✅ Frequently Asked Questions (FAQ)

1. What is the AI-Powered FETP Deliverable Reviewer?

It is a web-based platform that uses artificial intelligence to **review or score FETP deliverables automatically** based on official FETP guidelines, scoring criteria, and mentorship principles. It saves time, ensures consistency, and improves the quality of feedback.

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2. Who can use this platform?

The system is designed for:

- FETP Fellows
- Mentors
- Resident Advisors (RAs)
- Course Coordinators
- Course Directors
- FETP Program Staff

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3. What types of deliverables can the AI review or score?

✅ FETP Frontline:

- Surveillance Weekly/Monthly Report
- Surveillance Summary Report
- Surveillance Data Quality Audit
- Surveillance Problem Analysis
- Outbreak Investigation Report

✅ FETP Intermediate & Advanced:

- Surveillance Evaluation Report
- Surveillance Data Analysis Report
- Outbreak Investigation Report
- Epidemiology Study / Research Protocol
- Scientific Manuscript
- Abstract
- Oral Presentation (converted to PDF)

4. What output will I receive?

- **Review Option:** A **Microsoft Word document** with detailed, section-by-section feedback.
- **Score Option:** A **scoring sheet** based on official FETP checklists and criteria.

All outputs are delivered directly to your **email inbox.**

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5. How fast will I receive the feedback or score?

Usually **within minutes**, depending on the size and complexity of the report.
The system works **24/7**, including weekends and holidays.

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6. Do I need to write any prompts?

No. The system includes built-in expert-level prompts based on FETP guidelines.
Just upload the PDF and the AI does the rest.

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7. What file format should I upload?

You **must upload a PDF** file.
If your deliverable is a PowerPoint oral presentation, **convert it to PDF** before upload.

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8. Is there a feedback form after receiving AI output?

Yes. After you receive the AI review/scoring by email, you will also receive a short **AI Feedback Form.**
✅ Please complete this form—it helps us upgrade and improve the application.

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9. What should I do if the AI output is blank, incomplete, or incorrect?

If you receive:

- Empty document
- Partial review/scoring
- Missing sections

Please **submit the deliverable again.**
Sometimes formatting or PDF conversion issues can affect processing.
If the problem continues, fill out the **feedback form** so we can fix it.

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10. Can the application review or score deliverables in languages other than English?

Yes.

The platform can read deliverables in different languages. Currently, it provides reviews and scores in:

Arabic | Chinese | English | French | Japanese | Portuguese | Russian | Spanish | Turkish

More languages can be added. Put your preferred language during register.

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11. Can fellows use this tool before sending to mentors?

Yes. Fellows can use the AI to improve their report before final submission to their mentor.
This reduces revisions and improves quality.

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12. Is the AI replacing mentors?

No. AI is an assistant, not a replacement.
AI handles structure, clarity, formatting, and guideline alignment.
Mentors focus on deeper analysis, critical thinking, leadership mentoring, and final decisions.

13. How does this help mentors and resident advisors?

- Saves hours of repetitive work
- Provides consistent and unbiased feedback
- Ensures fairness across fellows and cohorts
- Allows mentors to focus on high-level guidance
- Increases efficiency and program quality

14. Is the AI based on real FETP guidelines?

Yes. The tool is built using:

- CDC / TEPHINET Deliverable Guidelines
- Official FETP Scoring Checklists
- Mentorship and feedback principles
- 10+ years of FETP mentoring experience

15. Is my data secure?

Yes. Uploaded files are handled with strict confidentiality.
Data privacy and security are built into the system.
(You may add a formal data privacy policy if needed.)

16. What if I don't receive the email?

Please check:

- Spam / Junk folder
- Email spelling in the form

If still not found, contact support or try again.

17. Can I use the platform on a phone or tablet?

Yes. The platform works on **computer, laptop, tablet, and smartphone.**
However, reviewing feedback is easier on a bigger screen.

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18. Do I need training to use this system?

No. The process is very simple:

1. Log in
2. Choose Review or Score
3. Select FETP tier
4. Enter details
5. Upload PDF
6. Submit
7. Receive feedback in email

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19. Can the AI be improved over time?

Yes. The system is continuously updated.
Your feedback through the **AI Feedback Form** helps us enhance accuracy, add new features, and support more languages.

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20. Why was this tool created?

Because manual review is time-consuming, repetitive, inconsistent, and often delayed.
This tool ensures **quality, consistency, speed, fairness, and sustainability** while preserving the mentor's role in deeper guidance.

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21. Can this be used across multiple countries or cohorts?

Yes. The platform can support **any number of fellows and mentors**, across regions, cohorts, and countries. It scales easily.

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22. How do I start?

Just register, log in, and follow the simple steps.
No technical knowledge required.