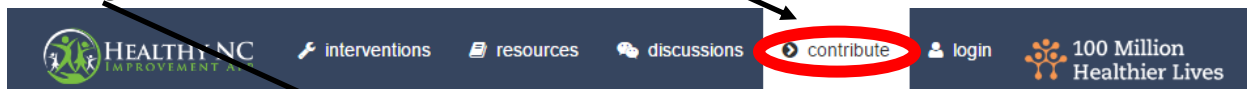


## Using the User Contributed Area

### *Submitting an Intervention for Inclusion in the Bright Spot & Improvement Library: the IMAPP Database*

You can use the User Contributed Area to submit an intervention or program that has worked in your community for inclusion in the IMAPP database. To submit an intervention for review, please do the following:

- To access the User Contributed Area, click “**contribute.**”
- Click “**log in**”



## Contribute Content

Do you have an evidence-based intervention you want to share with others? If so, submit it to be included in the IMAPP database!

### Submission process

1. Ensure your intervention meets the [inclusion/exclusion criteria](#)
2. [Log in](#) to your account.
3. Click on the green “Create New Submission” button below
4. Fill out the “Add Intervention” form
5. When you are finished, click the green “Submit for Review” button.

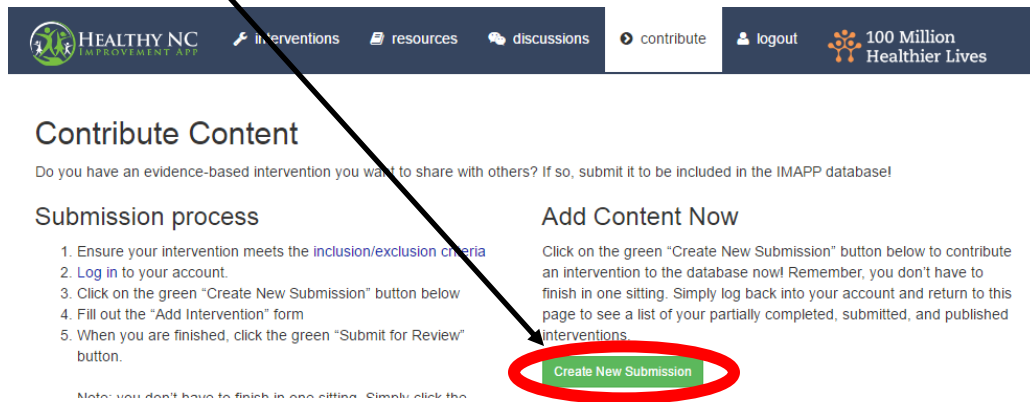
### Add Content Now

You must [log in](#) to contribute content.

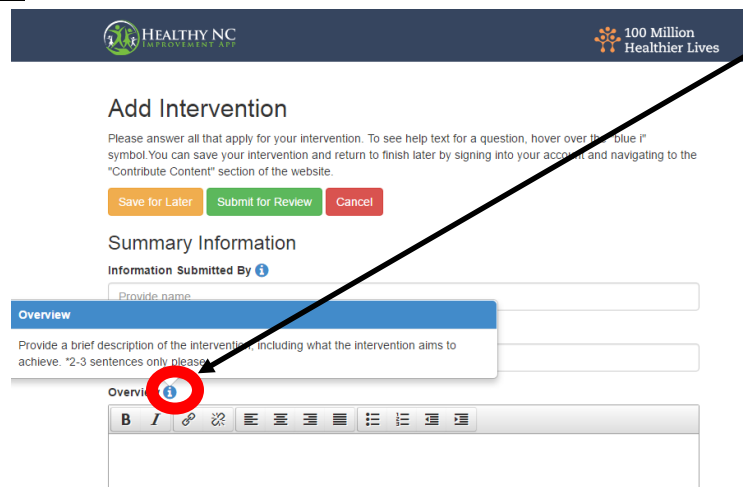
- Log-in using your credentials (if you do not yet have an account, you will have to [create one](#))
- Review the intervention or program to ensure it meets the [inclusion and exclusion criteria overviewed below](#):
  - Intervention program must address one or more of the [Healthy NC 2020 objectives](#) or [100MLives Shared Priority Areas](#).
  - Intervention/program potentially could be conducted on a large scale to affect a large portion of the community (i.e., not just a few people within a community).
  - Intervention/program is currently available, meaning:
    - a. Web-based or print materials/current resources are available - and/or -
    - b. Contact information for implementation support/guidance is available.
  - Intervention fits under one of the specified evidence levels:
    - Evidence-Based (strong evidence): Research-tested intervention scientifically linked to outcome measures in peer-reviewed literature by one or more research studies or systematic review(s)
    - Some Evidence: Emerging practice that has been replicated with success in more than 10 communities. Although shown to be successful in practice across implementing communities, no scientific evaluation exists linking the intervention to outcome measures.

