

Peer Track User Guide for PCORI Statistical Peer Reviewers

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Getting Started | New Users

1. Please click on the word "Register" at the top of the page and enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.
2. Note: If you received an e-mail from us with an assigned user ID and password, DO NOT REGISTER AGAIN. Simply use that information to login.

em Patient-Centered Outcomes Research Institute

Home Submit a Manuscript About Help

Welcome to the PeerTrack™ site for
Patient-Centered Outcomes Research Institute

Please Enter the Following [Insert Special Character](#)

Username:

Password:

[Author Login](#) [Reviewer Login](#) [Editor Login](#) [Publisher Login](#)

[Send Login Details](#) [Register Now](#) [Login Help](#)

[Contact Editorial Office](#)
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[Instructions for Reviewers](#)

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Getting Started

1. Log into Peer Track with your username and password.
2. Click the "Reviewer Login" button.

em Patient-Centered Outcomes Research Institute

Home Main Menu Submit a Manuscript About Help Shortcuts


Welcome to the PeerTrack™ site for
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First-time users: Please click on the word "Register" at the top of the page and enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

Note: If you received an e-mail from us with an assigned user ID and password, DO NOT REGISTER AGAIN. Simply use that information to login. Usernames and passwords may be changed after registration (see instructions below).

Repeat users: Enter your username and password and click the relevant "Login" button above to proceed.

To change your username and/or password: Once you are registered, you may change your contact information, username, and/or password at any time. Simply log in and click your name at the top of the page. Then click on "Update My Information".

Authors: Enter your username and password and click the "Author Login" button. You may then submit your manuscript and track its progress through the system.

Reviewers: Enter your username and password and click the "Reviewer Login" button. You may then view manuscripts assigned to you for review or submit your comments to the editor and authors.

Updating Your Profile

1. Click on the dropdown by your name in the top right corner.
2. Click "Update My Information."

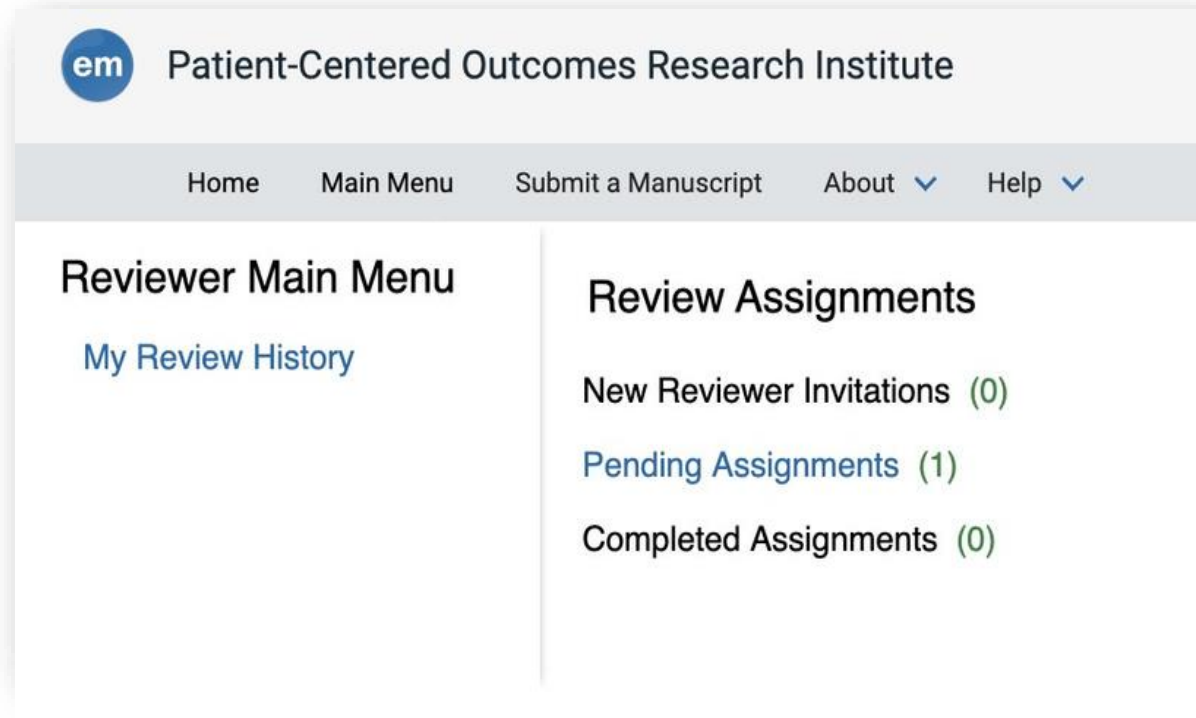
The screenshot shows the top navigation bar of the Patient-Centered Outcomes Research Institute (em) website. The user's name, Randy Townsend, is displayed in the top right corner with a dropdown arrow. A dropdown menu is open, showing the following options: Username, Role (Statistical Reviewer), Site Language (English), and Update My Information. A red arrow points to the "Update My Information" link.

