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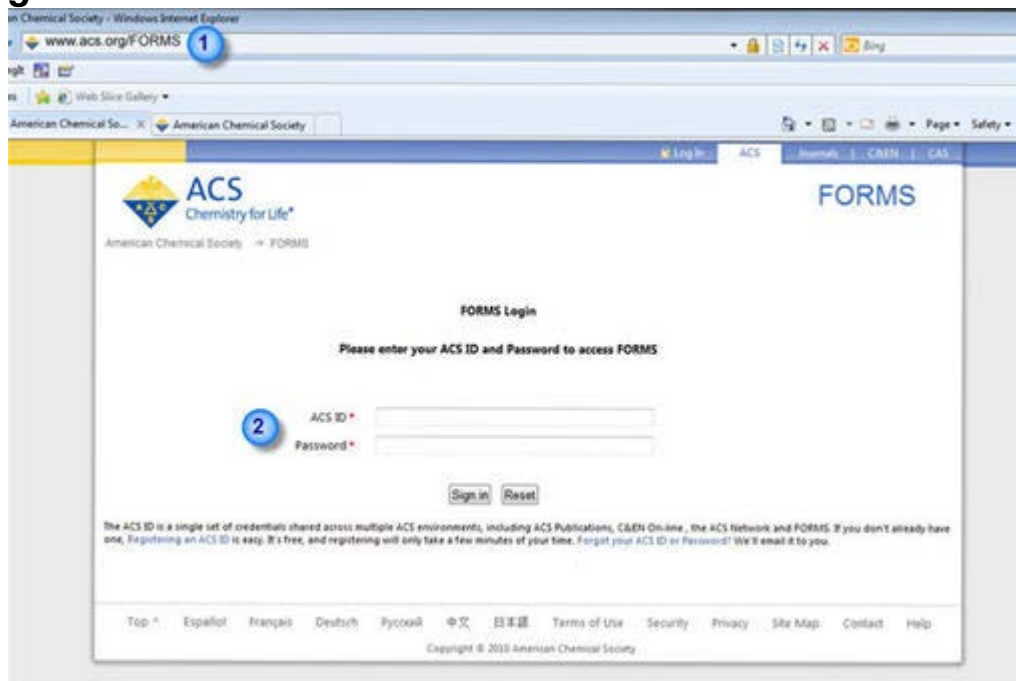
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### **Returning Forms**

# FORMS—Quick Start Guide DAC Reviewer

## Signing into FORMS





1. Access the FORMS login page at [www.acs.org/FORMS](http://www.acs.org/FORMS)
2. Sign into FORMS by entering your ACS ID in the ACS ID field and your password in the Password field; remember IDs and passwords are case sensitive. You may already have an ACS ID you use to access the ACS Network, PACS, eRosters, or other areas of acs.org.

### User Tips

- If you do not already have an ACS ID, you may register for one by clicking the 'Registering an ACS ID' link on [www.acs.org/FORMS](http://www.acs.org/FORMS).
- Bookmark the [www.acs.org/FORMS](http://www.acs.org/FORMS) for easy access to your section's FORMS account.
- Note: only the FORMS home page at [www.acs.org/FORMS](http://www.acs.org/FORMS) can be bookmarked.

Log Out ACS Journals | C&EN | CAS

American Chemical Society → FORMS

Welcome, John Pochan

Home
Annual Report
Reports
Administration

Alerts

Shared Best Practices

Please review the [User Guide](#) to learn more about FORMS before you start work on your annual report. Staff in the Department of Volunteer Support are ready to assist you with using FORMS. If you have any questions, please [email us](#).

