

Oregon Program Review Panel Submitter Instructions

Please read instructions before completing the OPRP Submitter Form.

Background:

The CDC's Division of HIV Prevention requires that any HIV educational materials created with CDC HIV prevention funds be reviewed by a state Program Materials Review Board. To meet this requirement, the Oregon Health Authority's HIV/STD/TB Program (HST) manages the Oregon Program Review Panel (OPRP).

Programs or agencies that receive these funds, in whole or part (e.g., local health departments and some community-based organizations), must submit any material they intend to use or develop to the OPRP.

What needs to be submitted?

Material used for the purpose of HIV prevention outreach, program promotion, marketing and advertising, client recruitment, and/or any material which cites Oregon Health Authority HST and CDC HIV prevention funding. Any of the following material to educate or inform a community or individual about HIV, behavioral risks, transmissibility, prevention and risk reduction strategies, or other HIV-related prevention information:

- Written materials (e.g., pamphlets, brochures, curricula, booklets, fliers)
- Audiovisual materials (e.g., radio/TV/social media ads, app messages, videos)
- Pictorials (e.g., billboards, images, photographs, slides, drawings, paintings)
- Marketing and advertising materials
- Questionnaires or survey instruments
- Other (e.g., periodicals)

At this time, *program websites will not be reviewed*. HST recommends organizations use OPRP's material reviewer form to ensure accuracy and appropriateness of website-related HIV educational or prevention information. HST suggests the inclusion of a disclaimer alerting the public that the web site may include sexual or drug-related content.

Filling Out the Form:

The OPRP Submitter Form must be completed for materials to be adequately reviewed by OPRP. Please be sure to:

- Answer all questions thoroughly.
- Identify the population(s) for whom the material is intended.
- Identify the locations or venues where materials will be distributed or disseminated.

Assume OPRP members know nothing about your agency's work, mission, and programs.

Explicit Content:

Some HIV prevention materials may not meet the OPRP standards at first review because they may be intended for a very specific audience and distributed in limited and particular environments and venues to reach them. Sometimes this material will contain explicit content and language which may be very culturally and socially appropriate. If this is the case, these materials must be part of a more comprehensive HIV prevention program and media strategy. Should material you are submitting not meet OPRP standards as "stand-alone" material, please explain how the standard is achieved within the context of your broader HIV prevention program or activities.

For example: Material submitted is for men having sex with other men and not using condoms as a routine when having sex with multiple other partners. The materials have graphic language and images; however, these are consistent with imagery and messages these men see and read as a routine. The information contains graphic illustrations of how men can reduce HIV acquisition or transmission by using a condom during oral or anal sex; however, it does not directly mention abstinence as the safest option for reducing HIV risk. Submitted as a stand-alone document, it would not be approved by OPRP. However, the submitter would want to describe how their HIV prevention program more broadly includes comprehensive information, including how sexual abstinence is the most effective way to prevent HIV. As a submitter, you could include materials that are also used during your prevention, education, and outreach activities as support.

At a minimum, detail the specific audience and location or venue where material will be distributed, or where your audience would engage with them. Additionally, include rationale and justification for the use of any material which may be perceived as provocative or controversial in any way.

Last revision: January 2026