



Australian Government
National Health and Medical Research Council

NHMRC

Research Grants Management System
Assigner Processes Quick Reference Guide
Part 3. Sending Invitations to Potential External Assessors
Target Audience – Assigners Academy
Version 1.0 – 10 February 2017

SENDING INVITATIONS TO POTENTIAL EXTERNAL ASSESSOR PROCESSES

Contents

- 1. Introduction..... 3**
- 2. Getting Started 4**
 - 2.1. Accessing the *Assigner Application: Assignments – Properties* Page..... 4
 - 2.1.1. Overview - The *Assigner Application: Assignments – Properties* Page..... 5
- 3. Managing External Assessor Invitations..... 5**
 - 3.1. Sending an Invitation to a Potential External Assessor..... 6
 - 3.2. Cancelling an Invitation to a Potential External Assessor 9
 - 3.3. Accepting or Declining an Invitation on behalf of a Potential External Assessor 11
 - 3.4. Ruling on Potential Conflicts of Interest 12
 - 3.5. Conflict of Interest Matrix..... 13

1. Introduction

IMPORTANT NOTE:

The material in this Quick Reference Guide (QRG) is intended to complement other QRGs for Assigners and the *RGMS User Guide – Assigner Processes 2017*, available under the *Assigner Resources* section on the [RGMS Training Program](#) page of the NHMRC Website.

Support:

Further information and assistance with Assigner processes is available from the Assigners Academy Team via email or from NHMRC's Research Help Centre (RHC) by phone between 9am and 5pm AEST/AEDT Monday to Friday.

Email	academy@nhmrc.gov.au
Phone	1800 500 983 (or +61 2 6217 9451 for international callers)

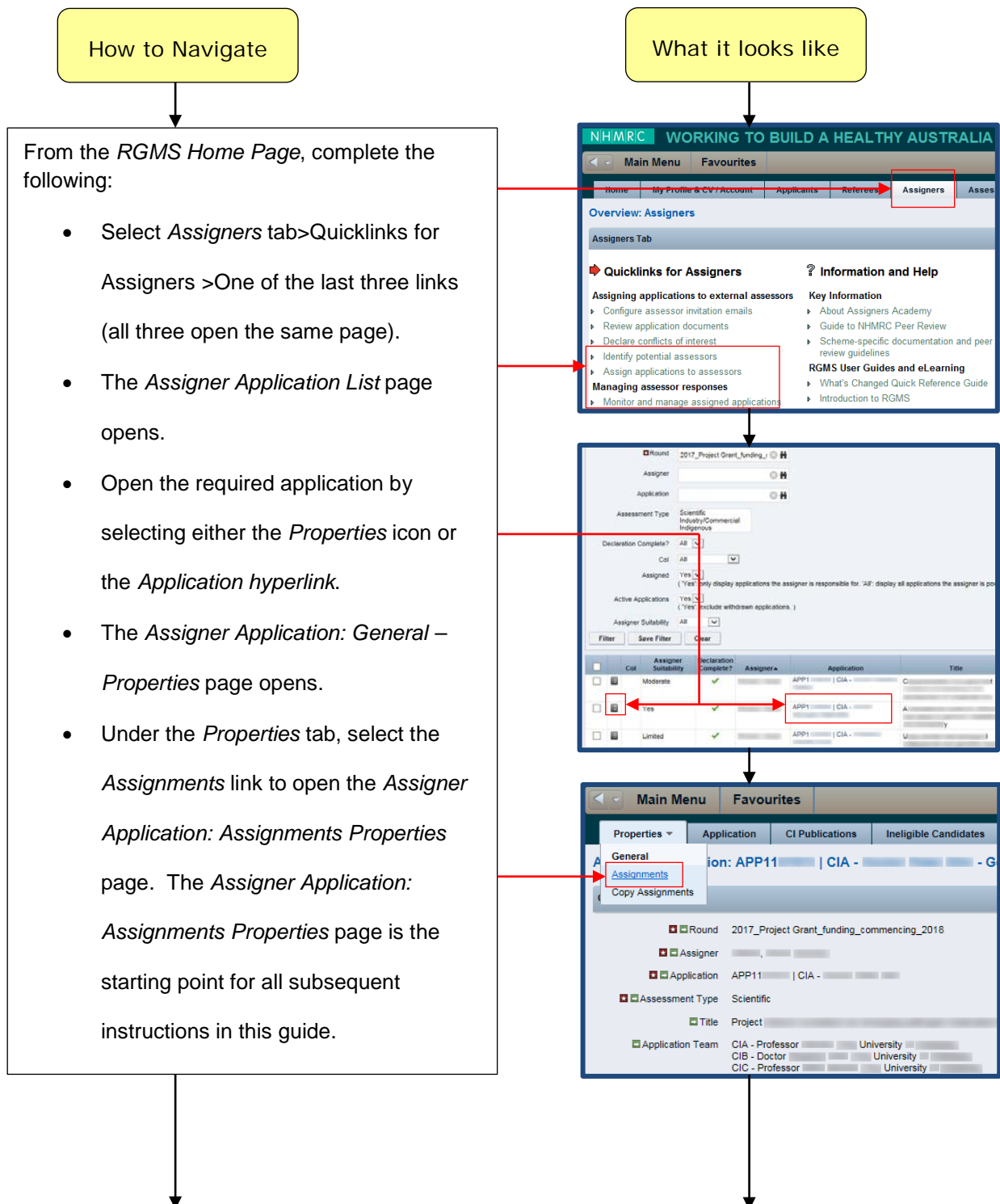
IMPORTANT NOTE:

