Attachment 1: Sample Screenshots of Online Application Format

Screenshots for New Applications
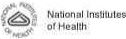
NIH Center for Scientific Review

Welcome to EAVS

The Early Career Reviewer Program Application and Vetting System

The information provided in your online application will be kept private to the extent allowed by law and not disclosed to anyone but the staff of CSR that process the application except as otherwise required by law.

You must complete the application and select "Submit" in order for your application to be processed. You will be able to use your browser keys to move forward and back between screens of the application.

42 USC Section 241: Research and Investigations General provides legislative authority to collect information for the ECR program. Your online application to the ECR program is strictly voluntary and there are no consequences for choosing not to participate. Instead of completing this online application, you may choose to email your CV, areas of expertise, and study section selections to the CSRearlyCareerReviewer@mail.nih.gov

CONTINUE

Department of Health and Human Services   USA.gov   National Institutes of Health

---

NIH Center for Scientific Review

Before you Begin

OMB Number 0925

Expiration Date: xx/xx/2016

There are a few pieces of information you will need to complete your application for the ECR program.

1. Your full CV in WORD or .pdf format

2. Your NIH Commons Name

   a. What is a Commons Account? Go to this website to find out: http://era.nih.gov/commons/faq_commons.cfm#I1

3. Your selection of 4 CSR study sections that match your areas of research interest and expertise.

   Go to : http://public.csr.nih.gov/studysections/ to search for study sections.

Public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925). Do not return the completed form to this address.

CONTINUE

Department of Health and Human Services   USA.gov   National Institutes of Health

NIH   Center for
Scientific Review

Choose One:

○ Are you a new user? Register now.   ○ Forgot your password? Click here.   ○ Log In.

**If you would like to update your login/email address, please send your current login email address
and new preferred updated email address to CSRearlyCareerReviewer@mail.nih.gov**

Please login to update your information.

Email Address : *   [   ]

Password : *   [   ]

[Log In]

Department of Health
and Human Services

USA.gov

National Institutes
of Health

File   Edit   View   Favorites   Tools   Help
Convert   Select
Page ▾   Safety ▾   Tools ▾

NIH Center for
Scientific Review

Choose One:
● Are you a new user? Register now.   ○ Forgot your password? Click here.   ○ Log In.

New User Registration Screen :

*** Important Note: As a reminder, please retain your username/password for future use. ***

Password Instructions:

1. Password must be 8 or more characters in length.
2. Password must contain three of the four following character sets:
    1. Capital letters (A-Z)
    2. Lowercase letters (a-z)
    3. Numeric characters (0-9)
    4. Special characters (!@#$%^&*()_+|~-=\`{}[]:";'<>?,./)

Email Address : [   ]
Create a password : [   ]
Confirm your password : [   ]

[Register]

Problems or Questions? CSRearlyCareerReviewer@mail.nih.gov

Department of Health   USA.gov   National Institutes
and Human Services   Government Made Easy   of Health

File   Edit   View   Favorites   Tools   Help
Convert   Select
Page ▾   Safety ▾   Tools ▾

NIH Center for
Scientific Review

Choose One:
○ Are you a new user? Register now.   ● Forgot your password? Click here.   ○ Log In.

Type in your email address

Enter Email Address: [   ]

[Submit]

Department of Health   USA.gov   National Institutes
and Human Services   Government Made Easy   of Health

NIH Center for
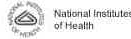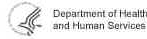Scientific Review

Choose One:

○ **Are you a new user? Register now.**   ○ **Forgot your password? Click here.**   ● **Log In.**

If you would like to update your login/email address, please send your current login email address
and new preferred updated email address to **CSRearlyCareerReviewer@mail.nih.gov**

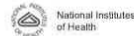**Please login to update your information.**

Email Address : *   [_____]

Password : *   [_____]

[Log In]

