Panel Review - List

Panel Review – List Page

1 Introduction

As a reviewer, your service is very important to the Department of Energy (DOE) Office of Science (SC) and to the research community. We know you are very busy and we appreciate the time it takes to participate in the review process.

The purpose of this document is to provide step-by-step instructions for users to follow to complete a Panel Review.

2 Prerequisites

Before you can complete a Panel Review task, the following criterion must be met:

- You have received an email notification that you have a Panel Review task.

3 Completing a Panel Review

Use the following steps to access and complete the Panel Review.

3.1 Accessing the Panel Review

Use the following steps to access the Panel Review task.

3.1.1 Existing Account

Use the following steps to access the Panel Review task if the user has an existing PAMS account

1. PAMS will send an email notification to the user indicating that DOE has requested his/her participation in a Panel Review. Follow the Panel Review link provided in the email. (Figure 1)
OR

Log in to the PAMS external website at: https://pamspublic.science.energy.gov/webpamsepsexternal/login.aspx (Figure 2)

2. Upon logging in you will navigate to the PAMS Home Page. Click Review Proposal(s) under the section entitled Tasks Assigned to you on the left side of your screen. (Figure 3)

3. Your Pending Tasks will be displayed. To begin your Panel Review click Start Review from the Options Column on the right. (Figure 4)
3.1.2 No Existing Account

Use the following steps to access the Panel Review task if you do not have an existing PAMS account.

1. PAMS will send you an email notification indicating that DOE has requested your participation in a Panel Review, and provide a registration link and code. Click the PAMS (Figure 5)
Dear [Reviewer Prefix] [Reviewer First Name] [Reviewer Last Name],

The [Program Office] [Program Office Acronym] within the Department of Energy Office of Science requests that you participate in a Panel Review. In preparation for the Panel, one or more proposals has been assigned to you in PAMS. To access the proposal(s) and submit your review(s), please use the Portfolio Analysis and Management System (PAMS).

For questions specific to the Panel, please contact one of the following DOE Office of Science representatives:

[POC First Name] [POC Last Name], [POC’s Phone Number] [POC’s Email] <NOTE: List all separated by new line>

Task: Panel Review
Solicitation: [Solicitation Number], [Solicitation Title]
Panel Name: [Panel Name]
Panel Date(s): [Panel Start Date] [Panel Start Time] - [Panel End Date] [Panel End Time]
Due Date for Entering Panel Reviews into PAMS: [Panel Review Due Date]
Lead Program Manager: [Proposal Group Lead PM Prefix] [Proposal Group Lead PM First Name] [Proposal Group Lead PM Last Name], [Proposal Group Lead PM's Phone Number], [Proposal Group Lead PM's Email] <NOTE: If prefix isn’t present, then use Last Name, First Name format.>

To access the proposal(s) in the panel and enter review(s), you must have a PAMS account. Our records indicate that you do not yet have a PAMS account. Please register in PAMS using the link and registration code provided below to create your account.

URL: PAMS
Registration Code: [Registration Code]

The first time you access PAMS, you must use the URL and registration code provided above or you will not be connected to this proposal review task. For subsequent logins, you may access PAMS using your already established username and password.

After logging into PAMS, click on the Tasks tab to get started with the panel review. <NOTE: Message optional depending on role of reviewer in the panel> If you have any trouble using PAMS, please contact the PAMS Helpdesk at [PAMS Helpdesk Phone Number] or [PAMS Helpdesk Email].

We know you are very busy, and we appreciate the time it takes to participate in the review process. Thank you for performing this important service.

This message was sent on behalf of the program manager, [PM Prefix] [PM First Name] [PM Last Name], who can be reached at [PM's Email]. Replies to this message will not reach the intended recipient.

Figure 5. Request to Review DOE Proposal – No Existing Account

2. Enter the registration code on the Verify Registration Code page, and click Verify in the bottom right corner of the page. (Figure 6)
3. Complete the account creation process. (See How To Guide – Create External Account)

4. Begin at Step 2 in section 1.1 Existing Account to access the Panel Review after creating the account.

3.2 Completing the Conflict of Interest (COI) Declaration Statement

For each review assignment in PAMS, you will be required to complete a Conflict of Interest Declaration Statement before you can proceed to the review. You have three options: “I have no conflict of interest in reviewing the proposal”, “I have a conflict of interest in reviewing the proposal”, or “I do not wish to review the proposal”. Use the following steps to complete the Conflict of Interest Declaration.

