How to Use the Review Dashboard

- When your review is required, you will receive an email request with instructions.
- Click on the Reviewer Dashboard link
- Your browser should open to the NIU eRA Portal login screen.
  *(Please note if you are already logged in, it will take you directly to the dashboard.)*
- Enter your user name and password then click login. *(If you do not know your user name and password, contact The Division of Research and Innovation Partnerships at erahelp@niu.edu.)*
- You will be taken to the On line Review Dashboard

On-line Review Dashboard

- There are three separate tabs on the left-hand side, the system automatically opens up the **Review** tab.
- Each item for review can be opened by clicking on the hyperlinked name.
- Comments can be added with your review and stored with the record. Please note the separate boxes indicating who sees these comments.

For technical questions, please contact:
erahelp@niu.edu