



SmartSimple GMS Instruction Manual

Reviewer

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GENERAL INFORMATION & RESOURCES

SmartSimple Grants Management System (GMS) allows reviewers to view applications and complete and submit assigned reviews.

Support:


Please contact PSI staff if you encounter any issues. PSI can be reached at psif@psifoundation.org.

LOGIN SCREEN

Login Credentials:

The login page is located at <https://psifoundation.smartsimple.ca/>

If you are a first-time reviewer, credentials will be sent to you by PSI when you agree to review. If you have previously completed a review for PSI using SmartSimple, you may login with your email and previous password.



Login

Email

Password

[Forgot Password?](#)

[Login](#)

New to the System?
[Register Here](#)

Welcome to PSI Foundation

Welcome to PSI Foundation's grants management system.

Established in 1970 by the physicians of Ontario, PSI Foundation is a physician-sponsored granting agency whose mission is to improve the health of Ontarians.

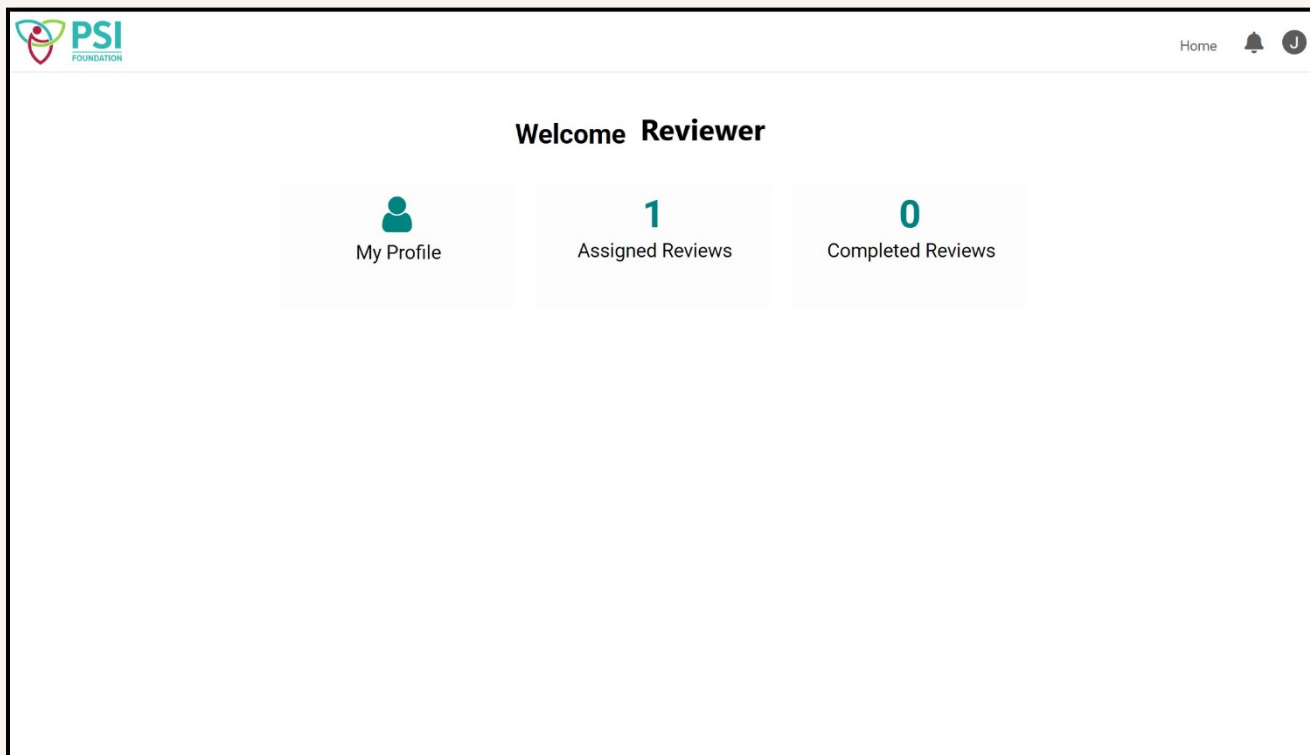
This system allows researchers to apply for PSI Foundation's funding programs, follow the status of applications, submit any post-award information, review assigned applications and communicate with the foundation.

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REVIEWER PORTAL

Upon logging in, you will arrive at your Reviewer Portal as seen below. From here you can edit your profile, view reviews assigned to you, and view reviews you have previously completed.

New users are advised to change their password after logging in the first time. This can be completed by clicking on the circle with your initial located in the top right corner and choosing change password.



ASSIGNED REVIEWS

If you choose assigned reviews, you will see a listing of all reviews currently assigned to you and pending completion. The deadline for submission of your review is visible here. You can select 'Open' to view.

The screenshot displays the 'Assigned Reviews' interface. At the top left is the PSI FOUNDATION logo. At the top right are links for 'Home', a notification bell, and a user profile icon. The main heading is 'Assigned Reviews'. Below the heading is a search bar with a magnifying glass icon and a '1-1 of 1' indicator with navigation arrows. A table lists the assigned reviews with the following data:

#	Application ID	Activity Type	Deadline	Status		
1	2020-1345	Clinical Research	External Peer Review	03/31/2020	Sent to Reviewer	Open

COMPLETING A REVIEW

Once you have opened a review to complete, you will see a page as below with options to view the application summary (pictured) or the review form. You may also choose to view the application in PDF form by clicking on the button at the top marked 'PDF of Application Summary'.

The screenshot displays a web interface for the PSI Foundation. At the top left is the PSI FOUNDATION logo. On the right, there are links for 'Home', a notification bell, and a user profile icon 'J'. Below the navigation is a breadcrumb '1 of 1' with left and right arrow buttons. The main heading is '2020-1345 Clinical Research (External Peer Review)' with an information icon. A prominent button labeled 'PDF of Application Summary' is located below the heading. The form contains the following sections:

- * Deadline**: 03/31/2020
- APPLICATION SUMMARY** (selected) | REVIEW
- Application ID**: 2020-1345 Clinical Research
- Application Type**: Clinical Research
- Principal Investigator/ Applicant**: (empty field)
- Principal Investigator/Applicant Last Name**: (empty field)
- Principal Investigator/Applicant First Name**: (empty field)
- Principal Investigator/Applicant Email Address**: (empty field)

At the bottom right, there is a 'NEXT >' button. At the bottom center, there are two buttons: 'Save Draft' and 'Submit Review'.

If you choose 'REVIEW', you will see the questions you will need to answer in order to complete your review. This includes a numerical score for both Scientific Quality and Clinical Relevance for which you can view a rating description. Each item marked with a red star will need to be completed in order to submit your review. Once you have completed your review, you may select the Submit Review button at the bottom. You will receive an email acknowledging receipt of your review.

PSI FOUNDATION

Home

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2020-1345 Clinical Research (External Peer Review)

PDF of Application Summary

* **Deadline**

03/31/2020

APPLICATION SUMMARY **REVIEW**

Is this a re-submission of a proposal that you have reviewed in the past?

Please Select

* Provide below an evaluation of the qualifications, experience and past work of the investigators, personnel and other resources necessary to carry out the project.

For each of the following, provide an assessment and justification in terms of the strengths and weaknesses of the proposed research study

* **Originality**

* **Feasibility**

COMPLETED REVIEWS

Once you have submitted your review, you may return to the home page (select Home in the top right corner) where your review has now moved into the Completed Reviews section, where you are able to view if you choose.

