

PEN Content Management System (PCMS) - Guide for Review Assignments

1. An Account Is Created for All Contributors in the PCMS by the PEN team

- If this is your first time using the PCMS, you will receive an email with information on your PCMS account. This will allow you to create/reset your password.

This is an example of the email you will receive:

Dear New Contributor:

We have created a new account for you in the PEN® Content Management System. Your email used to log into the system is: <your_email@domain.com>.

To start using the system, you must reset your password. Use the following link to reset your password:

http://admin.pennutrition.com/password_reset.aspx?t=18446D3E08945.

Sincerely,
The PEN® Global Team

2. You Will Be Invited to Be a Reviewer for the Assignment

- This is an example of the invite you will receive. **Note:** the highlighted sections below will be automatically filled in by the system based on the specific assignment.

Sample email:

Dear [recipient],

Being a reviewer plays a vital role in contributing to and building the dynamic PEN® System. We are looking for reviewers for new/updated content on: [assignment_description] to review the content from a [Canadian/British/Australian] perspective. As a subject matter expert, would you be interested in completing this review? The deadline for review completion is: [datetime_due]

How does reviewing for the PEN System help dietitians in practice?

Reviewing PEN content contributes to a growing evidence-based platform to translate knowledge for dietitians in practice. Your review provides essential feedback to the author regarding the relevance, currency and acceptability of the content in the PEN System. Your feedback ensures dietitians can continue to use the PEN System to support decision-making in everyday practice.

How does the PEN System recognize my contribution as a reviewer?

With your permission, you will be acknowledged for your role as a reviewer once the content is published. Furthermore, you can download a letter of contribution signed by PEN's Director of Knowledge Translation acknowledging your contributions to the PEN System once the content has been published. This can be used to support your professional portfolio, including continuing professional development. Dietitians Australia, Dietitians of Canada, and the British Dietetic Association also recognize the voluntary efforts of those who contribute to PEN.

In considering this request, please read the Declaration of Affiliations and Interests. You can view

the declaration [here](#). If you accept the assignment, you will be asked to declare any conflicts when submitting to the PEN Content Management System (PCMS).

Click on the following link to the PEN Content Management System to respond to this invitation [\[invite_link\]](#).

You can learn about the expectations of being a PEN Reviewer by reading the PEN® Reviewer's Guidelines [\[guideline_link\]](#). If you are a first time reviewer, we strongly recommend you read the PEN® Reviewer's Guidelines.

Please let us know if you agree to being a reviewer by: [\[respond_by\]](#)

If you accept, we will respond to your invitation with an MS Word document which contains the content in need of review.

If you have any questions please contact: [\[owner\]](#)

Sincerely,

The PEN Global Team

3. Responding to the Invite - Once Logged Into the PCMS

- Click on the invitation link in the email and answer Yes or No. You are then able to add any applicable comments in the Comment box and click on Submit.

Assignment Invitation

Contributor Name

Assignment Type REVIEW

Assignment Name Vegetarianism KP Update – omega 3 fatty acids

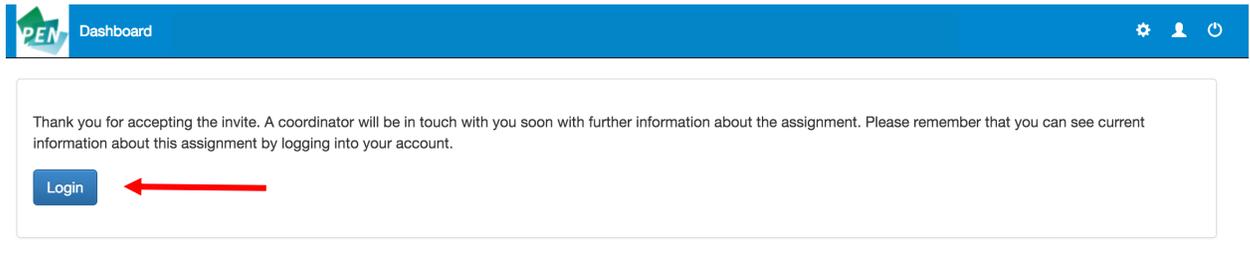
Due Date 2022-01-28

Yes, I can complete this review in the timelines outlined.

No, I am unable to participate in this PEN® review at this time.

Comment

Once you click on Submit, you will see the screen below. Click Login to access your review assignment.



4. Acceptance of PEN Review Assignment

- You will receive an email that contains the link to the Review Assignment.
NB* The MS WORD document with the content for review is attached to the Comments section of your review assignment in the PCMS.

Sample email:

Dear [recipient]

Thank you for agreeing to be a reviewer for the [redacted] PEN® content on:
[assignment_description].

Accessing your PCMS User Account

You can access the PEN Content Management System (PCMS) by clicking on this [profile_link] and completing your User Profile. In your User Profile, you can change your password.

Completing the review of PEN content

If this is your first PEN review or if you're looking to refresh your memory, please read the PEN Reviewer's Guidelines [guideline_link]. If you require existing PEN content to support your review assignment, please get in touch with us using the contact information in the signature line of this message.

You can access the Review Assignment by clicking here: [assignment_link].

Attached to this email and in the PCMS assignment is an MS WORD document of the PEN content to be reviewed. Please use Track Changes or insert "New Comment" in the document to add your comments/questions that you may have for the author. If you are not familiar with Track Changes, please review the PEN web page: [Using Track Changes in WORD](#).

Submitting your review of PEN content

Once you have finished your review, please submit your assignment via the PCMS.

Please check the second statement in green text that says: "check this box if you are an author submitting final content for editing or a reviewer submitting your review".