**ChemLuminary Award Winner**








[View All Winners](#)

**Assigned Organizations**

[Reviewer User Guide](#)

Biochemical Technology

**Notifications and Alerts**

Notification	Local Section/Technical Division	Notification Date	Reference for Notification	Delete Notification
Administration Form 2011 is Approved and ready for Review	Polymer Chemistry (POLY)	1/6/2012	Administration Form 2011 Approved and submitted for review	
Financial Form 2011 is Approved and ready for Review	Polymer Chemistry (POLY)	1/6/2012	Financial Form 2011 Approved and submitted for review	
Annual Report 2011 review comments are published	Polymer Chemistry (POLY)	1/17/2012	Annual Report 2011 reviewed	
Administration Form 2011 Ready for Approval	Polymer Chemistry (POLY)	1/6/2012	Administration Form 2011 Submitted for Approval	
Financial Form 2011 Ready for Approval	Polymer Chemistry (POLY)	1/6/2012	Financial Form 2011 Submitted for Approval	
Administration Form 2011 is Approved and ready for Review	Analytical Chemistry	1/10/2012	Administration Form 2011 Approved and submitted for review	
Financial Form 2011 is Approved and ready for Review	Analytical Chemistry	1/10/2012	Financial Form 2011 Approved and submitted for review	

[View More](#)

1. The FORMS Home page features alerts, best practices, ChemLuminary awards, organizations assigned to you as a reviewer, and notifications and alerts. Notifications alert you when items are ready for your review.
  - a. The Assigned Organizations box lists the technical divisions you are assigned to as a reviewer. All technical divisions will be available to you. You only need to review those assigned to you. Other reviewers will also be reviewing the organizations assigned to you.

- To access the administration, financial, event and review forms click the Annual Report tab at the top of the page.

## Navigating the Annual Report Page

The screenshot shows the ACS FORMS website interface. At the top, there are navigation tabs for Home, Annual Report, Reports, and Administration. The 'Annual Report' tab is selected. Below the navigation tabs, there is a dropdown menu for 'Select Local Section/Technical Division and Year' set to 'Analytical Chemistry' and a year dropdown set to '2011'. A 'Go' button is next to the year dropdown.

The main content area is divided into three sections, each with a numbered callout:

- Administration and Financial Forms** (Callout 1): A table listing forms with columns for Form Name, Local Section / Technical Division Name, Last Saved Date, Last Saved By, Submission Status, Submission Date, Completion Status, Supporting Materials, and Action.
 

Form Name	Local Section / Technical Division Name	Last Saved Date	Last Saved By	Submission Status	Submission Date	Completion Status	Supporting Materials	Action
Administration Form 2011	Analytical Chemistry	1/10/2012	Laura Melohn	Submitted for Review	1/5/2012	Completed	Yes (View)	Select [dropdown] Go
Financial Form 2011	Analytical Chemistry	1/10/2012	Laura Melohn	Submitted for Review	1/9/2012	Completed	N/A	Select [dropdown] Go
Review Form 2011	Analytical Chemistry	1/13/2012	Laura Melohn	Not Submitted		In Progress	No (Upload)	Select [dropdown] Go
- Events, Activities and Meetings** (Callout 2): A table listing events with columns for Event Name, Event Date, Category, ChemLuminary Self-Nomination, Event Phase, Supporting Materials, and Action.
 

Event Name	Event Date	Category	ChemLuminary Self-Nomination	Event Phase	Supporting Materials	Action
Regional Meeting Symposium	01/09/2012 - 01/09/2012	Symposium	Add/Edit	Completed	No [upload icon]	Select [dropdown] Go
Regional Meeting Symposium II	01/09/2012 - 01/09/2012	Symposium	N/A	Planning	No [upload icon]	Select [dropdown] Go
Copy of Regional Meeting Symposium	01/09/2012 - 01/09/2012	Symposium	N/A	Planning	No [upload icon]	Select [dropdown] Go
- ChemLuminary Award Nominations** (Callout 3): A table listing award nominations with columns for Event Name, Award Name, Status, and Action.
 