NHMRC encourages inviting Overseas External Assessors (OSEA) to review an application. Before inviting assessors residing overseas – including New Zealand – please note that conditions applying to an OSEA are different from conditions that apply to an assessor residing in Australia:

- An OSEA **DOES NOT** use RGMS to complete an assessment, instead completing an offline assessment template which is then emailed to nhmrc.overseasassessments@nhmrc.gov.au
- NHMRC staff will upload completed OSEA assessments into RGMS.
- Please do not instruct an OSEA to open an account in RGMS. An OSEA should not open an RGMS account for the sole purpose of submitting an assessment. An OSEA will not be granted a new account in RGMS.
- Even if an OSEA appears to have an RGMS account, it cannot be used to complete an external assessment. An OSEA profile in RGMS is incompatible with the external assessment process.
- Assigners **CANNOT** accept an invitation on behalf of an OSEA in RGMS. Forward all OSEA correspondence indicating acceptance to nhmrc.overseasassessments@nhmrc.gov.au
- For clarification on matters regarding an OSEA, see the *Assigner Processes Quick Reference Guide Part 4 – Inviting Overseas External Assessors (OSEA)* or the *RGMS User Guide – Assigner Processes 2017* under the *Assigner Resources* Section on the [RGMS Training Program](#) page of the [NHMRC Website](#), or contact nhmrc.overseasassessments@nhmrc.gov.au

2. Getting Started

2.1. Accessing the Assgner Application: Assignments – Properties Page



2.1.1. Overview - The Assigner Application: Assignments – Properties Page

Status Filter – By default, all options are selected. Click different options to toggle on/off and then select *Filter* to change the display.

Legend:
 Yellow – Invitation sent but no reply
 Blue – Declined or Cancelled
 Green – Invitation Accepted
 Grey – Invitation ready but not sent

Indicates OSEA or no RGMS account

Candidate cannot be invited

Completed	Invited	Cancelled
7	1	1

Displaying 1 - 9 of 9

3. Managing External Assessor Invitations

IMPORTANT NOTE:

Within the standard invitation text generated by RGMS, EAs and OSEAs are informed that their assessments are due 14 calendar days from the date they accept the invitation. If a reviewer agrees to submit an assessment but cannot meet the initial deadline, you may extend the due date by following the steps described in *Section 4 of the Assigner Processes Quick Reference Guide Part 5. Monitoring Invitations to Potential External Assessors*. Detailed information can also be found in the *RGMS User Guide – Assigner Processes 2017, Section 5.3 - Extending the Due Date for External Assessors*, under the *Assigner Resources* Section on the [RGMS Training Program](#) page of the [NHMRC Website](#).

