Peer Reviewers
Each assigned peer reviewer will receive an invitation by Email from RIMS to evaluate a research proposal in the system, he/she need to login into the RIMS system to take action.
The reviewer will find the proposal, which is to be evaluated under Things to do in the Dashboard.
After click on the link under Things to do in the Dashboard and open the proposal, the reviewer will see this Page

he/she should click on (submit) icon to accept or reject the request to evaluate the Proposal
After click on (submit) icon, he/she should choose one of the status:

- This means the reviewer didn’t take a decision yet and the proposal will stay in his/her page for review.

- This means that the reviewer is rejecting to review the proposal.

- This means the reviewer is accepting to review the proposal, and he/she will be able to see the full proposal and put the scores.

The reviewer should click on Done after choosing the status.
After accepting TC, he/she should open the proposal again from things to do to in the dashboard to view the full proposal and start the evaluation
The reviewer can view the full proposal by click on the (pen), after he accepted to review the proposal.
The reviewer should select the score (out of 5) for all required fields and add his/her comments in all mandatory boxes.
After adding the scores, the reviewer should “save” the page, so RIMS will automatically calculate the average review score.

Then the reviewer need to click on Submit button and select the status ‘For Review by Institution Committee Chair’.

The reviewer should click on Done after choosing the status.
Thank you

For further information please contact:

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