3. Update your Institution, Areas of Interest or Expertise, and Personal Classifications

The screenshot shows the "Update My Information" form. The "Institution Related Information" section includes fields for Position, Institution, Department, Street Address, City, State or Province, Zip or Postal Code, Country or Region (set to UNITED STATES OF AMERICA), and Address is for (Work, Home, Other). The "Areas of Interest or Expertise" section includes a text box for instructions, a "Personal Classifications" field (None Selected), and a "Select Personal Classifications" button. A red arrow points from the "Update My Information" link in the previous screenshot to this form.

Peer Track Reviewer Main Menu

New Reviewer Invitations, Pending Assignments and Completed Assignments can be accessed from the Reviewer Main Menu.



Accessing the DFRR

1. Click “Pending Assignments” to access reports you’ve agreed to review.
2. Click “View Submission” to view the report and reviewer form.

← Pending Reviewer Assignments

Page: 1 of 1 (1 total assignments) Results per page 10 ▾

Action	My Reviewer Number	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Reviewer Invited	Date Reviewer Agreed	Date Review Due	Days Until Review Due
View Submission Submit Recommendation Send E-mail	5		Draft Final Research Report		Feb 10, 2026	Under Review	Feb 10, 2026	Feb 10, 2026	Mar 02, 2026	20