Department of Health   USA.gov   National Institutes
and Human Services   Government Made Easy   of Health

NIH Center for
Scientific Review

Click here to:

○ **Apply for the ECR Program**
○ **Update your information**
○ **Make a referral to the ECR Program**

[Next]

WARNING

You are accessing a U.S. Government website which may contain information that must be protected under the U. S. Privacy Act or other sensitive information and is intended for Government authorized use only. Unauthorized attempts to upload information, change information, or use of this website may result in disciplinary action, civil, and/or criminal penalties. Unauthorized users of this website should have no expectation of privacy regarding any communications or data processed by this website. Anyone accessing this website expressly consents to monitoring of their actions and all communication or data transiting or stored on or related to this website and is advised that if such monitoring reveals possible evidence of criminal activity, NIH may provide that evidence to law enforcement officials.

Department of Health   USA.gov   National Institutes
and Human Services   Government Made Easy   of Health

NIH | Center for
Scientific Review

NIH Commons Account Information

Do you have a NIH Commons Account?   ● Yes ○ No

Please Enter your NIH CommonsID [_____]   [Import from IMPAC]

Department of Health   USA.gov   National Institutes
and Human Services   Government Made Easy   of Health

NIH | Center for
Scientific Review

NIH Commons Account Information

Do you have a NIH Commons Account?   ○ Yes ● No

Instructions:

1. You will need a Commons account to serve as a reviewer and to view your NIH grant applications.
2. Follow the link to find out how to create a NIH Commons account.

   http://era.nih.gov/Docs/COM_UGV2630.pdf

○ I will create a Commons Account and return to the ECR application at a later date.
○ I do not wish to set up a Commons Account.

[Next Page]

Department of Health   USA.gov   National Institutes
and Human Services   Government Made Easy   of Health

NIH Commons Account Information

Do you have a NIH Commons Account?   ○ Yes ● No

Instructions:

1. You will need a Commons account to serve as a reviewer and to view your NIH grant applications.
2. Follow the link to find out how to create a NIH Commons account.

   http://era.nih.gov/Docs/COM_UGV2630.pdf

○ I will create a Commons Account and return to the ECR application at a later date.

● I do not wish to set up a Commons Account.

Please Enter your information below

NIH Commons Name : *   `Not Applicable`

First Name : *   [   ]

Last Name : *   [   ]

Middle Initial :   [   ]

Research Expertise Terms: When forming review panels, Scientific Review Officers will search your expertise terms to find a match with the topics of the applications to be reviewed. In the space below, please provide keywords that reflect your research interests, technical skills. *
Separate each term with a semicolon (;).
Character Limit: 1024

[   ]

[Next]

NIH Center for Scientific Review

What is your current position?

- ◉ **Assistant Professor**
- ○ **Associate Professor**
- ○ **Full Professor**
- ○ **Instructor or Lecturer**
- ○ **Post-Doctoral Fellow**
- ○ **Research Associate**
- ○ **Scientist/Research Scientist**
- ○ **Senior Research Scientist**
- ○ **Other**
- ○ **Not Currently Employed**

What was the start date for your current position? [　　　　　]
Month/Year (09/2013)(Month/YYYY)

[Next]

Department of Health and Human Services   USA.gov   National Institutes of Health

---

NIH Center for Scientific Review

What is your highest academic degree? Select all that apply.

Degree *Please Enter date in (YYYY) format*

- ☑ Ph.D **Year Completed?** [　　　　]
- ☐ M.D.
- ☐ DVM
- ☐ DDS
- ☐ Other

[Next]

Department of Health and Human Services   USA.gov   National Institutes of Health

NIH Center for
Scientific Review

Where do you work?

State: *   Select State ▾

Institution: *   ▾ ☐ Can't find your institution?

Department: *   [   ]
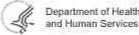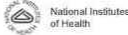
Professional website(optional): [   ]

Select 4 Study Sections: Select below up to four study sections that match your
areas of expertise and/or technical skills.

