

Fellows Award for Research Excellence 2011 (FARE 2011)

Judge's Manual

<http://www.training.nih.gov/transfer/farejudge/>

NIH Postdoctoral/Clinical Fellows Committee

<http://felcom.od.nih.gov/>

National Institutes of Health

Overview

- Abstracts are assigned to study sections by topic.
- Between April 13, 2010 and May 18, 2010 judges will be able to log onto the Judge's site using their assigned login credentials. You will need to log in using a computer on campus or through a VPN connection.
- The login page for the Judge's site is <http://www.training.nih.gov/transfer/farejudge/>.
 - The site allows judges to evaluate the abstracts that have been assigned to them. After all the judges in a study section have completed their individual evaluations, they work together to rank abstracts and submit the final list of winners.
- Each study section consists of up to five scientists—three postdocs and two tenured/tenure-track NIH investigators/staff scientists. One judge in each study section is designated as Chief Judge. The Chief Judge is responsible for ensuring the study section evaluations are completed in the allotted time period.
- The end result of the process is that the top 25% of abstracts in each study section are selected for awards.

How are abstracts evaluated?

On a scale of 1 - 5 (5 = best) evaluate the abstract on the following categories:

1. Scientific merit

Is the question important to the field?

Does the question follow from existing data?

Does the study add significantly to the existing body of knowledge?

2. Originality

Is this a novel question?

Is this a novel approach to the question?

Is this a novel analysis?

3. Experimental Design

Are the techniques sufficient/appropriate/superfluous?

Does the design lead to the researcher's conclusions?

Are there appropriate controls?

4. Overall quality/presentation

Is the background presented in a logical manner leading to the question?

Are the question and answer stated clearly?

Is the question appropriate?

Are the conclusions reasonable given the results?



Fellows Award for Research Excellence 2008

Judge Login

For FARE Judges and Chief Judges

Login (E-mail Address):	<input type="text"/>
Password (case sensitive):	<input type="password"/>
<input type="button" value="Continue"/>	
Forgot your password	

[About Us](#) | [Comments](#)



LOGGING ON

Go to <http://www.training.nih.gov/transfer/farejudge/> and enter your login name and password in the fields provided. You should have received your login credentials by e-mail at the start of the judging process. You will need to log in using a computer on campus or through a VPN connection.

If you do not know, have forgotten, or never received your login credentials, you can obtain a password reminder by following these instructions:

- Go to the FARE Judge login page
- Click the ***Forgot your password*** link.
- Enter your e-mail address. Note: Please be sure to enter the same e-mail address you provided when you first registered to be a judge.
- Click "Continue."

Your login name and password will be sent to you by e-mail. Contact FARE@mail.nih.gov, if you encounter any problems.

FARE 2011 Judge Main Menu

(One level below the login page)

Fellows Award for Research Excellence Judge Main

Benton C Quest Study Section: AIDS - Applied Research Role: Chief Judge	Summary
Functions: Evaluate Assigned Abstracts	Rated Abstracts: 2 Pending: 2
Chief Judge Functions: Monitor Judging Final Ranking Submission	Total Abstracts: 4
*The 'Final Ranking Submission' function will be unlocked once all judges have submitted ratings. To monitor judging select the 'Monitor Judging' function above.	Related Links
Reports: View Evaluation Summary View Evaluation Details View Study Section Abstracts View Final Rankings	Judge Manual Scoring Criteria FAQ FARE Home Felcom Home

Main Menu Functions and Reports

This page lists the options that are available to the Judges and Chief Judge and is divided into two sections—Functions and Reports.

The list of available options is determined by the user's account type. A description of the functionality provided for the different account types follows.

All judges have access to the “Evaluate Assigned Abstracts” function. The Chief Judge has two additional functions—one for monitoring the judging process and the other for submitting the final ratings.

Functions Available to All Judges:

- [Evaluate Assigned Abstracts](#) provides a link to the list of abstracts in the section you are judging and the form for evaluating them.

