

How to Use the AI-Powered FETP Deliverable Reviewer

Background

FETP fellows write many reports—and mentors spend countless hours reviewing them. Now there's a smarter, faster way.

The **AI-Powered FETP Deliverable Reviewer** is the first web app designed specifically for FETP. Just upload your PDF report, choose “Review” or “Score,” and the AI—trained using real FETP guidelines and mentorship standards—will deliver structured feedback or a scoring sheet directly to your email in minutes.

It works for **Frontline, Intermediate, and Advanced** deliverables, including surveillance reports, outbreak investigations, data analysis, manuscripts, abstracts, and presentations.

Available **24/7**, it saves time, ensures consistency, and lets mentors focus on higher-level coaching—not formatting or grammar. It's like having an AI super mentor always ready to help.

Who Can Use the Platform?

- FETP Fellows (to get feedback before final submission)
 - Mentors (to support fellows efficiently)
 - Resident Advisors (to maintain consistency)
 - Course Coordinators and Directors (to monitor quality)
 - Program staff (to streamline evaluation)
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Why This System Works

- Built from official FETP guidelines (CDC / TEPHINET)
 - Aligned with scoring checklists
 - Designed by an experienced FETP mentor (10+ years)
 - Ensures consistency and fairness
 - Saves time and effort for mentors and fellows
 - Improves the quality of deliverables
 - Scales easily across cohorts and countries
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AI is Your Assistant, Not a Replacement

This tool enhances mentorship—not replaces it.
AI handles structure, grammar, format, and basic analysis.
Mentors focus on deeper thinking, leadership, and professional growth.

A Complete Step-by-Step User Guide

The AI-Powered FETP Deliverable Reviewer is designed to be simple and user-friendly.
Follow the steps below to review or score any FETP deliverable using AI.

STEP 1: Register Your Account

Before using the system, all FETP staff must create an account.

1. Go to the **website homepage**.
2. Click on “**Register**” or “**Create Account**.”
3. Enter the required details:
 - Full Name
 - Email Address
 - Role in FETP (e.g., Fellow, Mentor, RA, Coordinator, Director, Staff)
 - Password (create a secure password)
4. Submit the form to complete registration.

☒ Your account is now created.

STEP 2: Log In

1. Click “**Login**” on the homepage.
2. Enter your registered email and password.
3. Click “**Submit**” to enter your dashboard.

☒ You will now see two main options.

STEP 3: Choose What You Want to Do

On the main dashboard, you will see two options:

☒ **Option 1: Review FETP Deliverable**

Use this if you want **AI feedback** (section-by-section comments, suggestions, improvements).

Output: MS Word feedback document.

☒ **Option 2: Score FETP Deliverable**

Use this if you want **AI scoring** based on official FETP scoring criteria.

Output: Scoring sheet.

Click on the option you need.

STEP 4: Select the FETP Tier

You will be asked to choose the training tier of the deliverable:

- **FETP Frontline**
- **FETP Intermediate**
- **FETP Advanced**

This is very important because the AI uses different guidelines and expectations for each tier.

☒ Select the correct tier and continue.

STEP 5: Enter Deliverable Information

You will see a form where you must enter basic information:

- Name of the person submitting the report
- Role in FETP (Fellow, Mentor, RA, etc.)
- Email address (where feedback or score will be sent)
- FETP Program Name
- Country
- Name of the Fellow (if applicable)
- Type of Deliverable (choose from dropdown list)

✓ Make sure the email is correct—you will receive the final output there.

STEP 6: Prepare and Upload the Deliverable

- All files **must be in PDF format**.
- If the deliverable is a **PowerPoint presentation**, convert it to PDF first.
- Make sure the file is complete and final (not image-based PDFs if possible).

Click “**Upload**” or “**Choose File**” and select the PDF from your computer.

☒ Once the file is attached, proceed to the next step.

STEP 7: Submit for AI Processing

- Review the details you entered.
- Click “**Submit**” to start the AI review or scoring process.

The system will automatically process the deliverable.
You do not need to wait on the page.

☒ You will receive the result in your email.

STEP 8: Receive and Download the Output

Check your email inbox (and spam/junk if needed).

You will receive one of the following, depending on your chosen option:

☒ **If you selected “Review”:**

You will receive a **Microsoft Word document** with:

- Section-by-section feedback
- Comments and suggestions
- Improvements based on FETP guidelines
- Recommendations for revision

☒ **If you selected “Score”:**

You will receive a **scoring sheet** with:

- Scores for each section
- Comments for justification
- Strengths and gaps
- Standardized evaluation

☒ You can now revise, share, or forward the feedback as needed.

Important Notes & Best Practices

- Always upload the **final or near-final version** of the document.
- Make sure **text is selectable**, not scanned images.
- Use **PDF format only** (except output which comes in Word).
- For PowerPoint (oral presentations), **convert to PDF** before submission.
- Ensure correct **FETP tier** and **deliverable type** for accurate evaluation.
- The system is **available 24/7**—you can submit anytime.
- AI handles the first review; mentors can then focus on deeper guidance.

 **You are now ready to use the system!**

If needed, training videos or screenshots can be added to the website.

The future of FETP mentorship is smarter, faster, and more effective—with AI.