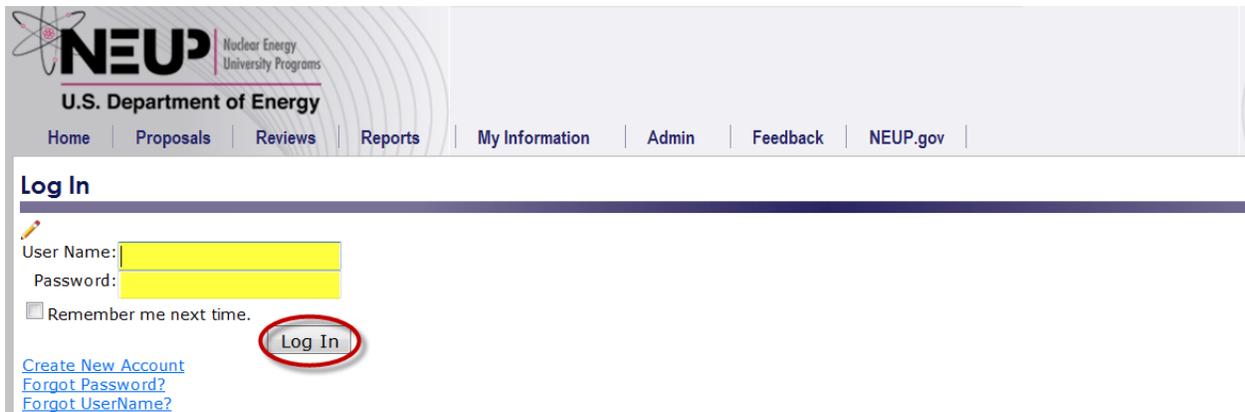


# NEUP Review Instructions

Thank you for helping Nuclear Energy University Programs with the review of our R&D Call for Full Proposals. Following the link [www.neup.gov](http://www.neup.gov) will take you to our home page where you can log in to perform your reviews.



If you need any assistance creating a new account or logging in, you can click on the links under the Log In box or contact our office at (208) 526-1197 or email us at [NEUP@inl.gov](mailto:NEUP@inl.gov) to reset your password, unlock your account, or identify your user name.



After logging in, the Welcome Screen will be displayed. If you haven't signed up for the Reviewer Database, select "My Information" and fill out the account information along with uploading a CV or resume. Otherwise, select "Reviews" from the tabs located at the top of the page. If that tab is missing, your roles as a reviewer may need to be reset. Please contact our office for help with this.



