**SOP For EIDR Internal Review**

**I. GOALS OF EIDR INTERNAL REVIEW PROCESS:** To review the content, grammar, and functionality of the EIDR web application.

**1) Content**

* Identify inaccurate or questionable data
* Missing data?
* Comment on the validity of designating specific events as emergence events

**2) Grammar**

* Identify any grammatical errors

**3) Functionality**

* Identify any bugs in the EIDR website such as glitches in references, maps, quotes, icons etc.

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**II. TOOLS TO USE:** Reviewers will use four tools for the review process

1. **The EIDR website -** <http://eidr.ecohealth.io/>

* The information to be reviewed is all on the EIDR website. Reviewers will not need to view the EIDR master spreadsheet.
* The EIDR website has a commenting feature that reviewers will use to make general comments on an event, or comment on the validity of designating an event as emergent, when signed in via Google.

1. **Review Spreadsheet** - Each reviewer has been given a spreadsheet that includes two tabs:

* First: A list of events that a reviewer is responsible for
* Second: A tab for entering content or grammatical corrections

1. **EHA Reviewer Ideas/Comments (Google Doc)** <https://docs.google.com/a/ecohealthalliance.org/document/d/1bh-Bvrj1MPyijar3orw89XCYG50Ark14yR1AC6qLSVM/edit>

* This Google doc is meant for comments on the features, layout and function of the EIDR website

1. **Zotero reference organizing application** -All references are displayed on the EIDR website and linked to Zotero (a reference storage and management application).

* All reviewers should sign into to the Zotero account-

**Username**: ecohealthreview **PW**: 8wildlife

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**III. REVIEWING PROCEDURE**

1. **MARK EVENT YOU ARE WORKING ON “IN PROGRESS”**

Please go to your **Event Checklist** tab in Review Spreadsheet and mark the status of the event you are working on to In Progress.

1. **SIGN IN**

Go to [eidr.ecohealth.io](http://www.eidr.ecohealth.io) and create an account through the Sign-In button.

*Note: You can only sign in using an EHA email. We have done this so that for now only EHA staff will be able to download the data, and comment on events.*

1. **ACCESS THE EVENT**

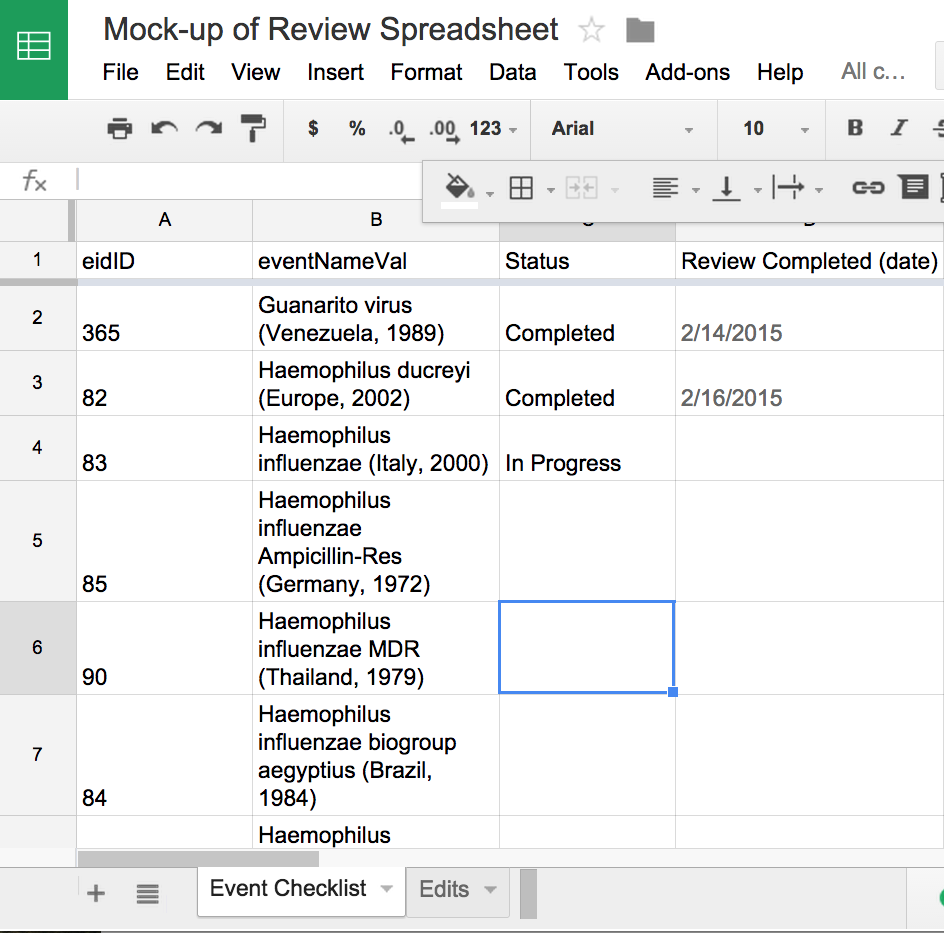
Go to http://eidr.ecohealth.io/event/insert your eidid# here. The eidid# is the id number associated with the event you are reviewing. It can be found in the Event Checklist.

