# MyResearchProposal

**Duke** Clinical & Translational Science Institute

---

For the best user experience when accessing the MRP system, we suggest using one of the following browsers: Google Chrome, Firefox, or Safari.  It is fine to use Internet Explorer, but you may encounter some minor technical issues. MRP is not mobile friendly.

## Reviewer Instructions

This tutorial will outline the steps required to complete a review.

Please use this link to access MyResearchProposal:  https://www.grantinterface.com/Home/Logon?urlkey=duke

If you already have an account for MyResearchProposal:
1. Enter your e-mail address, in the e-mail address field
2. Enter your password
3. Press the "Log On" button.

If you have forgotten your password;
1. Click the Forgot Your Password link
2. It will then ask for your email address. Type your email address and click Send Reminder. (Email: myresearchproposal@dm.duke.edu for any unresolved technical issues.)

If you do not have an existing Reviewer/Evaluator account, email myresearchproposal@dm.duke.edu or by phone at 919-668-4774.

**Logging in to the MRP system**
Once you've accessed the logon page, type in the username and password then click the Log On button.



Once logged in you land on your Dashboard page.  **If you have a dual role**, you can switch between them – the 'Reviewer' role is the default.

# MyResearchProposal

**Duke** Clinical & Translational Science Institute

---

All the assigned evaluations will be visible on your Dashboard under the "Your Evaluations" tab.

- At the top of the page, you will see a visual representation of the number of pending, draft, complete, and closed evaluations. Clicking on any section will filter the table. You can remove this filter by clicking that section again.
- Click on the "**Pending**" tab to view a list of all the pending applications assigned to you for review.
- **Click on the red exclamation mark to the right of the project name to complete your review.**



| FORM | PROCESS | ORGANIZATION | APPLICANT FIRST NAME | APPLICANT LAST NAME | PROJECT | SCORE | |
|------|---------|--------------|----------------------|---------------------|---------|-------|---|
| Duke Testing Program One Evaluation | Duke Testing Program One | [HIDDEN] | [HIDDEN] | [HIDDEN] | 6D Helmets LLC, Advancement of 6D's ODS technology into a multi-impact in-helmet system | 33% | |
| Duke Example Program Two Evaluation | Duke Example Program Two | [HIDDEN] | [HIDDEN] | [HIDDEN] | A High-Throughput Screening Platform for Engineering Next-Generation Gene Therapy Vectors | | |
| Duke CTSI Testing Evaluation 2019 | Duke CTSI Testing | [HIDDEN] | [HIDDEN] | [HIDDEN] | Abraham, Soman and Staats, Herman "Combatting Septic Shock with DIM-84" | 33% | |

**A red exclamation mark** ⓘ **indicates evaluation is pending.**

**A green check** ✅ **indicates you have completed the evaluation.**

**A yellow** ⚠️ **indicates you have started an evaluation but not finished.**

The "**Your Evaluation**" form will display on the **left side** and the "**Application**" on the **right**. (Scroll down the left column to see the evaluation questions). You may click on the "Application Packet" to view/download a pdf of the application.



Once you have completed the evaluation, click on **Save** at the bottom right of the 'Your Evaluation' form. This will take you to a **confirmation page**. Any **Required** questions that were not completed will be listed. Note that until all of the required questions have been completed the status will not be updated from a red exclamation mark to the green checkmark.

---

You can either click "Return to Evaluation", "Return to Dashboard" or "Next Pending Evaluation".
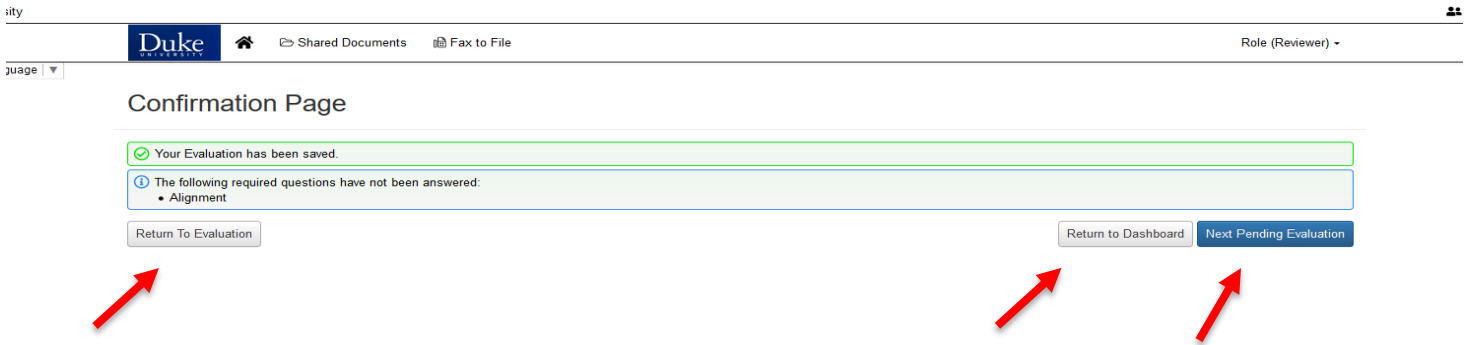


For all questions, please contact MyResearchProposal at myresearchproposal@dm.duke.edu or 919-668-4774.