



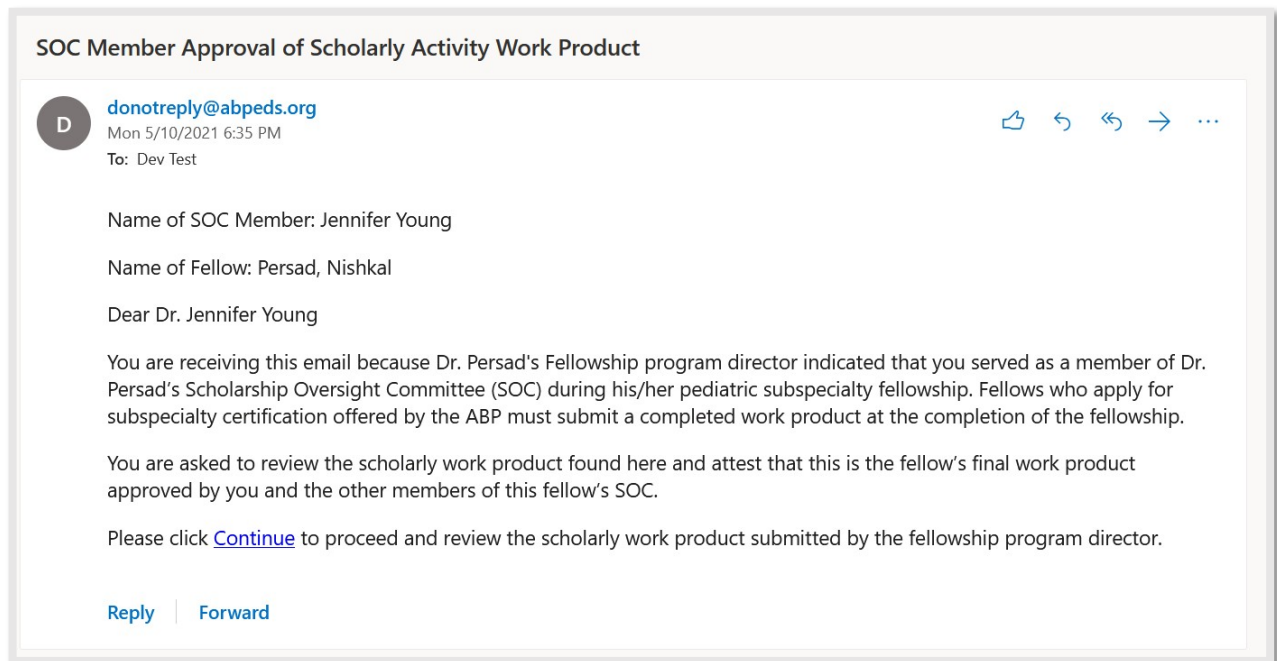
# Instructions to Obtain SOC Member Approval For Program Directors and Coordinators

## Important:

ABP's expectation is the fellow's scholarly activity work product will be submitted at the end of the fellowship regardless of when the fellow will sit for the initial certifying exam.

Scholarship Oversight Committee (SOC) members will receive an email from "[donotreply@abpeds.org](mailto:donotreply@abpeds.org)." The message will include a link for temporary access to the Program Portal, allowing members to review and vote on the scholarly activity for fellows. A separate link will be sent for each fellow that an SOC member will need to review.

**Please note:** SOC members should complete the review within two weeks of receiving the invitation link. A weekly reminder email will be sent until the invitation has been completed. Responses from SOC members are a required component for fellows to successfully meet the scholarly activity requirement. The ABP **must** receive a response from each SOC member.




SOC members should click "**Continue**" to be taken to the invitation.



# Instructions to Obtain SOC Member Approval For Program Directors and Coordinators

The invitation will provide a brief overview and request on behalf of the program director for review of the specific fellows' scholarly work product. Click "**Continue**" to review the scholarly work product.

Review Scholarly Work Product



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**SOC Member Approval of Scholarly Activity Work Product**

Dr. Jennifer Young, the ABP is asking you as one of the voting members of the Scholarly Oversight Committee (SOC) for Dr. Nishkal Persad to verify your approval of the scholarly work product completed by this subspecialty fellow at University of Toronto/Hosp for Sick Children. Each SOC member will receive an invitation to approve the scholarly work product.

Please press **Continue** to proceed and review the scholarly work product submitted by the fellowship program director.


Exit Continue

Each document uploaded by the program director will display under the green header "**Review Uploaded Documents.**"

Review Scholarly Work Product

**1 Review Uploaded Documents**

Please open and review each document below. After reviewing, click 'Continue' to attest whether the work product is acceptable to meet the ABP's requirement for scholarly activity.

