

# TRANSPORTATION RESEARCH BOARD OF THE NATIONAL ACADEMIES

## CHAIR GUIDE ON PAPER PEER REVIEW PROCESS

- 1 Go to: [www.trb.org/submissions](http://www.trb.org/submissions).
- 2 Login
  - A) If you are a returning Chair and you know your login name and password, simply enter them into the fields in the Login box.
  - B) If you are a returning Chair and you have forgotten your login name and password, click on "I Forgot My Login Information". Enter your email address, and your login name and a temporary password will be emailed to you.

**Login:**

Login Name:

Password:

Login

[I Forgot My Login Information](#) ——— **B**

- 3 Once you have logged in, please note the "Edit Your Profile" option in the top right corner of your screen. Use this option to change your name, login, or other contact information.
- 4 Click on "Chair Menu".
- 5 Select a committee and review all the options/actions available to you on the "Chair Menu." All of the steps are necessary to complete the paper review process successfully.

### NOTE:

**Do not assign reviewers to papers until you receive instructions from your TRB Staff Officer.**

Total # of Papers:

[View All Papers](#) |

#### **1: Verify that all Papers Are Appropriate for This Committee** (By August 13)

**Notes:** If any papers do not belong in this committee please notify your TRB staff officer as soon as possible so that they may be assigned to other committees.

**Resources:** [View All Papers](#)

#### **2: Assign Reviewers to Each Paper** (By August 17)

**Notes:** To complete the review process in a timely manner, TRB encourages you to assign at least 3 reviewers to each paper by August 17.

**Status:** Complete

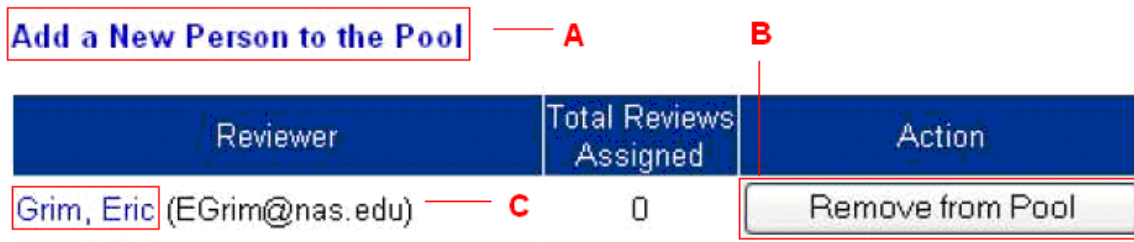
**Resources:** [List of Papers by Number of Reviewers Assigned](#)  
[List of Papers by Assigned Reviewers](#)  
[Reviewer Pool](#)

#### **3: Monitor Completion of Reviews** (Reviews are due September 15)

**Status:** 0 of 0 assigned reviews have been submitted. 0 papers have 3 or more reviews submitted.

**Resources:** [Reviews Submitted](#)  
[Reviews Pending](#)  
[List of Papers by Number of Complete Reviews](#)  
[List of Papers by Overall Weighted Rating](#)  
[Send Reminder to Pending Reviewers](#)

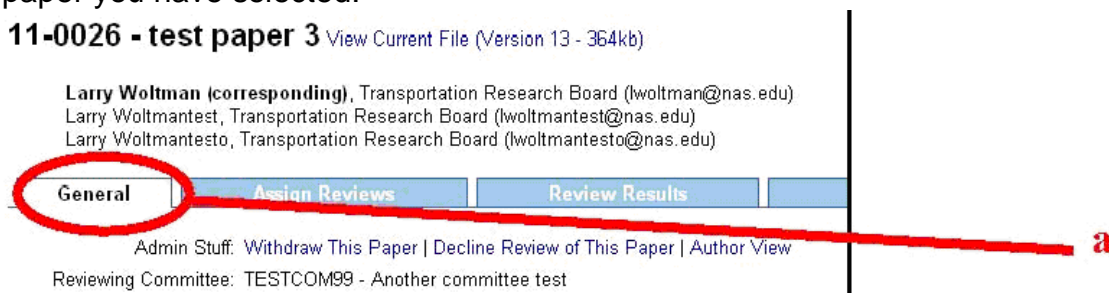
- 6 To view a specific paper, click the downward arrow to the right of the box and select the appropriate paper number.
- 7 To view your "Paper List" (a list of all papers assigned to your committee), click on "View All Papers".
- 8 Review the names and email addresses in your Reviewer Pool (#2 in the Chair Menu). Verify existing information, and add or delete members from your pool.
  - A) To add a new person to your pool, click on "Add a New Person to the Pool". Search for the name of the reviewer you want to add. If you do not find a name with this search, only then enter the name into the database.
  - B) To remove a person from your pool, click on the "Remove from Pool" button next to that reviewer's name.
  - C) To edit a person's contact information, click on their name and make any necessary changes.



