

## Office of Research Services ROMEО Research 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. [Internal User \(Dalhousie NetID\)](#)
2. [External User](#)

Under the Reviewer role block, click the link that is highlighted in red.

<b>Role: Reviewer</b>	
<a href="#">Applications: Chair</a>	(0)
<a href="#">Applications: Reviewer (New)*</a>	(1)

Click View.

	File No
	<input type="text"/>
<a href="#">View</a>	1028145

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



Click the Review button to leave feedback.

**File No:** 1028145    **Project Title:** Clone of Lorem ipsum dolor sit amet, consectetur  
**Flow State:** ORS Review

[Close](#)   [Print](#)   [Export to Word](#)   [Export to PDF](#)   [Review](#)

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

**Review Comments**

[Save](#)   [Submit](#)   [Close](#)

**Comments\*:**

**B**   *I*   U   **A**   ▾        

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

Role: Reviewer	
<a href="#">Applications: Chair</a>	(0)
<a href="#">Applications: Reviewer (New)</a>	(0)
<a href="#">Applications: Reviewer (In Progress)</a>	(1)
<a href="#">Events: Chair</a>	(0)
<a href="#">Events: Reviewer (New)</a>	(0)
<a href="#">Events: Reviewer (In Progress)</a>	(0)