

Frequently Asked Questions (FAQs) for 2018 NHPC Submission Reviewers

1. How many submissions do I review?

Each reviewer has been assigned approximately 25-26 submissions. Each submission is assigned to at least 3 reviewers. You score only your assigned submissions.

2. How do I log into the submissions review system?

You will be prompted to login to AcademyHealth SSO when you load the page, so you will be re-directed to login. Please use your email and password you setup with AcademyHealth. Once logged in, the system is designed to capture scores based on your log-in.

3. What is the grading scale and criteria for evaluating abstracts?

When you log into the online review system, you will see “Instructions for Reviewers” on the first page. When you click on a specific submission to grade, the grading scale and submission criteria will appear on that page. Here is a list of the criteria to use for evaluating each session type.

Policy Roundtables

- Implications and new insights for federal and/or state health policy
- Description of how evidence and/or data was or could be used
- Describe each speaker and the different perspectives represented
- Potential impact of the presentation for health policy
- Clarity and completeness of submission
- Relevance to theme

Rapid Fires

- Implications and new insights for federal and/or state health policy
- Description of how evidence and/or data was or could be used
- Potential impact of the presentation for health policy
- Clarity and completeness of submission
- Relevance to theme

Posters

- Implications and new insights for federal and/or state health policy
- Description of how evidence and/or data was or could be used
- Potential impact of the presentation for health policy
- Clarity and completeness of submission
- Relevance to theme

4. May I change the score I gave a submission?

Yes. Return to the enter score screen, make your change, and submit your new score.

5. Who submits the review results to AcademyHealth?

An AcademyHealth staff member will be present on your review call to record the decisions directly into the system. No forms will need to be completed following the call.

6. What if I have a conflict of interest?

If you are the lead author or co-author of a submission, you may not score that submission. Mark that you would like to abstain/conflict of interest. The final tally will not be adversely affected by your not scoring.

7. How do we determine which sessions to select?

AcademyHealth will provide guidance on how many sessions slots there are available to fill prior to the review call.

8. Additional questions or problems with the review process?

If you need technical assistance with the on-line review process or any problems with the website, please call 401-334-0220 between 8:30 a.m. and 6:00 p.m. eastern time, Monday through Friday. There is also a 'contact technical support' link in the left hand navigation panel.

For general questions, contact Sandy Fried at 202-292-6709 or sandy.fried@academyhealth.org.