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U.S. Department of Energy

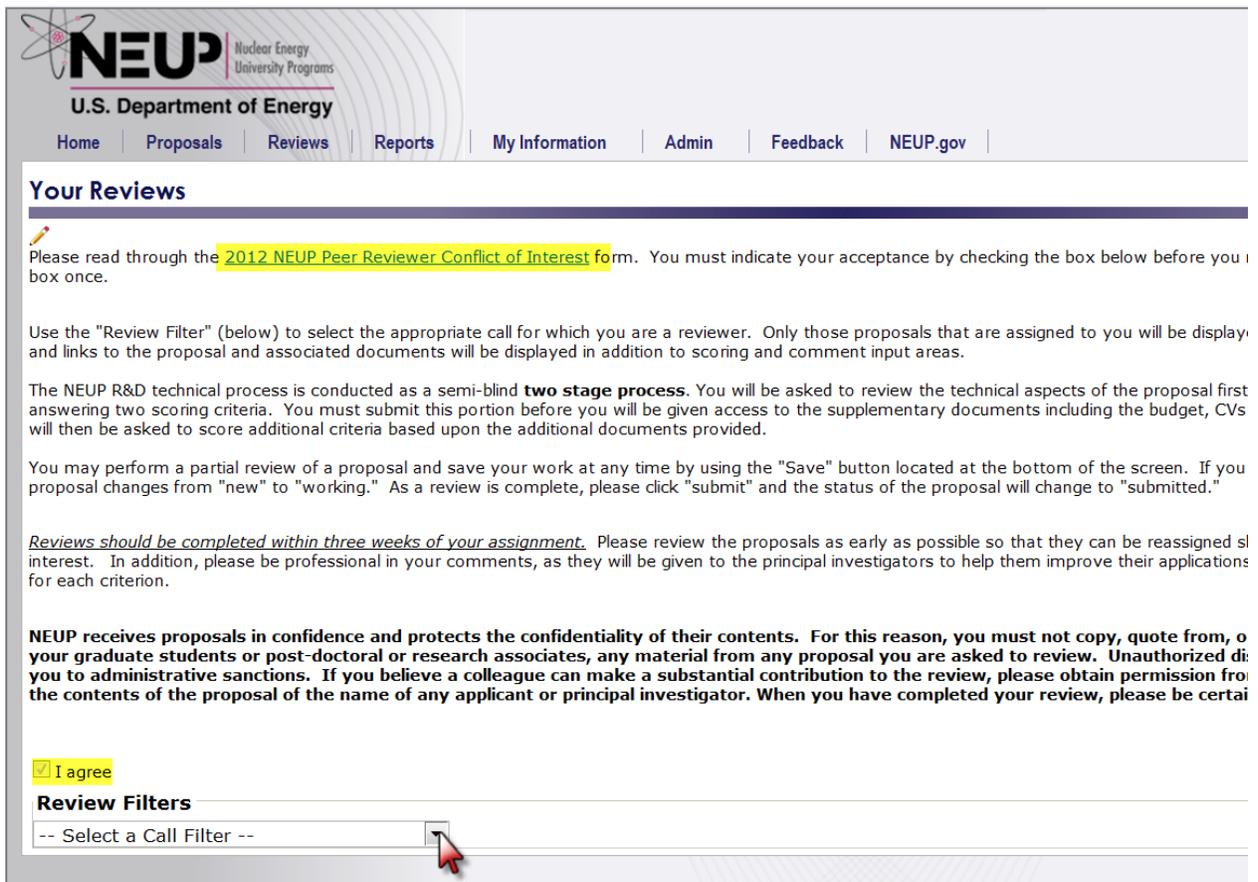
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## Welcome to the Nuclear Energy University Programs (NEUP) account management page.

To submit an application for a Scholarship or Fellowship, click on the "Proposal" tab at the top of the page. Select "Your Proposals" from the navigation menu on the left hand side of the page. Create an application link for Scholarship or Fellowship.

**To register for the NEUP Reviewer Database,** select "My Information" from the navigation bar

After reading the conflict of interest form and checking "I agree," select a Call Filter.



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### Your Reviews

Please read through the **2012 NEUP Peer Reviewer Conflict of Interest** form. You must indicate your acceptance by checking the box below before you click the "Submit" button once.

Use the "Review Filter" (below) to select the appropriate call for which you are a reviewer. Only those proposals that are assigned to you will be displayed and links to the proposal and associated documents will be displayed in addition to scoring and comment input areas.

The NEUP R&D technical process is conducted as a semi-blind **two stage process**. You will be asked to review the technical aspects of the proposal first by answering two scoring criteria. You must submit this portion before you will be given access to the supplementary documents including the budget, CVs and will then be asked to score additional criteria based upon the additional documents provided.

You may perform a partial review of a proposal and save your work at any time by using the "Save" button located at the bottom of the screen. If you click "Save" the status of the proposal changes from "new" to "working." As a review is complete, please click "submit" and the status of the proposal will change to "submitted."

*Reviews should be completed within three weeks of your assignment.* Please review the proposals as early as possible so that they can be reassigned to other reviewers if necessary. In addition, please be professional in your comments, as they will be given to the principal investigators to help them improve their applications for each criterion.

**NEUP receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote from, or disclose any material from any proposal you are asked to review. Unauthorized disclosure of proposal contents may result in administrative sanctions. If you believe a colleague can make a substantial contribution to the review, please obtain permission from the principal investigator before discussing the contents of the proposal or the name of any applicant or principal investigator. When you have completed your review, please be certain to click the "Submit" button.**

I agree

**Review Filters**

-- Select a Call Filter --

A list of proposals assigned to you will be displayed. Select the proposal you wish to review.

