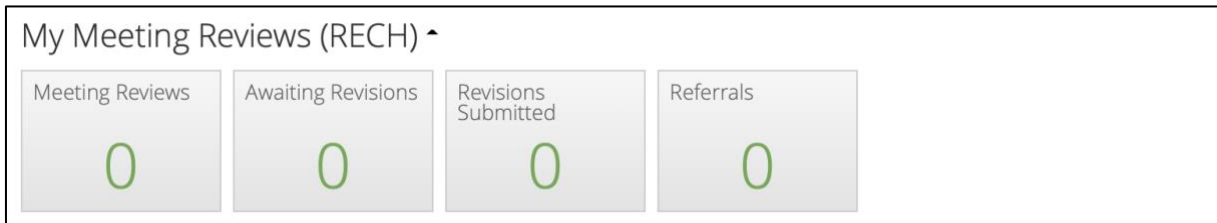# MEOS RECH Reviewer Liaison Quick Guide

You will receive an email when the PI has made revisions to their application and resubmitted for your review and approval.

(1) Log into meos-review.mandela.ac.za

(2) There are four tiles under the My Reviews (RECH) section.

- Meeting Reviews – applications to review for the upcoming meeting
- Awaiting Revisions – applications that are still with the PI/PRP for revisions; no action required
- Revisions Submitted – applications that require your action as the designated liaison.
- Referrals – applications for which you may have been requested to provide input

(3) Click on the Revisions Submitted tile.

The date the revisions were submitted for your approval can be found under the Review Date Received column.
If there is more than one application, click on the one you wish to review.

(4) Click on the Review Application button.

(5) Click on the Changes button.

Please refer to the action memo (reviewer feedback) that was sent to the PI/PRP and you for a full list of the revisions requested. The Panel Comments button will only show the comments that **YOU** made on the form in the initial review. They will not show the comments of the other reviewer as comments are independent.
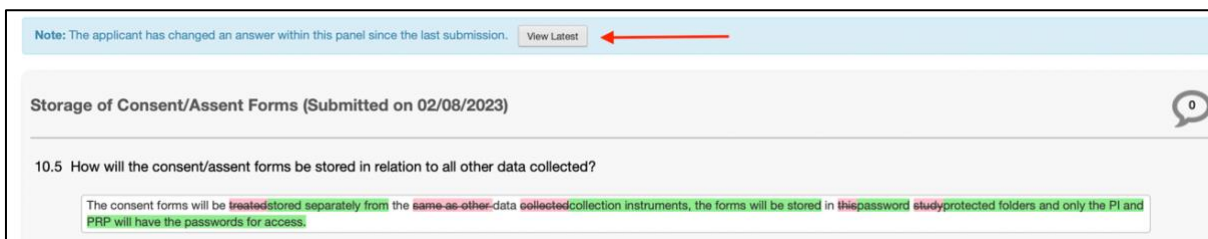
(6) A pop-up of all changes made by the applicant will appear
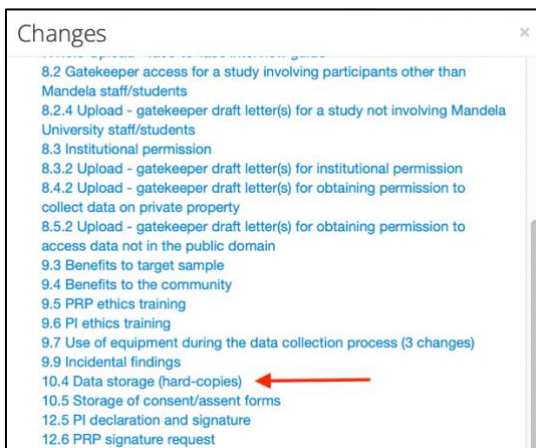
(7) Click on a change to view the revision made. This takes you to the exact question that has been revised. Click on the [View Changes] button.
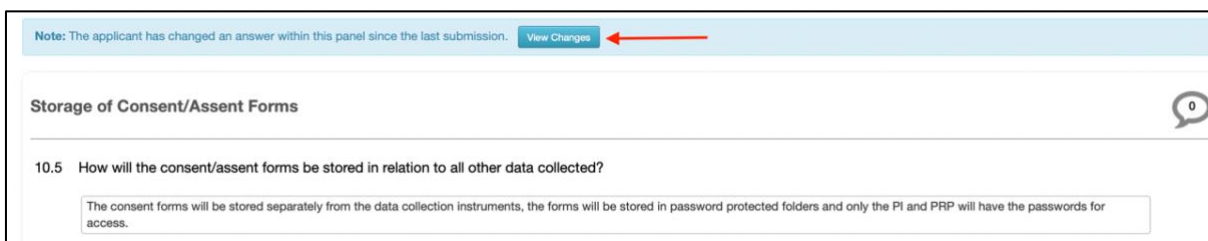
(8) The red indicates deleted text and the green added text to the previous form submission answer. Click on [View Latest] to view the latest submitted response.


(9) If you are not satisfied with the revision made on a specific question, add a comment using the [+ New Comment] button. If you are satisfied with the revision, click on the [Changes] button to review the next revision.
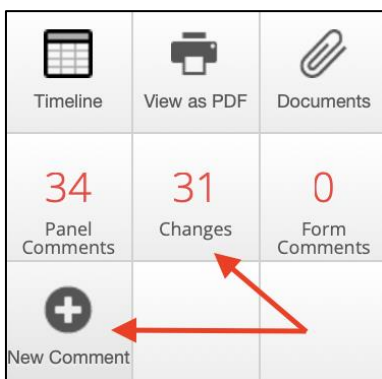
(10) When all changes have been reviewed and compared to the revisions requested in the action memo, click on the [Timeline] action to return to the main page of the application.

(11) **TO APPROVE THE REVISIONS**: If you do not require further revisions from the applicant, click on the [Liaison Approve] action. This will send an email to the administration team that you approve the application. It will then disappear from your work area. *Please do not click this button and email the applicant with further revisions. They will not be able to make them as the form is locked.*
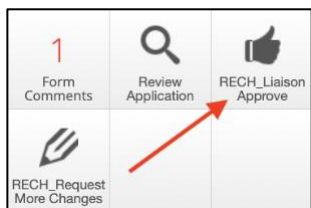
(12) **TO REQUEST FURTHER CHANGES**: Click on the [Request More Changes] action if further revisions are required.
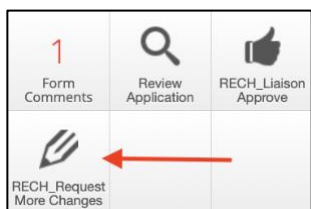
(13) A pop-up of the new comments that you added comments appears. You can edit these and add further text to the pop-up if required. (Ignore the yellow banner as indicated; comments are not marked as visible to the applicant). Click on the green [Request More Changes button] when you are ready to send the further revisions required. This will send an email to the PI/PRP as well as copy you. The application form will be unlocked for the applicant. No further action is required by you until you receive an email that revisions have been submitted.