Example:

Haemophilus influenzae Ampicillin-Res (Germany, 1972)

eidid = 85

Event Page: <http://eidr.ecohealth.io/event/85>



*Figure 1. Event Checklist showing two completed reviews and one review in progress*

1. **REVIEW THE EID EVENT INFO FOR YOUR EVENT**

Read the abstract, notes, and EID description for the event. Note: Some events do not have an abstract because there was insufficient information. A few abstracts are still being written. Notes and EID descriptions are scarce, but we have included them, because occasionally they are useful. Many events have little information. The abstract usually makes this clear. Open references associated with the event.

1. **COMMENT ON EID EVENT EMERGENCE INFO**

Please submit any EID information or pertinent references as well as your general comments about the event in the comments field at the bottom of the event page. All comments are public. These events have been researched extensively. If you aren’t familiar with the event you may want to spend minimal time reviewing it**. Provide any references you can.**

*NOTE: Potential emergence events that could not verified, because of historical complexities, or a lack of reliable information are included.*

Emergence events must meet one of the following criteria:

* **Expanded geographic region**: The pathogen appeared in a region that is significantly distant from any of other region it is found in
* **Expanded host range**: The pathogen infected humans for the first time
* **Increased incidence**: There was a marked increase in incidence of the pathogen.
* **Increased virulence**: The pathogen showed a marked increase, or a novel, virulence
* **Novel drug resistance**: The pathogen displayed a novel drug resistance
* **Evolution of an existing organism**: The pathogen underwent significant genetic changes allowing for speciation, or this is the first time the pathogen has been detected.
* **Reappearance after control or elimination**: The pathogen reappeared for the first time after a significant period of being absent.

*NOTE: If you have access to a pdf of an article we need please send it to gold@ecohealthalliance so it can be added to the Zotero library.*

1. **REVIEW MAP, ALL VARIABLES FOR YOUR EVENT, AND WEB FUNCTIONALITY**

Descriptions of each variable are available by hovering over the information icons. Look through the values for each variable closely. The specific reference(s) used for each variable can be found by clicking on the book icons. Some values are accompanied by a quote, which can be viewed by clicking on the “ icon. Submit edits/comments **to the Edits tab in Review Spreadsheet** **(see next step).** Questions to keep in mind:

* Are the values accurate?
* Can you elaborate on a value?
* Is the map functioning?
* Which references don’t have links?
* Are there any typos?
* Are there any grammatical errors?
* Are there any parts of the website that are not functioning properly? (ex: reference links)

1. **SUBMIT VARIABLE AND MAP EDITS (observed in previous step)**

To submit a content, grammatical or web feature error for an event, use the “Edits” tab in the Review Spreadsheet. Please follow these conventions:

* Each row should be used to enter one edit/comment per single assigned event
* Enter the event Id # (eidID) and event name into columns A and B

**For content or grammatical errors use the following procedure:**

1. Enter the variable (Emergence type, Driver, Host etc.) that has an error or you wish to comment on under Variable Name (column C)

2. Enter the existing value for that variable in Existing Variable Value (column D)

3. Provide your suggested edit in Suggested Variable Edit (column E). If you only wish to comment on the variable value, don’t enter a value for column E.