1. You will be presented with the Panel Review Page (Figure 7). The proposals in the panel are displayed in three sections (you may not have proposals in each section):
   a. **Proposal Assignments Accepted** – All assignments for which you have declared no Conflict of Interest.
   b. **Proposal Assignments waiting to be accepted** – All review tasks you have been assigned and not yet completed the Conflict of Interest statement.
   c. **Other Proposals** – Proposals in the panel for which you have access but are not assigned.

2. To begin your Panel Review click **Accept/Reject Assignment** in the Proposal Assignments waiting to be Accepted section of the page. *(Figure 7)*

   ![Figure 7. Panel Review - Accept/Reject Assignments](image)

   3. You will be presented with the Proposal Review – Conflict of Interest Certificate upon accessing the review. You may view the Proposal Abstract to help determine if you have a Conflict of Interest. To do so, click the **Proposal Abstract** link *(Figure 8).*
4. Read the Information on Conflict of Interest and Information on Confidentiality thoroughly to ensure that you have no conflicts of interest with the information provided. (Figure 9)
Conflict Of Interest Certificate

U.S. DEPARTMENT OF ENERGY OFFICE OF SCIENCE CONFLICT OF INTEREST AND CONFIDENTIALITY CERTIFICATE

Information on Conflict of Interest

The DOE Office of Science has a policy that individuals with a conflict of interest cannot participate in the merit review of a proposal for funding. You may not participate in the review of any proposal involving a particular matter that would have a direct and predictable effect on any person, company or organization with which you have a relationship (defined below), financial or otherwise. The interests of your spouse, your minor child, your general partner, any organization in which you serve as officer, director, trustee, general partner, or employee, and any person or organization with whom you are negotiating employment, are attributed to you. Further, you may not participate in the review of any proposal involving a particular person or a particular matter that you believe would cause a reasonable person with knowledge of the relevant facts to question your impartiality.

Prior to participating as a merit reviewer, please disclose to the program manager whether you have any actual or perceived conflicts of interest with such duties. In addition, please disclose that you have an actual or perceived conflict of interest as soon as you become aware of it. For reviewers who are Federal employees, the conflict of interest statutes and regulations that apply in regular Government employment apply for participants in the review of an application or proposal.

Please do not disclose any information concerning the assessment and analysis or the content of 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 DOE Office of Science or by law or regulation, and then only to the extent that such information is required in connection with such person's official responsibilities.

Listed below are examples of potential conflicts of interest:

1. Affiliation with an applicant institution.
   - Current employment or being considered for employment at the institution.
   - Any formal or informal re-employment arrangement with the institution.
   - Current membership on a visiting committee or similar body at the institution.
   - Ownership of the institution's securities or other evidences of debt.
   - Any office, governing board membership, or relevant committee chairmanship in the institution.
   - Current employment as a student.
   - Received and retained an honorarium or award from the institution within the last 12 months.

2. Relationships with an investigator, project director, or other person who has a personal interest in the proposal or other application.
   - Known family or marriage relationship.
   - Business or professional partnership.
   - Employment at the same institution within the last 12 months.
   - Past or present association as thesis advisor or thesis student.
   - Past or present association as postdoctoral advisor or postdoctoral position.
   - Collaboration on a project or on a book, article, report, or paper within the last 4 years. (If publication with more than ten authors are the norm for your scientific field, only relationships with individuals in the core group with whom you interacted on a regular basis while the research was being done are covered.)

3. Other affiliations or relationships.
   - Interests of the following persons are to be treated as if they were yours: any affiliation or relationship to your spouse, of your minor child, or a relative living in your immediate household or of anyone who is legally your parent that you are aware of and that would be covered by items 1 or 2 above.
   - Any other relationship, such as close personal friendship, that you think might tend to affect your judgment or be seen as doing so by a reasonable person familiar with the relationship.

Information on Confidentiality

The DOE Office of Science receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or postdoctoral or research associates, any material from any proposal you are asked to review. When you have completed your review, please be certain to destroy the paper copy of the proposal and/or delete any electronic correspondence or files related to the proposal.