Functions Available to the Chief Judge only:

- The [Monitor Judging](#) link allows the Chief Judge to see which judges in his/her study section have not yet completed their evaluations.
- The [Final Ranking Submission](#) link takes the Chief Judge to the Final Submission page. The link becomes active automatically once all evaluations in the study section are complete.

Reports:

- [View Evaluation Summary](#): This report contains a sortable list of the user's completed ratings.
- [View Evaluation Details](#): This report provides an additional listing of the user's abstract ratings. It contains no additional information but allows the user to change his/her rating for an abstract.

- [View Study Section Abstracts](#): This report contains all the abstracts assigned to the user.
- [View Final Rankings](#): This report, which is activated by the Chief Judge after all evaluations are complete, contains the final rankings of all abstracts in the study section.

FARE Judge Functions

Evaluate Abstracts Page

(One level below the Main Menu, accessed via the “Evaluate Assigned Abstracts” link)



felcom

[Main](#) ([Sign Out](#))

Fellows Award for Research Excellence Evaluate Abstracts

Instructions:

- Select a function below to submit or modify an evaluation.
- [Return to main](#)

Assigned Abstracts: 4

Abstract	Status	Functions
Abstract #: 2934 A Very Important Title: More Important Stuff Here	Rated	View Rate
Abstract #: 2935 Note: This medium does not provide the best support for complex notation.	Rated	View Rate
Abstract #: 2938 Title Length: The title may be 254 characters or less, including spaces and do not use all caps	Not Rated	View Rate
Abstract #: 2939	Not Rated	View Rate

This page lists the abstracts that you have been assigned to review.

- The table displays abstract number, abstract title, status, and functions available.
- The Status column indicates whether you have submitted an evaluation of an abstract.
- A [View](#) link in the Functions column provides access to the abstract.
- A [Rate](#) link in the Functions column provides access to the abstract evaluation tool.

FARE Evaluation Form

(Two levels below the Main Menu, accessed via the “Rate” link)

Fellows Award for Research Excellence Evaluation Form

Instructions:

- For each category, please enter a score using the rating scale below.
- Press the 'Save' button at the bottom of the page to record your input.
- [Return to assigned abstracts list](#)
- [Return to main](#)

Evaluation submitted by Benton C Quest		Scoring (Help)				
		Rating Scale Excellent (5) to Poor (1)				
Scientific Merit:	<input checked="" type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	
Originality:	<input type="radio"/> 5	<input checked="" type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	
Experimental Design:	<input type="radio"/> 5	<input checked="" type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	
Overall Quality/Presentation:	<input checked="" type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	
Comments on the abstract:						
Add your comments about the abstract here!						

Abstract #: 2938
Title Length: The title may be 254 characters or less, including spaces and do not use all caps
<hr/>
Abstract Information
Do not include any identifying information about yourself in your abstract or title.
Title Length: The title may be 254 characters or less, including spaces.
Abstract Length: The abstract may be 2500 characters or less, including spaces.
Field Size: The text area available below is 60 characters wide.
Note: This medium does not provide the best support for complex notation. In the text of your abstract, please use combinations of regular characters to represent mathematical, chemical, or other expressions usually represented via special symbols and characters. For example: instead of 360 °, write 360 degrees; instead of μ , write mu or um; instead of base ³ , write base superscript-3; instead of \pm , write +/-.

Abstract Evaluation

This page is used to enter an evaluation for each abstract that you have been assigned.

- Please evaluate each abstract on the basis of Scientific Merit, Originality, Experimental Design, and Overall Quality/Presentation on a rating scale of 1 (low score) to 5 (high score), for a total score of 4 to 20.
- The form allows you to submit only one rating per criterion (a 3 or a 4, e.g., but not both).
- A text area is available for you to enter any comments you might have relating to the abstract. This field is a good place to indicate if you thought the abstract was particularly good (or particularly bad!).
- Changes made to the page are only recorded if the **Save** button is clicked.
- You may revisit and revise your ratings at any time during the judging period.
- The **Reset** button allows you to return to your last saved input.
- The abstract is listed at the bottom of the rating page.

