

## 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](#). Use this guide to understand how reviewers experience the review process.

### Key Dates

Progress Report Available	June 15, 2026
Peer Reviewer Assignments Due	August 31, 2026
Progress Report Due	September 4, 2026
Peer Reviews Due	September 18, 2026
Dean Reviews Due	October 4, 2026

### 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](mailto: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.

### Two Ways to Access Reviews

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

This is the typical starting point for reviewers. 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.

### Optional Peer Reviews

Final reviewers have the option to assign peer reviewers to aid in the review process. If requested, peer reviewers will be assigned two weeks to complete reviews by Friday, September 18. These peer reviews will be passed along to the assigned Dean or alternate reviewer to complete final attestation of the center or institute's status. Peer reviewer

assignments are due to the Research Development Office by August 31. If no peer review is requested, the application will go straight to final review.

### **Step 1: Review Submitted Progress Report**

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

- Option 1: Download PDF (button on top right of page)
- Option 2: Show Application Details (dropdown on webpage)

### **Step 2: Impact Assessment**

Assess the Center or Institute's impact on the field or the institution at large during FY 2026, 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, and 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 to the Dean of the C/I's school or college. The Research Development Office will be in touch if further discussion is needed.

### **Final Review**

Each progress report requires review by the Dean of the C/I's school or college. UWIRC progress reports will be reviewed by the Research Development Office. **If you opt for peer review, you will wait to receive the reviewer feedback before completing the review with the following steps.** Otherwise, the application will be routed straight to final review.

### **Step 1: Review Submitted Progress Report and Peer Reviews**

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)

## Step 2: C/I Status Determination and Financial Review

To complete the review process, assess the C/I's overall and financial standings, 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 3: Submit

Click "Submit" at the end of the review form. 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.