Peer Review Management System (PRMS)
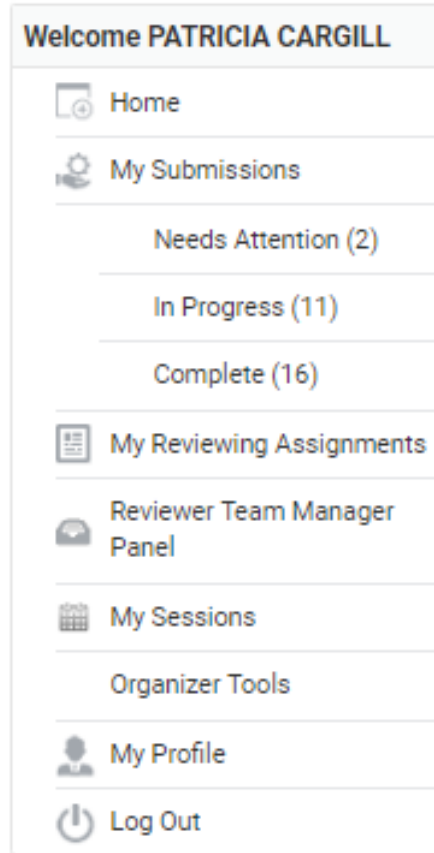
"The New Web Tool"

What is Different

- This is not an apples to apples reproduction of the current system
  - Most functionality still exists
    - It may be in a different format or location
  - Staff will create all sessions
  - New Terminology
    - You will not see screens defined by roles of Symposium Coordinator, Topic Organizer, etc.

Schedule

- Process has many steps that must be done in series

  - All deadlines close at 11:59 pm ET

  - Reviewers will lose access to submissions at this time

- If you are late or incomplete to a deadline, it puts untenable pressure on the downstream steps

- Deadlines are *completion* dates, not start dates

- Start early!

- SC/TO/SO all need to check, monitor, support, and push along progress and quality throughout their span of responsibilities

  - Send reminders to start tasks and meet deadlines
  - Check status and address problems regularly

Overview of Navigation

Welcome PATRICIA CARGILL

- Home
- My Submissions
  - Needs Attention (2)
  - In Progress (11)
  - Complete (16)
- My Reviewing Assignments
- Reviewer Team Manager Panel
- My Sessions
  - Organizer Tools
- My Profile
- Log Out

My submissions
- Authors

My reviewing assignments
  Reviewer – review draft papers

My sessions
- SC/TO – go into session, pull abstracts into sessions
- SC/TO – assign session organizer, change title, description
- SO – add co-chair, change title, description
- SO, TO, or SC – reorder papers, remove papers, add to other sessions

Organizer tools
- All organizers - shows big list of all abstracts and papers
- All organizers – can export excel file showing all papers
- SO – assign reviewers, view reviews, make paper decision

Note: Some navigation items will not appear until after a submission has been received.

ASME
SETTING THE STANDARD
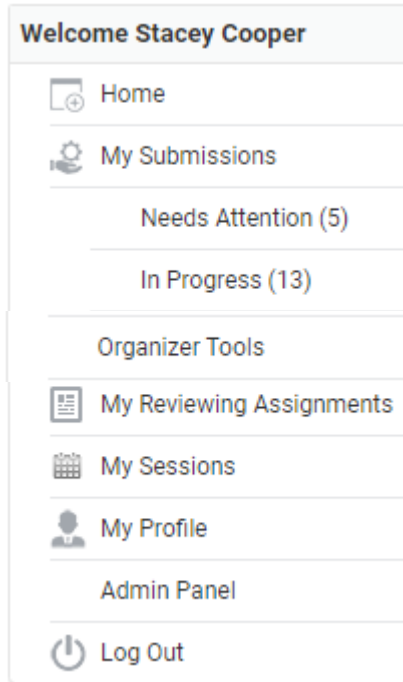
You will need to assign papers to sessions in order to assign reviewers and review papers.

