

Information and Design Review Panel

The Basics

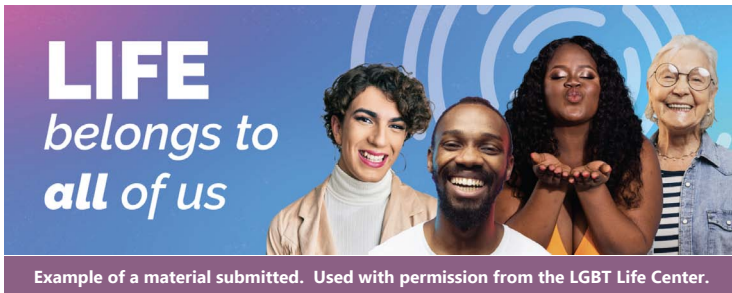
IDRP: The Basics | Last Updated: April 15, 2024

Requirements

Division of Disease Prevention's (DDP) internal programs and funded agencies must submit any designed material that they create for review. This is specific to any material that has a direct cost associated with it, or an item that is created for educational purposes.

Items created with any DDP funds must be submitted. This includes any federal pass-through funds, state funds, etc. If an item is not reviewed and approved and an agency submits their item for reimbursement, it will not be reimbursed when submitted on an invoice.

The IDRP is the Virginia CDC-mandated Materials Review Panel. The DDP IDRP has its own guidelines, but also adheres to CDC-mandated guidelines. CDC panel guidelines are public and [can be found online](#).



What should be submitted?

Examples of items that should be submitted include (not all-encompassing):

- Brochures
- Flyers
- Informational fact sheets
- Handouts for outreach
- Ad designs (i.e. billboards, social media ads, digital banners, etc.)
- Radio scripts
- Digital videos
- Conversation starters (branded outreach materials)

Review Criteria

Items will be reviewed by DDP staff and/or a community panel for:

- Scientific/info accuracy
- Design elements
- 508 Standards
- Correct program information
- Spelling and grammar
- Appropriateness for the audience

Review Timeline

Materials will be reviewed and returned within two weeks. Depending on the material and level of review required, the panel response may be returned sooner than 14 business days.

Approved Submissions

Approved submissions are good for five years. If you wish to use your material after five years, you must submit it again for review. If you change your document from its original state (text or design) you will need to resubmit it for review.

While a list of materials approved by the IDRP will be available on the DDP website, you should include the approval form you receive with your invoices when you request reimbursement for the material from your contract administrator. You should also keep that form for your own documentation purposes.

Denied Submissions

If your submission is denied, you will need to take the comments under advisement and you may resubmit.

