

## NETSCC MIS Brief – External Reviewers

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### NETSCC MIS

The NETSCC MIS is a task-driven workflow system and whenever we need you to complete a task it will appear in your task list on your home screen. An email will be sent to your Primary email address telling you that you have a task and asking you to log into the NETSCC MIS to complete it.

### External Reviewer Process

When we are reviewing applications for funding we need external expert reviewers to provide their input to help us make the right decisions about which research applications should be funded.

When we are looking for reviewers we may send you an invitation to be a reviewer. If this is the case a task will appear in your task list called Respond to External Review Request (for Outline applications) or Respond to Full External Review Request (for Full applications).

All we are asking you to do at this stage is to let us know if you will be able to carry out this review for us.

When you accept an invitation to be a reviewer we may send you the next task - Submit External Review Comments (Outline applications) or Submit Full External Review Comments (Full applications). This task is for you to provide your review and score the proposal. Whether you receive this task depends on how many acceptances we receive from invited reviewers and how many reviewers we are looking for.

### Logging In to MIS

- The NETSCC MIS can be accessed using this link - <https://netscc-mis.nihr.ac.uk>
- In Login ID enter the email address you are registered with.
- In Password enter your password and click the *Log In* button.

### Respond to External Review Request/Respond to Full External Review Request

System Reference Number	NETSCC ID	Chief Investigator	Task	Programme	Call	Status	Due Date
			Respond to Full External Review Request	NIHR Health Services and Delivery Research	13/07 After Francis: Research to strengthen organisational capacity to deliver compassionate care in the NHS	Incomplete	30 Aug 2013

- In your My Tasks list click on the Respond to (Full) External Review Request task link.

- The Project Information section shows the Chief Investigator (Applicant), Contracting Organisation, your Deadline for the Review, the Call name and Project Title.
- If a Commissioning Brief/Specification Document is available for this call click the document link (the green file name) to view it. A commissioning brief or specification document will not be available for all funding streams.
- In Respond to Review Request click the radio button for ACCEPT or DECLINE depending on whether you are able to submit a review for this application.
- Enter any explanatory comments in the text box, especially if you are declining the invitation.
- When you have finished click *Submit Response*.
- If you need to wait before you can make a decision click *Decide Later* – the task remains in your My Tasks list for you to inform us of your decision at a later date.

## Submit External Review Comments/Submit Full External Review Comments

My Tasks							
System Reference Number	NET SCC ID	Chief Investigator	Task	Programme	Call	Status	Due Date
			Submit Full External Review Comments	Efficacy and Mechanism Evaluation	12/65 Diagnosis or assessment of infection	Incomplete	31 Dec 2020

- In your My Tasks list click on the Submit (Full) External Review Comments task link.
- Click View PDF if you want to see a copy of your completed comments.

- The task's first page (Main) is displayed
- The Project Summary section of the page shows the Chief Investigator, Contracting Organisation, your Deadline for completing the Review, the Call name and the Project Title.
- To view the application you are reviewing click on the *Application PDF* button.
- Select Review Questions in the left-hand menu when you are ready to start your review.

Submit Full External Review Comments  
Review Questions - [Progress Bar]

Instructions  
For help and guidance click here.

Project Information

Programme	Efficacy and Mechanism Evaluation
Funding Opportunity	Diagnosis or assessment of infection
Call	12/65 Diagnosis or assessment of infection

Text Area

Text Area Name	Description	Required	Text	Options
Importance, acceptability and potential impact of the proposed research?	Importance, acceptability and potential impact of the proposed research?	Yes		<a href="#">Add</a>
Research Methods, Recruitment, and Scientific Quality?	Proposed research methods, recruitment and scientific quality?	Yes		<a href="#">Add</a>
Research Team, resources and research management?	Research Team, resources and research management?	Yes		<a href="#">Add</a>

[Continue](#)

- You must provide answers for all the questions that have a “Yes” in the ‘Required’ column.
- To enter your comments for a question click *Add* by that question.

Submit Full External Review Comments  
Text Area Editor - [Progress Bar]

Instructions  
Importance, acceptability and potential impact of the proposed research? Please refer to the guidance document when responding to this question.

Project Information

Programme	Efficacy and Mechanism Evaluation
Funding Opportunity	Diagnosis or assessment of infection
Call	12/65 Diagnosis or assessment of infection

Text Area

Importance, acceptability and potential impact of the proposed research?

Limit: 8500 characters Remaining: 8500

[Save](#) [Save and Close](#) [Close](#)

- When you have entered your comments click *Save and Close*.
- When you have saved a response to a question the *Add* button becomes an *Edit* button which you should use if you need to amend any of your comments.
- When you have completed your comments click *Continue* to move to the Score page.

Submit Full External Review Comments  
Score - [Progress Bar]

Instructions  
For help and guidance click here.

Confidential Report

Limit: 10000 characters Remaining: 10000

Summary Score

Score	Description of Application	Justification
<input type="radio"/> 6	Excellent	The proposed research can be funded as it stands
<input type="radio"/> 5	Good	The proposed research can be funded with minor changes
<input type="radio"/> 4	Good Potential	There is much merit in this proposal but it could only be funded after substantial changes, perhaps with additional external support
<input type="radio"/> 3	Some Merits	There are significant weaknesses in this application, but these could in principle be addressed
<input type="radio"/> 2	Poor	This is a weak application
<input type="radio"/> 1	Extremely Poor	This is an unsupportable application

[Save](#) [Save and Continue](#)

- If you have any comments you do not want the applicant to see enter them in the Confidential Report text box.
- Select a score that reflects your view of the proposed research.
- Click *Save and Continue* to move to the Competing Interest and FOI page.

