

# Reviewer role in WRI

## Logging In

- Navigate to URL - <https://www.sciencebase.usgs.gov/ipett/>.
- Click **Log in** at the top of the page.

## DOI Users

- Please use your Department of Interior email address and your Active Directory (AD) password.

## Non-DOI Users

- Please use your [my.usgs.gov](https://my.usgs.gov) username (the public email address you registered in the **Registration** steps) and password.
- Click **Login**.

## Reviewing Proposals

### Individual Review

- All Proposals need to be registered or canceled.
- The RFP stage will be placed into Individual Review by the Manager.
- The Manager will send notifications to Reviewers notifying them of proposals to review.
- Log in as a Reviewer. (See **Logging In**)
- 1 - From the Home page find **Click to access all your Reviews**.
- Click **Reviews**.
- Or
- 2 - From the Home page click **Proposal Review List**.
- On the Review Proposal List select the proposal name in the **Review Proposal** column.
- Click **Download** to access all documents.
- Click **Edit**.
- Add your comments and scores.
  - **Score** - is an input from 0 (lowest) to 10 (highest) rating scale for each criterion  
10 indicates that the criterion is fully satisfied and 0 indicates that the criterion did not satisfy the benchmark.  
*Note: This score will indicate the amount of suggested funding in the Final Funding Decision. 10=100%*
  - **Comment** - enter up to 3 Proposal Strengths and 3 Proposal Weaknesses in the dialog boxes provided  
Short but descriptive responses in bullet form are acceptable and appreciated.
  - **Single Score Approval - Ignore until Group Review** - This score is to be used during the group review and is the final score for the proposal. Rate between 1.00 to 4.00.

### Group Review

- All Individual Reviews are completed and verified.
- The RFP stage will be placed into Group Review by the Manager.
- The Manager will send notifications to Reviewers notifying them of proposals to review.
- Log in as a Reviewer. (See **Logging In**)
- 1 - From the Home page find **Click to access all your Reviews**.
- Click **Reviews**.
- Or
- 2 - From the Home page click **Proposal Review List**.
- On the Review Proposal List select the proposal name in the **Review Proposal** column.
- Click **Download** to access all documents.
- Click **Edit**.
- Add the adjusted scores and comments
  - **Score** - is an input from 0 (lowest) to 100 (highest) rating scale for each criterion  
100 indicates that the criterion is fully satisfied and 0 indicates that the criterion did not satisfy the benchmark.  
*Note: This score will indicate the amount of funding in the Final Funding Decision. 100=100%*
  - **Comment** - enter up to 3 Proposal Strengths and 3 Proposal Weaknesses in the dialog boxes provided  
Short but descriptive responses in bullet form are acceptable and appreciated.
  - **Single Score Approval** - This score is to be used during the group review and is the final score for the proposal. Rate between 1.00 to 4.00.
- Complete scoring all proposals needed for review and save.
- Notify Manager you are complete with the Group Review.