**Review Filters**  
 FY 2012 R&D Request for Pre-Application -- No area filter --

**Select a Proposal to Review**  
 Drag a column header and drop it here to group by that column

	Proposal ID	Tracking ID	Proposal Title	Final Scope	Review Type	Review Status	Assigned Date
<b>Review</b>	3290	RPA-12-3290	MECHANICAL AND PHYSICAL PROPERTIES OF ION IRRADIATION DAMAGE IN SILICON CARBIDE CERAMICS FOR NUCLEAR APPLICATIONS	LWRS-4: Advanced LWR Nuclear Fuel	RPA Program Supporting Relevancy	New	11/10/2011 9:32:13 AM

Page: 1 of 1 Go Page size: 1 Change Item 1 to 1 of 1

The screen will automatically advance to bring up the selected review. From there, you can view the uploaded documents such as Technical Abstract, Principal Investigator Vita, and Benefit of Collaborations. The **Criteria** and **Comments** can be marked and filled out from this screen. When you are finished, select the “Submit” button or “Save” if you need to come back.

**Select a Proposal to Review**  
 Drag a column header and drop it here to group by that column

	Proposal ID	Tracking ID	Proposal Title	Final Scope	Review Type	Review Status	Assigned Date
<b>Review</b>	3290	RPA-12-3290	MECHANICAL AND PHYSICAL PROPERTIES OF ION IRRADIATION DAMAGE IN SILICON CARBIDE CERAMICS FOR NUCLEAR APPLICATIONS	LWRS-4: Advanced LWR Nuclear Fuel	RPA Program Supporting Relevancy	Viewed	11/10/2011 9:32:13 AM

Page: 1 of 1 Go Page size: 1 Change Item 1 to 1 of 1

**Proposal**  
[3290 - MECHANICAL AND PHYSICAL PROPERTIES OF ION IRRADIATION DAMAGE IN SILICON CARBIDE CERAMICS FOR NUCLEAR APPLICATIONS](#)

	Attachment Type	Attachment Name	File Size	File Upload Date	Content Type
<a href="#">View</a>	Benefit of Collaborations	Benefit of Collaboration 10-26-2011.doc	29184	10/26/2011 1:03:13 PM	application/msword
<a href="#">View</a>	Technical Abstract	SIC NEUP 10-26-2011.doc	43520	10/26/2011 1:02:37 PM	application/msword
<a href="#">View</a>	Principal Investigator Vita	Abunaemeh Vita 10-26-2011.doc	50176	10/26/2011 1:05:00 PM	application/msword

**Criteria**  
 Please respond to the following criteria:

**Program Supporting Relevancy**  
 Relevance (35%): Mission-relevance; aligned with technical objectives; advances the state of the knowledge within the program element; does not duplicate earlier Nuclear Energy Research Initiative (NERI) and NEUP awards, or contemporary projects (see “additional conflict of interest” in the supplementary information for a list of currently funded projects).

- Unquestionably Relevant/Unquestionable Program Priority:** The proposal is fully supportive of, and has significant, easily recognized and demonstrable ties to, the relevant program element(s) or mission, and has substantive contribution by an industrial, international, underrepresented group, or minority serving institution (MSI) collaboration.
- Highly Relevant/High Program Priority:** The proposal is supportive of, and has significant and demonstrable ties to, the relevant program element(s) or mission, and has and has a demonstrable contribution by an industrial, international, underrepresented group, or minority serving institution (MSI) collaboration.
- Relevant/Intermediate Program Priority:** The proposal is supportive of, and has tangible ties to, the relevant program element(s) or mission, and has some relevant partnership with an industrial, international, underrepresented group, or minority serving institution (MSI) collaboration.
- Moderate Relevance/Moderate Program Priority:** The proposal is partially supportive of, and has some ties to, the relevant program element(s) or mission.
- Low Relevance/Low Program Priority:** The proposal is minimally supportive of, and difficult to tie to, the relevant program element(s) or mission.
- Not Relevant/No Program Priority:** The proposal is not supportive of the relevant program element(s) or mission - OR - sufficient work is already being performed.

**Comments**  
 Comments will be shared with the PI - please make sure they are constructive, and actionable. Comments should offer clear, detailed suggestions for improvement. Although comments are most important if you have scored a proposal very high or very low, please provide comments for all proposals evaluated. Your comments should offer clear explanation and support of your evaluation.

**Thank you for your participation!**