3.1. Sending an Invitation to a Potential External Assessor

How to Navigate

What it looks like

On the *Assigner Application: Assignments Properties* page, click on the *Info* icon to verify that your candidate:

- Has not already accepted six invitations
- Is not on a GRP
- Is not an Academy member
- Is currently available

To initiate the invitation process, click on the *Last Name* of the potential assessor.

Filter	Show All	Save Filter	Clear	Info	RGMS Profile?	Eligible?	Status	Last Name	First Name	Title
				[Info Icon]	✓	✓	↕	[Red Box]		
				[Info Icon]	✓	✓	↕			
				[Info Icon]	✓	✓	↕			
				[Info Icon]	✓	✗	↕			

The *Assigner Application: Assignment Properties* page opens.

Under the *Properties* tab, select the *Invitation* link. The *Assignment Application: Assignment Properties* page changes to display invitation fields.

Main Menu Favourites

Properties Processes

General: APP11 | CIA - Professor

Invitation

Conflict of Interest

Change Last Due Date

Title Professor

First Name General

Last Name Hospital

Institution

Progress

How to Navigate

What it looks like

With the *Email Text* and *Actions* banners displayed on the screen, verify the *Invitation* text is correct and select appropriate optional choices from the *Actions* menus.

Email Text

Invitation (2000 characters) As a member of the 2017 Assigners Academy, I have been tasked with identifying and securing external assessors for grant applications. I would be most grateful if you could be an external peer reviewer for the above application.

I have approached you, as I believe your expertise in this field of research will complement the other assessments that will be provided.

I have attached the Application Summary so you can determine whether you find this application to be appropriately within the bounds of your skills and expertise to provide a written assessment and whether you may have a possible Conflict of Interest that might prevent you from providing an assessment.

Cancellation (2000 characters) You were recently invited to provide an external assessment of the above NHMRC grant application. I appreciate your willingness to undertake this role for the above application. However, due to unforeseen circumstances no further action is required from you at this time.

(The invitation cannot be c...

Actions

Candidate is A Friend? (A friend's preferred name)

Preferred Name Bob

Candidate Lives Overseas? Yes No

CIA Gave Consent For An Overseas Assessor? Yes No

Candidate is Eligible? Yes No (Ineligible candidates cannot be invited)

Send Invitation Email Yes No (Unable to invite)

Cancel Automatic Email Resend Yes No (Automatic)

Buttons: Save, Save And Return, Return

Legend: Required Enter Once

Invitation Text – To amend default text, click into the *Invitation* field and apply standard text editing techniques. Changes you make will apply to this invitation only. If field is empty, no invitation can be sent.

Casual greeting – Tick *Candidate is A Friend?* and enter a name in the *Preferred Name* field.

Is candidate an OSEA? Select *Yes* or *No* from the dropdown menu.

An OSEA cannot be invited if a Red X appears here.

RGMS will not send the invitation if a Red X appears here.

Select *Yes* from the dropdown if you are ready to send the invitation.

Select *Yes* from the dropdown to cancel *Automatic Resend* after four days with no reply, if desired.

When you are satisfied the *Invitation* text is as you prefer and the *Actions* menus are correct, select *Save and Return*. RGMS generates an invitation email to the potential EA.

Selecting *Save and Return* re-opens the *Assigner Application: Assignments Properties* page. Note the *Status Arrow* corresponding to the assessor you just invited has changed to *yellow*. You may have to refresh your browser for the arrow to display correctly.

