Project Peer Review Guidelines for All Programs

(**NOTE:** GRIP interns do NOT need to complete this deliverable. CCI interns *must* complete this deliverable and submit it to BNL-OEP only via the weekly report email address.)

Topics
- **DOE descriptor of peer review requirement and the online location of DOE guidelines**
- **Document naming convention**
- **Abstract for a General Audience guidelines, summary form**

DOE descriptor of project abstract for a general audience requirement and the online location of DOE guidelines

All participants must provide a one-page written peer review of another intern's talk or poster. Host institutions will determine the review assignments. Assigned reviewers must submit their written comments prior to the end of their appointment.

Development of the materials required to fulfill the deliverables may be performed using word processing and/or graphics design/presentation software of your choice, but all final copies must be made available in an Adobe Acrobat (.pdf) file format, and submitted using your account on the WDTS Application and Review System (WARS) online system, via the Deliverables tab. Non-DOE interns submit this deliverable via the email address used for weekly reports.

To complete this peer review you may complete the form in pen, take a picture of that form, convert the picture to a pdf, and submit that pdf if you wish. Or you may simply download the form, complete and save the Word doc, convert it to a pdf, and submit that. However you get the form to the pdf format is up to you.

Document naming convention

- All document names must begin using the following template:
  - ALL CAPS followed by type of deliverable in lower case, underscores separate words not spaces
  - LASTNAME_FIRSTINITIAL_deliverabletype
    - e. g., STEGMAN_M_review
    - **Note:** Use_underscores_not_spaces.

Peer Review guidelines, summary form

- Download form from interns info page at bnl.gov
- Topics to be covered in review:
  - When preparing the one-page written peer review of the presentation, please include an assessment of the following:
    - **Content**. Was the presentation informative? Did it have a clear focus? Was it well researched?

- **Organization/Clarity**. Was it easy to follow? Was there a clear introduction and conclusion?
- **Visual aids**. Did the presenter make effective use of visual resources, image design, layout, etc.? Was the text large enough to be easily seen?