Event Name	Award Name	Status	Action
Regional Meeting Symposium	ACS Student Chapter Interaction Award	Withdrawn	Reinstate
Regional Meeting Symposium	ACS President's Award for Local Section Government Affairs	Complete	Edit

- Forms table
  - Form Name

- Technical Division Name
  - Last Saved Date
  - Last Saved By
  - Submission Status (Not Submitted, Submitted for Approval, Approved, Submitted for Review)
  - Completion Status (Completed, In Progress, Not Started)
  - Supporting Materials
  - Action
2. Events table
- Event Name
  - Event Date (or date range)
  - Category (i.e. Chemistry Olympiad, Regional Meeting, K-12 Student, etc)
  - ChemLuminary Self-Nomination (YES, NO, NA)
  - Event Phase (Planning, Canceled, Completed)
  - Supporting Materials
  - Action
3. ChemLuminary table
- Event Name
  - Award Name
  - Status (Complete, In-Progress, Withdrawn)
  - Action

# Reviewing the Annual Report

## Viewing Administration and Financial Forms

ACS  
Chemistry for Life®

American Chemical Society → FORMS

Welcome, John Pochan

Home | Annual Report | Reports | Administration

Select Local Section/Technical Division and Year: Analytical Chemistry | 2011 | Go

### Administration and Financial Forms

Form Name	Local Section / Technical Division Name	Last Saved Date	Last Saved By	Submission Status	Submission Date	Completion Status	Supporting Materials	Action
Administration Form 2011	Analytical Chemistry	1/10/2012	Laura Melohn	Submitted for Review	1/5/2012	Completed	Yes (View)	Select Select View Form Print PDF Return Form Select
Financial Form 2011	Analytical Chemistry	1/10/2012	Laura Melohn	Submitted for Review	1/9/2012	Completed	No (Upload)	Go
Review Form 2011	Analytical Chemistry	1/13/2012	Laura Melohn	Not Submitted		In Progress		Go

### ANYL Division Administration Form

Governance | Member Relations | Programming | Supporting Materials | Approval | Reasons For Return

Submit for Approval

### ANYL Division Financial Form

Income | Expenses | Investments | Summary | Approval | Reasons For Return

Instructions for Filling out the Form

Submit for Approval

1. To view information on the Administration or Financial Form: on the Annual Report page select View Form from the Action drop-down menu and click Go.
2. The Administration Form consists of 6 tabs—Governance, Member Relations, Programming, Supporting Materials, Approval, Reason for Return.
3. The Financial Form consists of 6 tabs—Income, Expenses, Investments, Summary, Approval, Reason for Return.
4. Print the information in the form by selecting Print PDF from the Action drop-down menu and click Go.
  - a. Supporting Materials will not be printed.

## Viewing Events

Events, Activities and Meetings

Event Name	Event Date	Category	ChemLuminary Self-Nomination	Event Phase	Supporting Materials	Action
Regional Meeting Symposium	01/09/2012 - 01/09/2012	Symposium	Add/Edit	Completed	No	Select <input type="button" value="Go"/>
Regional Meeting Symposium II	01/09/2012 - 01/09/2012	Symposium	N/A	Planning	No	Select <input type="button" value="Go"/> <b>3</b> View Event <b>1</b> Print PDF
Copy of Regional Meeting Symposium	01/09/2012 - 01/09/2012	Symposium	N/A	Planning	No	Select <input type="button" value="Go"/>

Events **2**

Overview | Participation and Assistance | Evaluation | Supporting Materials

- To view information on an Event Forms: on the Annual Report page select View Form from the Action drop-down menu and click Go.
- The Event Form consists of 4 tabs—Overview, Participation and Assistance, Evaluation, and Supporting Materials.
- Print the information in the form by selecting Print PDF from the Action drop-down menu and click Go.
  - Supporting Materials will not be printed.

