



SGEA Reviewer Corner: Directions for Reviewing Abstracts – Posted January 6, 2009

Please review by Friday, January 16, 2009.

Dear All SGEA 2009 Reviewers,

Thank you for agreeing to serve as a reviewer for the SGEA annual conference in April 2009. **Your abstracts are now ready for review!**

All reviews will be completed on-line. Using the web allows us to upload your abstracts directly into your profile. You can then review your abstracts and score them on-line. In January after all reviews have been completed and the program determined, all submitters will receive feedback from your review. Each submitter can log in to their account and view their overall recommendation, a mean score and the reviewer's comments about their proposal. Because of the great number of submissions, all reviewers were assigned no less than three (3) abstracts each and most were assigned within their requested topic content areas. Please follow the instructions below to starting your abstract review.

#### **No User Account Created:**

If you have not created a user account already, please make sure you created one so we can keep most of the process on-line and paperless. Please go to the web address below, read the instructions and then click on "reviewer registration."

[http://tulane.edu/som/sgea/sgea\\_reviewer.cfm](http://tulane.edu/som/sgea/sgea_reviewer.cfm)

#### **User Account Already Created:**

To start your review process, you should return to the user login page:

[https://medschool.mc.vanderbilt.edu/sgea/sgea\\_login.php](https://medschool.mc.vanderbilt.edu/sgea/sgea_login.php) We uploaded most of the abstracts for review on Wednesday December 17, 2008. Once you log in, scroll down the page to your Reviewers Corner. There you will see a table that lists your abstract file in blue to the left and the submission type. You will also see columns for the score, overall recommendation and status. Please do not try to type in these fields. To view your abstract or proposal, click on the blue text file. This opens your abstract in a new window. Read through the proposal. Then click on the red "INCOMPLETE" and the reviewer score card will open in another window. Thus you can read and score simultaneously. Complete the score card/form.

#### **Submitting a Score Card:**

Once you complete your reviewer score card and click submit, you are now done with that proposal and no further changes can be added. The mean score and the overall recommendation will be automatically entered into your table and your red "INCOMPLETE" will change to a black "COMPLETE". If you click submit and then need to change something, you will need to complete a help ticket or email me about the matter as soon as possible.



### **Saving a Score Card:**

If you need to save your score card to return to it later, click the **“SAVE”** button.  
When you save your reviewer score card, your task is not complete and your table will still say **“INCOMPLETE.”** You must return to click submit once you are completely finished with the review.

\*Note – do not worry about the “Topic content” – you will not be able to type in this field.

Thank you again for your willingness to help. I will send a formal letter via email for your scholarship files by the end of the review period.

Annie

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