

Peer review process for materials submitted for WNEP resource database May 2008

Materials developed* by UW-Extension faculty and staff must be peer reviewed in order to be included in the WNEP resource database. Materials that were reviewed and included in UW-Extension publications “Learning Store” may be added to the WNEP database if they are appropriate for WNEP without a second review by WNEP staff.

Why peer review?

- To insure that materials in the WNEP resource database meet WNEP standards of excellence.
- To minimize development of new materials when materials already exist to meet that need.
- Important part of scholarly work.

Who would be part of the pool of peer reviewers?

- The WNEP specialist most connected with the content (eg, Dietary Quality, adult audiences – Gayle Coleman, Food Resource Management – Shelley King-Curry)
- 3 WNEP Coordinators and 3 Nutrition Educators representing the 5 districts and Quad Counties; these individuals would be selected by the Districts and serve a 1-year term; selection would occur around the time of the annual WNEP Coordinators meeting (usually late winter/early spring)
- Specialist receiving materials for review would request volunteers (at least 1 WNEP Coordinator and 1 Nutrition Educator from this larger review group) for each item submitted for inclusion in the database

What are the expectations for a reviewer?

- Use WNEP guidelines/checklists such as the displays checklist to review materials submitted (estimated time to review depends upon material but might be 1 hour)
- Participate in a Wisline (estimated time 1 hour) with the Specialist and other reviewer to compare comments and develop feedback for the person submitting the material
- Be willing to review one or more educational materials during this year (number of things to review depends on number of things submitted for review)

What can individuals submitting to this peer review process expect?

- Person submitting will get written, constructive feedback from the reviewers within 2 months of submitting materials (at least 2 months are needed since it is often difficult to find a time when all reviewers can meet via Wisline)
- Feedback would distinguish between things that must be changed in order for materials to be added to the database and suggestions that are not mandatory for inclusion in the database
- Person submitting will have the opportunity to discuss feedback with Specialist if desired

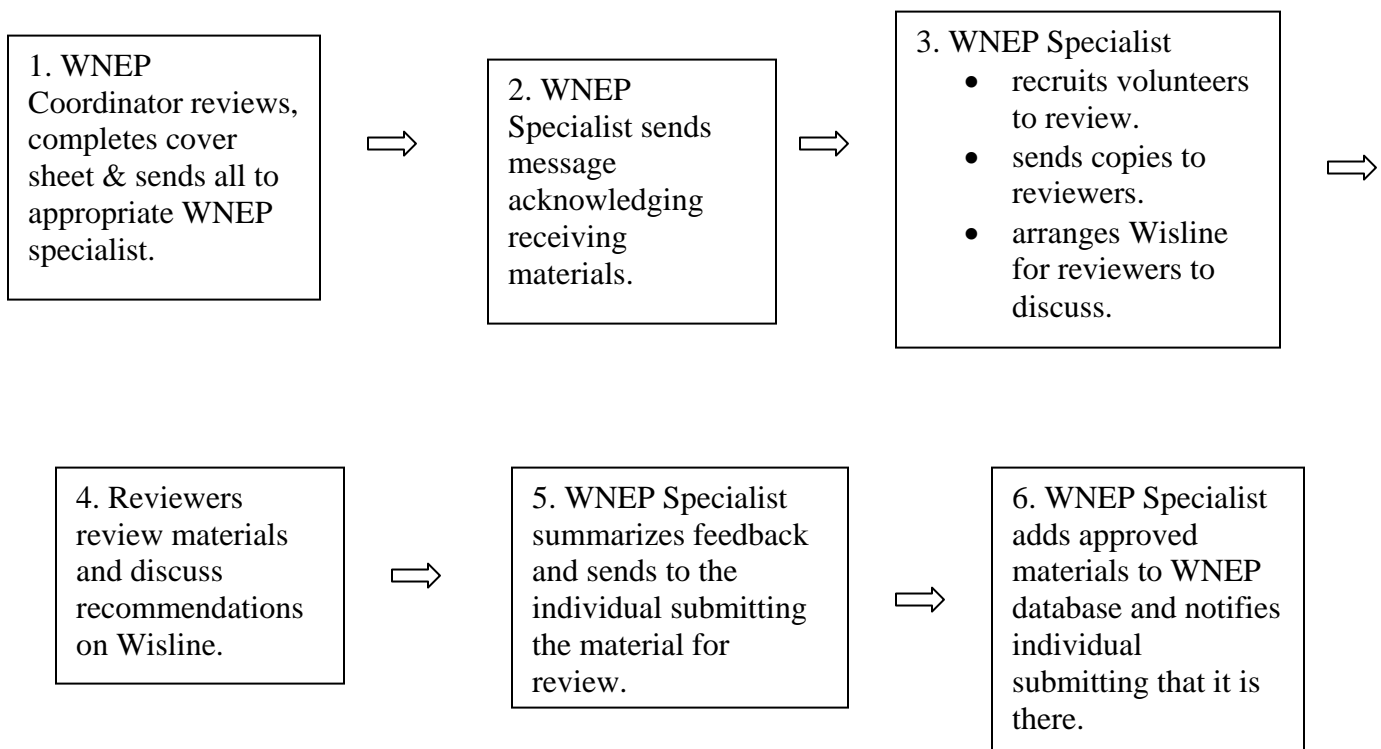
*Note that in most cases for WNEP “developed” means adapting existing materials into a new format such as a display. The only way that WNEP resources (staff time, financial resources including cost share) may be used to develop new materials is if the project was included in the state plan of work and approved by the USDA Food and Nutrition Service.

What are the review steps?

1. Materials developed by Nutrition Educators should be reviewed by the WNEP Coordinator in that county. If the WNEP Coordinator would like assistance with reviewing these materials, then she/he could ask another WNEP Coordinator to help review these materials. WNEP Coordinator, Nutrition Educator or other Specialist submitting materials sends the material in an electronic format (e-mail attachment or on CD) to the WNEP Specialist for review along with a cover sheet (included at the end of this document.)
2. WNEP Specialist sends Coordinator/Nutrition Educator an e-mail acknowledging that the materials were received.
3. WNEP Specialist
 - a. recruits volunteers from the peer review group and lets them know the timeline for the review process.
 - b. sends copies of the materials to the reviewers.
 - c. sets up a Wisline for reviewers to compare comments and draft feedback to the individual submitting.
4. Reviewers review the materials using the appropriate guidelines/checklists on their own and then participate in the Wisline for reviewers.
5. After the Wisline, the WNEP Specialist summarizes the feedback and sends it to the individual submitting the material.
6. WNEP Specialist adds approved materials to WNEP database and notifies individual who submitted it for review when it is in the database.

Note: At this time, only materials in English can be reviewed.

Flow chart for Peer Review Process for Materials Submitted to WNEP Database



Cover Sheet to Use When Submitting Materials for the WNEP Database

Name:

Telephone number:

Check if reviewed by WNEP Coordinator

The reviewers will be using the appropriate WNEP guidelines and checklists to review materials submitted for review. These guidelines or checklists in pdf format can be found on the WNEP web site, <http://www.uwex.edu/ces/wnep/teach/index.cfm>.

- Display Criteria checklist
- Handout Criteria Checklist
- How to Select and Use Recipes in Nutrition Education
- Guidelines for Providing Credit to the Food Stamp Program on WNEP Materials
- Guidelines for WNEP Identification on Resources

Peer review of materials shared at District meetings

If a person wants to share at a District meeting materials that she/he developed, then the person should have at least one WNEP Coordinator, other than her/himself review the material and provide feedback prior to the sharing.

Flow chart for peer review of materials shared at District meetings

