

# Review Panel Chair Dashboard

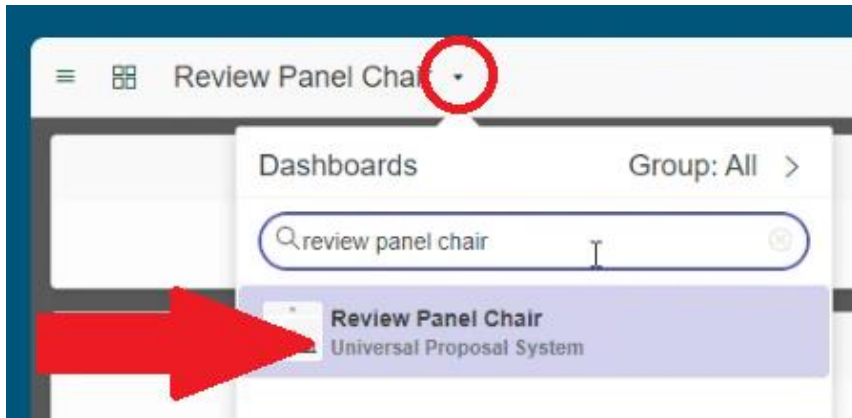
## Managing the Consensus Meeting

Log in to [UPS](#).

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.



Once the assigned reviewers complete their reviews on a proposal, the status of the proposal will move to **Consensus**.

When all proposal reviews are complete and ready for the **Consensus Meeting (PRP Meeting)**, click on the **number** in the **Awaiting Consensus** box. This will take you to the list of proposals awaiting discussion, comments, and score finalization. Click on the **Status of a proposal** to access the final proposal review.

The screenshot displays the 'Review Panel Chair Dashboard' with the following components:

- Awaiting Assignment:** 0
- Awaiting Consensus:** 1 (highlighted with a red circle)
- Pending Reviews:** A donut chart showing 'Ready to take...' (blue), 'Complete = 17' (yellow), and 'Cancelled = 1' (purple).
- Proposal Reviews:** A bar chart showing a count of 1.
- Group by:** Status

Below the dashboard is a table of proposal reviews with the following columns: Status, Proposal, Assessment Score, Final Comments, Assigned Reviewers, and Final Score. The 'Status' column is highlighted with a red circle.

Status	Proposal	Assessment Score	Final Comments	Assigned Reviewers	Final Score
=Consensus	Search	Search	Search	Search	Search
● Consensus	1004701		These are comments from reviewer one. T...	APS PanelReviewer, Kimberly Toerpe	

On the Proposal Review page, you can view basic proposal information, reviewers' comments, and at the bottom, the individual review assessments. On the bottom right you can see the **Score** that each reviewer provided. On the left, click on the **State** of the review assessment to access the full review and see the **recommended shifts** each reviewer provided. There is also a **Conflict of Interest** tab at the bottom where you can identify anyone who attested to a conflict.

Proposal Review  
Macromolecular Crystallography-Proposal 1004701

Assigned Reviewers: APS PanelReviewer, Kimberly Toerpe

Proposal: 1004701

\* Proposal Title: Test Proposal: Reviewers Dashboard  
366 characters remaining of 400 characters

Proposal Call: Dev Testing Call

Proposal Submitter: Kimberly Toerpe

Co-proposers: Jacki Flood

\* Proposal Type: General User - Macromolecular Crystallography

\* Principal Investigator (PI): Kimberly Toerpe

Co-Principal Investigator (PI):

Completed (MM/dd/yyyy HH:mm:ss)

### Final Proposal Review

Final Comments: These are comments from reviewer one. This proposal is the best I've ever seen  
4921 characters remaining of 5000 characters

Allocation Comments:   
1000 characters remaining of 1000 characters

Assessment Score:   
Final Score:   
Recommended Lifetime Shifts:   
Recommended Shifts / Cycle:

Update Submit Review Delete View Proposal

#### Related Links

[Add to Update Set](#)  
[Show Flow](#)

Review Surveys (3) Conflict of Interest (1) Related Attachments (1)

Assigned to: Search

Assessment Instances

State	Assigned to	Metric type	Taken on	Score
Cancelled	Kimberly Toerpe	APS Proposal Review	(empty)	
Complete	Kimberly Toerpe	APS Proposal Review	02/29/2024 09:00:14	1.45
Complete	APS PanelReviewer	APS Proposal Review	02/26/2024 10:58:03	1.55

1 to 3 of 3

After you have discussed a proposal and its reviews and recommended shifts, return to the Proposal Review page to enter the **Final Score**, **Recommended Lifetime Shifts**, and **Recommended Shifts / Cycle** that have been decided. Click **Update** on the top right to save your progress and be able to return to this proposal review. When complete, click **Submit Review**. *\*\*\*Once submitted, you will NOT be able to return to this proposal's review.*

Proposal Review  
Macromolecular Crystallography-Proposal 1004701

Proposal 1004701  
Assigned Reviewers APS PanelReviewer, Kimberly Toerpe

\* Proposal Title Test Proposal: Reviewers Dashboard  
366 characters remaining of 400 characters

Proposal Call Dev Testing Call  
\* Proposal Type General User - Macromolecular Crystallography

Proposal Submitter Kimberly Toerpe  
\* Principal Investigator (PI) Kimberly Toerpe

Co-proposers Jacki Flood  
Co-Principal Investigator (PI)

Completed (MM/dd/yyyy HH:mm:ss)

### Final Proposal Review

**Final Comments** These are comments from reviewer one.  
This proposal is the best I've ever seen  
4921 characters remaining of 5000 characters

**Allocation Comments**  
1000 characters remaining of 1000 characters

**Assessment Score**

**Final Score**  
**Recommended Lifetime Shifts**  
**Recommended Shifts / Cycle**

Return to the list of remaining proposals in Consensus and repeat for each proposal.

Once the meeting is complete and all final reviews have been submitted, notify the APS User Office at [apsproposals@anl.gov](mailto:apsproposals@anl.gov).