- 9 Assigning Reviewers to a paper:
  - A) Start by selecting a paper. The "General" tab allows you to see general details about the paper you have selected.

**11-0026 - test paper 3** [View Current File \(Version 13 - 364kb\)](#)

Larry Woltman (corresponding), Transportation Research Board (lwoltman@nas.edu)  
 Larry Woltmantest, Transportation Research Board (lwoltmantest@nas.edu)  
 Larry Woltmantesto, Transportation Research Board (lwoltmantesto@nas.edu)

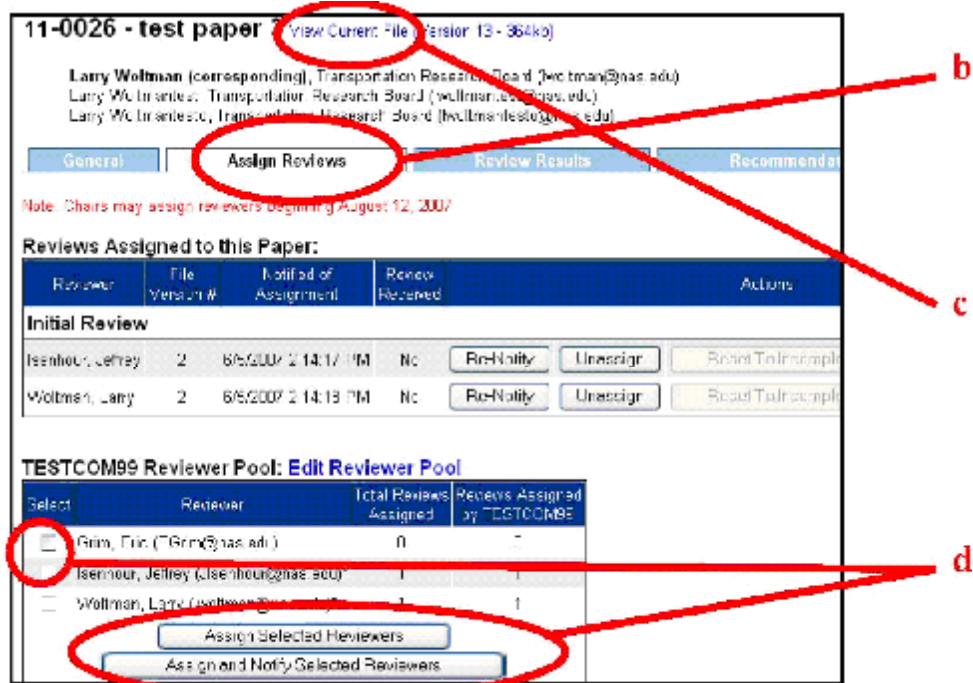


- B) The "Assign Reviews" tab allows you to assign and notify reviewers.
  - C) Read the paper by clicking on View Current File next to the paper title.

D) Select reviewers from the pool by clicking on the “Select” box next to the reviewer’s name. Assign and notify the reviewer(s) you have selected by clicking on “Assign and Notify Selected Reviewers”.

**NOTE: You can select more than one reviewer at a time.**

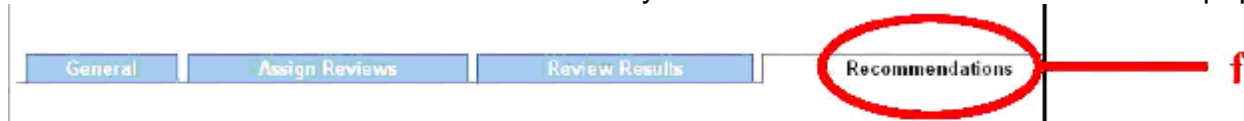
If you only want to assign reviewers, click on “Assign Selected Reviewers”. You can notify individual reviewers later by clicking on “Notify” next to each reviewer’s name.



E) The “Review Results” tab allows you to view scores and comments made by reviewers.



F) Click on the “Recommendations” tab to enter your recommendations for the selected paper.



G) Be sure to click on “Save Recommendations” to save your recommendations.

H) When you are ready to send your recommendation to the author, click on “Generate Review Results Letter”. Review the contents of the letter and make any necessary edits before clicking on “Send”.

**NOTE:**

**Once you leave the screen, the text will revert to the standard review results message.**

I) The “Correspondence” tab allows you to view all messages that have been sent through the system regarding the selected paper.

