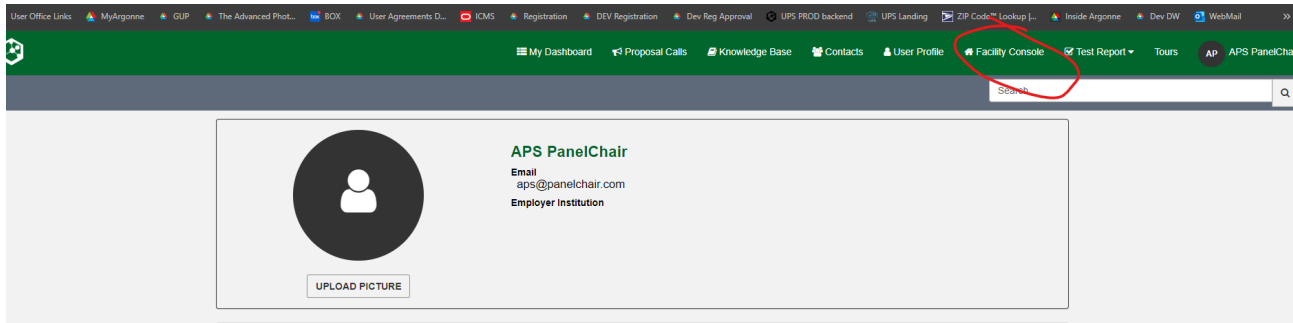


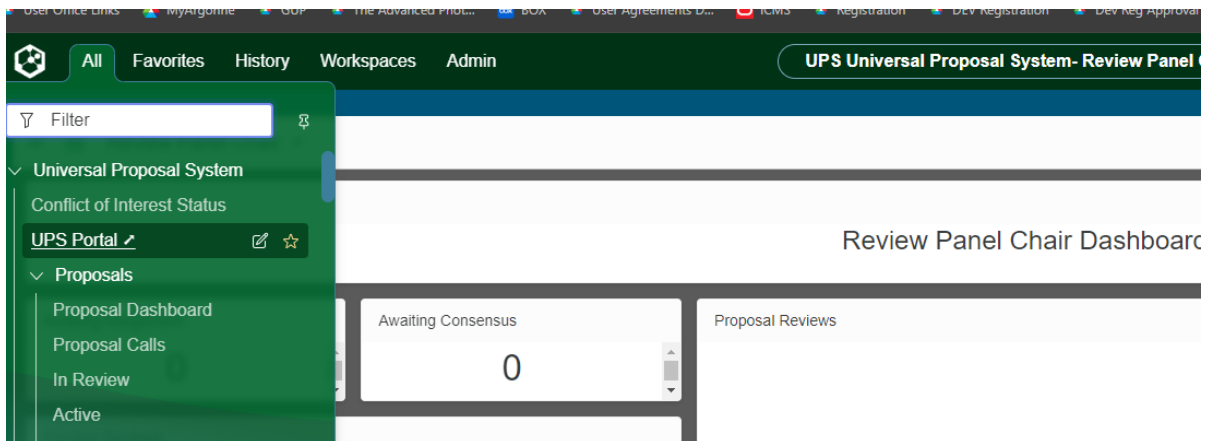
Accessing and Submitting a Proposal Review

Log in to [UPS](#).

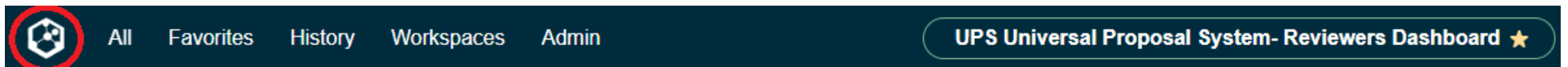
From the portal, you can click on Facility Console to get to the back-end.



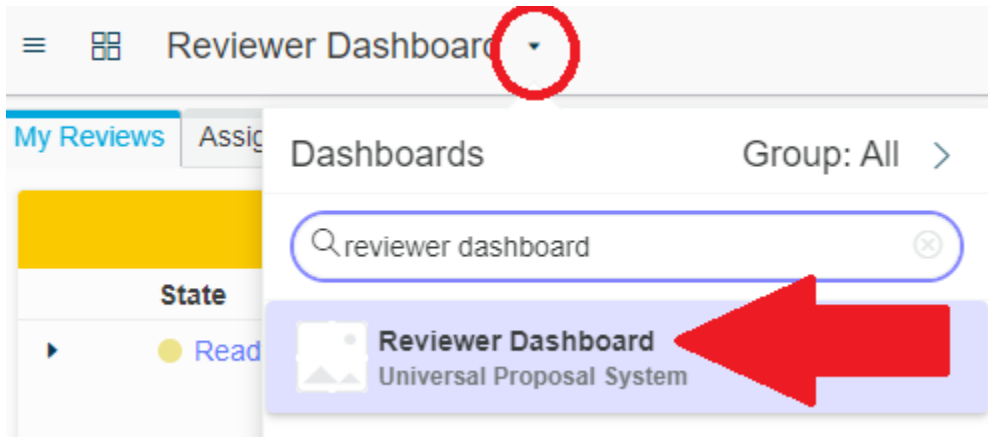
To navigate back to the portal/dashboard, you can click All in the upper left menu bar and then click on UPS Portal



