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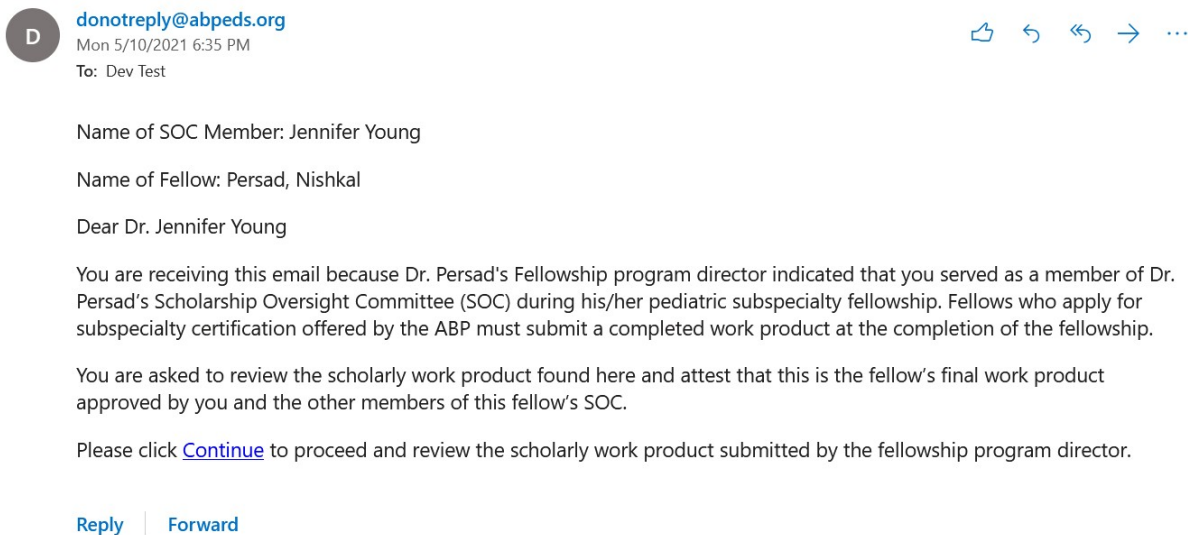## For Program Directors and Coordinators

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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." 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 Member Approval of Scholarly Activity Work Product

donotreply@abpeds.org
Mon 5/10/2021 6:35 PM
To: Dev Test

Name of SOC Member: Jennifer Young

Name of Fellow: Persad, Nishkal

Dear Dr. Jennifer Young

You are receiving this email because Dr. Persad's Fellowship program director indicated that you served as a member of Dr. Persad's Scholarship Oversight Committee (SOC) during his/her pediatric subspecialty fellowship. Fellows who apply for subspecialty certification offered by the ABP must submit a completed work product at the completion of the fellowship.

You are asked to review the scholarly work product found here and attest that this is the fellow's final work product approved by you and the other members of this fellow's SOC.

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

Reply | **Forward**

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

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.

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

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.

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**."

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

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.

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.