Note: Staff will create sessions for all tracks and topics.

Search: [   ]

Name	Type	Primary Contact	Email	# of Minutes	# of Items	Finalized	Action
1.2 Aircraft Engine	Oral	Cooper, Stacey	coopersl@asme.org	30 / 60	2	No	Edit Details
1.3 Aircraft Engines	Oral	Smith, Natalie	natalie.smith@swri.org	0 / 180	0	No	View Details
1.6 Testing	Oral	Cooper, Stacey	coopersl@asme.org	0 / 60	0	No	Edit Details
2.1 Ceramics Session	Oral	Cooper, Stacey	coopersl@asme.org	15 / 60	1	No	Edit Details
3.1 Coal	Oral	Cooper, Stacey	coopersl@asme.org	0 / 120	0	No	Edit Details
39.1 Axial Flow Fan & Compressor Aerodynamics	Oral	Cooper, Stacey	coopersl@asme.org	0 / 180	0	No	Edit Details

The list of sessions you have been assigned will be displayed on the next screen. Click on the "Edit Details" link to start organizing your session.

ASME
SETTING THE STANDARD

The first tab will let you adjust the session title and enter the session description.

The Agenda tab is where you will start assigning submissions to the session.

Click on "View" to view the submission details.

Click on "Assign to Session" to move the submission into the session.

Click on "Flag" if the you feel that the submission should be assigned to another track. Staff will then re-assign as needed. You will be able to re-assign abstracts within your own track.

1.6 Testing

Type: Oral

Detail Agend· Organizers

Add Organizer

Search: [   ]

Name ▲	Email	Institution Name	Action
Camille Cruz Alfonzo	CruzAlfonzoC@asme.org	ASME	Make Primary | Remove
Stacey Cooper	coopersl@asme.org	ASME	

Display 100 (recommended) ▼ records

[1]

Showing 1 to 2 of 2 entries

1.6 Testing

Type: Oral

Detail· Agend· Organizers

First Name *

[   ]

Last Name *

[   ]

Email *

[   ]

Institution Name *

[   ]

Save   Cancel

Click on the "Organizer" tab to assign your session organizers/chairs.

You are only required to enter their name, email, and company.

Click on "Make Primary" to assign the lead organizer/chair.

Click on "Organizer Tools" to begin the draft paper review process.

- Click on "List Abstracts" to view the papers awaiting review.

- The next screen will list all papers awaiting review.

- The review status is displayed for each paper.

- Click on "Manage" to assign reviewers to the paper.

- Click on Invite Reviewers to invite a reviewer who is not in the database.

- The next screen will display the paper title, session, and list of reviewers assigned

- Click on "Add Reviewer" to assign a reviewer to the paper.

- Select a reviewer from the available list.

- If you do not see the reviewer in the list a URL will be provided so that the organizer can send the opt-in email for the reviewer database.

Draft Paper Review

Welcome Stacey Cooper

- Home
- My Submissions
  - Needs Attention (5)
  - In Progress (13)
  - Complete (22)
- My Reviewing Assignments
- My Sessions
- My Profile
- Admin Panel
- Log Out
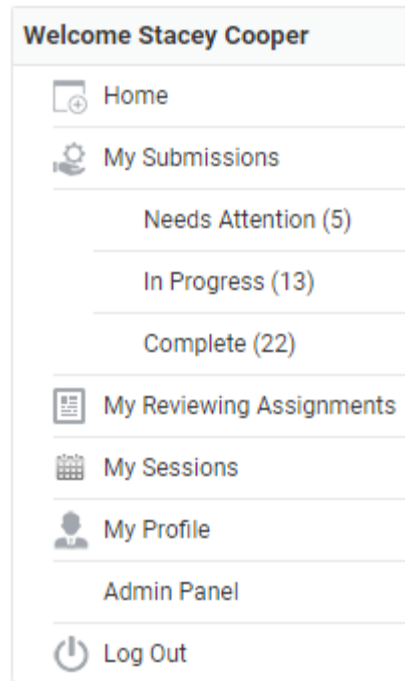
Click on "My Reviewing Assignments" to begin the draft paper review process.

