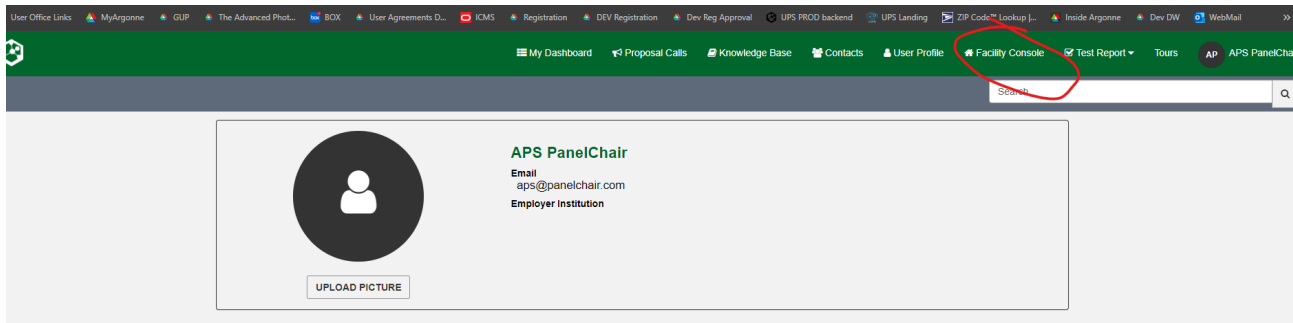


Review Panel Chair Dashboard

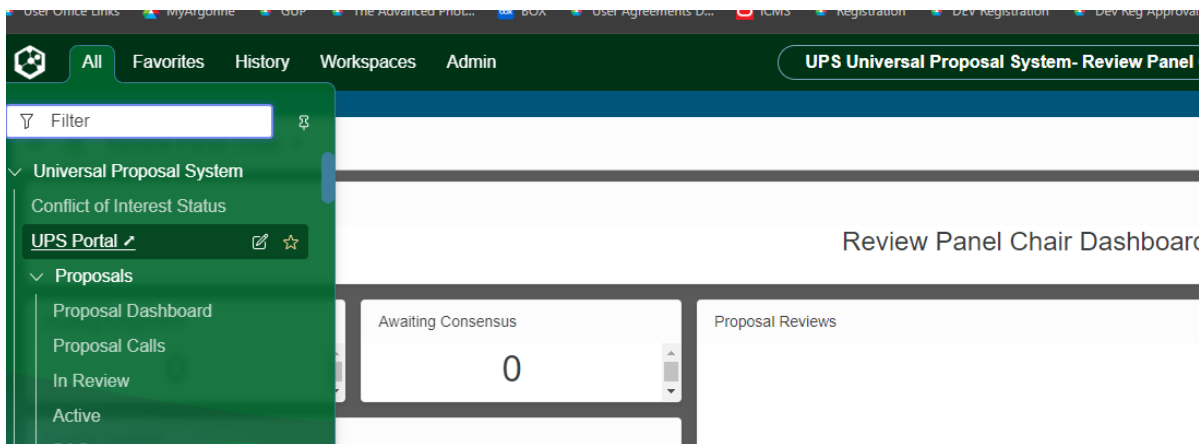
Assigning Reviewers to Proposals

Log in to [UPS](#).

From the portal, you can click on Facility Console to get to the back-end.



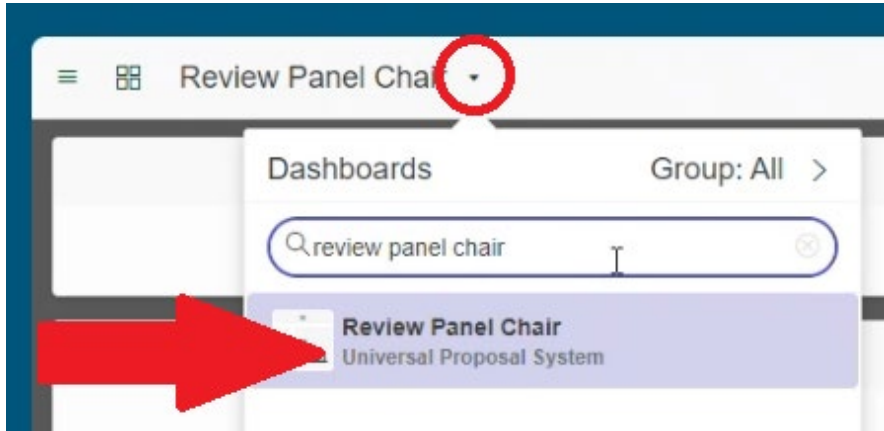
To navigate back to the portal/dashboard, you can click All in the upper left menu bar and then click on UPS Portal



