

Panel Review - List

Panel Review – List Page

What Is This Task:

A Panel Review is a form of Merit Review that appears in Reviewers' queues as an *Assigned* Task (one task assignment but the assignment might comprise multiple Proposals). Several weeks before a panel convenes, the designated Reviewers receive the Proposals to be reviewed, as well as Panel start/end dates (this defines the duration of the physical Panel, not the task itself). Receiving the Proposals early gives reviewers' time to read through the Proposals, form questions, and be conversant with the Proposals' subject matter prior to the Panel meeting. Panels typically last 2-3 days, but the task does not end there. The formal Reviews are finalized by Reviewers away from the physical Panel meetings. A Panel Review is the only review tier where a PM can view in-process reviews.

If you are a panelist, you are a reviewer with one of the following reviewer categories:

- Primary
- Secondary
- Tertiary
- Reviewer
- Additional

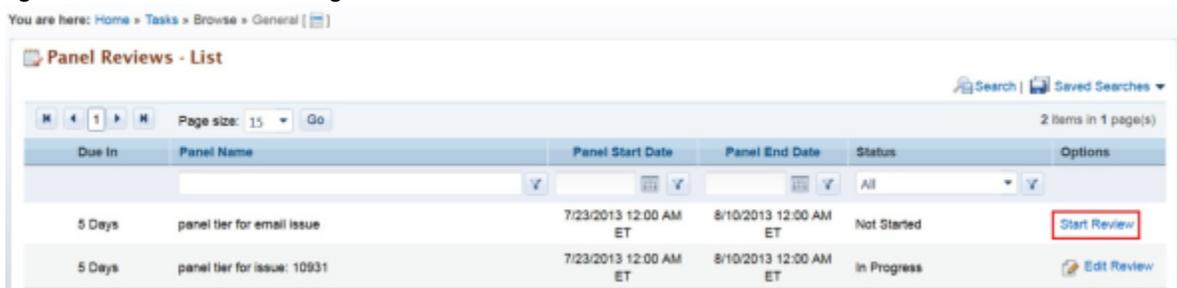
Who Can Perform This Task:

The PM, PSS, and SBIR SS user roles can participate in Panel Reviews by choosing the task from either their *Assigned* or *Unassigned* task queues.

Use the steps below to perform a Panel Review.

1. From the *Tasks Summary Overview – List* page, find the Panel Review task you want to work on. If necessary, click the **Search** link at the top of the page and perform a search.
2. Click the **View Tasks** links in the *Options* column to go to the *Panel Reviews – List* page. On the *Panel Reviews – List* page, you can view the list of Panel Reviews assigned to you in your role as a panelist. For Panel Reviews, a single task is created for all Proposal reviews assigned to you within the panel.
3. Click the **Start Review** link to go the *Panel Review* home page.

Figure 1. Panel Reviews - List Page



Notable Page Elements

Element	Description
Start Review link	Under <i>Options</i> , click the Start Review link to begin the Panel Review.