How to Review Proposals

- When your review is required, you will receive an email request with instructions.
- Click on the Reviewer Dashboard link.
- Your browser should open to the NIU eRA Portal login screen. (Please note if you are already logged in, it will take you directly to the dashboard.)
- Enter your user name and password then click login. (If you do not know your user name and password, contact Sponsored Programs Administration at erahelp@niu.edu.)
- You will be taken to the On-line Review Dashboard

On-line Review Dashboard

There are three separate tabs on the left-hand side, the system automatically opens up the Review tab.

This is a two-save process.

Each item can be opened by selecting the View button. In order to make a decision, each item must have a reviewer action.

Review documents, click the Reviewed radio button, then click at the top of the screen to record your Reviewer Action. This will enable the My Decision is drop down list.

From the My Decision is drop down list, choose your decision and enter any comments necessary. Click again at the top of the screen to record your decision.

Comments can be added with your review and stored with the record. Please note the separate boxes indicating who sees these comments.

If you have any questions regarding your involvement in this process or what is expected of you, please contact:

Sponsored Programs Administration
Northern Illinois University
LH 203
DeKalb, Illinois 60115

For technical questions, please contact:
erahelp@niu.edu

For questions related to the proposal or review process, please contact your RDS or SPA staff:
go.niu.edu/SPAstaff