1.* Study Section ▾   2. Study Section ▾   3. Study Section ▾   4. Study Section ▾

Follow this link to search for study sections that match your expertise for study sections
that match your expertise:http://public.csr.nih.gov/studysections

Please browse for and upload your CV. You may upload it in a Word or PDF format: *

[   ] Browse   **Upload**

Submit your application

Preview/Print | UPDATE YOUR APPLICATION

Department of Health   USA.gov   National Institutes
and Human Services   of Health

Early Career Reviewer Program

NIH Commons Name: Not Applicable

First Name: Jon   MI: Last Name: Doe

Highest academic degree:

Ph.D. [X]   Year Completed: 2003
M.D. [ ]   Year Completed:
DVM. [ ]   Year Completed:
DDS [ ]   Year Completed:
Other [ ]   Year Completed:

Current position: Assistant Professor   Start Date: 01/2008

State MD   Institution: University of Maryland Eastern Shore - Princess Anne

Department: Computer Science

Email address: bennd@csr.nih.gov   Website:

Research Expertise Terms:
Test

Select Study Sections:
1. SPIP   2.
3.   4.

CV Uploaded: Funny. Really.doc

NIH〉 Center for
Scientific Review

Thank You

You have successfully submitted your application for the Early Career Reviewer (ECR) Program. Your application will be reviewed by a Scientific Review Officer (SRO) and you will be notified by email regarding your eligibility.

If accepted, your information will be added to the ECR database. If selected to serve on a study section, an SRO will contact you.

If you have any questions, please contact us at CSRearlyCareerReviewer@mail.nih.gov .

Department of Health
and Human Services   USA.gov   National Institute
of Health

Screenshots for referring new applicants

NIH Center for
Scientific Review

To make a referral to the ECR program,
please provide the following information about the candidate.

First Name : *

Last Name : *

Middle Initial :

**Email Address of ECR
Candidate: ***

**Name of the Referral
Source:**

[Submit]

Department of Health
and Human Services

USA.gov
Government Made Easy

National Institutes
of Health

NIH Center for
Scientific Review
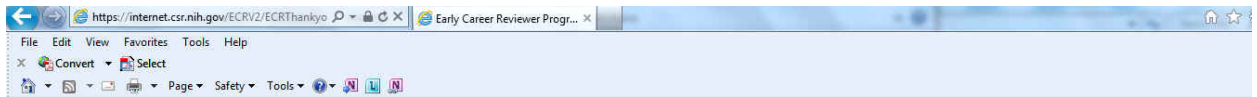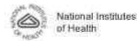
Thank You

Thank you for your referral for the Early Career Reviewer Program.

If you have any questions, please contact us at CSRearlyCareerReviewer@mail.nih.gov.

Department of Health
and Human Services

USA.gov
Government Made Easy

National Institutes
of Health

Screenshots for updating information

NIH Center for
Scientific Review

Click here to:

○ Apply for the ECR Program
◉ Update your information
○ Make a referral to the ECR Program

[Next]

WARNING

You are accessing a U.S. Government website which may contain information that must be protected under the U. S. Privacy Act or other sensitive information and is intended for Government authorized use only. Unauthorized attempts to upload information, change information, or use of this website may result in disciplinary action, civil, and/or criminal penalties. Unauthorized users 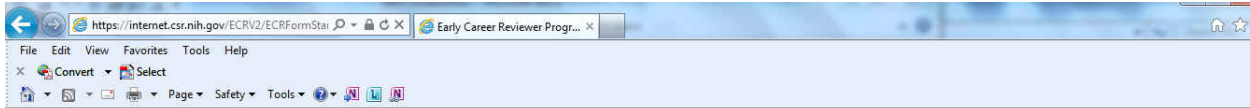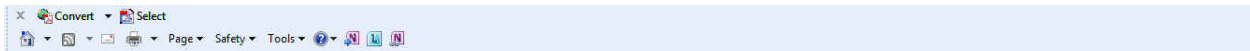of this website should have no expectation of privacy regarding any communications or data processed by this website. Anyone accessing this website expressly consents to monitoring of their actions and all communication or data transiting or stored on or related to this website and is advised that if such monitoring reveals possible evidence of criminal activity, NIH may provide that evidence to law enforcement officials.

