After Quality Review Methods Submission to SAS Document Manager

Login at www.editorialmanager.com/sasdocmanager using the Author Login
Click on the highlighted Submissions Being Processed link to access your submission.
Upon initial submission the Manuscript will not have a Manuscript Number and will be under the Manuscript Submitted Status.
With Editor is the first status in the review process. The status reflects that action has been taken on the manuscript and it has been assigned a manuscript number. The work will stay in With Editor Status until assigned to reviewers, including the committee members, who you suggested as reviewers with submission.
Submissions Being Processed Screen – Under Review Status

Once a work has been reviewed by the three required Committee Member Reviewers the status will change to Under Review. If all three committee members have approved the submission the work will then move to the SAS Quality Reviewer. If either the SAS Quality Reviewer or one of the Committee members does not approve the work, the manuscript will be returned for resubmission.

NOTE: Once a decision has been made by the reviewers and SAS team, the manuscript will move into the Submission Needing Revision link on the Author Main Menu.
Any Submission that is not accepted by any one of the three committee members or the 4th External Quality Reviewer will result in a Revise decision.

The Submissions Needing Revision Screen is where you take action on a completed review requiring revision. Actions include viewing the original submission, reviewing and downloading the files, revising the submission, declining to revise and removing the submission, or corresponding with the SAS Dissertation team.

You can review or download the files under File Inventory.
Beginning the Revised Submission Process

Click on the Revise Submission link on the Submissions Needing Revision page opening the submission portal and click OK when prompted

The revised submission process allows the student to review some of the meta-data associated with the proposal manuscript and change as appropriate.

NOTE: Do not change the article type unless specifically instructed by SAS and the Dissertation Office.

NOTE: You can click directly on any section of the process you would like to change by clicking on the appropriate tab in the left-hand column.

NOTE: There is an additional tab to respond to reviewers, providing space for students to provide direct commentary to the reviewers in relation to changes and issues noted in the review process.
Revising the Submission – Response to Reviewers

Students should provide any specific feedback they would like the reviewers to consider during the review process based on the feedback originally provided to the student from the reviewers. Students can click the View Decision Letter link to access the specific written commentary provided in the decision letter from the reviewers.
Revising the Submission – Attaching the Files

All of the previously submitted files are included initially with the re-submission. Students should un-check any document(s) they would like to replace in the revision process.

NOTE: Students should always un-check Proposal Manuscript so they can upload the revised proposal manuscript for review.

NOTE: Students will have an opportunity to attach the change matrix on the next page.
Revising the Submission – Attaching the Files

When attaching files all required files are noted with an asterisk.

NOTE: A completed change matrix is required with any resubmission.
Revising the Submission – Attaching the Files

Once all of the required files are attached, click next. Note Appendix A in this document for all the required files at submission and re-submission.
Revising the Submission – Reviewing the Files

Review the order of the files ensuring the proposal manuscript is first on the list and then click next.

Revising the Submission – Reviewing the Files

If all required files are included, click Build PDF for my Approval.
Revising the Submission – PDF Being Built

After clicking Build PDF for My Approval a message reminding you to view and approve your submission will pop up. DO NOT hit the back button.
Revising the Submission – Approving the Resubmission

Once the PDF is built the student should View the Revision prior to approving the submission of the revision to the SAS Dissertation Office.
Revising the Submission – Approving the Resubmission

After reviewing the PDF click Approve Revision.

Click OK to approve the revised submission.
Once re-submitted a revised Submission will move to the Revisions Being Processed Folder.
Students can check the status, view the submission, correspond with the SAS dissertation team, or review the specific feedback they provided to the reviewers from this page.

Revisions Being Processed Page – With Editor Status
Once a Dissertation Proposal has been accepted through the QRM review, the manuscript will now show up in BOTH the Submissions Needing Revision and Submissions with a Decision Folders.
The Submissions with a Decision Page allows a student to review the final status of any manuscript submission within the system.
An accepted Dissertation Proposal through QRM should have Accepted Proposal as the decision and Accept as the current status.

From this page students can view the revised submission, review the comments they made during the revision process, review and download the files, revise the submission, and correspond with the SAS Dissertation Offices.

NOTE: Students should NEVER hit the Decline to Revise button.

NOTE: The QRM manuscript submission will remain in revision status until you are prepared to submit the final dissertation for QRF.

NOTE: Do NOT Submit New Manuscript from the Author Main Menu page, you must submit a final dissertation for QRF through the resubmission process outlined in this document.

NOTE: If you did NOT originally use the SAS Document Manager system for QRM submission or approval you should access the Quality Review Final as an Initial Submission document. Only students who submitted a QRM review and received approval in the system should follow the directions that follow.
# Appendix A: Files needed for submission Matrix

<table>
<thead>
<tr>
<th>File</th>
<th>Initial Proposal Submission</th>
<th>Revised Proposal Submission</th>
<th>Initial Final Dissertation Submission</th>
<th>Revised Final Dissertation Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal</td>
<td>Required</td>
<td>Required</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Final Dissertation</td>
<td>N/A</td>
<td>N/A</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Certificate of Originality</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Change Matrix</td>
<td>N/A</td>
<td>Required</td>
<td>NOTE: QRM approvals in system must submit a placeholder Document</td>
<td>Required</td>
</tr>
<tr>
<td>CITI Approval</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>IRB Application</td>
<td>Required</td>
<td>Required</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>IRB Approval Letter</td>
<td>N/A</td>
<td>N/A</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Curriculum Vitae</td>
<td>N/A</td>
<td>N/A</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Turn-it-in Report</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Data files</td>
<td>Optional</td>
<td>Optional</td>
<td>Optional</td>
<td>Optional</td>
</tr>
<tr>
<td>Picture or video files</td>
<td>Optional</td>
<td>Optional</td>
<td>Optional</td>
<td>Optional</td>
</tr>
</tbody>
</table>

**Proposal requirements:**

1. Proposal
2. COO
3. CITI
4. IRB
5. Turn-it-in
6. Change matrix required on Re-submission

**Final Dissertation Requirements:**

1. Dissertation
2. COO
3. CITI
4. IRB
5. CV
6. Turn-it-in
7. Change Matrix – need placeholder doc for first submission, required on subsequent submissions.