Assigner Application: APP1 | CIA -

Filter: System Default

Status: New, Decision Pending, Accepted, Inactive (Multiple values can be selected by pressing the Shift or Ctrl key when clicking)

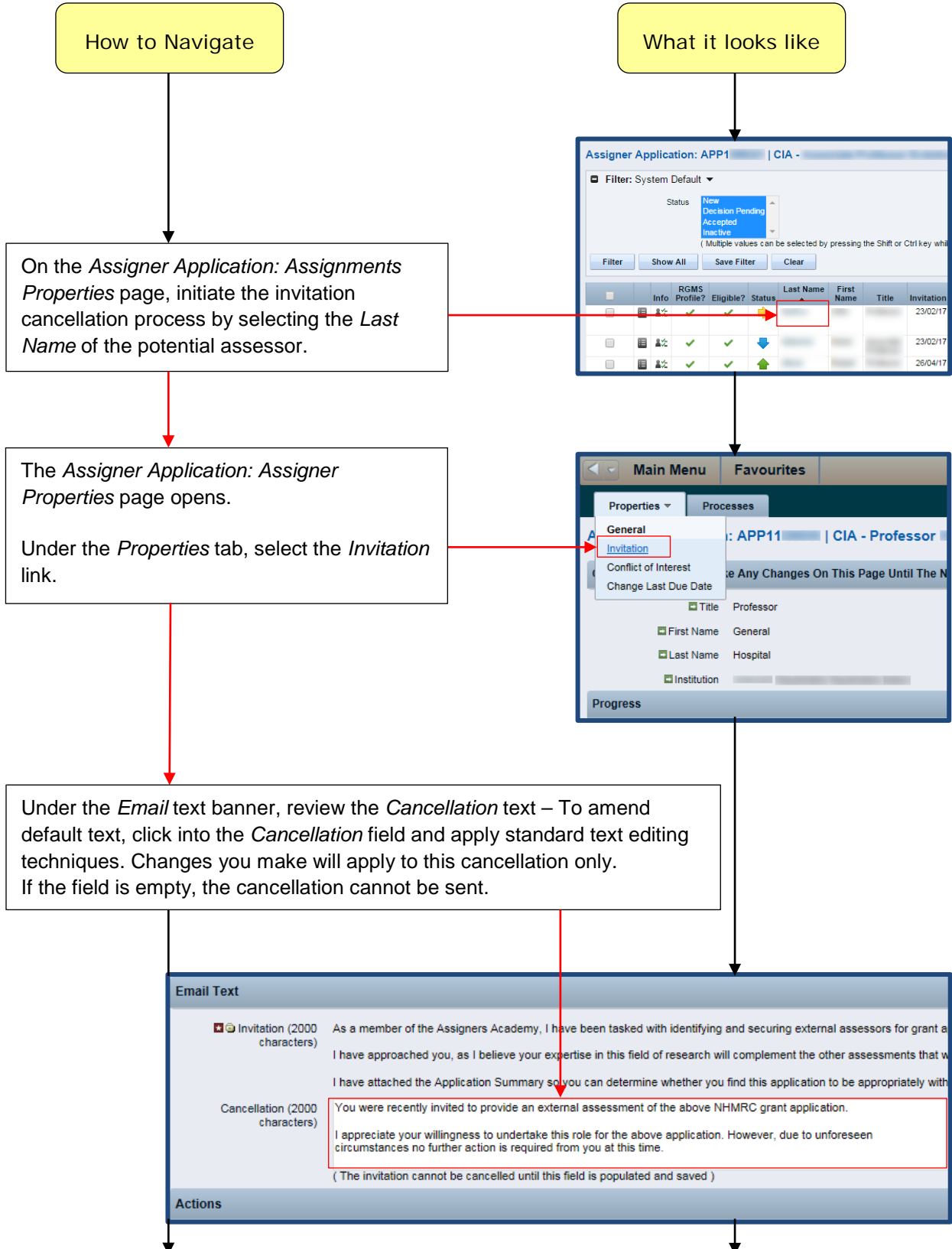
Buttons: Filter, Show All, Save Filter, Clear

	Info	RGMS Profile?	Eligible?	Status	Last Name	First Name	Title	Invitation
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					23/02/17
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					23/02/17
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					26/04/17
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

3.2. Cancelling an Invitation to a Potential External Assessor

IMPORTANT NOTE:

The login profile of Assigners Academy members allows Assigners to cancel invitations.