Conflicts of interest

If you recognize the author of an abstract based on the abstract's content, or feel you cannot judge an abstract objectively for any other reason, notify the Chief Judge of your study section and the FARE committee (FARE@mail.nih.gov). The FARE committee will remove that abstract from your assignment and assign it to an alternate judge.

Help with Evaluation Categories

Click on the **(Help)** link to view expanded category explanations.

Fellows Award for Research Excellence Evaluation Form

Instructions:

- For each category, please enter a score using the rating scale below.
- Press the 'Save' button at the bottom of the page to record your input.
- [Return to assigned abstracts list](#)
- [Return to main](#)

The screenshot shows a web interface for the evaluation form. At the top, it says "Evaluation submitted by Benton C Quest" and "Scoring (Help)". Below this is a "Rating Scale Excellent (5) to Poor (1)". The categories and their selected scores are:

Category	5	4	3	2	1
Scientific Merit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Originality	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Experimental Design	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Quality/Presentation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

A blue arrow points from the "Scoring (Help)" link to the expanded category explanations below.

On a scale of 1-5 (5 = best) evaluate the abstract on the following categories:

1. **Scientific merit**
 - Is the question important to the field?
 - Does the question follow from existing data?
 - Does the study add significantly to the existing body of knowledge?
2. **Originality**
 - Is this a novel question?
 - Is this a novel approach to the question?
 - Is this a novel analysis?
3. **Experimental design**

FARE Reports

Fellows Award for Research Excellence Judge Main

Benton C Quest Study Section: AIDS - Applied Research Role: Chief Judge	Summary Rated Abstracts: 2 Pending: 2 Total Abstracts: 4
Functions: Evaluate Assigned Abstracts	FAQ FARE Home Felcom Home
Reports: View Evaluation Summary View Evaluation Details View Study Section Abstracts View Final Rankings	

View Evaluation Summary

This report lists the abstracts that you have rated and the scores that you have given them. The **Details** link takes you to the evaluation details for a specific abstract.

Fellows Award for Research Excellence Report: Evaluation Summary

Instructions:

- This report contains a sortable list of the completed ratings submitted by **Benton C Quest**, chief judge for **AIDS - Applied Research**
- [Return to main](#) | [Print Report](#) | Report Generated At: May 01, 2007 - 1:39 PM

Abstract Id	Scientific Merit	Originality	Experimental Design	Overall Quality/Presentation	Average	Sum of ratings	View Rating
2934	3	4	4	5	4	16	Details
2935	3	4	5	2	3.5	14	Details ★

Fellows Award for Research Excellence Report: Evaluation Details by Judge

Instructions:

- Below is a listing of abstract ratings submitted by **Benton C Quest**, chief judge for **AIDS - Applied Research**
- To view or submit an evaluation click the "Rate" link next to the abstract number.
- [Return to main](#) | [Print Report](#) | Report Generated At: May 11, 2007 - 12:45 PM

Abstract #: 2935 [Rate](#)

Title: Note: This medium does not provide the best support for complex notation.

Ratings	
Scientific merit:	3
Originality:	4
Experimental design:	5
Overall quality/presentation:	2
<hr/>	
Sum of Ratings	14
Average of Ratings:	3.5

Comments: The judge may add substantive comments about Abstract #2935 in this box, for example: This research has a great Experimental Design, however...

The arrows in the column headers allow you to sort on the various fields. Click on the same arrow multiple times to toggle between an ascending and descending sort on that field.

View Evaluation Details

This report provides a detailed list of the abstract ratings you have submitted. You may also click the [Rate](#) link to adjust your rankings.