## Completing the Review Form

Log Out ACS Journals C&EN CAS

ACS Chemistry for Life<sup>®</sup>

American Chemical Society » FORMS

Welcome, Laura Melohn

Home Annual Report Reports Administration

Select Local Section/Technical Division and Year Analytical Chemistry 2011 Go

Administration and Financial Forms

Form Name	Local Section / Technical Division Name	Last Saved Date	Last Saved By	Submission Status	Submission Date	Completion Status	Supporting Materials	Action
Administration Form 2011	Analytical Chemistry	1/10/2012	Laura Melohn	Submitted for Review	1/5/2012	Completed	Yes (View)	Select <input type="button" value="Go"/>
Financial Form 2011	Analytical Chemistry	1/10/2012	Laura Melohn	Submitted for Review	1/9/2012	Completed	N/A	Select <input type="button" value="Go"/>
Review Form 2011	Analytical Chemistry	1/13/2012	Laura Melohn	Not Submitted		In Progress	No (Upload)	Select <input type="button" value="Go"/> <b>1</b> Select Edit View Form Print PDF

ACS  
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Welcome, John Pochan

Home Annual Report Reports Administration

ANYL Review Form

Review Comments Confidential Comments Additional Information Publish Comments

Please enter the Annual Report review and confidential comments that should be shared with the local section/technical division. All fields marked \* are mandatory.

Edit Tab

1. To enter information into the Review Form: on the Annual Report page select Edit from the Action drop-down menu and click Go or click the hyperlinked text name of the form and click the Edit Tab button on the upper right hand side of the tab.
2. The review form consists of 5 tabs: Review Comments, Confidential Comments, Additional Information, Publish Comments and Response to Review Comments (visible after the review is published).



## Review Comments

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Home Annual Report Reports Administration

### ANYL Review Form

Review Comments Confidential Comments Additional Information Publish Comments

Please enter the Annual Report review and confidential comments that should be shared with the local section/technical division. All fields marked \* are mandatory.

#### Review Comments \*

Please enter new comments or click edit hyperlink to edit or append the existing Review comments.

1

Andrew Bishop	01/13/2012	test
John Pochan	02/15/2012	This division is doing well. <a href="#">2</a> Edit

#### Browse and Upload Files

Brief Description  
Enter text here 3

Upload File  
Browse...  
Upload

#### Uploaded Files

Brief Description	File Name	File Size	Replace File	Delete File

Save Submit Reset Cancel

1. Add feedback and suggestion about the technical division and their report to be shared with the technical division (up to 2500 characters).
2. Edit your existing comments by clicking on the Edit hyperlink.
3. Upload files with additional information to accompany your review.
  - a. **Upload File**
    - i. Complete a brief description of the file
    - ii. Click the Browse button and locate the file on your computer
    - iii. Choose the file name and click the Open button
    - iv. Click the Upload button

**b. Replace File**

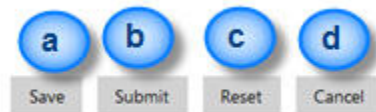
- i. Click the icon in the Replace File column for the file you want to replace.
- ii. The Brief Description of the file from the table populates the Brief Description field above.
- iii. Click the Browse button.
- iv. Choose the file name and click the Open button.
- v. Click the Upload button

**c. Delete File**

- i. Click the icon in the Delete File column.
- ii. Answer prompt, 'Are you sure you want to delete (file name).'
- iii. Click the OK button to delete the file.

**User Tips**

- The file can be viewed by clicking the file name
- Files can also be uploaded from the Annual Reports page by clicking the upload hyperlink under supporting materials in the Forms table.



1. The Review Comments tab has four buttons at the bottom of the tab:
  - a. Save—saves the entered data on the current tab
  - b. Submit—submits the comments to the chair of Annual Reports Subcommittee and DAC. **Each division will be reviewed by several reviewers; DO NOT SUBMIT comments until all reviewers have COMPLETED their reviews.**
  - c. Reset—clears all data on the tab that has been changed since the last time it was saved
  - d. Cancel—cancels all information entered into the tab and returns the user to the Annual Report page

## Confidential Comments

**ANYL Review Form**

Review Comments | **Confidential Comments** | Additional Information | Publish Comments

Please enter the Annual Report review and confidential comments that should be shared with the local section/technical division.