Reviewer Module

Select Entry Round

Search: [   ]

Program	Round	# Pending	# Reviewed	Action
ASME 2020 Turbo Expo	Short Abstracts	32	7	Open
ASME 2020 Turbo Expo	Draft Papers	1	5	Open

Click on the "Open" to start the paper review process.

Reviewer Module

Category Name	# Pending	# Reviewed	Action
View All Categories	1	5	Open
Technical Paper Publication	0	3	Open
Tutorial of Basics	0	2	Open
Technical Paper Publication (Iran)	1	0	Open

- Reviewers can filter by paper type for the review.

- Click on "Open" to start the draft paper review process.

DESC Score ▼

This Is My Submission
Category: Technical Paper Publication
Submission # 044

VIEW SUBMISSION

Score:

47.6

Sample Submission
Category: Technical Paper Publication
Submission # 052

VIEW SUBMISSION

Score:

38.1

This Is My Title
Category: Technical Paper Publication
Submission # 073

VIEW SUBMISSION

Score:

35.4

Test Draft Submission
Category: Technical Paper Publication
Submission # 208

VIEW SUBMISSION

Score:

-

Items 1 -4 of 4

Refine your search

▼ Search

[ ]

Search

▼ Status   Any

☐ Scored

☐ Unscored

▼ Category

Technical Paper Publication

Change | Clear

Export Score Summary to Excel
Export Score and Comments to Excel
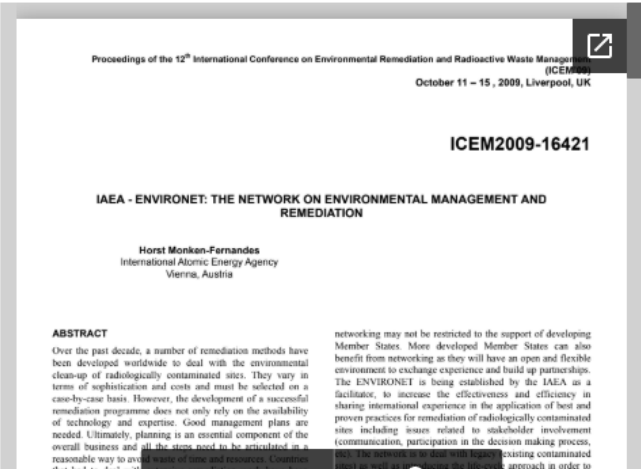
- A list of papers that have been reviewed and those that are awaiting review will be displayed.

- Users can filter by scored and unscored, filter by paper type, or search for a specific submission.

- Click on the paper title or "View Submission" to start the review.

ASME
SETTING THE STANDARD

- Reviewers can see the iThenticate score and match link, download the PDF file, and easily view the paper on your desktop.

- The system will automatically save your comments so that you can leave and come back at any time.

- Click on "Save and Back to List" to submit the review.

Submitter Information → Abstract Submission → Authors → Draft Paper Submission

Draft Paper Submission

iThenticate Score

Upload Draft Paper *
PDF format required

13859-1.pdf

Proceedings of the 12th International Conference on Environmental Remediation and Radioactive Waste Management (ICEM'09)
October 11 – 15 , 2009, Liverpool, UK

ICEM2009-16421

IAEA - ENVIRONET: THE NETWORK ON ENVIRONMENTAL MANAGEMENT AND REMEDIATION

Horst Monken-Fernandes
International Atomic Energy Agency
Vienna, Austria

ABSTRACT
Over the past decade, a number of remediation methods have been developed worldwide to deal with the environmental clean-up of radiologically contaminated sites. They vary in terms of sophistication and costs and must be selected on a case-by-case basis. However, the development of a successful remediation programme does not only rely on the availability of technology and expertise. Good management plans are needed. Ultimately, planning is an essential component of the overall business and all the steps need to be articulated in a reasonable way to avoid waste of time and resources. Countries that lead with this...