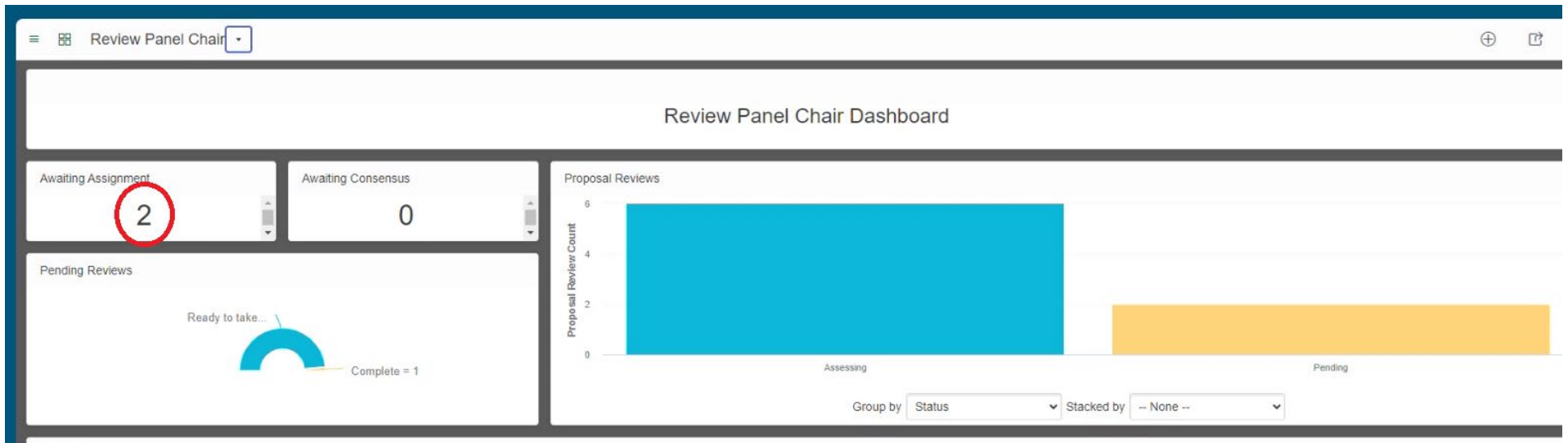
You need to navigate to the [Review Panel Chair Dashboard](#). Click the **UPS icon** in upper left corner. This icon will always bring you back to your most recently viewed dashboard.



If it does not bring you to the **Review Panel Chair Dashboard**, click on the dropdown arrow to the right of the dashboard name. Search for “reviewer dashboard,” and click the appropriate selection.



On the lefthand side of your Dashboard, click on the **number** in the **Awaiting Assignment** box to view proposals that need to be assigned reviewers.



In the list of proposals that are awaiting assignment, you can click on the **proposal number** to view the proposal content.

7 Proposal Reviews Proposal Search

ss = Proposal Review > Panel Panel Chair is APS PanelChair > Status = Pending

Name	Proposal	Assigned Reviewers	Final Score	Status
Imaging/Microbeam-Proposal 1004700	1004700	Balaji Raghathamachar, Hendrik Ohldag		Pending
Imaging/Microbeam-Proposal 1004699	1004699	Olga Antipova, Balaji Raghathamachar		Pending
Imaging/Microbeam-Proposal 1004696	1004696	Balaji Raghathamachar, Hendrik Ohldag		Pending
Imaging/Microbeam-Proposal 1004695	1004695	Balaji Raghathamachar, Olga Antipova		Pending
Imaging/Microbeam-Proposal 1004694	1004694	Balaji Raghathamachar, Olga Antipova		Pending
Imaging/Microbeam-Proposal 1004690	1004690	Balaji Raghathamachar, Hendrik Ohldag		Pending
Imaging/Microbeam-Proposal 1004686	1004686	Balaji Raghathamachar, Hendrik Ohldag		Pending

A **Conflict of Interest** form will pop up before you are able to view the proposal content. Review the form and select the appropriate option at the bottom to proceed.

Regarding Conflict of Interest and Confidentiality

As a Proposal Review Panel (PRP) member, you are obligated to inform the panel chair of any conflicts of interest that may arise with respect to proposals that your panel is set to review. Examples of COIs include:

- PRP member is listed as a participant on the proposal
- PRP member is from the same institution as the proposal author(s)
- PRP member has any commercial or financial interest in the proposed work
- PRP member has a close personal (e.g., family) and/or close professional (e.g., a former student) tie to proposal collaborators or PIs

Proposal Information

Title
Test Proposal: Reviewers Dashboard

Principal Investigator
Kimberly Toerpe, Argonne National Laboratory

Co-Principal Investigators

Co-Proposers
Jacki Flood, Argonne National Laboratory

Abstract

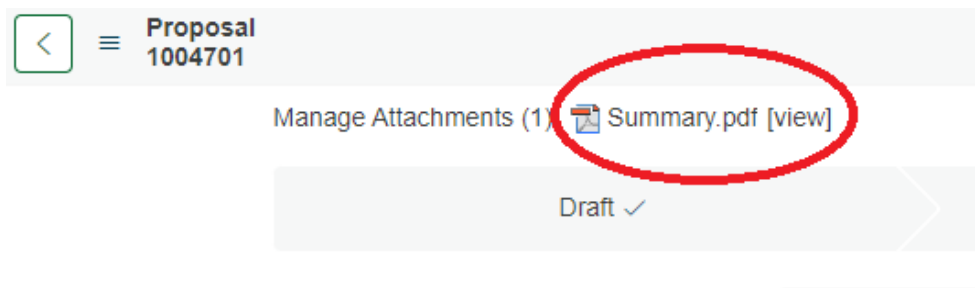
Test Proposal: Reviewers Dashboard

I affirm

Reason(optional):

[I Have a Conflict of Interest](#) [I Have No Conflict of Interest](#)

The most convenient way to view the proposal content is by clicking on the **Summary PDF** on the top left of the page. This will allow you to download and view the proposal form, associated questions and answers, and the ETR information (beamline, shifts requested, etc.) all in one place. It can be printed if needed.



