TECH EDITOR FINAL CHECKLIST

As a final review before uploading the report, please verify the following:

- ☐ Have you checked to make sure the Process and Results scoring bands and the scores for all 17 items in the report are correct (using the Score Summary Worksheet)?

- ☐ Have you checked all facts referenced in all comments and key themes (e.g., process names, figure titles and numbers, and data in results figures) using the application?

- ☐ Have you checked to ensure that all comments are based on Criteria requirements and not prescriptive?

- ☐ Have you checked to ensure that comments have enough details (i.e., facts about processes and results in the application) to provide meaningful, actionable feedback to the applicant?

- ☐ Have you checked to ensure appropriate content and balance of comments, both in the key theme sections and in each item, in alignment with the applicant's scores?

- ☐ Have you checked to ensure there are no conflicts between strength and OFI comments throughout the report?

- ☐ Have you checked that all comments have a concise opening sentence ("nugget"), one or two examples, and relevance to the applicant?

- ☐ Have you checked that processes or results mentioned in key themes are traceable to the item level comments?