**Confidential Comments**

Please enter new comments or click edit hyperlink to edit or append the existing Confidential comments.

1

**Browse and Upload Files**

Brief Description  
Enter text here

3

Upload File

Upload

Uploaded Files

Brief Description	File Name	File Size	Replace File	Delete File
-------------------	-----------	-----------	--------------	-------------

Save Reset Cancel

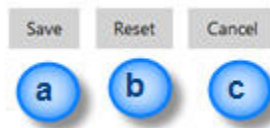
1. Add information that to be shared only with DAC (up to 2500 characters). This could include feedback about the technical division, or feedback on the review process. This information will not be shared with the technical division, only with the members of DAC.
2. Edit your existing comments by clicking on the Edit hyperlink.
3. Upload files with additional information to accompany your review.
  - a. **Upload File**
    - iv. Complete a brief description of the file
    - v. Click the Browse button and locate the file on your computer
    - vi. Choose the file name and click the Open button
    - vii. Click the Upload button
  - d. **Replace File**
    - i. Click the icon in the Replace File column for the file you want to replace.
    - ii. The Brief Description of the file from the table populates the Brief Description field above.
    - iii. Click the Browse button.
    - iv. Choose the file name and click the Open button.
    - v. Click the Upload button

e. **Delete File**

- i. Click the icon in the Delete File column.
- ii. Answer prompt, 'Are you sure you want to delete (file name).'
- iii. Click the OK button to delete the file.

**User Tips**

- The file can be viewed by clicking the file name
- Files can also be uploaded from the Annual Reports page by clicking the upload hyperlink under supporting materials in the Forms table.



1. The Confidential Comments tab has three buttons at the bottom of the tab:
  - a. Save—saves the entered data on the current tab
  - b. Reset—clears all data on the tab that has been changed since the last time it was saved
  - c. Cancel—cancels all information entered into the tab and returns the user to the Annual Report page

## Additional Information

**ANYL Review Form**

Review Comments | Confidential Comments | **Additional Information** | Publish Comments

Please add additional information you may have from communicating with the local section/technical division.

**Additional Comments**  
Enter Additional Comment.

1

**Browse and Upload Files**

Brief Description  
Enter text here

2

Upload File  
Browse...

Upload

**Uploaded Files**

Brief Description	File Name	File Size	Replace File	Delete File

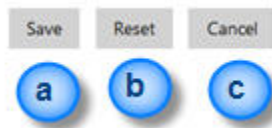
Save Reset Cancel

1. Add information gathered from technical divisions through offline conversations here (up to 3500 characters). This information will only be shared with DAC, not the technical division.
2. Upload files with additional information to accompany your review.
  - a. **Upload File**
    - i. Complete a brief description of the file
    - ii. Click the Browse button and locate the file on your computer
    - iii. Choose the file name and click the Open button
    - iv. Click the Upload button
  - f. **Replace File**
    - i. Click the icon in the Replace File column for the file you want to replace.
    - ii. The Brief Description of the file from the table populates the Brief Description field above.
    - iii. Click the Browse button.
    - iv. Choose the file name and click the Open button.
    - v. Click the Upload button
  - g. **Delete File**
    - i. Click the icon in the Delete File column.
    - ii. Answer prompt, 'Are you sure you want to delete (file name).'

- iii. Click the OK button to delete the file.

#### User Tips

- The file can be viewed by clicking the file name
- Files can also be uploaded from the Annual Reports page by clicking the upload hyperlink under supporting materials in the Forms table.



