

# NETSCC, REVIEWER GUIDANCE, EDITORIAL REPORTS ONLY

Reviewers are chosen by the NIHR Journals Library Editors to provide expertise in different areas relevant to the research topic and project. The Journals Library has a system of single blind review, where authors do not know who has reviewed or edited the final report of their research. As a reviewer, however, you would be expected to declare any competing interests that might relate to the research, the authors or the final report.

## 1. Purpose of this document

This document is to help guide reviewers through the editorial process in MIS.

This document covers Reviewers.

## 2. MIS workflow

After acceptance of the draft final report into Editorial the reviewers are asked to complete their reviewer comments. Reviewers will receive an email notification that the report is available for review and will be asked to access a 'Complete Reviewer Comments' task via the MIS. The reviewer should log in to the MIS. The email message contains a web link to the MIS login page.

## 3. MIS work instruction content list

### 4. Work instructions

1. In the **Home** screen click the **Complete Reviewer Comments** task in **My Tasks**.

*N.B. The **Due Date** is the date by which NETSCC require your comments to be submitted.*

| System Reference Number | NETSCC ID  | Chief Investigator | Task                       | Programme                         | Call                                       | Status     | Due Date    |
|-------------------------|------------|--------------------|----------------------------|-----------------------------------|--|------------|-------------|
| 108328                  | 06/303/205 | Testapp3, Test     | Complete Reviewer Comments | NIHR Health Technology Assessment | HTA Clinical Trials - Pharmaceutical Panel | Incomplete | 31 Dec 2020 |

II. You will be taken to a **Main** screen on the **Complete Reviewer Comments** page.

To navigate through your task, use the headings on the left hand side of the page, but please remember to save your task at the bottom of every page.

- Home
- Main**
- Competing Interest
- Reviewer Comments
- Score
- Review & Submit
- FAQ

On the **Main** screen, you will see a **Summary** of the project showing, amongst other things, the Programme for which you are being asked to review, the Project Title and Research Type.

Copies of the Proposal, Protocol and Commissioning Brief can be viewed, if available, by clicking on the **.pdfs**. However please **do not** review these documents, we only require you to review the Draft Final Report.

Complete Reviewer Comments  
Main - Joan Aarvold

Instructions

Instructional Content (test)

Summary

|                            |   |   |
|----------------------------|---|---|
| Programme                  | NIHR Health Technology Assessment Call  | HTA Clinical Trials - Pharmaceutical Panel                          |
| NETSCC ID                  | 06/303/205  | Project Status<br>In Editorial                                      |
| Chief Investigator         | Testapp3, Test  | Contracting Organisation  |
| Research Type              | Primary Research  | Project Period (duration)<br>01 Apr 2007 to 28 Feb 2013 (60 Months) |
| Project Title              | A randomised phase III trial of Docetaxel plus Prednisolone vs. Docetaxel with Prednisolone plus either Zoledronic acid, Strontium-89 or both agents combined (TRAPEZE) |   |
| Estimated Publication Date | Research Costs  | £749,147.20   |
| Primary Contact (Staff)    | Proposal  | No proposal available   |
| Project Sensitivity        | Protocol  | 06.303.205 TRAPEZE Protocol Version 11 17022012.pdf                 |
|                            | Commissioning Brief   | Not Applicable  |

To view the Draft Final Report for your review, please click on **'View PDF'**.

Complete Reviewer Comments  
Main -

Instructions

This Report is a draft and should not be copied or shared. Similarly please do not cite from it.

Sections of this form (where clearly identified as such) are not shown to the Author unless a Freedom of Information Act request is made, other sections will be fed back to the Author Verbatim. The questions in each section are clearly identified. Further information about the review process and the way the information you provide to us is managed can be found here.

Please work through the screens using the left menu, ensuring you save each screen using the SAVE and CONTINUE button.

