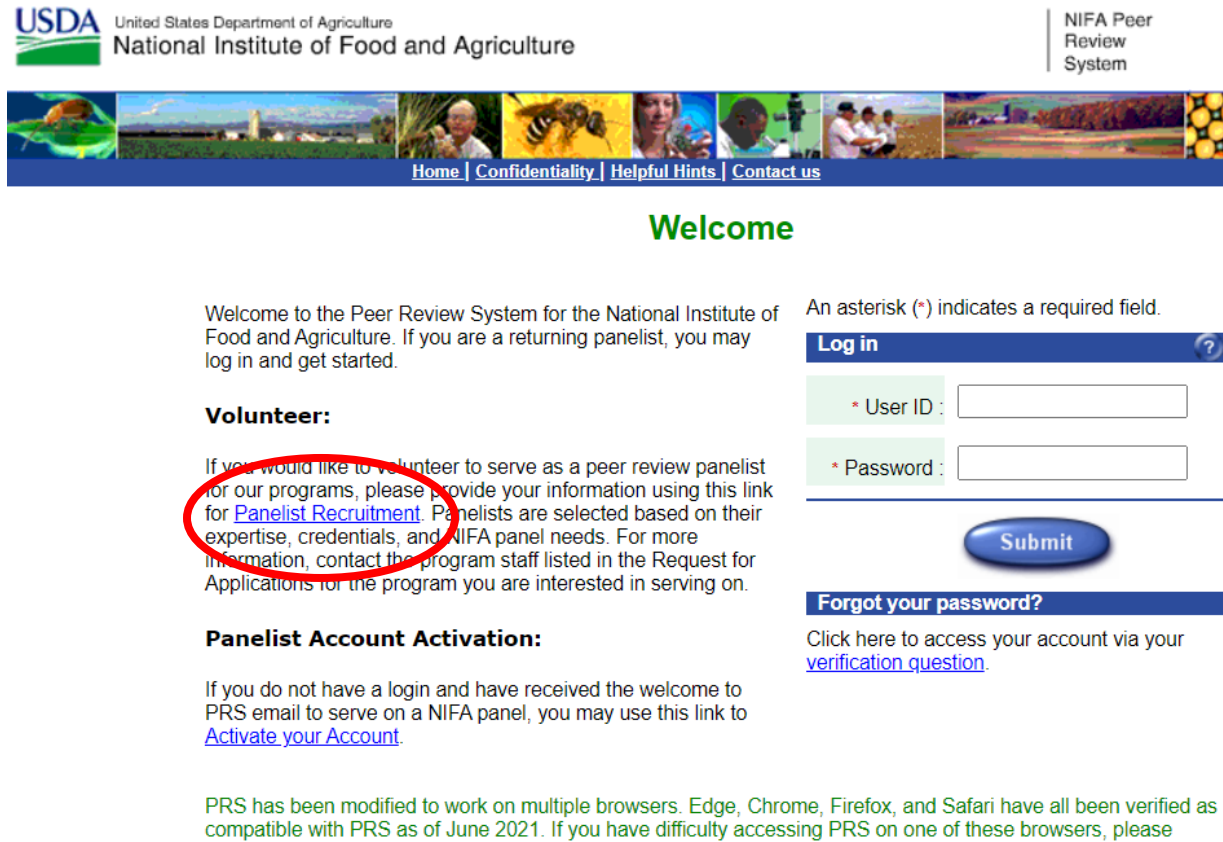


Instructions for creating or updating a reviewer profile with NIFA's Peer Review System

Follow this link: <https://prs.nifa.usda.gov/prs/preLogin.do?page=welcome>

If you are NEW to NIFA and PRS:

Go to the "Panelist Recruitment" link in the first paragraph.



The screenshot shows the top of the NIFA Peer Review System website. The header includes the USDA logo and the text "United States Department of Agriculture National Institute of Food and Agriculture" on the left, and "NIFA Peer Review System" on the right. A navigation bar below the header contains links for "Home", "Confidentiality", "Helpful Hints", and "Contact us". The main heading is "Welcome".

Welcome to the Peer Review System for the National Institute of Food and Agriculture. If you are a returning panelist, you may log in and get started.

Volunteer:

If you would like to volunteer to serve as a peer review panelist for our programs, please provide your information using this link for [Panelist Recruitment](#). Panelists are selected based on their expertise, credentials, and NIFA panel needs. For more information, contact the program staff listed in the Request for Applications for the program you are interested in serving on.

