

# Reviewer Instructions - Illinois Allocations

## Rating the Requests for Review

After the proposal deadline has passed, the first step for reviewers is to self-identify which proposals they would like to review. XRAS allows reviewers to input a rating for each of the requests, ranging from "Do Not Assign to Me" to "Very Interested in Reviewing".

1. Log in to the [XRAS Review portal](#).
2. Click "Authenticate with Single Sign-On" - you will be prompted for your NCSA Kerberos account and password.
  - If you believe you have an account but cannot remember the username/password, please use the links provided on [this page](#).
  - If you have not had an affiliation with NCSA previously, create an NCSA Kerberos account at [this link](#).
3. You will be prompted to authenticate using the Duo service.
4. After authenticating with Duo, you will be directed to the Assignments page of the XRAS Review portal. Using the navigation bar at the top of the screen, **navigate to the Rate Requests page** (see image below).
5. **Enter your preference for each of the requests listed in the table** toward the bottom of the page, using the dropdown menu in the Preference column.
6. After you have entered your preference for each of the requests, **click the Submit button**.

We will assign proposals to reviewers based on the indicated preferences as much as possible. You will be notified via email when the requests have been assigned and are ready for review.

## Reviewing the Assigned Requests

After we receive the reviewer preferences, we will assign requests to reviewers in XRAS. The next step is for reviewers to rate each of the requests assigned to them.

1. You will receive a notification via email when a proposal has been assigned to you and is ready for review.
2. Log in to the [XRAS Review portal](#).
3. Click "Authenticate with Single Sign-On" - you will be prompted for your NCSA Kerberos account and password.
  - If you believe you have an account but cannot remember the username/password, please use the links provided on [this page](#).
  - If you have not had an affiliation with NCSA previously, create an NCSA Kerberos account at [this link](#).
4. You will be prompted to authenticate using the Duo service.
5. After authenticating with Duo, you will be directed to the Assignments page of the XRAS Review portal.
  - This page displays a summary of the requests that are assigned to you for review. You can click on individual requests in the table displayed to view the details of that request.
  - Also on this page, you can use the "Download All My Assignments" button to download a .ZIP file containing all of the documents related to your assigned requests.
6. After **clicking on a request in the table**, you will be **directed to the request page**.
  - On this page, you can find all of the information and documents associated with the request.
  - You will also **enter your review on this page** (bottom half of the page) for each request that is assigned to you.
7. If you have a conflict of interest with any of the people associated with a request to which you are assigned to review, please use the **"Report COI"** link on this page as soon as possible to allow us to reassign the request to another reviewer.
  - Please indicate with whom there is a conflict and provide any relevant information in the comment box.
8. Review the attached documents, found by using the **Documents dropdown menu and selecting the documents** on the request page, or in the collection of files downloaded for all assigned requests with the **"Download All My Assignments" button** on the Assignments page.
9. Enter your rating on the bottom half of the "Summary & My Review" tab of the request page. Text fields can be expanded by dragging the icon at the bottom right corner of the text field. **Enter "1" for Yes, and "0" for No**, in the **Suggested Amount field** in the Resource table.
10. Press the blue "Save Review" button when you are finished. You can edit your review at any time until the review panel meets.
11. Keep in mind that any **comments entered in the Review section will be visible** to XRAS admin, other reviewers on the panel, and anonymously to the submitter. The review panel will convene to discuss individual reviews, develop a consensus, and **select awardees**.

*Note: If for any reason you feel you are unable to adequately review a submission that was assigned to you, please contact Chris Keeley (keeley4@illinois.edu). We will investigate and reassign submissions as necessary.*

## Resource Allocation Committee Meeting

After all of the reviewer ratings are received, we will convene the committee to determine awardees. More information about the meeting agenda will be communicated via email.