Instructions for Reviewers Using The All Academic Proposal Review System

EVALUATION DATES

October 15: Reviewers activated in All Academic
October 15 – 19: Unit Planners assign proposals to reviewers in All Academic
October 20: Unit Planners notify reviewers of their selection
October 22: Reviewer orientation session
October 23 – November 4: Reviewers complete evaluation assignments
October 27: Reviewers submit non-fitting proposals to Unit Planners
October 28: Unit planners submit non-fitting proposals to program committee
# TABLE OF CONTENTS

- Instructions for Completing Reviews ................................................................. Page 3  
  [TO BE DONE BETWEEN OCT 23 AND NOV 4]
- Frequently Asked Questions............................................................................... Page 7
Instructions for Completing Reviews

[TO BE DONE BEFORE OCTOBER 27, 2020]

QUICKLY REVIEW ALL PROPOSALS TO MAKE SURE THEY FIT YOUR SIG/COMMITTEE.

If you as a reviewer feel a proposal is not a good fit with a SIG/Committee, you should notify your Unit Planner by October 27th. Please provide the proposal type and name. The Unit Planner will complete the “Non-Fitting Proposal Form” and submit it to CIES at cies2021@cies.us. In most cases, that proposal will be moved to the General Pool. If the Program Committee considers the proposal fits better in a different SIG/Committee, it will be transferred to that SIG/Committee.

If you are recipient of a Non-Fitting Proposal you will receive a message to review it.

We ask that reviewers adhere to the October 27th deadline to report non-fitting proposals so the other SIGs or committees have enough time to complete the proposal’s review before the November 4th deadline.

[TO BE DONE BEFORE NOVEMBER 4, 2020]

REVIEW ALL PROPOSALS AND FINALIZE YOUR RECOMMENDATIONS AND COMMENTS.

- Log into the submission system at https://convention2.allacademic.com/one/cies/cies21/.
- Because you are a Reviewer, you should now see the Reviewer Menu available to you.
- Click on “Review”.


---

![Image of reviewer interface](image-url)
• Click the name of the SIG or Committee you would like to review.

• A list of the individual proposals assigned to you by the Unit Planners will be shown under the statistics of your assigned proposals.

• You can scroll through the list and choose those with a status of “Pending”.

• Click on “Review”.

• You can choose the appropriate rating for each criteria listed using the Value dropdown box.
• Enter “Comments to the Unit Planner” and “Comments to the Author”.

• Click on the button next to either “Accept” or “Reject”.

• Click on “Accept and Continue”.

• Complete the same process for the proposals under the “Sessions” tab by clicking “Sessions”.
Once all of your reviews have been completed, please email your Unit Planner to inform them of your completion.

**IMPORTANT NOTE:** UNIT PLANNERS CANNOT TAKE ACTION (confirm the reviewers’ acceptance or rejection recommendation) ON A PROPOSAL UNTIL ALL OF THE ASSIGNED REVIEWERS COMPLETE THEIR REVIEWS FOR THAT PROPOSAL. If one of two assigned reviewers is not finished, then the proposal will still be marked as pending. Please be respectful of the process and complete your reviews by the November 4th deadline.

In the All Academic review system, we provide reviewing rubrics for three types of research. Reviewers should assess submissions based on the research type indicated by the author. Reviewers can find this information in the bottom left-corner of the reviewing proposal page.

If there is a red flag alert saying that you still have submissions needing to be reviewed, please make sure you have reviewed both individual submissions and session submissions.
Frequently Asked Questions

**What is the timeline for review?** The review window opens on October 23rd. We kindly ask you to complete all reviews assigned to you prior to the final review deadline of November 4th.

**What should I be looking for when reviewing?** You are reviewing for quality and relevance to the field of CIE. Specifically, you should assess each submission using the CIES 2021 review criteria. Before you begin your review, please read the session format descriptions and the CIES 2021 Review Criteria.

**Who do I contact for questions/concerns?** For any questions or concerns you have during the review process, please contact the Unit Planner of your SIG/Committee (or if you are reviewing for the General Pool, the CIES Program Committee at cies2021@cies.us).

**What if there is a conflict of interest?** This is a blind peer review process: you will not see the names of the authors of the proposals you review, nor will they see yours. If you think that there might be a conflict of interest because you know the author of a proposal you are assigned, please alert your Unit Planner or the Program Committee for General Pool submissions so that they can assign that proposal to someone else.

**What should I write in the “Comments to Author” section?** This is where you can indicate what the submitter does well, and most importantly, where there is room for improvement. If you are recommending rejection, it is especially helpful to add a kind but constructive text about what could have been added to make the proposal stronger. Submitters will be able to read your comments.

Questions? Contact your SIG/Committee’s Unit Planner(s) or for the General Pool, the CIES 2021 Program team at cies2021@cies.us.