- Emerging Evidence: Only early or emerging evidence exists to-date. Existing evidence may come from field-based measures, expert opinions, or evaluations in-progress. Further study and learning is warranted.
- Intervention program can demonstrate a tangible or intangible economic impact. (Note: this is preferred, and interventions will not be excluded if they do not meet this criterion.)
- Intervention is:
  - NOT a Commercial intervention programs offered by for-profit companies
  - NOT an Evidence-based intervention strategy that does not have implementation resources.

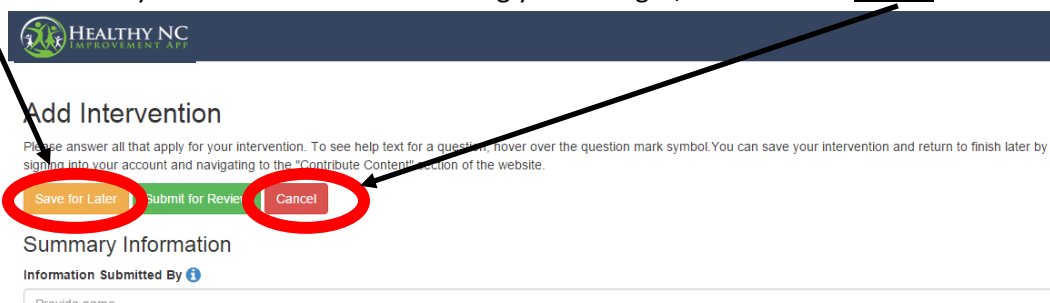
- Click **“Create New Submission.”**



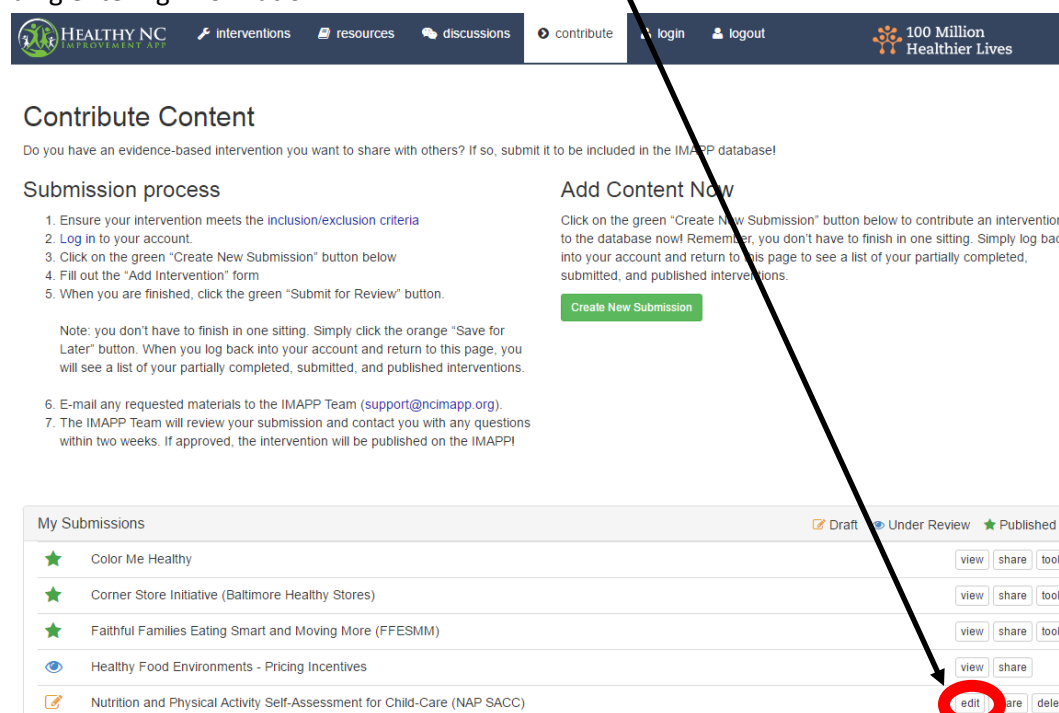
- Fill in the requested fields. To see a more detailed explanation for each field, hover over the **blue information symbol**.