1. The Additional Information tab has three buttons at the bottom of the tab:
  - a. Save—saves the entered data on the current tab
  - b. Reset—clears all data on the tab that has been changed since the last time it was saved
  - c. Cancel—cancels all information entered into the tab and returns the user to the Annual Report page

#### ***Publish Comments***

Only the chair of DAC or the Annual Report Subcommittee should make changes to this page and publish the information.

**ANYL Review Form**

Review Comments | Confidential Comments | Additional Information | **Publish Comments**

Please evaluate and edit comments as needed and then set a date to publish the review comments.

**Submitted Review Comments**

John Pochan: The division is performing well.

7451 characters left.

**Published Date:**  
Enter date here

**Browse and Upload Files**

Brief Description  
Enter text here

Upload File  
Browse...

Upload

**Uploaded Files**

Brief Description	File Name	File Size	Replace File	Delete File

Save Publish Reset Cancel

1. Submitted review comments by the assigned reviewer will populate the Submitted Review Comments text box. The comments will be prefaced by the reviewer's name.
2. Edit review comments as needed (up to 7500 characters).
3. Add a publication date using the date picker provided. The date may be today's date or in the future.
4. Any files added to the Review Comments tab will be listed in the Uploaded Files table.



1. The Publish Comments tab has four buttons at the bottom of the tab:
  - a. Save—saves the entered data on the current tab
  - b. Publish—publishes review comments to technical divisions on the date selected
  - c. Reset—clears all data on the tab that has been changed since the last time it was saved
  - d. Cancel—cancels all information entered into the tab and returns the user to the Annual Report page

## Response to Review Comments

Technical division officers will complete this section of the review form. They will have 6 weeks from the date the form was published to respond to the review in FORMS. You can log in at any time to view this portion of the review form. A report will also be available.

**ANYL Review Form**

Review Comments | Confidential Comments | Additional Information | Publish Comments | **Response To Review Comments**

Please add your Response to the Review comments in the 'Comments' field.



Comments

Please enter appropriate text.

Save Reset Cancel

## Reports

Log Out ACS Journals | CB|EN | CAS

American Chemical Society → FORMS

Welcome, John Pochan

Home Annual Report **1** Reports Administration

Select Local Section/Technical Division and Year Analytical Chemistry 2011 Go

**Administration and Financial Forms**

Form Name	Local Section / Technical Division Name	Last Saved Date	Last Saved By	Submission Status	Submission Date	Completion Status	Supporting Materials	Action
Administration Form 2011	Analytical Chemistry	1/10/2012	Laura Melohn	Submitted for Review	1/5/2012	Completed	Yes (View)	Select Go
Financial Form 2011	Analytical Chemistry	1/10/2012	Laura Melohn	Submitted for Review	1/9/2012	Completed	N/A	Select Go
Review Form 2011	Analytical Chemistry	1/13/2012	Laura Melohn	Not Submitted		In Progress	No (Upload)	Select Go



1. To access reports: click on the Reports tab at the top of the page.

The screenshot shows the ACS FORMS website interface. At the top, there is a navigation bar with links for Log Out, ACS, Journals, C&EN, and CAS. The ACS logo and tagline "Chemistry for Life" are on the left, and the FORMS logo is on the right. Below the logo, it says "American Chemical Society" and "FORMS". A user greeting "Welcome, John Pochan" is displayed. A navigation menu contains four tabs: Home, Annual Report, Reports (which is highlighted in blue), and Administration. Below the menu, a text prompt reads "Click on the respective report to view the details." A table lists various report names, with a blue circle containing the number "1" highlighting the "Returned Forms Report" row.

