

**VIRGINIA DEPARTMENT OF HEALTH, DIVISION OF DISEASE PREVENTION
CDC MATERIALS REVIEW PANEL (MRP) APPROVAL FORM**

Any subrecipients (contract agencies) using pass through funding from the Centers for Disease Control and Prevention, must submit their materials to the CDC Materials Review Panel (MRP). This includes: written materials, audio visual materials, and pictorials, including social marketing and advertising materials, educational materials, social media communications and other electronic communications, such as internet/webpages. This is to ensure the content is consistent with the provisions of Section 2500 (bd) of the Public Health Service Act, 42 U.S.C. Section 300ee(b-d). For additional information on the CDC MRP guidance visit the [CDC website](#).

The expected response time from the MRP is one week for e-mailed items. The expected response time for a mailed item is approximately two weeks from the MRP. Please submit seven copies of materials submitted by mail. Submissions should be sent to:

Sarah Lannon, Virginia Department of Health, Division of Disease Prevention, 3rd floor, Richmond, VA 23218-2448

Phone: 804-864-8009

Fax: 804-864-8053

E-mail: sarah.lannon@vdh.virginia.gov

SUBMISSION INFORMATION

Date Submitted: _____ Item is ___ **enclosed**, or item is ___ **attached**. Please select one.

Partner/Funded Agency: _____ **Agency Contact:** _____

Phone Number: _____ **Email:** _____

Priority audience(s) the content was developed for: _____

The purpose and use of the content (for more space, please attach an additional page labeled appropriately):

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FOR MATERIALS REVIEW PANEL MEMBERS ONLY:

To: Review Panel Members

From: Sarah Lannon, Panel Chair

Date: _____

In accordance with the "Requirements for Contents of AIDS –Related Written Materials, Pictorials, Audiovisuals, Questionnaires, Survey Instruments, and Educational Sessions in CDC Assistance Programs", as revised June 15, 1992, 57 Federal Register 26742, my signature indicates that I have reviewed this material and determined it to be in compliance with the guidance. This material is communicated in a way which would be understood by the specified targeted audience, and should not be offensive to any reasonable person. I have indicated the audience or situation for which I believe the materials to be appropriate (i.e., general, youth, sexually active adults, street outreach, etc.)

Intended Audience(s): _____

___ **Approved**, or ___ **Not Approved**.

Signature: _____ **Date:** _____

Comments (add additional pages and label accordingly for more space):