**Maine HIV, STD and Viral Hepatitis Program**

**Materials Review Submission Form**

|  |  |  |  |  |  |  |  |  |  |
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| Contact | |  | | | | | | | |
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| Agency | |  | | | | | | | |
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| Address | |  | | | | | | | |
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|  | | City |  | | | State |  | Zip |  |
|  | | | | | | | | | |
| Phone |  | | | FAX |  | | | | |
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| Email |  | | | | | | | | |
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**Instructions:**

Complete all sections below. Submit one form per item. Attach a copy of the material being submitted for review.

Mail, fax or email media with this form to:

Jayson Hunt

Maine HIV, STD and Viral Hepatitis Program

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Augusta, Maine 04333

(207) 287-3498 (FAX)

Jayson.Hunt@maine.gov

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| --- | --- | --- | --- | --- | --- | --- |
| **I. JUSTIFICATION** | | | | | | |
|  | | | | | | |
| What is the purpose of this material? | | | | | | |
|  | | | | | | |
| How was the need for this material identified? | | | | | | |
|  | | | | | | |
| Did you field test this material with target population? | | | | | | |
|  | | | | | | |
|  | 🞏 | Yes | 🞏 | No | | |
|  | | | | | | |
|  | | | | | | |
| If so, what method did you use? | | | | | | |
|  | | | | | | |
|  | 🞏 | Focus group | | | 🞏 | Pilot |
|  | 🞏 | Interview | | | 🞏 | Other (please explain): |
|  | 🞏 | Survey | | | | |

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| **II. DESCRIPTION OF MATERIALS** | | | | | | | | | | | |
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| **A. Name of Materials:** | | | | |  | | | | | | |
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| **B. Type of Materials:** | | | | | | | | |  | | |
|  | | | | | | | | |  | | |
|  | 🞏 | Brochure | | | | | | | 🞏 | Book | |
|  | 🞏 | Audio/PSA | | | | | | | 🞏 | Webinar | |
|  | 🞏 | Advertisement | | | | | | | 🞏 | Software | |
|  | 🞏 | Curriculum | | | | | | | 🞏 | Workshop | |
|  | 🞏 | Poster | | | | | | | 🞏 | Website | |
|  | 🞏 | Video/DVD/AVI | | | | | | | 🞏 | Multimedia Campaign | |
|  | 🞏 | Other (please specify): | | | |  | | |  |  | |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **C. Target Race/Ethnicity:** | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | 🞏 | White | | | | | | | 🞏 | Asian/Pacific Islander | |
|  | 🞏 | African-American | | | | | | | 🞏 | Native American/Alaskan Native | |
|  | 🞏 | Hispanic/Latino | | | | | | | 🞏 | Other: |  |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **D. Target Age Group:** | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | 🞏 | <13 | | | | | | | 🞏 | Adult (25-54) | |
|  | 🞏 | Adolescent (13-19) | | | | | | | 🞏 | Senior (55+) | |
|  | 🞏 | Adolescent (20-24) | | | | | | | 🞏 | Other: |  |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **E. Target Gender:** | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | 🞏 | Male | | | | | | | 🞏 | Transgender: Male to Female | |
|  | 🞏 | Female | | | | | | | 🞏 | Transgender: Female to Male | |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **F. Target Behavior Risk Group/Special Population:** | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | 🞏 | Adolescents | | | | | | | 🞏 | Pregnant women | |
|  | 🞏 | HIV+ individuals | | | | | | | 🞏 | Recent immigrants/refugees/migrants or | |
|  | 🞏 | Homeless individuals | | | | | | | 🞏 | Seasonal workers | |
|  | 🞏 | Incarcerated individuals/parolees | | | | | | | 🞏 | Sex workers | |
|  | 🞏 | Low-income individuals | | | | | | | 🞏 | Substance users | |
|  | 🞏 | Men who have sex with men | | | | | | | 🞏 | Transgender individuals | |
|  | 🞏 | Men who have sex with men and women | | | | | | | 🞏 | Women | |
|  | 🞏 | Older adults | | | | | | | 🞏 | Other: |  |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **G. Purpose:** | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | 🞏 | Awareness | | | | | | | 🞏 | Parent Education | |
|  | 🞏 | General information | | | | | | | 🞏 | School | |
|  | 🞏 | Targeted Outreach | | | | | | | 🞏 | Waiting room/brochure rack | |
|  | 🞏 | Professional training | | | | | | | 🞏 | Other: |  |
|  | | | | | | | | | | | |
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|  | | | | | | | | | | | |
| **OFFICIAL USE ONLY** | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | | | 🞏 | Approved | | | 🞏 | Not Approved (See Reviewer’s Comments) | | | |
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