

Information and Design Review Panel

Frequently Asked Questions (FAQs)

Q:

Do I need to submit all photos and flyers that I create for social media? Social media posts and responses can be time-sensitive.

A:

If you are not paying for ads on social media, you do not need to submit posts, images, and content curated/created for social media to the Information and Design Review Panel (IDRP). There is a social media plan/template that may be submitted annually to your contract administrator (CA). This template will ensure agency social media posts support funded program goals and allow CAs to provide technical support, if necessary.

Q:

What about designs/materials that are created by staff with no cost associated except for staff time?

A:

The direct cost that would be billed to DDP would be staff time, not the material. The material would not need to be submitted unless it is educational. ALL educational materials need to be submitted for review via CDC requirements.

Q:

What is the reasoning for these new requirements? This process seems as if it would be burdensome.

A:

Contractors have always needed to submit materials for review under the CDC Materials Review Panel guidelines. DDP has streamlined processes so that all internal DDP units and funded agencies will follow updated guidelines. DDP's intentions are for all materials created using DDP funds to be not only factually accurate, but also relevant to its intended audience and 508 compliant.

Q: What if I am using a CDC or VDH brochure? Do I need to submit that for review?

A: If you are using materials from a trusted national or state source, such as CDC or VDH, no, you do not need to have this reviewed by the IDRP. Keep in mind that if you want to co-brand this material with your logo, you must have permission of that agency to do so. You should also ensure that the material you want to use is current, etc.

Q: Is there anything that will automatically make my materials get denied?

A: Yes. Materials will be automatically denied that are explicit in nature or promote sexual activity or drug use.

Q: With the new requirements, I will have some items such as business cards for my entire staff. Am I required to submit every single business card for review?

A: No, for items such as this you may submit a template design or a single business card as a template for review. Materials that are identical in concept and design do not need to be submitted separately.

Q: How can I ensure that my agency is following 508 Standards for materials that I am not required to submit to the IDRP?

A: Find resources, training topics, and tools, to learn more about Section 508. Incorporate the knowledge from these resources and tools into your work for better accessibility for your clients. Visit [section508.gov](https://www.section508.gov) for more info.

Q: What if our grant is paying for toner/ink or paper for flyers we are creating?

A: The cost of paper/toner/ink being reimbursed for would be office supplies, not design materials. You do not need to submit the material for review.

Q:

Is there a review requirement for materials developed with a grant that is directly CDC funded?

A:

The short answer is, yes. Those materials need to be reviewed by a CDC materials review panel. You may submit your materials through that funding to the DDP IDRPs to meet that requirement. For additional information on the full requirements through direct CDC funding please [review the CDC guidelines](#) and discuss questions with your project officer.

Q:

I have videos or multimedia content that is too large to be submitted via email. Can I submit that through a Dropbox link? What's the best way to handle that?

A:

The best way to submit video content would be to upload all of your videos in a private YouTube playlist and submit that link. If you do not have a YouTube account or have other multimedia content, please reach out to **Chris Barnett** at christopher.barnett@vdh.virginia.gov to coordinate the best way to submit your content.

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