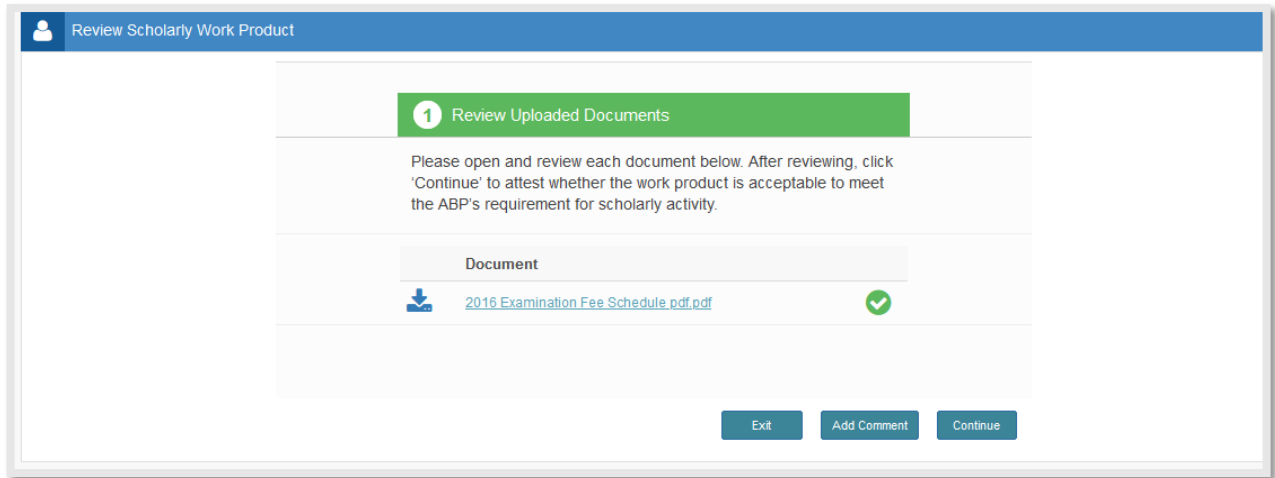
Document
 2016 Examination Fee Schedule pdf.pdf

Exit Add Comment Continue

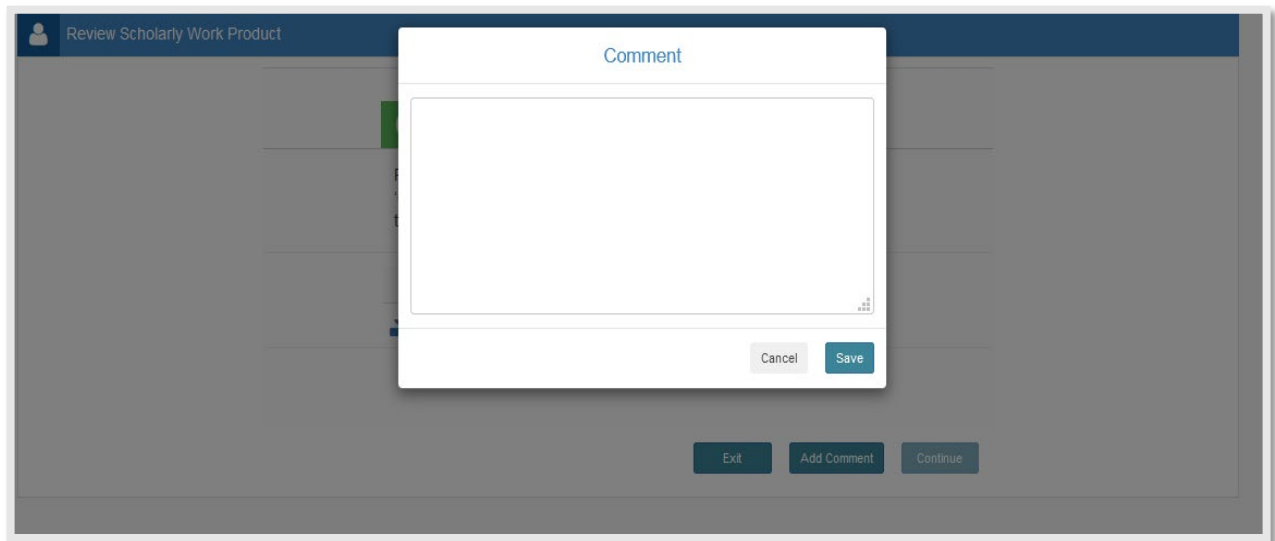


# Instructions to Obtain SOC Member Approval For Program Directors and Coordinators

SOC members **must** open and review all documents to proceed to the next step. A green checkmark will display next to each title after the document has been accessed.



Comments may be added by clicking “**Add Comment.**” A pop-up box will display to enter a comment and then click “**Save.**”



When all attachments have been reviewed, click “**Continue**” to attest if the work product is acceptable and meets ABP requirements for scholarly activity.