How to Navigate

What it looks like

Under the *Actions* banner, select Yes from the *Cancel Invitation* dropdown menu. If you prefer an informal greeting, tick the *Candidate Is A Friend?* box and enter a name in the *Preferred Name* field.

The screenshot shows the 'Actions' form with the following details:

- Candidate Is A Friend?** (A friend's preferred name will be used on these emails, otherwise title and last name will be used)
- Preferred Name:** Bob
- Cancel Invitation (is email text appropriate?):** --Select-- (dropdown menu is open, showing 'yes' selected)
- Buttons:** Save, Save And Return (highlighted), Return

Select *Save and Return*. RGMS generates a cancellation email to the potential assessor. The potential assessor can no longer access this assessment in RGMS. To re-activate the assessor once an invitation has been cancelled, the assessor must be sent a new invitation.

Selecting *Save and Return* re-opens the *Assigner Application: Assignments Properties* page. Note the *Status Arrow* corresponding to the assessor whose invitation you just cancelled has changed to *blue*. You may have to refresh your browser for the arrow to display correctly.

The screenshot shows the 'Assigner Application: APP1 | CIA -' page with a table of assignments. The 'Status' column header and the 'Status' cell for the first row are highlighted with a red box. A dropdown menu is open over the 'Status' column, showing options: New, Decision Pending, Accepted, Inactive.

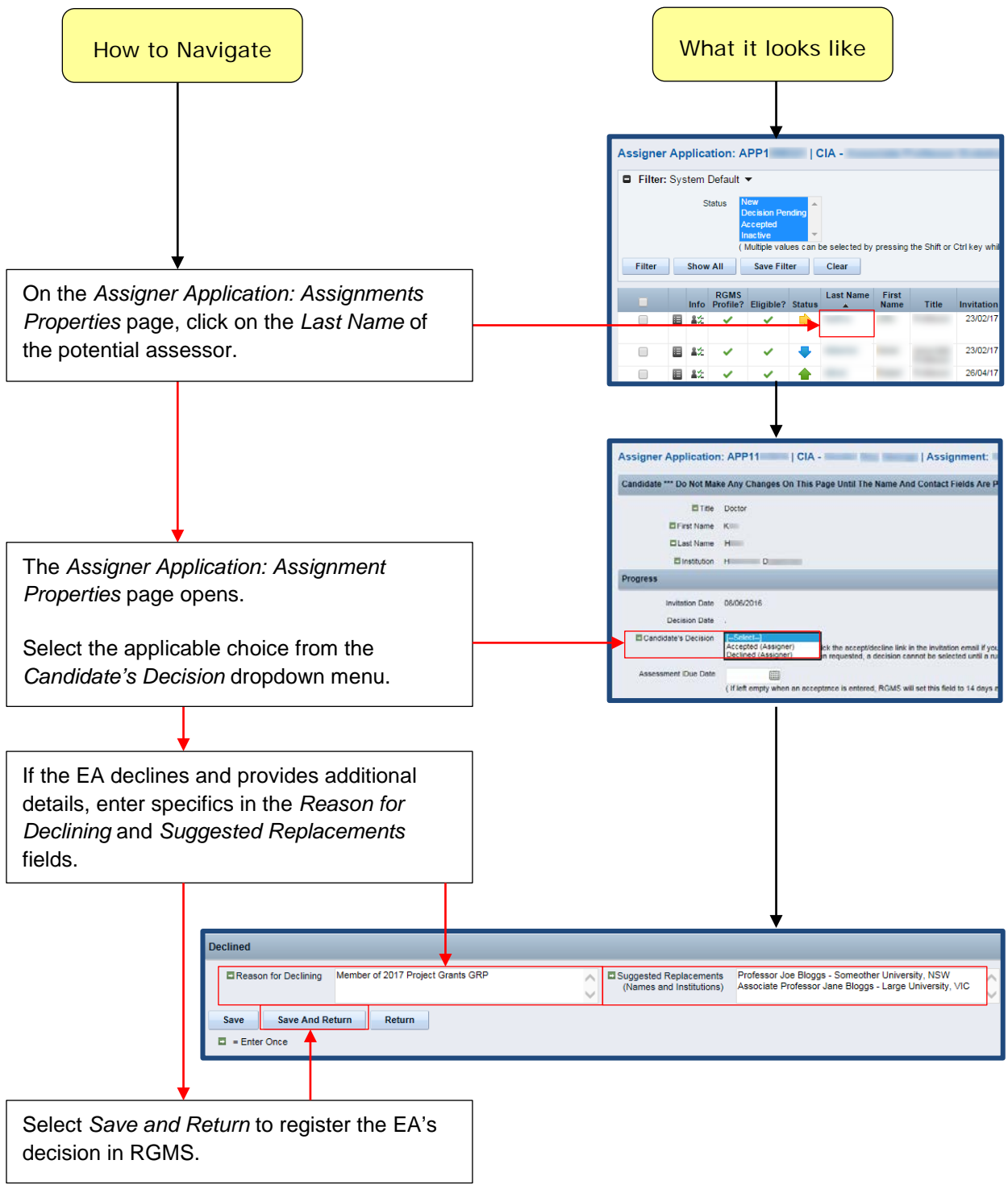
Info	RGMS Profile?	Eligible?	Status	Last Name	First Name	Title	Invitation
	✓	✓	↓				23/02/17
	✓	✓	↓				23/02/17
	✓	✓	↑				26/04/17