Summary

|                            |                                   |                           |                       |
|----------------------------|-----------------------------------|---------------------------|-----------------------|
| Programme                  | NIHR Health Technology Assessment | Call                      |                       |
| NETSCC ID                  |                                   | Project Status            | In Editorial          |
| Chief Investigator         |                                   | Contracting Organisation  |                       |
| Research Type              | Secondary Research                | Project Period (duration) |                       |
| Project Title              |                                   | Research Costs            |                       |
| Estimated Publication Date |                                   | Proposal                  | No proposal available |
| Primary Contact (Staff)    |                                   | Protocol                  |                       |
| Project Sensitivity        | High                              | Commissioning Brief       | Not Applicable        |

Task

| Task                      | Outcome   | Due Date    | Options         |
|---------------------------|-----------|-------------|-----------------|
| Submit Draft Final Report | Submitted | 17 Jul 2015 | <b>View PDF</b> |

- III. On the left hand side of the screen, click **Competing Interest**. If you are aware of any potential competing interests you may have, please enter them in the text box under **Competing Interests**

Complete Reviewer Comments  
Competing Interest and FOI -

**Instructions**

**Summary**

|                           |   |   |
|---------------------------|---|---|
| <b>Programme</b>          | NIHR Health Technology Assessment Call  | <b>HTA Clinical Trials - Pharmaceutical Panel</b> |
| <b>NETSCC ID</b>          | 06/303/205  | <b>Project Status</b>                             |
| <b>Chief Investigator</b> | Testapp3, Test  | In Editorial                                      |
| <b>Research Type</b>      | Primary Research  | <b>Contracting Organisation</b>                   |
| <b>Project Title</b>      | A randomised phase III trial of Docetaxel plus Prednisolone vs. Docetaxel with Prednisolone plus either Zoledronic acid, Strontium-89 or both agents combined (TRAPEZE) | University of Birmingham                          |
|                           | <b>Project Period (duration)</b>  | 01 Apr 2007 to 28 Feb 2013 (71 Months)            |
|                           | <b>Research Costs</b>   | £749,147.20                                       |

**Competing Interests**

Are you aware of any potential competing interests that you may have? If so, please provide details.

Limit: 2000 characters Remaining: 2000

- IV. Click on **Reviewer Comments** on the left hand side of the page.

- V. A **Reviewer Comments** screen will open on the **Complete Reviewer Comments** page.

You will see a list of questions and whether text is required to be submitted. Click **Add** next to each question to add your comment (you will need to respond to each required question. If a question is not relevant to your area of expertise enter N/A).

Complete Reviewer Comments  
Reviewer Comments -

**Instructions**

Instructional Content (test)

**Project Information**

|                            |  |
|----------------------------|--|
| <b>Programme</b>           | NIHR Health Technology Assessment          |
| <b>Funding Opportunity</b> | HTA Clinical Trials - Pharmaceutical Panel |
| <b>Call</b>                | HTA Clinical Trials - Pharmaceutical Panel |

**Text Area**

| Text Area Name                     | Description  | Required Text | Options    |
|------------------------------------|--|---------------|------------|
| Fulfillment of declared intentions | Are there any important ways in which the work has not fulfilled the declared intentions of the authors (compared to their protocol)?                                    | Yes           | <b>Add</b> |
| Abstract                           | Please comment on the relevance, accuracy and appropriateness of the abstract  | Yes           | <b>Add</b> |
| Overall validity                   | Please comment on the overall validity of the work i.e. the quality of the methods and their application.  | Yes           | <b>Add</b> |
| Areas of interest                  | Depending on your specific area of expertise, please comment on areas of particular interest, e.g., health economics, clinical content, statistical issues, methodology. | Yes           | <b>Add</b> |

VI. A **Text Area Editor** screen will open on the **Complete Reviewer Comments** page.

Please read through the question set out under the **Instructions**. Please enter your comments in the **Text Area** box. You have a limit of up to 10000 characters.

Complete Reviewer Comments  
Text Area Editor

**Instructions**

Are there any important ways in which the work has not fulfilled the declared intentions of the authors (compared to their protocol)?

