with your panel.

Privacy information: The information you provide will be used by NIFA in selecting reviewers for grant applications submitted to NIFA programs. In addition, the contact information may be used to update records pertaining to active NIFA grant applications and grants. NIFA may share the information you provide with other Federal agencies but only for the purpose of assisting these other agencies in the review of grant applications submitted to them. This information will not be used for any other purpose.

An asterisk (*) indicates a required field.

Log in

* User ID :
* Password :

Submit

Forgot your password?

Click here to access your account via your [verification question](#).

User ID is your email we have in our database

You will receive an email on how to set your password if you are a new user.



United States Department of Agriculture National Institute of Food and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

What you see....

USDA United States Department of Agriculture National Institute of Food and Agriculture

NIFA Peer Review System



Home | Summaries | Questionnaire | Change password | Confidentiality | Helpful Hints | Contact us | Log out

Click here for instructions

My Menu

Pest Management Alternatives

Review Instructions

Your Assigned Reviews

Grant applications for your review:

Click here to read proposal

Click here to write your review

	Application #: 2012-	Create/modify your review Review state: New
Project director:	Institution: University of Florida	Panel start: 10/27/2012
	Application #: 2012-	Create/modify your review Review state: New
Project director:	Institution: Michigan State University	Panel start: 10/27/2012
	Application #: 2012-	Create/modify your review Review state: New
Project director:	Institution: Oklahoma State University	Panel start: 10/27/2012



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

Before you are allowed to complete a review
you will be asked to consider three things:

Confidentiality
Conflict of interest rules
Careful reading of instructions

Confidentiality guidelines

While the content of applications is subject to the Freedom of Information Act (FOIA), reviewers should not disclose information contained in applications as it is the role of the Department of Agriculture, not the reviewer, to determine whether such information is releasable pursuant to the FOIA. For this reason, confidentiality must be maintained-- therefore please DO NOT copy, quote, or otherwise use material from this application. If you believe that a colleague can make a substantial contribution to the review, consult with the appropriate National Program Leader before disclosing either the contents of the application or the applicant's name. When you complete the review, please destroy the application and maintain its confidentiality. If you are unable to review, please contact the respective National Program Leader, destroy the application and maintain its confidentiality.

Accept

Decline

*If you hit Decline by accident,
simply call the program office to
have the review reset.

Unauthorized disclosure of confidential information may subject you to administrative sanction, i.e., removal from review of the application and/or disqualification from involvement in future reviews.



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

You're almost done with your REVIEWS! Two last choices....

Save: Hit SAVE FOR LATER at the bottom to review and write more at another time.

Submit: Hit **Continue** and **Complete Submission** if you are finished. Once you hit these two buttons you will not be able to edit your review. You will, however, be able to read comments from other panelists on your review team. This is the collaborative aspect of the program.

Remember: Your review is not complete (and we at NIFA can't see it) until you hit "Continue" AND "Complete Submission." "Save" just saves your work for later.



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

Responsibilities for Panel Summaries

- Note: summaries are not initiated until the panel meeting.
- The Scribe is responsible for drafting the panel summary and incorporating comments.
- The other reviewers assigned to each proposal are responsible for reviewing and providing comments on the panel summary.



United States Department of Agriculture National Institute of Food and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

Steps for Panel Summary



NIFA Peer Review System

Click here for Summaries



[Home](#) | [Summaries](#) | [Questionnaire](#) | [Change password](#) | [Confidentiality](#) | [Helpful Hints](#) | [Contact us](#) | [Log out](#)

Panel Summary Menu

Pest Management Alternatives - Panel 1			
Grant applications for this Panel:			
Proposal Title:	[Redacted]		
Grant Application :	2012 [Redacted]	Institution:	USDA-ARS, [Redacted] Center
Project Director:	[Redacted]	Panel Summary State :	New
Proposal Title:	[Redacted]		
Grant Application :	2012 [Redacted]	Institution:	Board of Nebras [Redacted] Univ of
Project Director:	[Redacted]	Panel Summary State :	New
Proposal Title:	[Redacted]		
Grant Application :	2012 [Redacted]	Institution:	[Redacted] Company
Project Director:	[Redacted]	Panel Summary State :	New

SCRIBE - Click here to start the summary



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

Scribe responsibilities *continued*:

Complete each tab of the panel summary form.

(Note: some programs may use a different summary form)

- **Positive Aspects:** Summarize the panel discussion of the strengths of the proposal.
- **Negative Aspects:** Summarize the panel discussion of the weaknesses of the proposal.
- **Synthesis Comments:** Explain/justify the final ranking of the proposal.