networking may not be restricted to the support of developing Member States. More developed Member States can also benef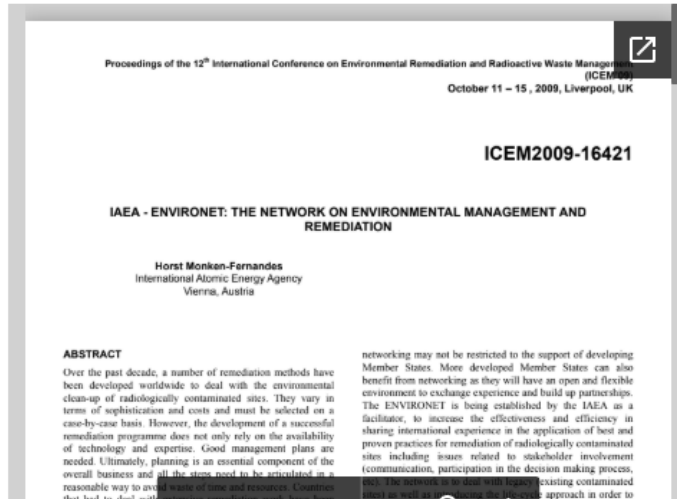it from networking as they will have an open and flexible environment to exchange experience and build up partnerships. The ENVIRONET is being established by the IAEA as a facilitator, to increase the effectiveness and efficiency in sharing international experience in the application of best and proven practices for remediation of radiologically contaminated sites including issues related to stakeholder involvement (communication, participation in the decision making process, etc.). The network is to be done with legacy/existing contaminated sites as well as to addressing the life-cycle approach in order to...

Test Draft Submission

Category:
Tutorial of Basics

Submission #
208

Evaluation Form

Accept or reject? *

Select ▼

Comments

300 word limit

Cancel and Go Back   Save and Back to List

- Reviews for technical presentation only submissions can be handled through the PRMS.

- Follow the same process to access the papers as on the previous screen and click on the presentation only paper type link.

- The review form will give you the options to accept/reject and submit any comments for the author.

ASME
SETTING THE STANDARD

Make a Decision on Draft Papers and Revised Draft Papers

Welcome Stacey Cooper

Admin Panel

Log Out

Invite Reviewers | Export Scores

Show 10 ▼ entries

Search:

Code	Status	Session Title	Abstract Title	# Reviewed / Reviewers	Comments	Track	Action
030	Draft Papers	2.3 Ceramics	This Is the Fourth Test Submission	1 / 3	View Comments	Track 2 Ceramics	View	Manage
032	Full Papers	2.3 Ceramics	This Is the Sixth Test Submission	1 / 1	View Comments	Track 2 Ceramics	View	Manage
044	Full Papers	2.3 Ceramics	Test 117	1 / 1	View Comments	Track 2 Ceramics	View	Manage

- Go back to Organizers Tools > Click on List Abstracts.

- Click on "View Comments" to access the reviewer comments on the screen.

- Or click on "Export Scores" to download a report with all the reviewer comments. *(You may experience some errors viewing this report as developers are still working on this feature.)*

SETTING THE STANDARD

This Is the Fourth Test Submission - 2.3 Ceramics   **Draft Papers**

<< Back to List   Reviewers   Decisions

Round Name
Draft Papers
☐ **Not Suitable for This Session?**

Decision
○ Accept
○ Revision Required
○ Reject

Submit

Comments for Organizer

Comments for Author

- To make a decision on the paper, enter the comments for the organizer and author.

- Make your selection if Accept, Revision Required, or Reject.

- Options for Best Paper and Journal Quality will also be available

- Notifications to authors will be sent on a rolling basis.

ASME
SETTING THE STANDARD

Questions/Help?

- Please contact toolboxhelp@asme.org or CooperSL@asme.org with any questions.