**Project Information**

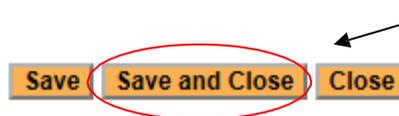
Programme NIHR Health Technology Assessment  
Funding Opportunity HTA Clinical Trials - Pharmaceutical Panel  
Call HTA Clinical Trials - Pharmaceutical Panel

**Text Area**

Fulfillment of declared intentions

Limit: 10000 characters Remaining: 10000

When you have finished entering your text please click **Save and Close**. This will ensure that your text has been saved and you will return to the **Reviewer Comments** page.



If you click **Save** you will remain on the page. If you click **Close** your text will not be saved.

Please continue to answer the questions in this way, clicking on **Add** next to each question and saving your comments. You will see that your comments appear under the column entitled **Text**. If at any time you wish to amend your comments, please click on **Edit** next to the relevant question.

You will return to the **Text Area Editor** screen where your comments can be amended. Please save as above.

| Text Area Name                     | Description   | Required | Text                           | Options     |
|------------------------------------|---|----------|--------------------------------|-------------|
| Fulfillment of declared intentions | Are there any important ways in which the work has not fulfilled the declared intentions of the authors (compared to their protocol)? | Yes      | agree                          | <b>Edit</b> |
| Abstract                           | Please comment on the relevance, accuracy and appropriateness of the abstract   | Yes      | accurate                       | <b>Edit</b> |
| Overall validity                   | Please comment on the overall validity of the work i.e. the quality of the methods and their application                              | Yes      | This needs some extra work ... | <b>Edit</b> |

When all the questions have been answered, please click on **Continue** at the bottom of the page.



VII. A **Score** screen will open on the **Complete Reviewer Comments** page.

Please enter any confidential comments for NETSCC and Editors in the text box.

**Complete Reviewer Comments**  
Score -

**Instructions**

Instructional Content (test)

**Confidential Comments for NETSCC and Editors only**

Limit: 10000 characters Remaining: 10000

Please enter any additional comments you may have to the Authors in the text box under **Additional Comments to Authors**. NETSCC and Editors will also be able to view these comments.

**Additional Comments to Authors**

Limit: 10000 characters Remaining: 10000

Please read the questions under the section entitled **Score** and select the appropriate Score from the drop down box provided. You should score the report between 1-6 as indicated (where 1 = 'Unacceptable', 3 = 'Average', 6 = 'Outstanding')

Please click **Save and Continue**.

**Score**

|          |  |       |   |
|----------|--|-------|---|
| Question | Accessibility of key points, i.e., is it readable, is the structure clear, are the conclusions relevant to the end user? | Score | <input type="text" value="&lt;Select&gt;"/> |
| Question | Closeness to the original proposal   | Score | <input type="text" value="&lt;Select&gt;"/> |
| Question | Scientific Quality   | Score | <input type="text" value="&lt;Select&gt;"/> |

**Save** **Save and Continue**

VIII. A **Review & Submit** page will open on the **Complete Reviewer Comments** screen.

Under the section **View Full Submission** if you click on **View PDF** you will be able to review your comments.

Under the section **Validation Status** the status will be Complete if you have answered all the required questions. If the validation status is Incomplete, please return to the Reviewer Comments on the left hand side of the page and complete the missing section(s) using the same process as above.

VIII. Once the Validation Status is Complete you will see a Submit button under the **Submission** section. Click on this to submit your comments to NETSCC. You will be presented with a pop up question asking if you want to submit the task. Please click **OK**.

Complete Reviewer Comments  
Review & Submit -

**Project Information**

Programme NIHR Health Technology Assessment  
Funding Opportunity HTA Clinical Trials - Pharmaceutical Panel  
Call HTA Clinical Trials - Pharmaceutical Panel

**View Full Submission**

**View PDF**

**Submission**

**Validation Status**

| Page Name                                       | Status       |
|---|--------------|
| Reviewer Comments                               | ✘ Incomplete |
| Fulfillment of declared intentions is required. | ✘            |
| Abstract is required.                           | ✘            |
| Overall validity is required.                   |              |

The task of **Complete Reviewer Comments** has now been completed. The **Home Screen** will now appear.

If you have any queries or concerns regarding this process or your review, please contact the Editorial Office at [Nihredit@soton.ac.uk](mailto:Nihredit@soton.ac.uk) or by phone on, 023 8059 7647.

