

Revision Submission Checklist for PCORI-Funded Draft Final Research Reports

1. Revising Your Report



- Download attachment containing comments from the Associate Editor and reviewers from PeerTrack using the **View Attachments** action; 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 reference a tracked-changes version which can also be downloaded from PeerTrack using the View Attachments action.
 - Statistical Review
 - Subject Matter Expert Review(s)
 - Patient/Caregiver or Stakeholder Review(s)
 - If applicable:
 - Qualitative Review
 - Author Services Comments
 - Program Office 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 PeerTrack



- In PeerTrack, open Submissions Needing Revision, hover over Action Links and select Revise Submission.
- The files associated with the prior version of your submission appear, check the box next to each file name that has **not** been revised. All checked files will be carried forward to the revision.
- Upload the revised report and select *Manuscript - clean (DFRR)* as the file type
- Upload the tracked changes version of the revised report and select *Manuscript - tracked changes*
- Upload the Response to Comments file and select *Response to Reviewers* as the file type
- Upload any revised figures and/or appendices and select the appropriate file type (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 originreview@kwglobal.com**