The DOE Office of Science keeps reviews and your identity as a reviewer of specific proposals confidential to the maximum extent possible, except that we may send to Principal Investigators (PIs) the reviews of their own proposals, which require names and affiliations. In addition, selected proposals and peer reviews, including reviewer names and affiliations, may be shared with an outside Committee of Visitors established to assess the quality of the peer review process. Members of COVis sign confidentiality agreements before participating and are not given access to reviews of their own proposals, of proposals in which they collaborated or participated, or of proposals from their institution. Please respect the confidentiality of all PIs and of other reviewers. Do not disclose their identities, the content of discussions in a merit review panel, or other details about the merit review of proposals. Please remember that the contents of the proposal are legally proprietary information of the author and their institution and should not be used outside the context of proposal evaluation.

These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive Order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.

Certification

The certification below must be completed by individuals prior to their participation in the merit review process.

1. I will not participate in the review of any proposal involving a particular matter that would have a direct and predictable effect on any person, company or organization with which I have a relationship, financial or otherwise. For purposes of this statement, the interests of my spouse, my minor child, my general partner, any organization in which I serve as officer, director, trustee, general partner, or employee, and any person or organization with whom I am negotiating employment, are attributed to me.

2. Further, I will not participate in the review of any proposal involving a particular person or a particular matter that I believe would cause a reasonable person with knowledge of the relevant facts to question my impartiality.

3. Prior to my participation as a merit reviewer, I will disclose any actual or perceived conflicts of interest that I may have with such duties. In addition, I agree to disclose any actual or perceived conflicts of interest as soon as I am aware of the conflict.

☐ have no Conflict of Interest in reviewing the proposal.
☐ have a Conflict of Interest in reviewing the proposal.
☐ do not wish to review the proposal.

Comments

Approximately 1 page (Max 2000 Characters) 2000 Characters left.

Note: Comments entered here will be shared with DOE SC Program Manager via email.
5. PAMS will present you with three options at the bottom of the page. Select the radio button next to the appropriate option (Figure 9):

   a. I have no conflict of interest in reviewing the proposal. Select this option if you do not have any of the conflicts listed in the Conflict of Interest statement, and you would like to proceed with the review.

   b. I have a conflict of interest in reviewing the proposal. Select this option if you have a conflict of interest with some aspect of the proposal. Selection of this option will close the review task for you and notify the PM.

   c. I do not wish to review the proposal. Select this option if you do not have a Conflict of Interest but do not wish to review the proposal. Selection of this option will close the review task and notify the PM.

6. Although not required you can enter any comments that you want relayed to the Program Manager via email. (Figure 9)

7. Once you have made your Conflict of Interest designation click Save and Continue at the bottom of the page to proceed. (Figure 9)

   If you declared a Conflict of Interest or declined to review the proposal by accident, contact the PM to have the task reopened for you.

8. If you did not declare a Conflict of Interest and later find that you do have a Conflict of Interest, you can declare your conflict from the Resources header by clicking the Additional tab and selecting Conflict of Interest. (Figure 10)

9. This will take you to the Conflict of Interest page. Your original declaration will be selected, but you may change that selection to “I have a conflict of interest with reviewing this proposal.” (Figure 11)
Conflict Of Interest Certificate

U.S. DEPARTMENT OF ENERGY OFFICE OF SCIENCE
CONFLICT OF INTEREST AND
CONFIDENTIALITY CERTIFICATE

Information on Conflict of Interest

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Prior to participating as a merit reviewer, please disclose to the program manager whether you have any actual or perceived conflicts of interest with such duties. In addition, please disclose that you have an actual or perceived conflict of interest as soon as you become aware of it. For reviewers who are Federal employees, the conflict of interest statutes and regulations that apply in regular Government employment apply for participants in the review of an application or proposal.

Please do not disclose any information concerning the assessment and analysis of the content of proposals, either during the proceedings of the merit review or at any subsequent time, to anyone who is not authorized to access the information by the DOE Office of Science or by law or regulation, and then only to the extent that such information is required in connection with such person's official responsibilities.

Listed below are examples of potential conflicts of interest:

1. Affiliation with an applicant institution.
   a. Employment of relatives of the applicants.
   b. Employment of a relative of the reviewer.
   c. Employment of a relative of the review committee or advisory committee.
   d. Employment of a relative of the reviewer's spouse.
   e. Employment of a relative of the reviewer's child.