3.3. Accepting or Declining an Invitation on behalf of a Potential External Assessor

IMPORTANT NOTE:

EAs may reply directly to you, rather than following instructions contained in their invitations. To ensure EAs have access to assessment documents, the invitation must be accepted in RGMS.

The process described below only works for *standard Australian EAs*. If an OSEA replies directly to you, **DO NOTHING IN RGMS**. Instead, please forward replies regarding OSEA acceptance to nhmrc.overseasassessments@nhmrc.gov.au.

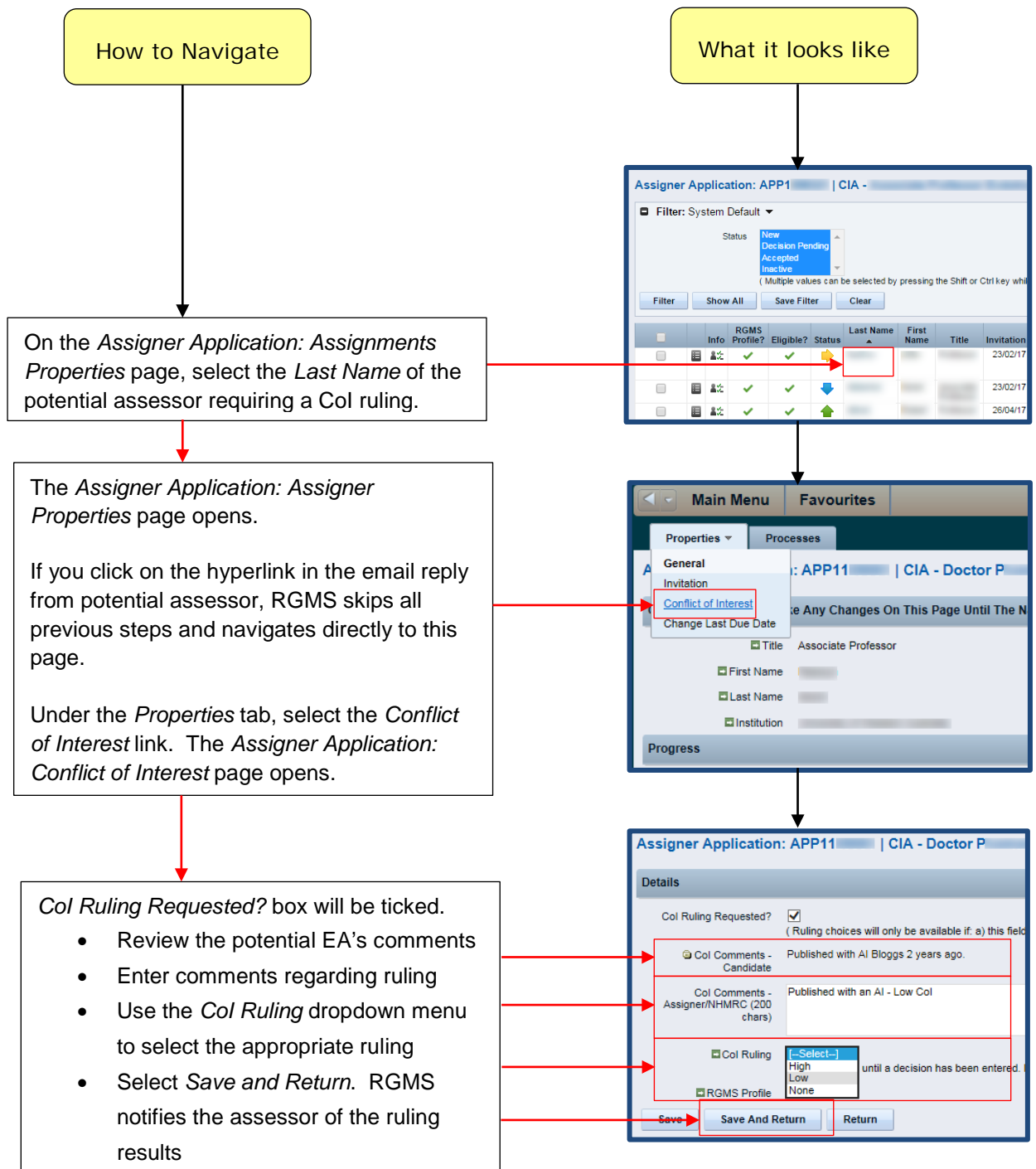


3.4. Ruling on Potential Conflicts of Interest

IMPORTANT NOTE:

The login profile of Assigners Academy members allows Assigners to rule on potential CoIs declared by potential assessors. However, CoI rulings can be complicated and NHMRC Staff are available for consultation. In the first instance, refer to [Section 3.5 - Conflict of Interest Matrix](#) of this guide.

If the assessor is a standard Australian EA responding via the invitation link, you will receive an email containing a hyperlink which skips all navigation steps and takes you directly to the *Assigner Application: Assigner Properties* page. OSEA invitations do not have a CoI link. Please forward OSEA emails requesting a ruling to nhmrc.overseasassessments@nhmrc.gov.au.



3.5. Conflict of Interest Matrix

The matrix below covers most common conflict circumstances. Notice that associations between External Assessors and Associate Investigators are almost always considered Low-level conflicts.