You need to navigate to the [Reviewer 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 **Reviewer Dashboard**, click on the dropdown arrow to the right of the dashboard name. Search for “reviewer dashboard,” and click the appropriate selection.



You will only need to view information in the **My Reviews** tab.

The reviews you need to complete will all be listed in the top yellow **Assigned Reviews** section. Upon completing a review, the record will move to the bottom green **Completed Reviews** section.

Click on **Ready to take** to access the review assessment.

My Reviews Assigned to Panel

Assigned Reviews

State	Proposal	Proposal Type	Proposal Title	Principal Investigator (PI)	Employer Institution	Due date
Ready to take	0004164	Partner Proposals	Pilot Test Proposal 138	Kimberly Dikeos	Argonne National Laboratory	02/05/2024
Ready to take	0004188	Partner Proposals	10/31 PROD: testing	Test Hippo	University of Illinois Urbana-Champaign	02/05/2024
In progress	0004213	General User - Macromolecular Crystallog...	TEST: Learning how to submit a proposal ...	Robert Fischetti	Argonne National Laboratory	02/06/2024
In progress	0003961	General User - Macromolecular Crystallog...	002 Testing Funding Source 10/19	Test Hippo	University of Illinois Urbana-Champaign	02/06/2024
Ready to take	0004010	General User - Macromolecular Crystallog...	Pilot Test Proposal 66	Kimberly Dikeos	Argonne National Laboratory	02/07/2024
Ready to take	0003999	General User - Macromolecular Crystallog...	Pilot Test Proposal 58	Kimberly Dikeos	Argonne National Laboratory	02/07/2024
Ready to take	0003989	General User - Macromolecular Crystallog...	Pilot Test Proposal 51	Kimberly Dikeos	Argonne National Laboratory	02/07/2024

1 to 7 of 7

Completed Reviews

State	Proposal	Proposal Type	Proposal Title	Principal Investigator (PI)	Employer Institution
Complete	0003958	General User - Regular	001 Testing Funding Source 10/19	Kimberly Toerpe	Argonne National Laboratory
Complete	(empty)	(empty)		(empty)	(empty)
Complete	0004245	General User - Macromolecular Crystallog...	Demonstration Proposal	Kimberly Toerpe	Argonne National Laboratory
Complete	(empty)	(empty)		(empty)	(empty)

Click **View Proposal** to access the proposal content. This will open a new window in your browser.

Assessment Instance
AINST0013751

Number AINST0013751

Metric type APS Proposal Review

Trigger ID Proposal Review: Macromolecular Crystallography

Proposal 1004701

ETR

Update Take assessment **View Proposal**

A **Conflict of Interest** form will pop up on the next page 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.

< ≡ Proposal
1004701

Manage Attachments (1)  Summary.pdf [view]

Draft ✓

When you are ready to submit your review, go back to the original window in your browser that has the assessment instance and click **Take assessment**.

< ≡ Assessment Instance
AINST0013751

Number	AINST0013751
Metric type	APS Proposal Review
Trigger ID ⓘ	Proposal Review: Macromolecular Crystallography ⓘ
Proposal	1004701 ⓘ
ETR	

Update **Take assessment** View Proposal

You will be directed to the **Proposal Review** form. Please rate the proposal and provide your shift recommendations and comments. Click **Submit** at the top or bottom when complete or click **Save** to return to the assessment later.



This survey is in regards to Proposal Review: [Macromolecular Crystallography-Proposal 1004701](#)

Impact of Research

* How do you rate the impact of the proposed research?

-- choose --

Quality of Research Plan

* How do you rate the quality of the proposal's research plan?

Viability is based on pure, intrinsic limitations of the proposed technique (not the capability of the beamline).

-- choose --

Justification of Need for Facility Resource

* Rate the need for facility resource (e.g., beamline, instrument)