Report Name
<a href="#">Approval Status Report</a>
<a href="#">ChemLuminary Award Finalists</a>
<a href="#">Events Nominated for ChemLuminary Awards</a>
<a href="#">Comparing Responses for a ChemLuminary Award</a>
<a href="#">Returned Forms Report</a>
<a href="#">Local Sections Nominated for Outstanding Performance Award</a>
<a href="#">Spotcheck Outcome Report</a>
<a href="#">Approval Status Report for Technical Divisions</a>
<a href="#">Size Category Report for Local Sections</a>
<a href="#">Size Category Report for Technical Divisions</a>
<a href="#">Spotlight Report</a>
<a href="#">Events Summary Report for Local Sections</a>
<a href="#">Events Summary Report for Technical Divisions</a>
<a href="#">Review Response Report for Local Sections</a>
<a href="#">Review Response Report for Technical Divisions</a>
<a href="#">Reviewers Assigned to Organizations</a>

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Home Annual Report Reports Administration

### Approval Status Report

Please select the search criteria to view the report.

Year  
2011 **3**

Organization Type  
Select

Go Reset

**4**

1. You will have access to several reports to help you complete the review process.
  - a. Approval Status Report for Technical Divisions
  - b. Size Category Report for Technical Divisions
  - c. Events Summary Report for Technical Divisions
  - d. Review Response Report for Technical Divisions
  - e. Reviewers Assigned to Organizations
2. Choose a report from the list.
3. Enter requested data in the dropdown.
4. Click Go—the report data will populate.

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Approval Status Report

Technical Division for 2011

Year: 2011

Organization Type: Technical Division

Go Reset

(1 of 7) 1 2 3 4 5 6 7 5

Completion Status	Submission Status	Submission Date	Approval Status
Not Started	Not Submitted		
In Progress	Not Submitted		
Not Started	Not Submitted		
In Progress	Not Submitted	10/26/2011	
Completed	Submitted	1/5/2012	Approved
Completed	Submitted	1/9/2012	Approved

1. Minimize report criteria by clicking on arrow next to report name.
2. Navigate between pages of data by clicking the forward and back arrows
3. Change the number of records displayed using the dropdown.
4. Download an Excel document of the data by clicking on the Excel Icon at the top of the screen

## ***Reports for Reviewers***

### ***Events Summary***

This report lists the events submitted by technical divisions and some information about the events. This list will show you the information for one technical division at a time.

1. Use the dropdown list to choose the year—the system will default to the previous year
2. Use the dropdown list to choose a technical division.
3. Click Go—the report data will populate.

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Home Annual Report Reports Administration

Events Summary Report for Technical Divisions

2011

Organization  
Biochemical Technology

Go Reset

Event Summary for - Biochemical Technology, 2011

(1 of 3)

Event Name: Regional Meeting

Event Summary: Our division sponsored a session at MARM  
Date: 09/08/2011 to 09/10/2011

Supporting Committees: Industry Relations

Event Coverage:

1. Data available in the report includes:
  - a. Event Name
  - b. Event Summary
  - c. Date
  - d. Estimated Attendance
  - e. Event Phase (Planning, Completed, Canceled)
  - f. Supporting Committees
  - g. Categories
  - h. Event Coverage
  - i. Self Nomination (lists the ChemLuminary awards for which the event is nominated)

## ***Reports for Assigning Reviewers***

### ***Size Category***

This report lists technical divisions based on size category. This report will be used by DAC and ACS Staff to assign reviewers to technical divisions

1. Use the dropdown list to choose the year—the system will default to the previous year
2. Use the dropdown list to choose the size category (All, Class I, Class II, Class III)—the system will default to All.
3. Click Go—the report data will populate.

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Welcome, John Pochan

Home Annual Report Reports Administration

Size Category Report for Technical Divisions

Year: 2011

Size Category: All

Go Reset

Size Category for Organization for the Year - 2011  
Organization Type - Technical Divisions

Organization	Member Count	Size Category
Agricultural & Food Chemistry	258	Class I
Agrochemicals	98	Class I
Analytical Chemistry	266	Class I
Biochemical Technology	57	Class I
Biological Chemistry	263	Class I
Business Development & Management	655	Class I
Carbohydrate Chemistry	92	Class I
Catalysis Science and Technology	1	Class I
Cellulose and Renewable Materials	59	Class I
Chemical Education	87	Class I
Chemical Information	258	Class I
Chemical Toxicology	589	Class I

1. Data available in the report includes:
  - a. Organization Name
  - b. Member Count
  - c. Size Category

### ***Reviewers Assigned to Organizations***

This report lists which reviewers have been assigned to which technical divisions.

