

UAB Center and Institute Progress Report Reviewer Guide

In accordance with University of Alabama System Board Rule 503, UAB requires all officially recognized centers and institutes (C/I) to submit an annual progress report. This report must be completed by the center or institute director and submitted through InfoReady. As an assigned reviewer, you are an integral part of ensuring the vitality and viability of the C/I. Use this guide to understand how reviewers experience the review process. You can also view [this video](#) for a 5-minute walkthrough.

Key Dates

Progress Report Available	June 9, 2025
Progress Report Due	August 15, 2025
Reviews Due	September 12, 2025

First Time Users

All UAB faculty and staff have access to InfoReady. To access the system, log in using your BlazerID via single sign on (SSO). If you have issues accessing the system, contact the Research Development Office at vpr-researchdev@uab.edu.

Recommended Browsers and Devices

- InfoReady runs best on the latest supported versions of Chrome, Edge, and Firefox browsers.
- The site should be accessed via a desktop or laptop computer. It is **not** compatible with mobile devices or tablets.

3 Ways to Access Reviews

1. Link(s) in the review assignment email notification.

This is the typical starting point for reviewers. When a C/I submits its progress report, the assigned reviewer (typically the Dean from the affiliated school or college) will receive an automated email from “UAB Research”. Clicking the application title in the email will take reviewers directly to the review form to be completed.

2. The Reviews tab on the homepage global navigation bar.

Clicking on the Reviews tab lists all assigned reviews, including reviews that have already been submitted. Reviewers can filter and sort the list of reviews by using the options in the column headers.


3. Link at the top of the homepage when reviewers log in to the site.


School / College Reviews

Step 1: Review Submitted Progress Report

After accessing the review page, you have two options for viewing the progress report:

- Option 1: Download PDF
- Option 2: Show Application Details (dropdown on webpage)

Centers and Institutes FY25 Progress Report: Application Review 

 PDF


Applicant Name: Jeremy Arnold

Application Title: Test

Application ID: 000393

Review Deadline: Friday, September 12, 2025

To start your review, click "Show Application Details" below to view the application.

[Show Application Details](#) 

Step 2: Determine if Peer Reviews is Needed

Peer Reviews are optional for all C/I progress reports. You may choose to assign peer reviewers to review the submitted progress report. **If you opt for peer review, you will wait to receive the reviewer feedback before completing the review with the following steps.** If you do not request peer reviewers, you will continue with the following steps.

Progress Report Review

Review the center or institute's full progress report, including stated and proposed goals, activities and accomplishments, and finances, and provide your assessment.

Do you want to assign peer reviewers for this progress report?

No

Yes

Provide names and email addresses (uab.edu only) for requested peer reviewers.

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Step 3: C/I Status Determination and Financial Review

To complete the review process, assess the C/I's overall and financial standing, select the appropriate designation, and describe your rationale in the space provided.

Center or Institute Status Determination *

☐ Approve: The C/I is meeting goals with effective activities and clear impact

☐ Do Not Approve: The C/I is not meeting goals or report limited or unclear activities and impact

Status Rationale *

Center or Institute Financial Review *

☐ I have reviewed the C/I budget and have no concerns about financial sustainability

☐ I have reviewed the C/I budget and have some concerns about financial sustainability

Financial Review Rationale *

Step 4: Submit

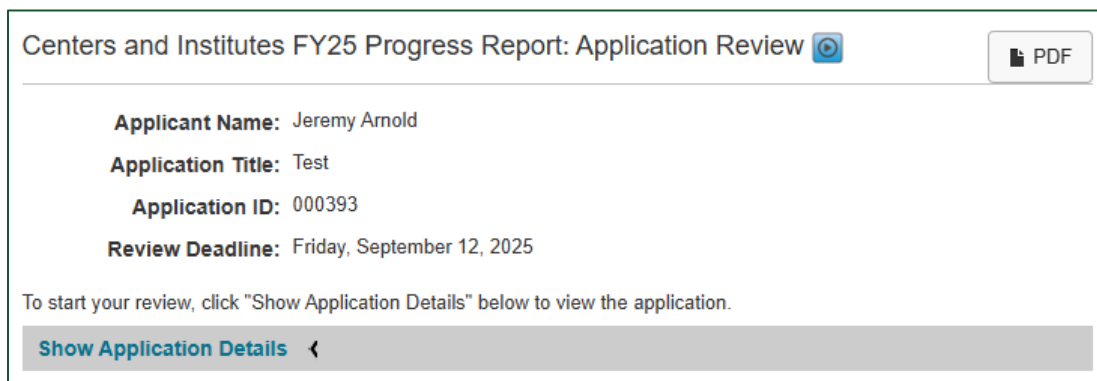
After submitting, your review will be routed to the Research Development Office. A member of our team will be in touch if further discussion is needed.


Peer Reviews

Step 1: Review Submitted Progress Report

After accessing the review page, you have two options for viewing the progress report:

- Option 1: Download PDF
- Option 2: Show Application Details (dropdown on webpage)



Centers and Institutes FY25 Progress Report: Application Review 

Applicant Name: Jeremy Arnold
Application Title: Test
Application ID: 000393
Review Deadline: Friday, September 12, 2025

To start your review, click "Show Application Details" below to view the application.

[Show Application Details](#) <

Step 2: Impact Assessment

Assess the Center or Institute's impact on the field or the institution at large during FY 2025, detailed in Section 3 of the progress report. Provide a numerical score and rationale for each category:

- Overall
- Research and Scholarship
- Teaching and/or Training Programs
- Collaborative Environment and Cores
- Community Engagement
- Pilot Programs
- Faculty Recruitment/Retention
- Philanthropy
- Entrepreneurship

A score of 1 is excellent, representing an exceptionally strong submission with essentially no weaknesses. A score of 9 is poor, representing a submission with few strengths and numerous major weaknesses. *If the submission does not include a response for a given category, select 10 for N/A.*

Step 3: Submit

After submitting, your review will be routed back to the Dean of the C/I's school or college. The Research Development Office will be in touch if further discussion is needed.