Page: 1 of 1 (1 total assignments) Results per page 10 ▾

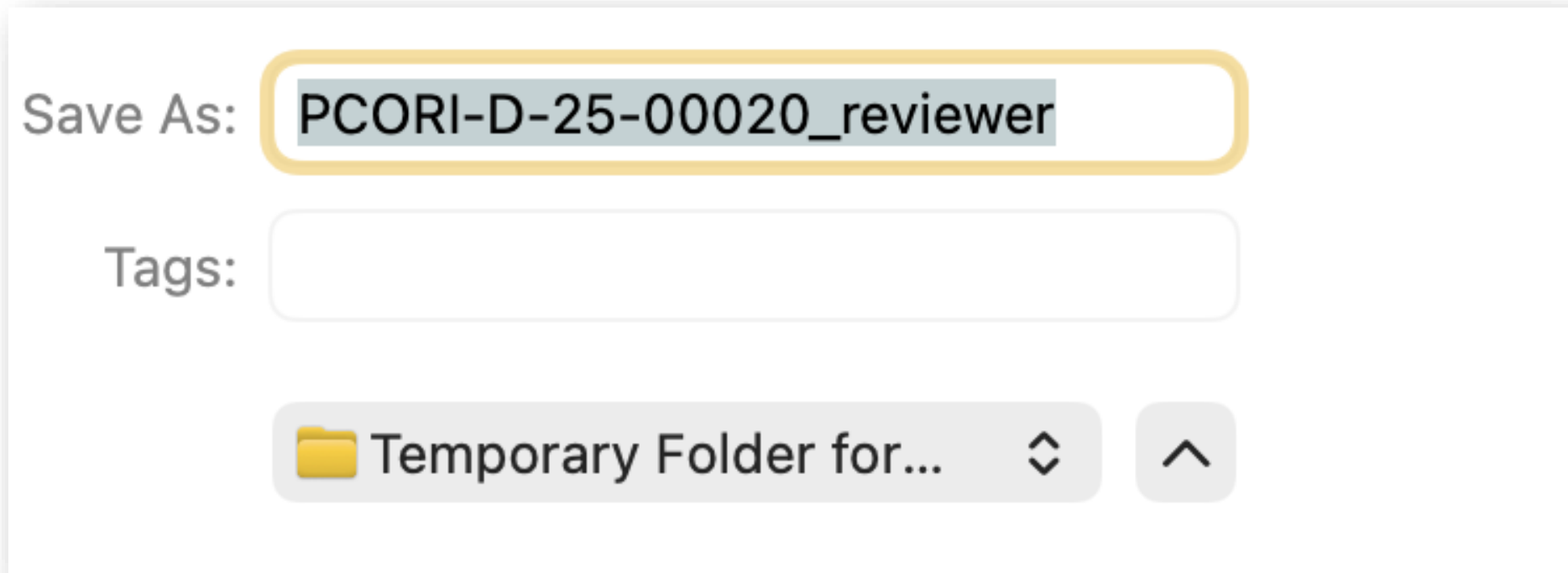
Viewing the Report

1. In the “**Select a PDF Version**” pop up box, click on the “**Revision 1 Original Submission**” link to download the PDF.
2. Select a location to save the DFRR PDF.



Viewing the Report

1. Save the PDF to a folder on your computer. “**Select a PDF Version**” pop up box, click on the “**Revision 1**” link to download the PDF.
2. **Select a Desktop location to save the DFRR PDF** (if you prefer to have a local copy of the report).
 1. Please do not save the DFRR to the cloud.



IMPORTANT NOTE: The DFRR PDF must be deleted once your peer review has been completed.

Viewing the Report | Helpful Tips



What to Review

Clean Report

Appendices

The Clean Report begins with a title page.

You can search the DFRR for the word **“Appendix”** to take you directly to that section.

Entering Your Comments


When you are ready, enter your reviewer comments in the Reviewer Form.

← Pending Reviewer Assignments

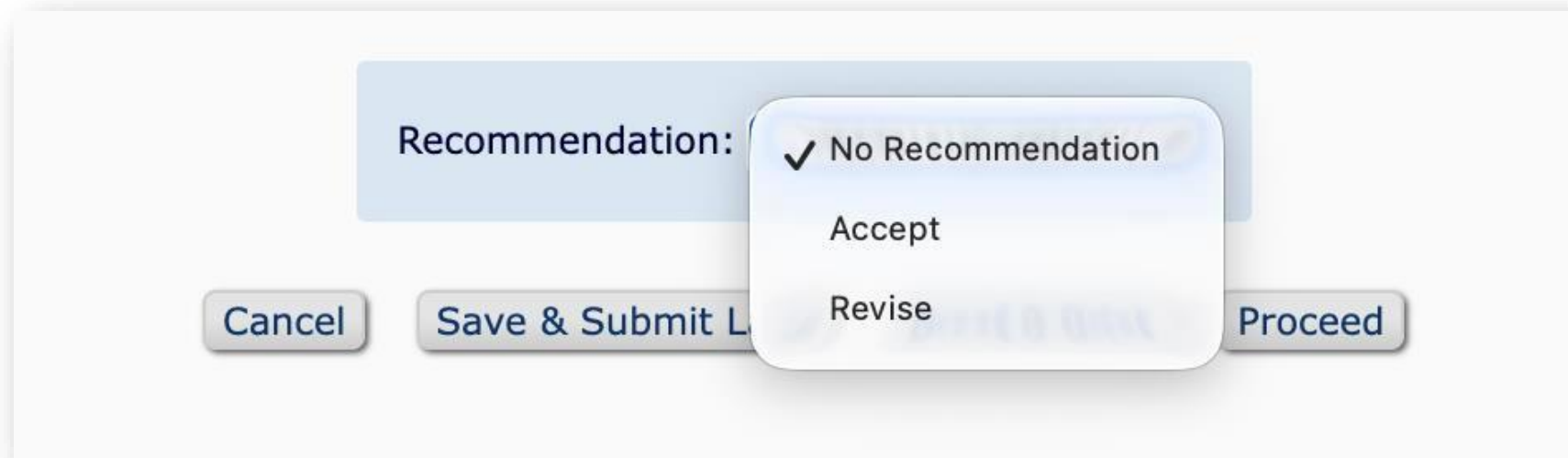
Page: 1 of 1 (1 total assignments) Results per page 10 ▾

Action ▾	My Reviewer Number ▲	Manuscript Number ▲	Article Type ▲	Article Title ▲	Status Date ▲	Current Status ▲	Date Reviewer Invited ▼	Date Reviewer Agreed ▲	Date Review Due ▲	Days Until Review Due ▲
View Submission Submit Recommendation Send E-mail	5		Draft Final Research Report		Feb 10, 2026	Under Review	Feb 10, 2026	Feb 10, 2026	Mar 02, 2026	20

Page: 1 of 1 (1 total assignments) Results per page 10 ▾



Making Your Recommendation



The image shows a software interface for making a recommendation. A light blue box contains the text "Recommendation:". Below this box is a dropdown menu with three options: "No Recommendation" (which is selected and has a checkmark), "Accept", and "Revise". Below the dropdown menu are four buttons: "Cancel", "Save & Submit L...", "Proceed", and a partially visible button that appears to be "Save & Submit L...".

