

## 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](mailto:myresearchproposal@dm.duke.edu) for any unresolved technical issues.)

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

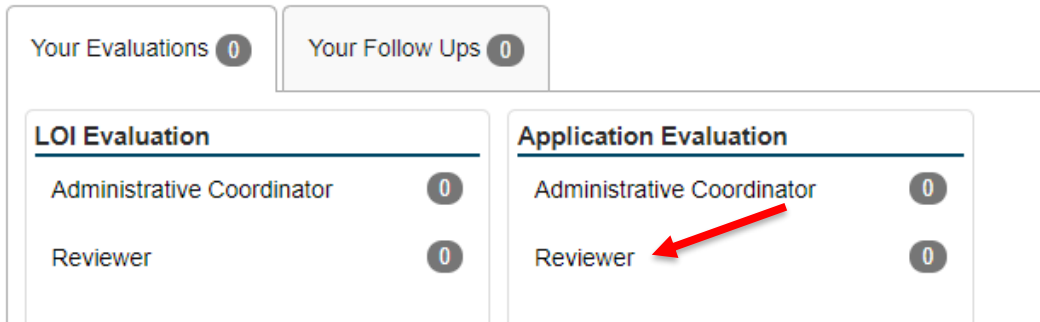
Logon to the MRP system.

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’



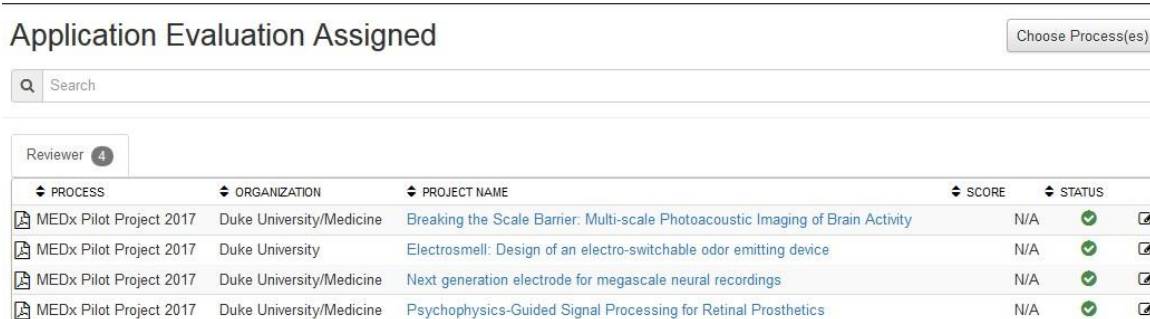
This page displays the number of requests that have been assigned to you and allows you to access the application(s) and evaluation(s).

- Click on the “Reviewer” link to review a list of all the pending applications that have been assigned to you for review.



The Evaluation Workload Page displays a listing of the individual applications that have been assigned for you to review. Click on the ‘Reviewer’ link under ‘Application Evaluation’.

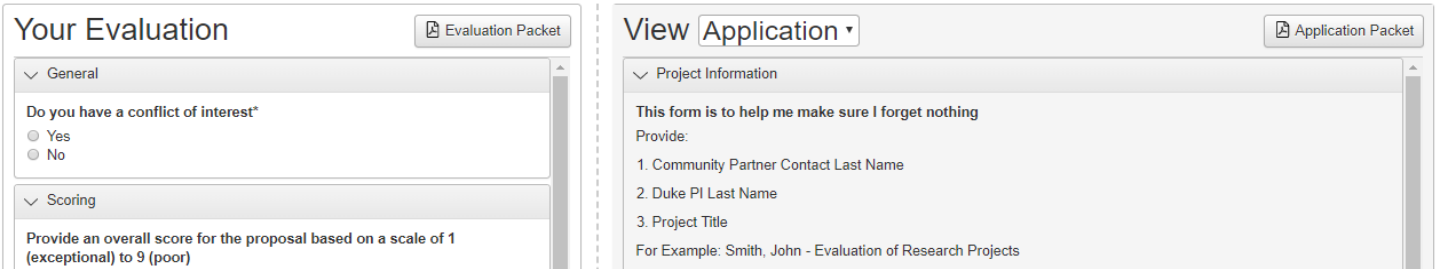
This will bring up the application(s) assigned to you



Click on the paper/pencil icon to the right as shown below:



This will take you to the evaluation form to begin your review. (Scroll down the left column to see the evaluation questions). The 'Application' is in the right column. You can also view and/or download a **pdf** of the application by clicking 'Application Packet' at the top right of the page:



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, you will click on the blue Continue button as shown below:



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.