

Add-on Peer Review Process Framework

PEER REVIEW REQUEST

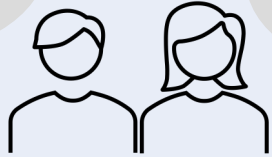
Submitter

Prepares and uploads all content for review into the FSR Clearinghouse.

Can this add-on be reviewed right now?

Does this content qualify as an add-on?

Do I want this material peer reviewed?



Add-ons are material(s) in addition to the standardized curricula that are developed and delivered pre-course, during a course, or post-course as a standalone.

No Yes

Stop!

Do not fill out Peer Review Request (PRR) section of Submit your Resource form. Continue with normal submission.

Fill out Peer Review Request (PRR) section of the Submit your Resource form.

QUALITY CHECK

Editors

Review PRR section of add-on submission for completeness.

Is PRR section complete?

No

Send back to submitter with comments.

Yes

Facilitator

Regional; Responsible for finding 2-3 reviewers and assigning reviews of submitted add-ons.

Did reviewer accept invitation to review?

No

Find an alternate reviewer.

Yes

PEER REVIEW

Reviewers

Subject matter experts on content provided in the add-on.

Complete peer review and fill out Review Form on Clearinghouse within designated time listed on the invitation to review.

Editors

Synthesize reviewer comments and send final decision of peer review to submitter

Reject

Revisions Required

Approve

Once approved, add-on will be uploaded onto FSR Clearinghouse with peer-review designation and date of approval.