4. Provide any comments about that variable in column F

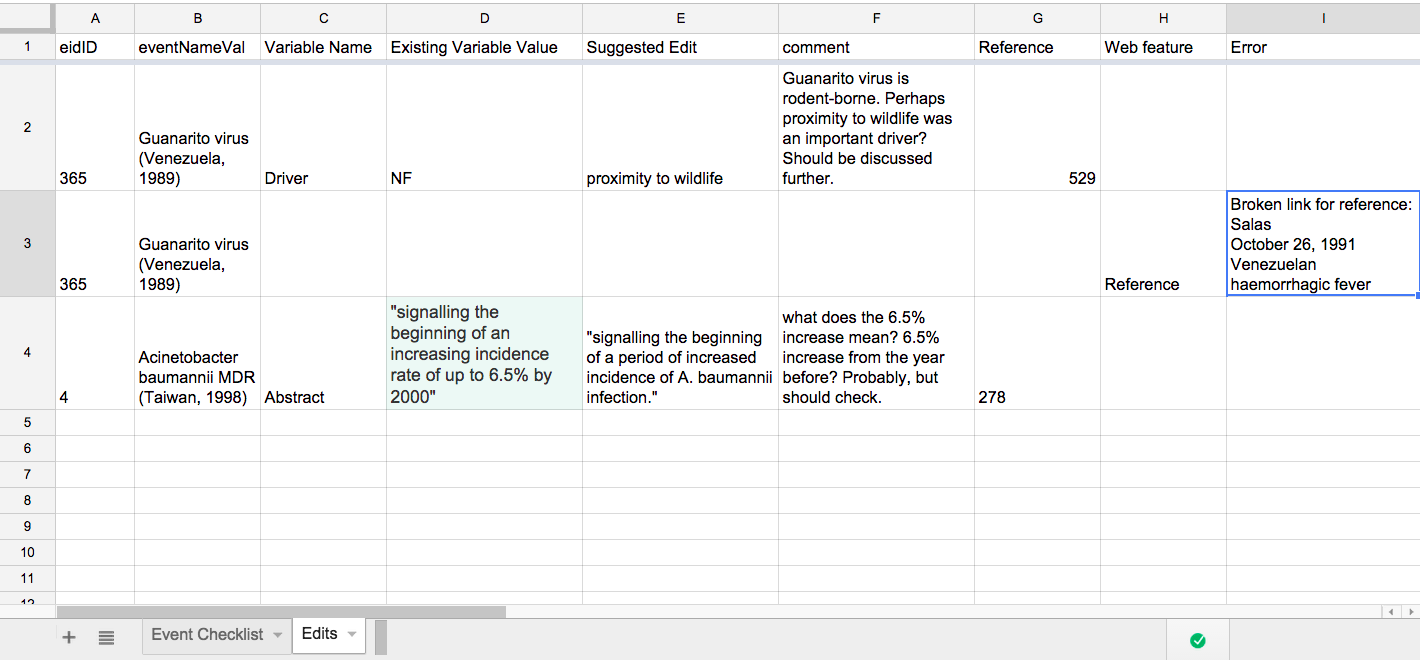
5. Please provide a reference for your edit or suggestion (column G). If you don’t have a reference do not hesitate to comment anyways.

**Look for and Note any website errors use the following procedure:**

1. Enter the web feature (e.g. references, links, map) that has an error or you wish to comment on under Web feature (column H)

2. Describe the error in column I

3. Provide a comment on the error, or a suggestion to fix the error if applicable in column J



*Figure 2. Mock-up of Edits tab on the Review Spreadsheet. Each row should corresponds to one edit of one event. Three edits are shown here (Row 2: content error, Row 3: web error, Row 4: grammatical error)*

**7) FINISHING REVIEW**

To finish a review, go to the Event Checklist and change the status from In Progress to Completed.

*Note: You may wish to highlight rows with completed events yellow to help keep track of your progress.*

**8).EXPLORE THE EIDR WEBSITE**

Please explore the EIDR website and provide any feedback in the Google doc: <https://docs.google.com/a/ecohealthalliance.org/document/d/1bh-Bvrj1MPyijar3orw89XCYG50Ark14yR1AC6qLSVM/edit>

We would love your opinion on what you thought of the functionality, aesthetic, layout and features!

Thank you for the hard work!!