

STEP BY STEP PROCEDURE

To help Experts in their reviewer task:

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STEP 1 – LOG IN

1. Log into the [Reviewer Portal](#) using your personal account.

E-mail address

Password

Remember me

[Password forgotten?](#)

Note 1: The same User account (e-mail and password) is used to log into both the Reviewer Portal and the Applicant Portal.

Note 2: In case of a first connection, enter the password provided by AFM-Telethon in the solicitation e-mail. If needed, it is possible to change it in “My account” section in the green menu bar (right corner) which is a link to the applicant portal available with the same identifiers (and then the “Profile and Preferences” section can be updated).

STEP 2 – ACCEPT OR REFUSE THE REVIEW

In the dashboard, click on “Applications to review”, and access to the committees “in progress”



This is a preliminary step to **ACCEPT** or **REFUSE** the review and to define possible conflicts of interest and how you feel comfortable with the projects scientific field.

1

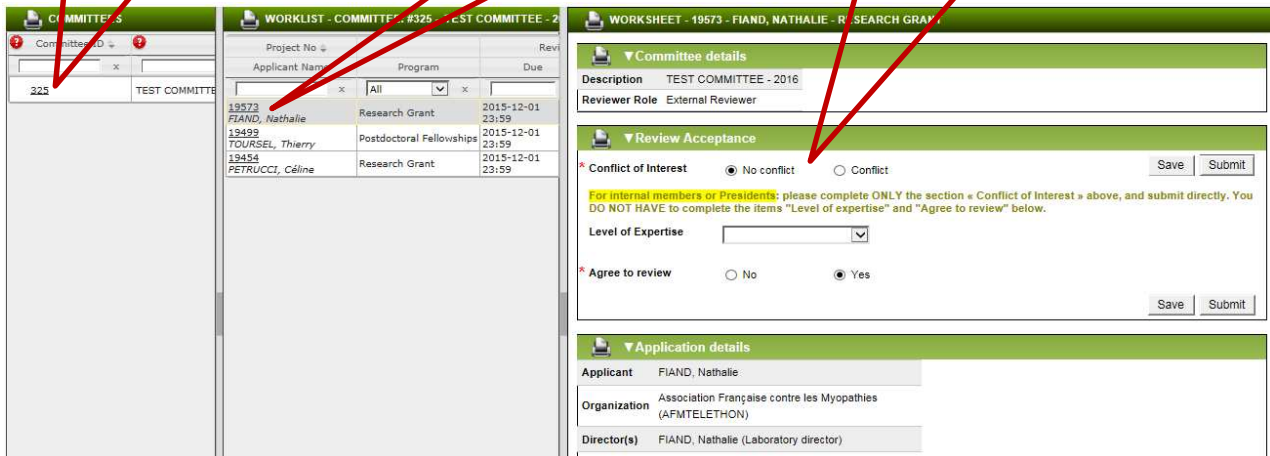
Click on the committee of interest, read and agree the « Terms of Use» and access the list of applications (*worklist*)

2

Click on the application of interest, and you will have access to the Application details (*worksheet*).

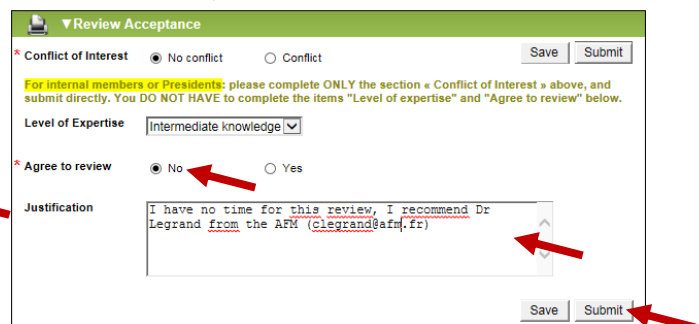
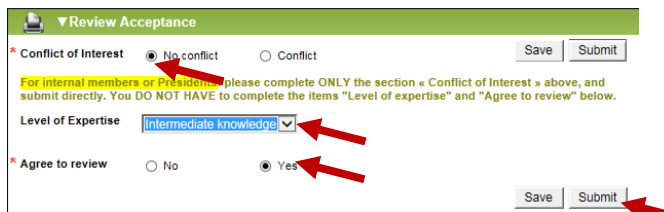
3

Based on the information displayed in the “Application details” box, complete the “Review acceptance” section. If you have a **CONFLICT**, select “Conflict” and submit.