2. Relationships with an investigator, project director, or other person who has a personal interest in the proposal or other application.
   a. Employment of the investigator or project director.
   b. Employment of a relative of the investigator or project director.
   c. Employment of a relative of the investigator or project director's spouse.
   d. Employment of a relative of the investigator or project director's child.

3. Other affiliations or relationships.
   a. Employment of a relative of the reviewer's spouse.
   b. Employment of a relative of the reviewer's child.
   c. Employment of a relative of the reviewer's parent.
   d. Employment of a relative of the reviewer's grandparent.

Information on Confidentiality

The DOE Office of Science receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or postdoctoral or research associates, any material from any proposal you are asked to review. When you have completed your review, please be certain to destroy the paper copy of the proposal and/or delete any electronic correspondence or files related to the proposal.

The DOE Office of Science keeps reviews and your identity as a reviewer of specific proposals confidential to the maximum extent possible, except that we may send to Principal Investigators (PIs) the reviews of their own proposals and the reviews of other proposals submitted to DOE Office of Science. In addition, selected proposals and peer reviews, including reviewer names and affiliations, may be shared with an outside Committee of Visitors established to assess the quality of the peer review process. Members of COV sign confidentiality agreements before participating and are not given access to reviews of their own proposals, or proposals in which they collaborated or participated, or of proposals from their institution. Please respect the confidentiality of all PIs and of other reviewers. Do not disclose their identities, the content of discussions in a merit review panel, or other details about the merit review of proposals. Please remember that the contents of the proposal are legally proprietary information of the author and his/her institution and should not be used outside the context of proposal evaluation.

The DOE Office of Science reserves the right to communicate information to the author and his/her institution, if necessary, to ensure adherence to DOE review policies.

These provisions are consistent with and do not supplant, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive Order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.

Certification

The certification below must be completed by individuals prior to their participation in the merit review process.

1. I will not participate in the review of any proposal involving a particular matter that would have a direct and predictable effect on any person, company, or organization with which I have a relationship, financial or otherwise. For purposes of this statement, the interests of my spouse, my minor child, my general partner, any organization in which I serve as officer, director, trustee, general partner, or employee, and any person or organization with whom I am negotiating employment, are attributed to me.

2. Further, I will not participate in the review of any proposal involving a particular person or a particular matter that I believe would cause a reasonable person with knowledge of the relevant facts to question my impartiality.

3. Prior to my participation as a merit reviewer, I will disclose any actual or perceived conflicts of interest that I may have with such duties. In addition, I agree to disclose any actual or perceived conflicts of interest as soon as I am aware of the conflict.

☑ have no Conflict of Interest in reviewing the proposal.
☑ have a Conflict of Interest in reviewing the proposal.
☑ do not wish to review the proposal.

Comments

Approximately 1 page 2000 Characters left

Note: Comments entered here will be shared with DOE SC Program Manager via email.
3.3 Completing the Review

Use the following steps to enter your comments and complete the review.

1. If you indicated no Conflict of Interest with the proposal, you will be directed to the reviewer instructions. Read the instructions carefully, and click Continue when you are ready to proceed (Figure 12).

2. PAMS will redirect you to the Proposal Review – Update Review page, where you will be shown the evaluation criteria for the review. You may enter your comments and scores (if applicable) directly on this page.

3. To access the full proposal, expand the Resources section of the page and click the Proposal (Figure 13). You will be prompted to open the proposal PDF.

4. PAMS will redirect you to the Proposal Review – Update Review page, where you will be shown the evaluation criteria for the review. You may enter your comments and scores directly on this page. (Figure 14)
Not all Review Tasks will look the same. Review criteria may differ, you may or may not be required to enter comments or scores.

Do not enter scores into the comment box or reference the scores in your comments.

5. Once you have completed all evaluation criteria and would like to submit your review, click the **Save and Submit** button in the bottom right corner of the page. (Figure 14)

6. PAMS will load the Proposal Review – Review Summary page, which displays a read-only copy of the evaluation criteria and your responses. Review the page carefully. When you are ready, confirm your submission by clicking **Confirm** in the bottom right corner of the page. (Figure 15)

7. You will receive a green Success message indicating that your proposal review was submitted successfully. The Panel Review task will remain in your tasks list until the PM closes the panel.