Revision Submission Checklist for PCORI-Funded Draft Final Research Reports

1. Revising Your Report

- ☐ View comments from the Associate Editor and reviewers in ReView under the **Revision Comments** section; you will receive the following types of comments:
  - Associate Editor Synthesis Statement (summarizes and provides guidance for how to address reviewer comments)
  - Associate Editor Review Comments
    - ○ May include a tracked-changes version
  - Statistical Review
  - Subject Matter Expert Review(s)
  - Patient/Caregiver or Stakeholder Review(s)
  - If applicable:
    - ○ Qualitative Review
    - ○ Author Services Comments
- ☐ Revise your report and create **both** a version of the revised report with tracked changes and a clean version of the report (e.g., no tracked changes or marginal comments).
- ☐ Write a Response to Comments* responding to **all** comments that recommend an action or require an explanation and explain the action(s) taken to address each comment.
  - If desired, you can use the Response to Comments template
  - If you did not revise your report to address a comment, provide an explanation
  - If two or more reviewers have similar comments or concerns, group the related comments together or refer back to an earlier response

  *Response to Comments file is not required for revisions at the Pre-Review stage
- ☐ Update Table of Contents if any page numbers have changed
- ☐ Update reference list and figure and table numbers (if applicable) to appear in numerical order

2. Submitting Your Revised Report in ReView

- ☐ In ReView, delete the *Initial Submission: Draft Final Research Report (DFRR)* file then upload the revised report and select *Revised Draft Final Research Report (DFRR)* as the file type
- ☐ Upload the tracked changes version of the revised report and select *Revised DFRR with Tracked Changes* as the file type
- ☐ Upload a Response to Comments file
- ☐ Replace figures and/or appendices with revised files (if applicable)
- ☐ If not already provided, upload the following:
  - Completed COI Disclosure Form (signed by PI and Institution Administrative Official)
  - Copyright permissions or waivers for reprinted/reused material (if applicable)

**If you have any questions during the revision process,
please contact the editorial office at review@originreview.org**

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