Department of Health
and Human Services   USA.gov   National Institutes
of Health

NIH Center for
Scientific Review

Choose One:

○ Are you a new user? Register now.   ○ Forgot your password? Click here.   ◉ Log In.

**If you would like to update your login/email address, please send your current login email address
and new preferred updated email address to CSRearlyCareerReviewer@mail.nih.gov**

Please login to update your information.

Email Address : * [_____]

Password : * [_____]

[Log In]

Department of Health
and Human Services   USA.gov   National Institutes
of Health

NIH Center for Scientific Review

NIH Commons Account Information

Page Back | Log Out

Do you have a NIH Commons Account?   ○ Yes ● No

Please Enter your NIH CommonsID [_____]   [Import from IMPAC]

Please Enter your information below

NIH Commons Name : *   [Not Applicable]

First Name : *   [Jon]

Last Name : *   [Doe]

Middle Initial :   [____]

Research Expertise Terms: When forming review panels, Scientific Review Officers will search your expertise terms to find a match with the topics of the applications to be reviewed. In the space below, please provide keywords that reflect your research interests, technical skills. *
Separate each term with a semicolon (;).
Character Limit: 1024

[Test
_____]

[Next]

NIH Scientific Review

What is your highest academic degree? Select all that apply.

Log Out

Degree   *Please Enter date in (YYYY) format*

☑ Ph.D   **Year Completed?** [2003]

☐ M.D.

☐ DVM

☐ DDS

☐ Other

[Next]

Department of Health and Human Services   USA.gov Government Made Easy   National Institutes of Health

NIH Center for Scientific Review

What is your current position?

- ⦿ **Assistant Professor**
- ○ **Associate Professor**
- ○ **Full Professor**
- ○ **Instructor or Lecturer**
- ○ **Post-Doctoral Fellow**
- ○ **Research Associate**
- ○ **Scientist/Research Scientist**
- ○ **Senior Research Scientist**
- ○ **Other**
- ○ **Not Currently Employed**

What was the start date for your current position? `01/2008`
Month/Year (09/2013)(Month/YYYY)

[Next]

Where do you work?

State: * `MD`

Institution: * `University of Maryland Eastern Shore - Princess Anne` ☐ Can't find your institution?

Department: * `Computer Science`

Professional website(optional):

Select 4 Study Sections: Select below up to four study sections that match your areas of expertise and/or technical skills.

1. * `SPIP`   2. `Study Section`   3. `Study Section`   4. `Study Section`

Follow this link to search for study sections that match your expertise for study sections that match your expertise: http://public.csr.nih.gov/studysections

Please browse for and upload your CV. You may upload it in a Word or PDF format: *

[Browse]   [Upload] Funny, Really.doc

[Submit your application]

Department of Health and Human Services   USA.gov   National Institutes of Health

Early Career Reviewer Program

NIH Commons Name: Not Applicable

First Name: Jon MI: Last Name: Doe

Highest academic degree:

Ph.D. [X] Year Completed: 2003

M.D. [ ] Year Completed:

DVM. [ ] Year Completed:

DDS [ ] Year Completed:

Other Year Completed:

Current position: Assistant Professor Start Date: 01/2008

State TX Institution: Texas A&M Engineering Experiment Station - College Station

Department: Biology

Email address: bennd@csr.nih.gov Website:

Research Expertise Terms:

Test

Select Study Sections:

1. SPIP 2.

3. 4.

CV Uploaded: Funny, Really.doc