Fellows Award for Research Excellence

Report: Evaluation Details by Judge

Instructions:

- Below is a listing of abstract ratings submitted by **Benton C Quest**, chief judge for **AIDS - Applied Research**
- To view or submit an evaluation click the "Rate" link next to the abstract number.
- [Return to main](#) | [Print Report](#) | Report Generated At: May 01, 2007 - 2:18 PM

Abstract #: 2934 [Rate](#) ★

Title: A Very Important Title: More Important Stuff Here

Ratings	
Scientific merit:	3
Originality:	4
Experimental design:	4
Overall quality/presentation:	5
Sum of Ratings	16
Average of Ratings:	4

Comments: Add your comments about the abstract here!

Abstract #: 2935 [Rate](#)

Title: Note: This medium does not provide the best support for complex notation

View Study Section Abstracts

This report provides a listing of all abstracts assigned to you.

Fellows Award for Research Excellence

Report: All Study Section Abstracts

Instructions:

- Below is a listing of all assigned abstracts for **Benton C Quest**, chief judge for **AIDS - Applied Research**
- [Previous Page](#) | [Print Report](#) | Report Generated At: May 15, 2007 - 9:30 AM

Abstract #: 2934

A Very Important Title: More Important Stuff Here

Do not include any identifying information about yourself in your abstract or title. Title Length: The title may be 254 characters or less, including spaces. Abstract Length: The abstract may be 2500 characters or less, including spaces. Field Size: The text area available below is 60 characters wide. Note: This medium does not provide the best support for complex notation. In the text of your abstract, please use combinations of regular characters to represent mathematical, chemical, or other expressions usually represented via special symbols and characters. For example: instead of 360°, write 360 degrees; instead of μ , write mu or um; instead of base ³, write base superscript-3; instead of \pm , write +/-.

Abstract #: 2935

View Final Rankings

This report will be activated when evaluation of all abstracts is complete and the Chief Judge has begun the ranking process (see below). During the ranking process, each judge can view newly revised rankings in real time by clicking the “Refresh/Reload” button on his/her browser (see below).

Judging Monitor (Available to Chief Judges only)

Fellows Award for Research Excellence Report: Judging Monitor

Instructions:

- This sortable report displays the status of each judge's ratings for the **AIDS - Applied Research** study section.
- [Return to main](#) | [Print Report](#) | Report Generated At: May 01, 2007 - 2:39 PM

Title ↓	Judge ↓	Status ↓
Abstract #: 2934 A Very Important Title: More Important Stuff Here	Saleem F Al-Khouri (Active)	Not Rated
Abstract #: 2935 Note: This medium does not provide the best support for complex not...	Saleem F Al-Khouri (Active)	Not Rated
Abstract #: 2938 Title Length: The title may be 254 characters or less, including sp...	Saleem F Al-Khouri (Active)	Not Rated
Abstract #: 2939 Do not include any identifying information about yourself in your a...	Saleem F Al-Khouri (Active)	Not Rated
Abstract #: 2939 Do not include any identifying information about yourself in your a...	Benton C Quest (Active)	Not Rated
Abstract #: 2938 Title Length: The title may be 254 characters or less, including sp...	Benton C Quest (Active)	Not Rated
Abstract #: 2935 Note: This medium does not provide the best support for complex not...	Benton C Quest (Active)	Rated
Abstract #: 2934	Benton C Quest	Rated

Judging Monitor

This report is used by the Chief Judge of each section to see which evaluations are complete. Each judge in the section is listed, along with all the abstracts in the section. At the far right, the status of each abstract for each judge is noted. The e-mail address of each judge is provided as a link so the Chief Judge can easily notify the appropriate judge that his/her evaluations are needed to complete the judging process.

- A **Print Report** option allows the Chief Judge to print out a copy of the report.
- A **Return to Main** option will return the Chief Judge to the Main Page.

Final Ranking Submission (Available to Chief Judges only)

Abstract Ranking/Submission

The **Final Ranking Submission** link becomes enabled on the Chief Judge's main page once all ratings have been submitted by all active judges in that study section.