1. Use the dropdown button to recommend that the report should be Accepted or Revised.
2. Click "Proceed."
3. Scroll down to the Statistician Review Form.

Making Your Recommendation

The Statistician Reviewer Form has two parts to complete.

1. Statistical Standards

1. Please add comments to the author related to the statistical standards.

2. Confidential Comments to the Editor

1. Provide any additional comments you want to share with the editor.

The screenshot shows a web form titled "Reviewer Instructions" and "Review Questions".

Reviewer Instructions
Statistician Review Form

Please address the statistical standards as well as any specific issues the AE may have asked you to pay particular attention to. Comments to the author should go in the first box, and confidential comments just to the editors should go in the second box. Please see the Statistical Review Template for guidance on formatting your review comments.

Review Questions

*Statistician Reviewer Form [Insert Special Character](#)

Comments to author on statistical standards: (Limit 20000 Characters)

Character Count: 0

Confidential comments to editor (from statistician): (Limit 20000 Characters)

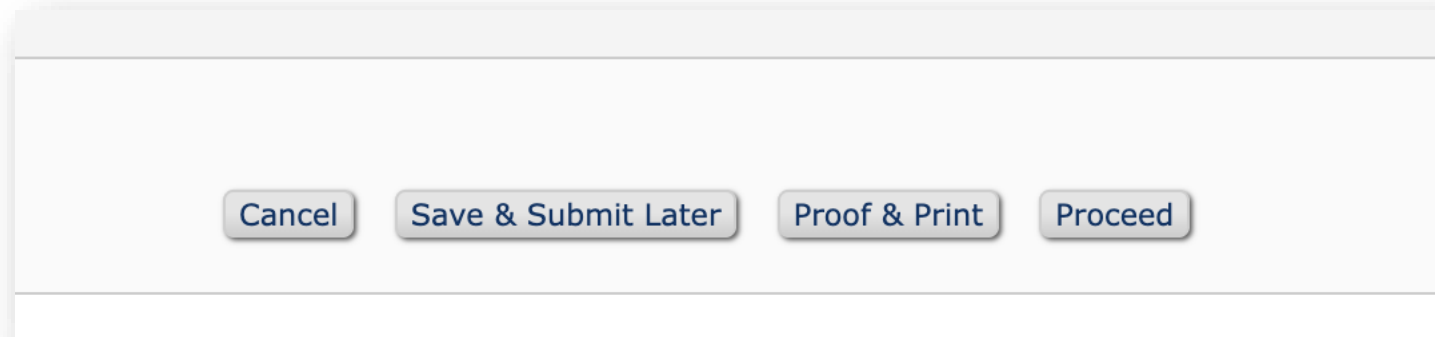
Character Count: 0

Does this DFRR require a re-review by the statistician?

Buttons: Cancel, Save & Submit Later, Proof & Print, Proceed

Submitting the Review

1. If you need to complete your reviewer form at a later date, you can click “Save & Submit Later” to save your progress.
2. Once you have completed the review form, click the “Proceed” button.



Note: Please do not upload or email a separate attachment (i.e., a Word document with tracked changes). All review comments must be entered into Peer Track only.

Review Complete

After the review is submitted, you will see a confirmation message and be returned to the Peer Track Reviewer Main Menu.

The screenshot displays a user interface with two main sections. The left section, titled "Reviewer Main Menu", contains a link for "My Review History". The right section, titled "Review Assignments", lists three categories with their respective counts: "New Reviewer Invitations (0)", "Pending Assignments (1)", and "Completed Assignments (2)".

Section	Item	Count
Reviewer Main Menu	My Review History	
Review Assignments	New Reviewer Invitations	(0)
	Pending Assignments	(1)
	Completed Assignments	(2)

IMPORTANT NOTE: The DFRR PDF **must be deleted** once your review has been completed.

QUESTIONS

Please contact the editorial office at originreview@kwglobal.com or scan the QR Code.



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