1. Use the dropdown list to choose the year—the system will default to the previous year
2. Use the dropdown list to choose the organization type (Local Section, Technical Division)
3. Use the dropdown list to choose the Reviewer (All and list of all reviewers assigned to technical divisions)—the system will default to All.
4. Use the dropdown list to choose the Organization (All and list of all organizations)—the system will default to All.
5. Click Go—the report data will populate.

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Home Annual Report Reports Administration

Reviewer(s) assigned to Organization(s) for the Year - 2011

(1 of 1) 1 5

Organization	Size Category
<b>Andrew Bishop</b>	
Agricultural & Food Chemistry	Class I
Biochemical Technology	Class I
Business Development & Management	Class I
<b>Gabriel Balazs</b>	
Agricultural & Food Chemistry	Class I
Agricultural & Food Chemistry	Class I
<b>Gary Anderson</b>	
Agricultural & Food Chemistry	Class I

1. Data available in the report includes:
  - a. Reviewer Name
  - b. Organizations—assigned to reviewer
  - c. Size Category—of technical division (Class I, Class II, Class III)

### ***Review Response***

This report records the responses technical division officers have made to reviews. Once a review is published, officers have 6 weeks to respond to the review in FORMS. After 6 weeks no more edits can be made to the review response comments.

1. Use the dropdown list to choose the year—the system will default to the previous year
2. Click Go—the report data will populate.

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Home Annual Report Reports Administration

Report for the Year - 2011

(1 of 1) 1 5

Organization	Size Category	Published Comments	Response Comments
Inorganic Chemistry	Class I	Andrew Bishop: Babu Test - Reviewed.	Review Resp

1. Data available in the report includes:
  - a. Organization—technical division name
  - b. Size Category— of technical division (Class I, Class II, Class III)
  - c. Published Comments—from DAC members
  - d. Response Comments—from technical division officers

## Returning Forms

Only the chair of DAC or the Annual Report Subcommittee should return forms to technical divisions.

Reviewers can return Administration and Financial Forms that have been submitted for review if further clarification is needed or if a section needs to be corrected.

### Administration and Financial Forms

Form Name	Local Section / Technical Division Name	Last Saved Date	Last Saved By	Submission Status	Submission Date	Completion Status	Supporting Materials	Action
Administration Form 2011	Analytical Chemistry	1/10/2012	Laura Melohn	Submitted for Review	1/5/2012	Completed	Yes (View)	Select <input type="button" value="Go"/>
Financial Form 2011	Analytical Chemistry	1/10/2012	Laura Melohn	Submitted for Review	1/9/2012	Completed	N/A	Select <input type="button" value="Go"/>
Review Form 2011	Analytical Chemistry	1/13/2012	Laura Melohn	Not Submitted		In Progress	No (Up)	Select View Form Print PDF Return Form <input type="button" value="Go"/>

### Return Comments

Close

If applicable, provide a response or additional information in the Return Comments box that will address the approver's returned comments.

#### Previous Return Comments

#### Enter Return Comment

Ok Cancel

1. Select Return Form from the Action drop-down menu next to the form you want to return and click Go.
2. Enter any comments about the form and why you are returning it in the Enter Return Comments box.
3. Contact the officer who completed the form to let them know you have returned the form.

#### User Tips

- The officer will make changes to the form and resubmit their chair and then to you.
- Officer comments can be found on the Reasons for Return Tab.
- Return the form multiple times if needed.