United States Department of Agriculture National Institute of Food and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV



NIFA Peer Review System



Home | Summaries | Questionnaire | Change password | Confidentiality | Helpful Hints | Contact us | Log out

Panel Summary Menu

Panel Summary for Models of Synchronous and Asynchronous Area-wide Control of Dispersing Insects in a Mosaic of Crops , NIFA

Click here to open text box to type summary

Grant Application : 2012 [redacted] Institution: USDA-ARS [redacted] Project Director: [redacted] Panel Scribe : [redacted] Status: New View Reviews

Panel Summary:

- + Positive Aspects of the Proposal
+ Negative Aspects of the Proposal
+ Synthesis Comments

Final summary can contain a maximum of 4,000 characters in each section.

Save For Later Continue



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

Please refer to screen shot on the preceding page:

Scribe *continued.*

- To refer back to reviews, click **View Reviews**.
- To save the panel summary and work on it later, click **Save for Later**. The Panel Summary State will change from 'New' to 'Working'.
- To review the completed panel summary, click **Continue**.



United States Department of Agriculture National Institute of Food and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

USDA United States Department of Agriculture National Institute of Food and Agriculture

NIFA Peer Review System



Home | Summaries | Questionnaire | Change password | Confidentiality | Helpful Hints | Contact us | Log out

Panel Summary Menu

Panel Summary for [Redacted]

Grant Application : 2012-[Redacted] Institution: Cornell University Project Director: [Redacted] Panel Scribe : [Redacted] Status: Working View Reviews

Panel Summary: Positive Aspects of the Proposal:

dkfjalsfdjkslf

Negative Aspects of the Proposal:

ldfks;dfjkskl;dfj dskf skdjf skdf;ksd

Synthesis Comments:

dfsalkdfj skdksf jslkdjfslkdfj ksdI fakslidfj

Click here to edit summary

Click here to make summary available to other reviewers

Go back and edit

Complete Submission

Home | Summaries | Questionnaire | Change password | Confidentiality | Helpful Hints | Contact us | Log out



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

Other Assigned Reviewers:

- To access panel summary, click on Panel Summary State **Released for Comments**.
- To lock panel summary from other assigned reviewers while adding comments, click **Lock-to Comment**.
- You are ready to review and edit the summary:
No changes: insert last name and say 'agree'.
Comments: insert last name and enter comments.
- To save comments, but still block other reviewers from commenting; click **Save for Later**.



Summary Menu

[Home](#) | [Summaries](#) | [Questionnaire](#) | [Change password](#) | [Confidentiality](#) | [Helpful Hints](#) | [Contact us](#) | [Log out](#)

Panel Summary Menu

Pest Management Alternatives - Panel 1			
Grant applications for this Panel:			
Proposal Title:	[Redacted]	Institution:	USDA-ARS, Center
Grant Application :	2012-[Redacted]	Panel Summary State :	Working
Project Director:	[Redacted]		
Proposal Title:	[Redacted]	Institution:	Board of Nebrask Univ of
Grant Application :	2012-[Redacted]	Panel Summary State :	New
Project Director:	[Redacted]		
Proposal Title:	Furfural as a Controlled Release Nematicide for Melons	Institution:	[Redacted] Company
Grant Application :	2012-[Redacted]	Panel Summary State :	New
Project Director:	[Redacted]		
Proposal Title:	Weed IPM alternatives to atrazine in sweet corn	Institution:	USDA Agricultural Research Service
Grant Application :	2012-[Redacted]	Panel Summary State :	Released for Comments
Project Director:	[Redacted]		

Indicates the summary is being worked on

Ready for Scribe to initiate summary

Ready for another reviewer to add comments



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

Other Assigned Reviewers *continued.*

- To submit comments, click **Submit**. The Panel Summary State will change to **Released for Comments** or **Compile** and will become available to other reviewers or the scribe.



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

Scribe:

- To edit and incorporate reviewers comments, click on the Panel Summary State **Compile**.
- Delete all references to reviewer's names.
- To display the original panel summary, click **View Original Summary**.
- To save summary once editing is completed, click **Submit**.



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

Scribe *continued.*

- To edit text, if necessary, click **Go Back and Edit.**
- To submit the completed panel summary, click **Complete Submission.** The Panel Summary State will change to **Submitted** and will no longer be available for further edits unless returned by NPL or Panel Manager.



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

Note: More detailed instructions on panel summaries will be provided during the panel.



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

If you need assistance:

- Contact the program staff assigned to your panel, or
- Use the “contact us” option at the top of the screen in the PRS system to report technical difficulties.