Panelist Account Activation:

If you do not have a login and have received the welcome to PRS email to serve on a NIFA panel, you may use this link to [Activate your Account](#).

PRS has been modified to work on multiple browsers. Edge, Chrome, Firefox, and Safari have all been verified as compatible with PRS as of June 2021. If you have difficulty accessing PRS on one of these browsers, please

An asterisk (*) indicates a required field.

Log in ?

* User ID :

* Password :

Submit

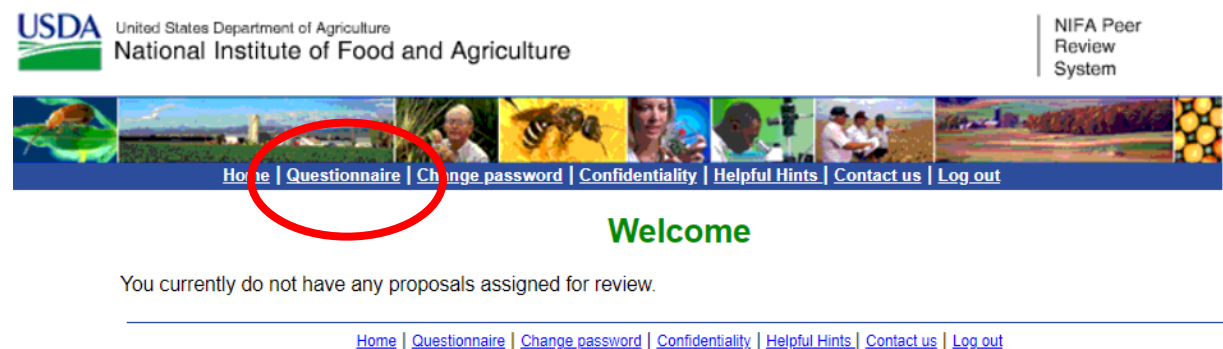
Forgot your password?

Click here to access your account via your [verification question](#).

If you are RETURNING as a reviewer and have a PRS profile already:

Log in using the same email address you used when you served as a reviewer previously. If you have trouble logging in, contact the Program Specialist on the NIFA team for the program for which you are volunteering. If you have changed jobs and/or have a new email for any reason, please update all of that information. Next time you log in, you will log in with the updated email address.

If the questionnaire does not come up, click on the tab to get there:



The screenshot shows the same NIFA Peer Review System website, but for returning reviewers. The navigation bar now includes a link for "Questionnaire" which is circled in red. The main heading is "Welcome".

You currently do not have any proposals assigned for review.

[Home](#) | [Questionnaire](#) | [Change password](#) | [Confidentiality](#) | [Helpful Hints](#) | [Contact us](#) | [Log out](#)

Questionnaire

Please complete all questions. You will have the option “Do not wish to answer” on demographic questions such as gender and ethnicity. We use this information to help with efforts to maintain diverse representation NIFA review panels.

- For expertise, please use key words, rather than sentences. These words will be used to search for panelists for future panels.
- We DO need information on your organization and institution type. If you are an industry representative, you can choose “Other 100%” for your appointment type.
- For Organization, if your organization or institution is not in the drop down list, you can choose the top line, which is blank, and then fill in your organization in the second box.
- Be sure to click on the “Submit” button at the bottom of the page.

[Home](#) | [Questionnaire](#) | [Change password](#) | [Confidentiality](#) | [Helpful Hints](#) | [Contact us](#) | [Log out](#)

Questionnaire

OMB NO.: 0524-0041

Dear volunteer,

Thank you for volunteering your service to USDA National Institute of Food and Agriculture (NIFA) and your community. Please take time to provide your information below as it will assist NIFA in identifying panelists and ensuring our peer review panels have the required expertise while being representative and diverse. The information you provide will be used by NIFA in selecting reviewers for grant applications submitted to NIFA programs. In addition, the contact information may be used to update records pertaining to active NIFA grant applications and grants. This information will not be used for any other purpose.

An asterisk (*) indicates a required field.

1. **Name basic details**

Prefix:	<input type="text"/>
* First Name:	<input type="text"/>

Once you have completed (or updated) this questionnaire, please **notify the Panel Manager who has asked you to serve**. This information allows us to set up the panel. Later in the process, you will “ActivateYour Account” to begin reviewing. That will not happen at this step.

Thank you for your interest in serving as a NIFA Peer Review Panelist!