

## 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.



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

Username:

Password:

3. Select "Pending Assignments" from the main menu.

**Reviewer Main 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 total assignments) Display 10 results per page.

Action	My Reviewer Number	Manuscript Number	Article Type	Article Title	Current Status	Date Reviewer Invited	Date Reviewer Agreed	Date Review Due	Days Until Review Due	Editor's Name
<a href="#">Action Links</a>			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	27 days past due	Audrey McDonald

of 1 (1 total assignments) Display 10 results per page.

[<< Reviewer Main Menu](#)

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

Recommendation  Overall Manuscript Rating (1-100)

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.)

**Manuscript Rating**

We ask that you approach this review from the perspective of helping the author to improve the manuscript, offering specific suggestions where you are able to do so. If you have suggestions for graphs, charts or other illustrations that would enhance 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 = Excellent. Please then provide comments to the author in the "Reviewer Blind Comments to Author" section that follows.

\*The usefulness of the paper to practitioners in philanthropy

N/A  1  2  3  4  5

\*The contribution the paper makes to furthering knowledge about the practice of philanthropy, including the role of the foundation(s), grantmaking strategy or use of resources, including grants, staff, assets, etc.

N/A  1  2  3  4  5

\*The usefulness of the paper to practitioners in the content area, such implications for non-profit organizations as they implement programs.

N/A  1  2  3  4  5

\*The contribution the paper makes to advancing knowledge about the content area.

N/A  1  2  3  4  5

\*The level of confidence you believe can be 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 quality of the data collection and analysis.

N/A  1  2  3  4  5

\*The quality of the writing, including clarity, conciseness, focus and readability.

N/A  1  2  3  4  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!