

Reviewer Instructions

This tutorial will outline the steps required to complete a review.

Please use this link to access MyResearchProposal: <http://bit.ly/myresearchproposal>

If you already have an account MyResearchProposal;

1. Enter your e-mail address, in the e-mail address field
2. Enter the password you were given by the foundation.
3. Press the “Log On” button.

If you have forgotten your password;

1. Click the Forgot Your Password link
2. It will then ask for your email address. Type your email address and click Send Reminder. (Email: myresearchproposal@dm.duke.edu for any unresolved technical issues.)

If you do not have an existing Reviewer/Evaluator account, email: myresearchproposal@dm.duke.edu or by phone at 919-668-4774.

Logon to the MRP system.

After logging into the system, you will be directed to the Dashboard Page. If you have a dual role, you will need to select 'Reviewer'



This page displays all requests that have been assigned to you broken out by status. Click on the **“Pending”** link to review a list of all the pending applications that have been assigned to you for review.

Your Evaluations 2Your Follow Ups 1

NEW

Pending 5Draft 4Complete 11Closed 4

| FORM | PROCESS | ORGANIZATION | APPLICANT FIRST NAME | APPLICANT LAST NAME | PROJECT | SCORE | |
|-------------------------------------|--------------------------|--------------|----------------------|---------------------|---|-------|--|
| Duke Testing Program One Evaluation | Duke Testing Program One | [HIDDEN] | [HIDDEN] | [HIDDEN] | 6D Helmets LLC, Advancement of 6D's ODS technology into a multi-impact in-helmet system | 33% | |
| Duke Example Program Two Evaluation | Duke Example Program Two | [HIDDEN] | [HIDDEN] | [HIDDEN] | A High-Throughput Screening Platform for Engineering Next-Generation Gene Therapy Vectors | | |
| Duke CTSI Testing Evaluation 2019 | Duke CTSI Testing | [HIDDEN] | [HIDDEN] | [HIDDEN] | Abraham, Soman and Staats, Herman "Combatting Septic Shock with DIM-84" | 33% | |

Click on the circled red exclamation mark to the right of the project name to complete your review.

The “Your Evaluation” form will display on the left side and the “Application” on the right. (Scroll down the left column to see the evaluation questions). You can click on the “Application Packet” to view/download a pdf of the application.

Your Evaluation

Evaluation Packet

General

Do you have a conflict of interest*

Yes

No

Scoring

Provide an overall score for the proposal based on a scale of 1 (exceptional) to 9 (poor)

View Application

Application Packet

Project Information

This form is to help me make sure I forget nothing

Provide:

- Community Partner Contact Last Name
- Duke PI Last Name
- Project Title

For Example: Smith, John - Evaluation of Research Projects

Once you have completed all areas, click on **Save** at the bottom of the form. If you did not miss any required questions, after clicking Save, click on the blue Continue button as shown below:

HomeShared DocumentsFax to FileRequests

Confirmation Page

✔ The Evaluation has been saved.

Continue

This takes you back to the Application Evaluation Assigned page. As you complete your evaluations, a green check will appear under ‘Status’ on your list.