



Office of Research Services
ROMEO Researcher Portal Guides

Reviewing an Application as a Committee Reviewer

The Administrator will send an invitation to Committee Reviewers. The reviewer will receive an automatic email notification. Login to the portal through the appropriate link.

- 1.

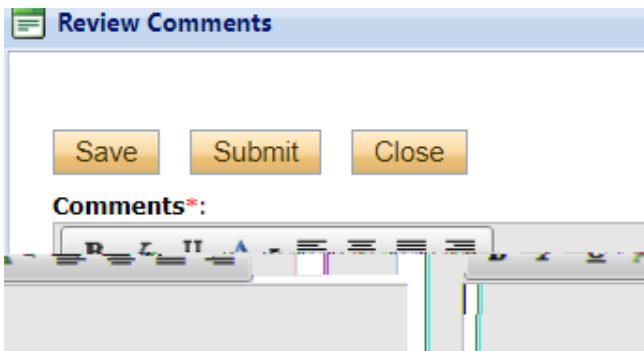
Different tabs can be clicked to view responses entered by the PI, along with comments by other reviewers (on the right).



Click the Review button to leave feedback.



Review comments can be saved as a draft or submitted to the Administrator



Occasionally, an application or event may need to be reviewed multiple times, incorporating feedback until a decision is made. If asked to review the same file more than once, the file could be located under one Reviewer (In Progress) link.

Role: Reviewer	
(0)	Applications: Chair
(0)	Applications: Reviewer (New)
(1)	Applications: Reviewer (In Progress)
(0)	Events: Chair