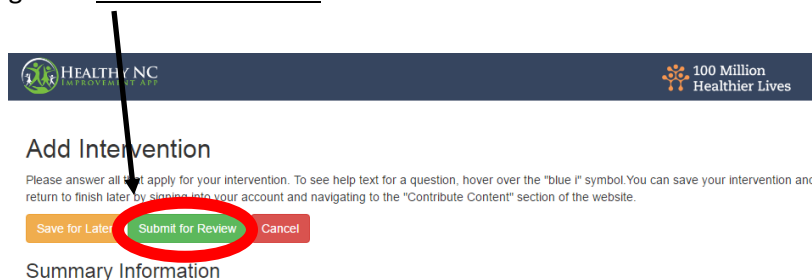
- If you need to stop working on an intervention and come back to it later, press the yellow **“Save for Later”** button. If you want to exit without saving your changes, click the red **“Cancel”** button.



**Note:** We recommend pressing the “Save for Later” button periodically as you enter information! If you save your intervention for later, you can access it by going to the Contribute Content home page. In the “my submissions” box you will see a list of all the interventions you are submitting or have submitted for inclusion in the IMAPP. Click the **“edit”** button next to your intervention to continuing entering information.



- When you’re ready to submit an intervention/program for review by the IMAPP or 100MLives team, click the green **“Submit for Review”** button.

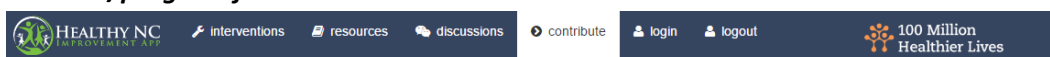


**Note:** Once you submit an intervention for review, you will no longer be able to edit it. If you need to edit an intervention you have already submitted, please e-mail [support@ncimapp.org](mailto:support@ncimapp.org).

## The Review Process

Once your intervention/program is submitted, the IMAPP or 100MLives team will review it to make sure it is appropriate and complete. If the IMAPP or 100MLives team has any questions about your intervention/program, they will contact you via e-mail. To see the status of your submitted intervention:

- Return to the Contribute Content homepage
- In the “My Submissions” box, you will see a list of all the interventions you are submitting or have submitted for inclusion in the IMAPP. Next to each intervention you will see a status icon. **A green star means your intervention was accepted and published. A blue eye means your intervention is under review. A yellow notepad means you have not yet submitted your intervention/program for review.**



### Contribute Content

Do you have an evidence-based intervention you want to share with others? If so, submit it to be included in the IMAPP database!

#### Submission process

1. Ensure your intervention meets the inclusion/exclusion criteria
2. Log in to your account.
3. Click on the green “Create New Submission” button below
4. Fill out the “Add Intervention” form
5. When you are finished, click the green “Submit for Review” button.

Note: you don't have to finish in one sitting. Simply click the orange “Save for Later” button. When you log back into your account and return to this page, you will see a list of your partially completed, submitted, and published interventions.

6. E-mail any requested materials to the IMAPP Team ([support@ncimapp.org](mailto:support@ncimapp.org)).
7. The IMAPP Team will review your submission and contact you with any questions within two weeks. If approved, the intervention will be published on the IMAPP!

#### Add Content Now

Click on the green “Create New Submission” button below to contribute an intervention to the database now! Remember, you don't have to finish in one sitting. Simply log back into your account and return to this page to see a list of your partially completed, submitted, and published interventions.

[Create New Submission](#)

Check here to see the status of your intervention

My Submissions		Draft	Under Review	Published
★	For Me Healthy	view	share	tool
★	Corner Store Initiative (Baltimore Healthy Stores)	view	share	tool
★	Faithful Families Eating Smart and Moving More (FFESMM)	view	share	tool
👁	Healthy Food Environments - Pricing Incentives	view	share	
📝	Nutrition and Physical Activity Self-Assessment for Child-Care (NAP SACC)	edit	share	delete

- Interventions/programs will be reviewed within a month of submission

If you have questions or experience technical difficulties, please email [support@ncimapp.org](mailto:support@ncimapp.org).