ACCEPT: If you have no conflict of interest, complete the section and **submit**.

In case of **REFUSAL**, explain why you have to decline the request, if possible recommend other relevant referees, and **submit**.



Full application details will be available once the Review Acceptance is submitted AND no conflict declared.

STEP 3 – REVIEW TASK

As soon as the Review Acceptance is submitted, the full application and other relevant documents are available as well as the evaluation form to fill in.

Application details

	Document	Print/Preview
Applicant FIAND, Nathalie	Application and Attachments	
Organization Association Française contre les Myopathies (AFMTELETHON)	CV Applicant Portal - FIAND, Nathalie (Principal Investigator)	
Director(s) FIAND, Nathalie (Laboratory director)	Section of the director - FIAND, Nathalie (Laboratory directors)	
Program Research Grant	CV Applicant Portal - FIAND, Nathalie (Supervisors)	
Project Title Genethon: research in vectorology and gene therapy	CV Applicant Portal - PETRUCCI, Céline (Other Members)	
Contributor(s) BIRAC, Noëlle (Team leader) FIAND, Nathalie (Principal Investigator) PETRUCCI, Céline (Team leader)		

Review

My Review

Conflict of Interest No conflict Conflict Save Submit

Conflict of interest situations are considered to exist for reviewers under the following circumstances

- are from the same department as the applicant (i.e. any team member including: Principal Investigator, Co-principal Investigator, Co-investigator, Associate or Partner);
- have collaborated, published or been a co-applicant (i.e. team member, as outlined above) with the applicant, within the last five years;
- have been a student or supervisor of the applicant within the last ten years;
- are a close personal friend or relative of the applicant;
- have had long-standing scientific or personal differences with the applicant;
- are in a position to gain or lose financially from the outcome of the application (e.g., hold stock in the company of an industry partner or a competitor); or
- for some other reason feel that they cannot provide an objective review of the application.

REVIEWER SCORE **0.00**

RATING SCALE

Assessment Descriptor	Numeric Score*
Excellent Equivalent to A+ or Top10%	5
Good Equivalent to A or Top25%	4
Needs revision Equivalent to A- or Top50%	3
Poor quality Equivalent to B or Bottom50%	2
Not acceptable (seriously flawed, out of topics, ...) Equivalent to C or Bottom50%	1

* Decimals accepted [minimum score 1, maximum score 5]

REVIEWER FORM

Please enter your comments in each text box after the description of the evaluation criterion.

*** OVERALL COMMENTS**

BUDGET COMMENTS (For postdoctoral fellows this section is not requested, please indicate « Not Applicable » in the comment box)

Relevance and significance

- Is there a sufficient body of high quality fundamental, preclinical or clinical research evidence that supports the rationale for the proposed study?
- What is the potential impact of the proposed intervention on health care and quality of life?
- Does this study address an important problem?
- How is this research relevant to a better understanding of neuromuscular or other rare diseases, its causes, cure and/or prevention?

*** Score**

*** Comments**

The evaluation report may be viewed and/or printed.

The reviewer score is calculated based on the scores determined for each criteria and on the respective value of each criteria.

All fields with * are mandatory

Each evaluation criteria must be quoted and comments must be written in the corresponding field.

Click on the Printer icons to download full application and related documents

The “in progress” report may be saved at any time and must be submitted once all information is completed.




