Submitting Your Review for The Foundation Review

Thank you for accepting our invitation to review an article for *The Foundation Review*. These instructions cover how to submit your review through the PeerTrack system. Please be sure to submit your review by its due date. Reviews must include your comments and recommendations, as well as answers to the questions posed in the system. Reviews are not considered complete until they've been submitted through the PeerTrack system.

1. Log on to *The Foundation Review* PeerTrack site at: http://www.edmgr.com/foundationreview/

2. Type in your username and password and select the "Reviewer Login" option.

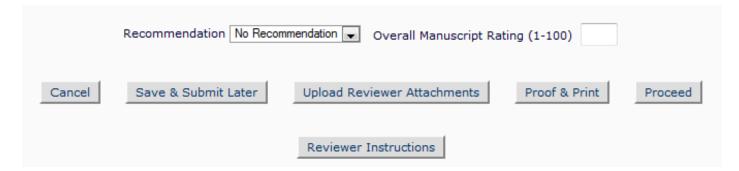
		ome to PeerTrack [®] for NDATION REVIEW
	Please Enter the Following	Insert Special Character
	Username: Password:	JohnReviewer
	C	eviewer Login Editor Login Publisher Login
3.	Select "Pending Assignments" from the m	nain menu.

Review Assignments
New Reviewer Invitations (0) Pending Assignments (1) Completed Assignments (1)

4. Place your mouse cursor over "Action Links" on the left side of the screen. A list of options will pop up. Select "Submit Recommendation." (Click "View Submission" if you'd like to view a PDF of the submission; click "Send Email" if you'd like to send the editor an email with a question or to ask for a due date extension.)

		Page: 1	of 1 (1 to	tal assigr	ments)	Dis	play 10 💌	results per p	age.		
■ Action ▲		Manuscript Number ▲▼		Article Type ▲▼	Article Title ▲▼	Current Status ▲▼	Date Reviewer Invited ▲♥	Date Reviewer Agreed ▲▼	Date Review Due ▲▼	Days Until Review Due ▲▼	Editor's Name ▲▼
Action Links	View Subm PubMed Cla	ission	ew-	Tools	Survey Instruments Used to Evaluate Foundation-Funded Nonprofit Capacity Building Programs: Considerations for Organized Philanthropy	Under Review	Feb 05, 2014	Feb 05, 2014	Feb 26, 2014		Audrey McDonald
Submit Recommendation				total assignments)			Display 10 💌 results per page.				
					<< Reviewer Main Menu						

5. Enter your recommendation (from the dropdown menu) and the overall manuscript rating.



6. If you would like to upload any attachments, such as your comments in a Word document or a PDF marked up with suggested changes, select the "Upload Reviewer Attachments" button (seen in the picture in step 5) and attach that there. On the next screen, after selecting your file, choose "Proceed with Recommendation" to return to the previous screen to continue your review.

7. Enter your ratings on the questions. (Note: The system might reject your review if you leave the circle filled above "N/A" so please answer each question.)

(Note: Your screen might look different based on what type of manuscript you are reviewing.)

Manuscr	ipt Ratir	ıg			
harts or o	ther illus	trations	that woul	ld enhan	he perspective of helping the author to improve the manuscript, offering specific suggestions where you are able to do so. If you have suggestions for grapl ce readability, we encourage you to note those. Please rate the article on each of the following characteristics, on a scale of 1 - 5, with 1 = Poor and 5 = the author in the "Reviewer Blind Comments to Author" section that follows.
*The use	fulness o	of the pa	per to pr	actitione	rs in philanthropy
۲	\bigcirc	\bigcirc	\bigcirc	\bigcirc	0
N/A	1	2	3	4	5
*The con assets, e		the pape	er makes	to furth	ering knowledge about the practice of philanthropy, including the role of the foundation(s), grantmaking strategy or use of resources, including grants, staff
۲	\bigcirc	\bigcirc	\bigcirc	\bigcirc	0
N/A	1	2	3	4	5
*The use	fulness o	of the pa	per to pr	actitione	rs in the content area, such implications for non-profit organizations as they implement programs.
۲	\bigcirc	\bigcirc	\bigcirc	\bigcirc	0
N/A	1	2	3	4	5
*The con	tribution	the pape	er makes	to adva	incing knowledge about the content area.
۲	\bigcirc	\bigcirc	\bigcirc	\bigcirc	0
N/A	1	2	3	4	5
*The leve of the da					e placed in the reported results or in the tool, as appropriate, considering the nature of the evidence presented in support of conclusions drawn and the qual
۲	\bigcirc	\odot	\bigcirc	\odot	0
N/A	1	2	3	4	5
*The qua	ality of th	e writing	, includin	g clarity	, conciseness, focus and readability.
۲	\bigcirc	\bigcirc	\bigcirc	\bigcirc	0
					5

8. Enter your blind comments to the author (don't identify yourself at all). In the box below, enter your comments to the editor. Only the editor sees the comments to the editor.

Reviewer Blind Comments to Author	
	Insert Special Character Open in New Window
Reviewer Confidential Comments to Editor	
	Insert Special Character Open in New Window

9. On the bottom of the screen, select "Proceed." Follow any remaining steps and then your review is submitted. If you need to leave and return to the review later you can select "Save & Submit Later." You can also upload attachments by clicking "Upload Reviewer Attachments" at the bottom of the screen.

Cancel	Save & Submit Later	Upload Reviewer Attachments	Proof & Print	Proceed

Thanks for your review!