- Enter details of any conflicts of interest you may have with this applicant and any Feedback you have on the NETSCC reviewer process or form.
- Tick the Freedom of Information box to confirm you have read and understood the status of your responses in relation to the Freedom of Information Act 2000.
- Click *Save and Continue* to move to the Review and Submit page.

Page Name	Status
Review Questions	Incomplete
Questions for the applicants is required.	Incomplete
Patient and public involvement? is required.	
Research Team, resources and research management? is required.	
Score	Complete

- When you have entered all the required information you must *Submit* the task to send the information to NETSCC.
- On the Review and Submit screen if any red crosses are displayed use the left-hand menu or the page name link in the Validation Status section to revisit that section to supply the missing information.
- Once you've submitted a task it is removed from your My Tasks list and you can no longer enter information into it.

**Note:** If you need any help completing the screens click the “For help and guidance click here.” link at the top of the screen (click the word “here”) or contact a member of NETSCC staff.

## Browsers and Browser Settings

The NETSCC MIS works across a wide range of internet browsers. However, we recommend you use:

- Windows users - Internet Explorer (versions 7, 8, 9 and 10), Firefox or Chrome
- Apple users - Safari or Firefox

For answers to common browser problems you may encounter when using NETSCC MIS, see the technical guidance documents at <http://www.nets.nihr.ac.uk/mis/mis-technical-support>.

## Passwords

Passwords must be between 8 and 16 characters and contain at least one upper case letter, one lower case letter, one number OR one special character (e.g. !,\$,%,\*,#), cannot contain your first or last name and must be different from your last 3 passwords.

### Locked Account

- If you get your password wrong 4 times your account is locked – contact NETSCC to get it unlocked.
- For NETSCC contact details click on the “For technical assistance” link at the bottom of the screen (click on the word “here”).

### Forgotten Password

- If you forget your password click on the Forgot your password? link.
- In the Password Assistance screen in Login ID enter your login email address and click *Submit*.
- You will be sent a temporary password with which you can log in, you will then be asked to enter a new password and to confirm it.

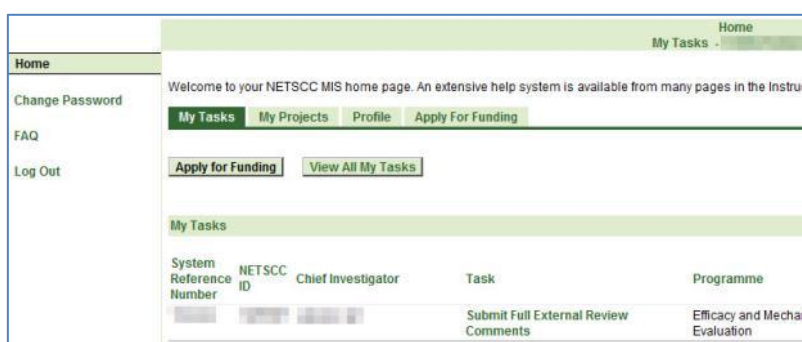
### Change Password

- You can change your password using the Change Password option in the left-hand menu when you are logged into the NETSCC MIS. You will be asked to enter your current password and then the new password twice. Click *Save* when you have entered the password details.

## Navigation Principles

### Tabs

Once you are logged into the NETSCC MIS you will see four tabs across the top of the screen.



**My Tasks** – lists all your outstanding tasks (i.e. tasks that you have not yet submitted to NETSCC).

In the My Tasks tab there are two other buttons at the top of the screen:

*Apply for Funding* - This can be used by Applicants when applying for a funding opportunity

*View All My Tasks* - Click this button to view a list of all your tasks including ones you have completed and submitted to NETSCC.

**Note:** If there are more than 15 in your list, at the bottom right of the screen click **Next 15 to view the next 15** or click **Show All** to list them all.

**Note:** You can sort the list into any order by clicking a column heading. The list will be sorted in ascending order based on the information in that column. A second click on the same column sorts the list into descending order.

If you wish to see what information you entered in a completed task click the *View PDF* button.

**My Projects** – for Chief Investigators to access information about the projects they are (or have been) the Chief Investigator for.

**Profile** – allows you to view and update information about yourself including your contact details.

**Apply For Funding** – for Applicants when applying for a funding opportunity

*Left-hand menu*

When you are on your home screen the left-hand menu contains options to change your password, view frequently asked questions about the NETSCC MIS and Log Out.

When you are in a task the left-hand menu lists the screens that make up that task. Most tasks will have a Main screen at the top of the list and a Review & Submit screen at the bottom with the screens you need to complete between these two. To complete the task you will need to access each screen and enter the required information.

## Your Contact Details

You can update your basic contact information by selecting the Profile tab and choosing the View My Contact Details option.

- In the basic name details at the top of the screen amend anything as required. If you amend any details click *Save*
- In any of the sections below (Address, Phone and Fax, E-mail Address and Web Address) you can *Add* new details, *Edit* existing details and *Delete* details no longer needed.

**Note:** If your address is in the UK (England, Scotland, Wales, N Ireland, Isle of Man, Jersey and Guernsey) you can use the *Find Address* postcode finder to find the address.

**Note:** For some contact details, you can only delete a non-primary entry. If you want to delete the primary entry, you first need to make another entry primary or add a new entry and make that primary (you can only have one primary entry in each section).

**Note:** If you change your primary email address the new email address will become your Login ID.