Sample Submission Form

Welcome to the Plain Language/Clear Communication Product Submission Website

Guidelines for submitting your Plain Language/Clear Communication product(s):

Please note, if you start the form and leave it idle for 25 minutes your session will be timed out. Your information will not be saved and you will need to start over.

Because of the 25-minute time limit, it may be helpful to prepare your product description statement in advance and cut and paste the description into the appropriate fields.

Remember to press the SUBMIT button when you have completed your submission. You will receive an email confirmation.

The final due date to submit product(s) is __/__/__ at __:__ PM.

Please fill in the following fields:

SUBMITTER'S CONTACT INFORMATION (Required)

First Name: **Last Name:**

IC:

Email

TITLE OF PRODUCT:

URL if available online (provide link):

Partnering NIH Institute/Center

PRODUCT DESCRIPTION STATEMENT – up to 100 words, including product goal/purpose and target audience:

CATEGORIES

Listed below are broad categories. Please choose the <u>one</u> broad category that best represents the submission.

Administrative/General: *Includes internal guide/manual, mission/policy statement, budget justification, correspondence, congressional testimony, strategic plan, mandatory/annual report. Format includes: report, study, website, statement, brochure, factsheet, pamphlet/booklet, etc.*

Administrative/Scientific: *Includes IC-specific scientific focus, research, planning, findings and activities. Format includes: report, study, website, statement, brochure, factsheet, pamphlet/booklet, etc.*

Extramural Stakeholder: *Includes informational resources and materials for stakeholder audience. Format includes: website, brochure, factsheet, pamphlet/booklet, etc.*

Heath Promotion: *Includes health/nutrition information, wellness, how to, etc. Format includes: website, brochure, factsheet, pamphlet/booklet, etc.*

Multimedia, Social, New Media, and Video: *Includes video, audio, blog, Facebook, Twitter, radio podcast, etc.*

News Writing/Press Release: *Includes news information released to the media, general public, and stakeholders. Format includes: press releases.*

News Writing/Single Topic Article: *Includes information for the media, general public, and stakeholders. Format includes: single topic articles.*

Single Item of Newsletter: *Includes single article or item from newsletter or e-newsletter. Format includes: newsletter items.*

Special Language Materials: *Includes non-English language materials. Format includes: website, brochure, factsheet, pamphlet/booklet, etc.*

Training and Education: *Includes training and education materials for stakeholder and public audiences. Format includes: website, tool-kit, tutorials, manual, guide, booklet, etc.*

Visualizations: *(Visual Representation). Includes photography, animation graphics, scientific illustrations, graphics*

Please review your submission before hitting SUBMIT