When you are ready to assign your reviewers, click the back arrow on the top left to return to your list of proposals awaiting assignment. Click on the **Status** to assign reviewers to that specific proposal.

Status	Proposal	Assigned Reviewers	Panel	Class
Pending	1004700	Balaji Raghothamachar, Hendrik Ohldag	Imaging/Microbeam	Proposal Review
Pending	1004699	Olga Antipova, Balaji Raghothamachar	Imaging/Microbeam	Proposal Review
Pending	1004696	Balaji Raghothamachar, Hendrik Ohldag	Imaging/Microbeam	Proposal Review
Pending	1004695	Balaji Raghothamachar, Olga Antipova	Imaging/Microbeam	Proposal Review
Pending	1004694	Balaji Raghothamachar, Olga Antipova	Imaging/Microbeam	Proposal Review
Pending	1004690	Balaji Raghothamachar, Hendrik Ohldag	Imaging/Microbeam	Proposal Review
Pending	1004686	Balaji Raghothamachar, Hendrik Ohldag	Imaging/Microbeam	Proposal Review


Two reviewers will already have populated automatically based on keywords within their profiles and those selected by the proposal submitter. If you want to change these reviewer selections, click the **Lock Icon** to adjust the selections.

Proposal Review
Scattering-Applied Materials-Proposal 1004725

Panel: Scattering-Applied Materials

Proposal: 1004725

Status: Pending



Assigned Reviewers:  Michael Sangid, Michelle Jamer

Buttons: Update, Assign to Reviewers, Delete, View Proposal

Click the **People Icon** to view all the reviewers that are in your panel OR type a name in the **search bar** to manually search for an individual. Make your selections and click **Save**.

Status: Pending

Assigned Reviewers: Michael Sangid, Michelle Jamer

Select target record

Click **Assign to Reviewers** when your selections are final. A notification will be sent to these reviewers that they have a review waiting to complete.

Update **Assign to Reviewers** Delete View Proposal

Status Pending

Assigned Reviewers
 Michael Sangid
 Michelle Jamer

Select target record

Return to your list of proposals awaiting assignment to continue assigning reviewers to your proposals. To return your **Dashboard**, click the **UPS Icon** in the upper left corner.

You can monitor the status of your proposals' reviews in the **Proposal Reviews** section of your Dashboard.

Review Panel Chair

Awaiting Assignment: 6

Awaiting Consensus: 0

Pending Reviews

Ready to take... Complete = 16 Cancelled = 1

Proposal Reviews

Proposal Review Count

Group by Status Stacked by -- None --

Status	Proposal	Assigned Reviewers	Final Score	Final Comments
Assessing	1004700	Balaji Raghothamachar, Hendrik Ohldag		
Pending	1004699	Olga Antipova, Balaji Raghothamachar		
Pending	1004696	Balaji Raghothamachar, Hendrik Ohldag		
Pending	1004695	Balaji Raghothamachar, Olga Antipova		
Pending	1004694	Balaji Raghothamachar, Olga Antipova		
Pending	1004690	Balaji Raghothamachar, Hendrik Ohldag		
Pending	1004686	Balaji Raghothamachar, Hendrik Ohldag		

Beneath that is the **Individual Assigned Reviews** section, which displays the review assessments from each individual reviewer that has been assigned a proposal. The status of these reviews can be monitored here.

Individual Assigned Reviews				
Number	Trigger ID	Metric type	Assigned to	State
▶ AINS10013788	Proposal Review: Feasibility 5-ID Pilot-Proposal 1004711	Proposal Review	Stephen Giordano	● Complete
▶ AINST0013789	Proposal Review: Feasibility 10-ID Pilot-Proposal 1004711	Proposal Review	Riley NSLS-II Beamline 10-ID (IXS) Member	● Ready to take
▶ AINST0013773	Proposal Review: Feasibility 10-ID Pilot-Proposal 1004709	Proposal Review	Maria Schmidt	● Complete
▶ AINST0013772	Proposal Review: Feasibility 10-ID Pilot-Proposal 1004709	Proposal Review	Riley NSLS-II Beamline 10-ID (IXS) Member	● Ready to take
▶ AINST0013768	Proposal Review: Feasibility 5-ID Pilot-Proposal 1004709	Proposal Review	Stephen Giordano	● Complete

Continue to assign reviews as proposals are submitted.