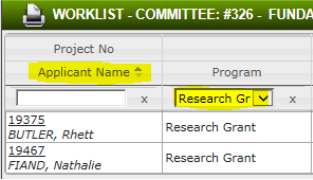
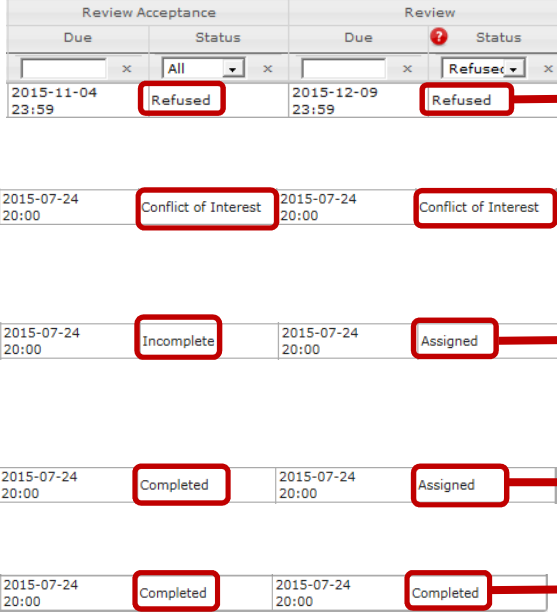
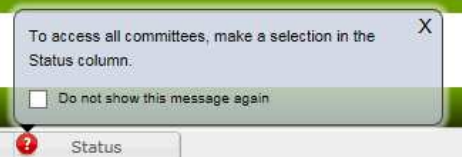
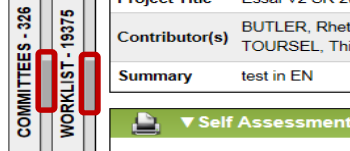
It is still possible to declare a conflict. If you do, you will no longer have access to the Application Details.

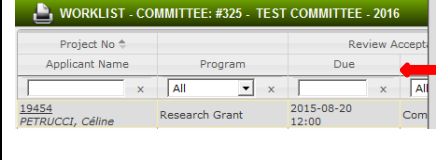
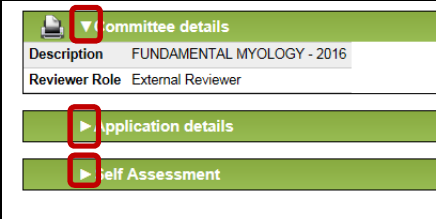
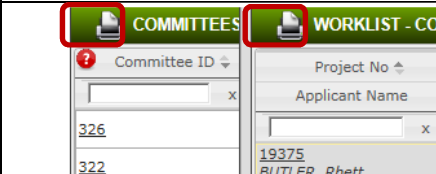
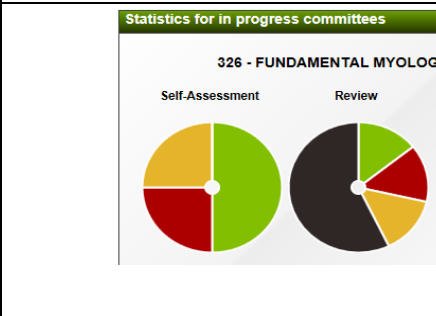
After the committee meeting, the evaluation reports are attached to the “dossier” available for the applicant as an anonymous version. If needed, confidential notes **for the scientific board only** may be written in the last box of the form “Committee notes”.

Committee notes (not available for the PI)

IMPORTANT: Don't forget to submit your review once it is completed.

TIPS

DASHBOARD		= Main Menu
PEER REVIEW		To access evaluation task and statistics. The number indicates the number of remaining reviews to complete
MY DOCUMENTS		To join specific documents for AFM-Telethon administration
WORKLIST MANAGEMENT		Applications are sorted by their number by default You can sort alphabetically by using the up and down arrows and / or by program by selecting the program of interest in the specific field
ACTIVITY STATUS		<p>Status "REFUSED" means you don't accept the review For status "REFUSED" and "CONFLICT OF INTEREST", the full application package is not available</p> <p>Review acceptance and review to be completed, work has not started</p> <p>Review to be completed and submitted</p> <p>Work is completed</p>
TUTORIAL BOXES		Help messages are displayed by default each time the page is opened. To close the message box definitively, click on "Do not show this message again"
CLOSE/OPEN WINDOWS		Click on the dark grey bar to open and to close the corresponding windows

<p>ADAPT THE SIZE OF THE WINDOW</p>		<p>Click and drag the grey limit of the window to reduce or extend the block</p>
<p>WORKSHEET MANAGEMENT</p>		<p>Each box can be displayed or reduced using the arrows</p>
<p>PRINT/PREVIEW</p>		<p>Information in each box (list, detailed data) and progress evaluation work can be downloaded as pdf or html version</p>
<p>STATISTICS</p>		<p>Global review activity details</p> <p>Green: reviews completed Blue: reviews refused Red: reviews to be completed Yellow: conflict of interest Black: applications not assigned (not available for external experts)</p>