When you click on the Submit button, a short Reviewer's Feedback Form (RFF) will appear that you need to complete. The RFF will ask for your overall recommendation for the content and will ask you to confirm whether you wish to be publicly acknowledged on the PEN website.

As noted in your invitation, the deadline for this review is: [datetime_due]. You will be sent a reminder a week before the deadline.

If you have any questions about the process, please don't hesitate to contact me.

[responsible_admin_name]
Responsible Administrator

5. Declaration of Affiliations and Interest Form

- You need to complete the **Declaration of Affiliations and Interests (DAI)** Form by adding in the text box any relationships/activities/interests that might affect your impartiality. This should appear on your Dashboard and will need to be completed.

DAI

Disclosure Form
Practice-based Evidence in Nutrition (PEN)[®]

Name:

In the interest of transparency, we ask authors and reviewers to disclose all relationships/activities/interests related to the PEN content / Knowledge Pathway. "Related" means any relation with for-profit or not-for-profit third parties whose interests may be affected by the PEN content. Disclosure represents a commitment to transparency and does not necessarily indicate a bias. If you are in doubt about whether to identify a relationship/activity/interest, it is preferable that you do so.

As an author or reviewer, your relationships/activities/interests should be interpreted broadly. For example, if the content pertains to management of dyslipidemia, you should declare all relationships with industry manufacturers of foods that are marketed to lower cholesterol, even if that food is not mentioned in the PEN content.

The following checklist prompts apply to your relationships/activities/interests as they relate to the current PEN assignment only.

Disclosure checklist (for use with PEN[®])

In item #1 below, report all relationships/activities/interests for the PEN content regardless of the timeframe.
For all other items (#2 to #14), the time frame for disclosure is the past 36 months.

- All support for the submitted content in the Knowledge Pathway (e.g., funding, publications, etc.). No timeframe for this item.
- Grants or contracts from any entity (if not included in #1 above)
- Royalties or licenses
- Consulting fees
- Payment or honoraria for lectures, presentations, speakers bureaus, manuscript writing or educational events
- Payment for expert testimony
- Support for attending meetings and/or travel
- Patents planned, issued or pending
- Participant on a Data Safety Monitoring Board or Advisory Board
- Leadership or fiduciary role in other board, society committee or advocacy group, paid or unpaid
- Stock or stock options
- Receipt of equipment, materials, drugs, medical writing, gifts or other services
- Other financial or non-financial interests
- Current or past employment or association with an organization that promotes products of relevance to the Knowledge Pathway

I have reviewed my relationships/activities/interests, particularly as they relate to the Disclosure Checklist.

I would like to bring the following to the attention of the PEN Team. From the list above, indicate all entities with whom you have a relationship and specify the relationship (e.g., if payments were made to your or to your institution).

Please check one of the options below

I do not have a disclosure to report that would identify a position of real, potential or apparent conflict of interest.

OR

I am disclosing an affiliation based on a relationship, activity or interest. I would like to bring the following to the attention of the PEN Team.

- Finally, you need to “sign” the Service Agreement and the DAI by scrolling to the bottom of the screen.
- Type your name into the **Name** box (this is your signature) and then click on the word **Agree**. This will submit the document to the assignment and notify the Responsible Administrator that the DAI is complete.

- You can open this agreement at any time by clicking on the green Open button. Then at the bottom of the screen you can find buttons to allow you to print your own copy of the DAI.

6. Submitting Your Review

Once you have completed your review, it can be uploaded to the **Add a Comment** section of your Dashboard.

IMPORTANT

Check off the following option: **check this box if you are an author submitting final content for editing or a reviewer submitting your review.**

7. Submitting Reviewer's Feedback Form

- Once you have checked off the above box and submitted the review assignment, you will be presented with the Reviewer's Feedback Form to complete.
- You are asked to give an overall assessment (i.e. Recommendation) of how much work the content still needs. The Recommendation options are Accept; Accept with minor revisions; Accept with Major revisions; Reject. If it needs substantial work, you are asked if you would be willing to review an updated version.
- You are also asked to provide the following information
 - ✧ your credentials
 - ✧ which email you want to have in the PCMS
 - ✧ and if you want to be publicly acknowledged on PEN website for their review.

Note: The Author may ask for some clarifications of the review you have submitted.

Once all documents are signed you will see a green banner on the **Legal Documents** section of your Dashboard. Once your review assignment is submitted you will have an opportunity to review your user profile with up to date by clicking on **Review your user profile**.



8. Thank You Letter

- Once the content is published on the PEN website an automated thank you letter will be emailed to you if you have completed the assignment so you are aware that the content is published.

9. Letter of Contribution

- Once the content is published in PEN, you may download a letter of contribution from your profile page.
- Go to your Profile – human icon - upper right-hand corner (**red** arrow), click on it and you will see at the bottom of the page a button '**Print Letter of Contribution**'. By clicking on this button, a letter will be generated listing all of your contributions. You can choose a specific date range if you have been a PEN contributor before (**green** arrows).

Practice Focus

Contributor Details (For Internal Use only)

Area of Expertise: Population Health / Lifecycle

Area of Expertise: Health Condition / Disease

Area of Expertise: Food / Nutrients

Area of Expertise: Professional Practice

Institutional Affiliation (Optional)

DC Role (Optional)

Country

Province/Territory

Dietitian

Dietetic Association

Status ACTIVE

Letter of Contribution Dates

Thank you for reviewing this guide and for using the PCMS to complete your review assignment!

If you have any questions, please feel free to contact the Responsible Administrator for your assignment by adding a comment in the PCMS assignment or by the email provided in the PCMS email sent to you.