Fellows Award for Research Excellence Judge Main

Benton C Quest Study Section: AIDS - Applied Research Role: Chief Judge	Summary
Functions: Evaluate Assigned Abstracts Chief Judge Functions: Monitor Judging Final Ranking Submission ★ <small>*You are ready to begin 'Final Ranking Submission'</small>	Rated Abstracts: 4 Pending: 0 Total Abstracts: 4
	Related Links
	Judge Manual Scoring Criteria

Once the Chief Judge clicks on the **Final Ranking Submission** link, he or she will see the following page.

Fellows Award for Research Excellence Report: Abstract Ranking and Final Submission

Instructions:

- **AIDS - Applied Research sudy section.**
- The top 25% will win a FARE award.
- Two applicants will be set as alternates.
- The order of the lowest ranking abstracts (red background) are not important.
- [Return to main](#) | [Print Report](#) | Report Generated At: May 01, 2007 - 2:56 PM

★

If Ranking has not yet started, the Chief Judge initiates the process by clicking the **Begin Ranking** button. This action displays all the abstracts sorted by average score.

Fellows Award for Research Excellence Report: Abstract Ranking and Final Submission

Instructions:

- **AIDS - Applied Research sudy section.**
- The top 25% will win a FARE award.
- Two applicants will be set as alternates.
- The order of the lowest ranking abstracts (red background) are not important.
- [Return to main](#) | [Print Report](#) | Report Generated At: May 01, 2007 - 3:35 PM

Functions	
<input type="button" value="Go"/>	Re-initialize Rankings (Sorts abstracts by average sum of ratings)
<input type="button" value="Go"/>	View All Abstracts (Displays all the abstracts in a printer friendly format)
<input type="button" value="Go"/>	Finalize Rankings (Sends the final results to the FARE committee)

Final Order	Abstract	Final Status	Average Rating	View
1	Abstract #: 2939 Do not include any identifying information about yourself in your a...	Awardee	17.33333333333333	Abstract Ratings ▲ ▼
2	Abstract #: 2938 Title Length: The title may be 254 characters or less, including sp...	Alternate	17	Abstract Ratings ▲ ▼
3	Abstract #: 2934	Alternate	16.33333333333333	Abstract ▲ ▼

Abstract Ranking/Submission

Once all judges in the study section have submitted their ratings, the Final Ranking process begins. During this phase, the judges convene to review the final scores/rankings and make adjustments to the rankings, where appropriate. If it is not possible for the judges to meet in person, the Chief Judge may choose to coordinate a conference call. Each judge can view adjustments to the abstract rankings in real time, via the "View Final Rankings" report. As the Chief Judge reorders the abstract rankings, each judge can generate the revised rankings by clicking the "Refresh/Reload" button on his/her browser. The process of reordering abstracts continues until each judge is satisfied with the final ranking of abstracts.

- The order of abstracts reflects the current ranking for this study section. The list is initialized the first time you access this page, with the abstracts sorted in order of the average overall rating received.
- The Ranking Functions displayed above the table listing the abstracts are as follows:
 - Re-initialize Rankings - This allows you to return the ordering of the abstracts to the one determined by the scores entered by the judges.
 - View All Abstracts - Self-explanatory. Use the **Back** button on the abstract viewing page to return to the Final Submission page.
 - Finalize Rankings – Use this once all judges in your section are satisfied with the final ranking of abstracts, to send the results to the FARE Committee
- Clicking on the **Abstract** button in the right-hand column for any Abstract number retrieves the abstract detail (use the **Back** button to return to the Final Ranking page).
- Clicking on the **Ratings** button in the right-hand column retrieves the evaluation details from all judges for that abstract.
- Clicking on an Up/Down arrow in the right-hand column moves the abstract up/down one position.
- **Important Notes:**
 - Each click of an arrow **saves** that decision to the database. In other words, the order displayed is the order reflected in the database.
 - When all judges agree with the ranking of the top abstracts and two alternates, the Chief Judge should click the **[Go]** button next to "Finalize Rankings" (i.e., to send final results to the FARE committee). Immediately before doing so, the Chief Judge should print the results as displayed on the screen by using the print option of his/her Internet browser.