U.S. DEPARTMENT OF ENERGY | Office of NUCLEAR ENERGY

FY 2023 CINR Technical Reviewer Training

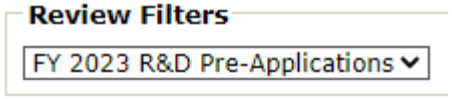
Overview

- This training is for the independent peer technical reviews of CINR proposals.
- Please complete your review(s) independently without consultation with other reviewers.

Accessing Your Reviews

- To access your reviews, first navigate to the review tab on proposals.inl.gov.

- From here select the FY 2023 R&D pre-application from the drop-down menu under the “Review Filters” tab.



Accessing Your Reviews

- Before you complete your first review you will be asked to confirm your reading and understanding of several documents provided on this page regarding conflict of interest and procurement integrity.
- It is critically important that if you have a conflict of interest, you declare it in the conflicted section that populates when a review is selected.
- A document is provided with examples of potential conflicts. If you are unsure please reach out to the integration office at NEUP@INL.gov.

Conflict of Interest Information

Please read through the DOE Peer Reviewer Conflict of Interest Forms. **You must indicate your acceptance by checking the box below before you may do any reviews.**

Non Federal Employee COI Form

Federal Employee COI Form

Examples of Possible or Apparent Conflicts

Procurement Integrity

Federal Employees:

I certify that I will not disclose, except pursuant to the order of a court of competent jurisdiction, any information concerning the assessment and analysis or the content of applications/proposals either during the proceedings of the merit review or at any subsequent time, to anyone who is not authorized access to the information by the Department of Energy or by law or regulation, and then only to the extent that such information is required in connection with such person's official responsibilities. Furthermore, I will report to the DOE Official responsible for the process any communication concerning the assessment and analysis or the individuals involved in the assessment and selection and activities directed to me from any source outside this process.

Non Federal Employees:

Whenever DOE furnishes any FOA information to me, I agree to use such information only for official FOA purposes, including conducting the review, and to treat the information obtained in confidence. Further, I will not use such information for my own private gain or the private gain of others. This requirement for confidential treatment applies to information obtained from any source, including the submitter, without restriction. Any notice of restriction placed on such information by either DOE or the submitter of the information shall be conspicuously affixed to any reproduction or abstract thereof and its provisions strictly complied with. Upon completion of my duties, I will return all copies to the DOE office that initially furnished such information or I will destroy the files (paper and electronic) and certify to the Contracting Officer that I have done so.

Procurement Integrity

I certify that I have read and understand the Procurement Integrity Training slides provided.

☑ I agree

Conflicted

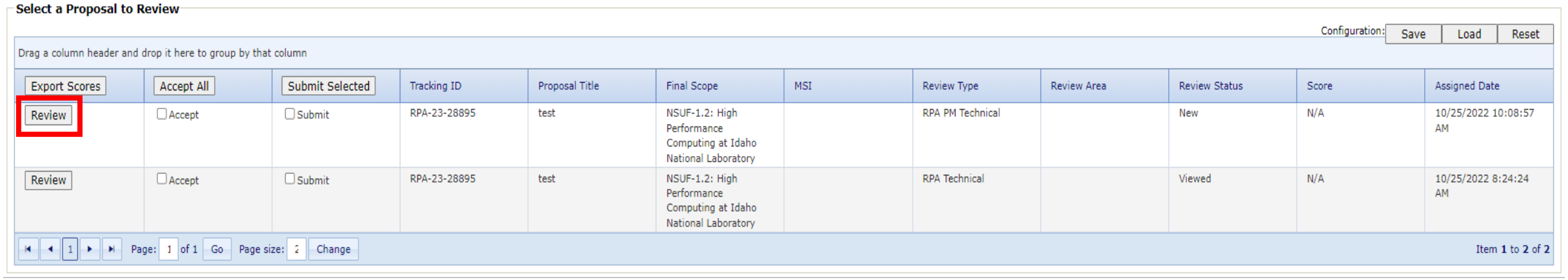
If at any point in this review you feel there is a conflict of interest or a perceived conflict of interest with you performing this review please return to this section, give a description of the conflict, and then click the Conflicted button.

500 characters or less description of conflict.

Conflicted

Performing Your Review

- Once you have completed the mandatory forms, you will see a window listing all your assigned reviews. Click the review button to begin the review you want to perform.



Select a Proposal to Review

Configuration: Save | Load | Reset

Drag a column header and drop it here to group by that column

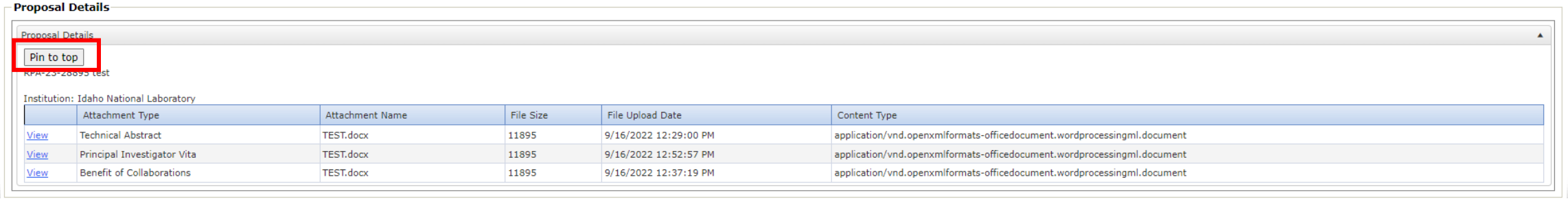
Export Scores	Accept All	Submit Selected	Tracking ID	Proposal Title	Final Scope	MSI	Review Type	Review Area	Review Status	Score	Assigned Date
Review	Accept	Submit	RPA-23-28895	test	NSUF-1.2: High Performance Computing at Idaho National Laboratory		RPA PM Technical		New	N/A	10/25/2022 10:08:57 AM
Review	Accept	Submit	RPA-23-28895	test	NSUF-1.2: High Performance Computing at Idaho National Laboratory		RPA Technical		Viewed	N/A	10/25/2022 8:24:24 AM

1 Page: 1 of 1 Go Page size: 2 Change

Item 1 to 2 of 2

Performing Your Review

- **Opening your review will generate several windows including the previously mentioned conflict declaration window.**
- **The Proposal Details window contains all of the documents associated with the review application.**
  - This window can be pinned to your browser window to keep available as you scroll down to the review criteria.



