Part 3. Sending Invitations to Potential External Assessors

Target Audience – Assigners Academy

Version 1.0 – 10 February 2017
SENDING INVITATIONS TO POTENTIAL EXTERNAL ASSSESSOR PROCESSES

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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.

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:academy@nhmrc.gov.au">academy@nhmrc.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>1800 500 983 (or +61 2 6217 9451 for international callers)</td>
</tr>
</tbody>
</table>

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 Assigner Application: Assignments – Properties Page

How to Navigate

From the RGMS Home Page, complete the following:

- Select Assigners tab>Quicklinks for Assigners >One of the last three links (all three open the same page).
- The Assigner Application List page opens.
- Open the required application by selecting either the Properties icon or the Application hyperlink.
- The Assigner Application: General – Properties page opens.
- Under the Properties tab, select the Assignments link to open the Assigner Application: Assignments Properties page. The Assigner Application: Assignments Properties page is the starting point for all subsequent instructions in this guide.

What it looks like

![Assigner Application List Page](image1)

![Assigner Application: General – Properties Page](image2)

![Assigner Application: Assignments Properties Page](image3)
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**

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.

**What it looks like**

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.
How to Navigate

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.

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.
3.2. Cancelling an Invitation to a Potential External Assessor

**IMPORTANT NOTE:**
The login profile of Assigners Academy members allows Assessors to cancel invitations.

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### How to Navigate

On the Assigner Application: Assignments Properties page, initiate the invitation cancellation process by selecting the Last Name of the potential assessor.

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### What it looks like

The Assigner Application: Assigner Properties page opens.

Under the Properties tab, select the Invitation link.

Under the Email text banner, review the Cancellation text – To amend default text, click into the Cancellation field and apply standard text editing techniques. Changes you make will apply to this cancellation only. If the field is empty, the cancellation cannot be sent.
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.

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.
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.

**How to Navigate**

On the Assigner Application: Assignments Properties page, click on the Last Name of the potential assessor.

The Assigner Application: Assignment Properties page opens.

Select the applicable choice from the Candidate’s Decision dropdown menu.

If the EA declines and provides additional details, enter specifics in the Reason for Declining and Suggested Replacements fields.

Select Save and Return to register the EA’s decision in RGMS.
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.

How to Navigate

On the Assigner Application: Assignments Properties page, select the Last Name of the potential assessor requiring a CoI ruling.

The Assigner Application: Assigner Properties page opens.

If you click on the hyperlink in the email reply from potential assessor, RGMS skips all previous steps and navigates directly to this page.

Under the Properties tab, select the Conflict of Interest link. The Assigner Application: Conflict of Interest page opens.

Col Ruling Requested? box will be ticked.
- Review the potential EA’s comments
- Enter comments regarding ruling
- Use the Col Ruling dropdown menu to select the appropriate ruling
- Select Save and Return. RGMS notifies the assessor of the ruling results
### 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.

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

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