

Oregon Program Review Panel (OPRP) General Protocol

Step 1:

- Before developing or distributing any **new** HIV prevention material, determine if it is already approved for use. The following are allowed to be used or distributed in Oregon:
 - Items on the [List of OPRP Approved Materials](#).
 - Any materials endorsed or sponsored by the CDC Division of HIV Prevention. There is commonly a CDC logo or statement about CDC endorsement on these materials.
 - Any [End HIV/STI Oregon](#) material; this material is developed and funded by another source. No CDC HIV prevention funds are used.
- If you're unsure about OPRP submission, need [End HIV/STI Oregon](#) materials, or have other HIV prevention questions, email prevention.info@odhsoha.oregon.gov. Otherwise, continue to Step 2

Step 2:

- Send ALL the following by email to prevention.info@odhsoha.oregon.gov with the subject "Request: Oregon Program Review Panel Review":
 - Intended population(s) for each submission.
 - Name of program/intervention.
 - Type of material (e.g., flyer, video, pamphlet, etc.).
 - Copy of material; it is ideal (by not required) to send material in .pdf format.
 - Goal of the program.
 - Contact information of person requesting the review along with position title, name of the organization/agency, email address, and phone number.
- When submitting large documents for review, such as HIV prevention training curricula, please highlight only the components subject to review by the OPRP (i.e., content containing HIV prevention/education messaging).
- Allow up to four weeks for review and approval.