	Attachment Type	Attachment Name	File Size	File Upload Date	Content Type
View	Technical Abstract	TEST.docx	11895	9/16/2022 12:29:00 PM	application/vnd.openxmlformats-officedocument.wordprocessingml.document
View	Principal Investigator Vita	TEST.docx	11895	9/16/2022 12:52:57 PM	application/vnd.openxmlformats-officedocument.wordprocessingml.document
View	Benefit of Collaborations	TEST.docx	11895	9/16/2022 12:37:19 PM	application/vnd.openxmlformats-officedocument.wordprocessingml.document

Performing Your Review

- **The Criteria window is where you will enter your score and comments for the review.**
- **The Criteria window will initially show the 5 options for scientific/technical merit.**
  - It is important to remember that this criteria is solely with regards to the NE Mission and should not consider any specific programmatic interests.
- **Clicking one of the merit levels will show several button options to indicate how well the application meets the expectations of the chosen merit level.**
- **You will be required to select a merit/expectation score and enter comments before submitting a review.**
  - Comments are sent back to the PI and crucial for understanding scoring and potential for proposal improvement. Please ensure comments are constructive and actionable.

Technical Review Merit Criteria

Scientific/Technical Merit: Advances the state of knowledge and understanding of the NE mission or relevant work scope area; based on original concepts; practicality of scope with respect to facilities available.

To score, expand the list of the appropriate merit level and choose one of the radio button options. (You will select the merit and expectation levels and will not enter a numerical score.)

- **High Merit**: The project unquestionably advances the technical state of knowledge and understanding of the NE mission or relevant work scope area and is creative and based largely on original concepts. The scope can be executed fully in the facilities available.
- **Moderate Merit**: The project advances the technical state of knowledge and understanding of the NE mission or relevant work scope area and is based on some established concepts, although several creative and original concepts are presented. The scope may be executed fully in the facilities available.
  - ☐ Meets All Expectations
  - ☐ Meets Most Expectations
  - ☐ Meets Some Expectations
- **Some Merit**: The project incrementally advances the technical state of knowledge and understanding of the NE mission or relevant work scope area, and is based predominately on established concepts, with some creative, original concepts. The scope may be difficult to execute fully in the facilities available.
- **Low Merit**: The project recognizes the technical state of knowledge and understanding of the mission or relevant work scope area and is only marginally creative and contains few original concepts. The scope will require resources not named in the project or will require additional facilities or resources to execute.
- **No Merit**: The project does not advance or recognize the technical state of knowledge and understanding of the NE mission or relevant work scope area and is not creative or original. The scope cannot be executed fully in the facilities available.
  - ☐ No merit

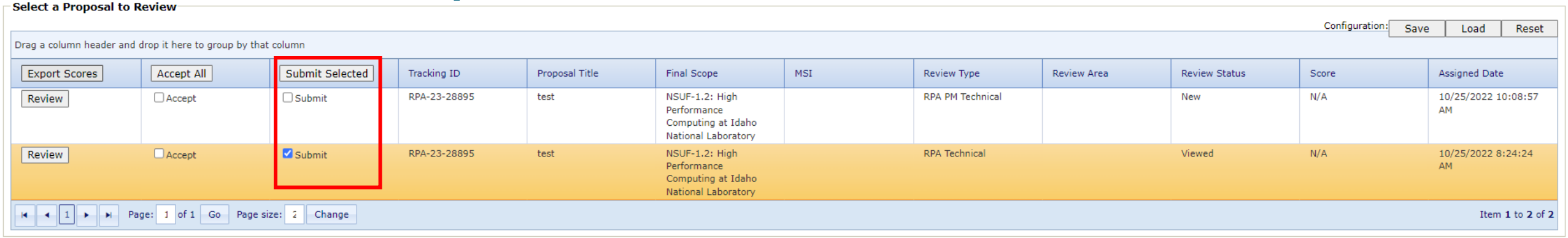
Comments

These comments will be shared with the PI. Please ensure comments are constructive and actionable. Comments should offer clear, detailed suggestions for improvement. Comments are requested for all proposals evaluated, and are especially important if you have scored a proposal very high or very low. Your comments should offer clear explanation and support of your evaluation.

***Please note that the system could time out during your review, so please save your review often. For this reason, it is recommended that your comments be entered into a word processing document, first, and then copied and pasted into this form when the review is ready to be submitted, to ensure any work is not lost.*

Submitting Your Review

- Once you have completed your review(s), return to the “Select a Proposal to Review” window, select all of the reviews you wish to submit, and press the submit selected button.



- You can also submit the review you are actively working on using the submit button at the bottom of the page

Review Tips

- The review page will time out regularly, so ensure you are saving your work often. This can be done at any time with the save button on the bottom of the page.
- It is recommended to compose your comments in a word processing document and copy them into your review due to the page time outs.
- You are not expected or able to provide a numerical score for your review. A score for assessment will be generated based on the merit and expectations criteria selected.

Questions?

- **Please direct all questions to the integration office at NEUP@INL.gov.**

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