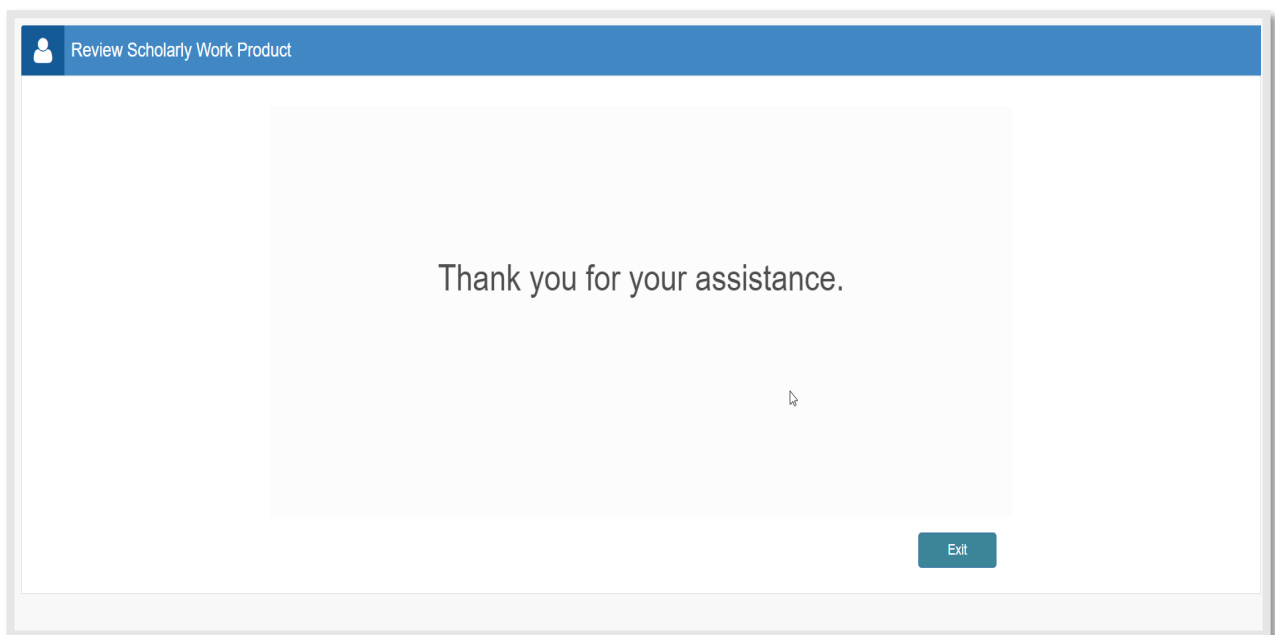


# Instructions to Obtain SOC Member Approval For Program Directors and Coordinators

Under the green header “**Assessment of Submitted Work Product,**” the SOC member will choose whether they approve or disapprove the submitted work product. If the work product is approved, the SOC member will select “**Work Product Approved**” and then click “**Submit.**”

The screenshot shows a web interface titled "Review Scholarly Work Product". A green header bar contains the number "2" and the text "Assessment of Submitted Work Product(s)". Below this, the text reads: "Please indicate if the submitted work product(s) meets the Scholarly Work Product requirement for this trainee." There are two radio button options: "Work Product(s) Approved" (which is selected) and "Work Product(s) Not Approved". Below the options, the text "Work Product(s) Approved" is displayed in blue, followed by the statement: "I have reviewed the submitted work product(s), and I attest that it meets the Scholarly Work Product requirement for this trainee." At the bottom right, there are two buttons: "Exit" and "Submit".

A confirmation page will display thanking the SOC member. The member is now done and can exit the system.



The screenshot shows a confirmation page titled "Review Scholarly Work Product". The main content area contains the text "Thank you for your assistance." in a large, centered font. At the bottom right, there is a single "Exit" button.



# Instructions to Obtain SOC Member Approval For Program Directors and Coordinators

If the work product is not approved, the SOC Member will select **“Work Product Not Approved.”** A pop-up box will display for the SOC member to enter an explanation for disapproval of the project. A comment **must** be entered if the project is not approved.

Review Scholarly Work Product

**2** Assessment of Submitted Work Product

Please indicate if the submitted work product meets the Scholarly Work Product requirement for this trainee.

Work Product Approved     Work Product Not Approved

**Work Product Not Approved**

I have reviewed the submitted work product but find that it does not meet the Scholarly Work Product requirement for this trainee. Please explain your reason(s) for not approving the work product.

test

Exit    Submit

After the comment is entered, click **“Submit.”** A confirmation page will display thanking the SOC member. The member is now done and can exit the system.

Review Scholarly Work Product

Thank you for your assistance.

Exit