Col Category	Col Details	Col Level when association involves CI(s)	Col Level when association involves AI(s)
Application	EA is a named investigator on the application (CI/AI)	High	High
Publications/Co-author (Potential External Assessor and a team member)	EA is on the same publication less than 5 years ago and less than 20 authors	High	Low
	EA is on the same publication less than 5 years ago, more than 20 authors, neither is first or last author, no direct collaboration	Low	Low
	EA is on the same publication less than 5 years ago, more than 20 authors, either the EA or a team member is first or last author	High	Low
	EA is on the same publication more than 5 years ago / any number of authors / either can be first or last author	Low	Low
Collaboration Application/Grant	Collaborated more than 5 years ago	Low	Low
	Collaborated less than 5 years ago	High	Low
Mentoring	Mentoring relationship more than 5 years ago	Low	Low
	Mentoring relationship less than 5 years ago	High	Low
	Mentoring relationship with colleague of team member	Low	Low
	Team member mentored colleague of EA	Low	Low
Institutional Association	Large Institution - No collaborations or associations	Low	Low
	Small Institution - No collaborations or associations	High	Low
	Same school/faculty/department	High	Low

If you encounter difficulty with a Col ruling, please contact NHMRC at Academy@nhmrc.gov.au .



GPO Box 1421 | Canberra ACT 2601
16 Marcus Clarke Street, Canberra City ACT 2600

T. 13 000 NHMRC (13 000 64672) or +61 2 6217 9000

F. +61 2 6217 9100

E. nhmrc@nhmrc.gov.au

www.nhmrc.gov.au