

# Submitting a Fact Sheet into the IAEM Repository

## Highlighting Research to Practice

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The International Association of Emergency Managers (IAEM) has initiated an effort to review selected research and make it more easily available to Emergency Management practitioners. A basic “Fact Sheet” highlighting this *research to practice* effort will focus on key elements which may be particularly pertinent to the Emergency Management community. Thank you for your interest!

### Overview of the Process:

- You will identify a research paper, or project, that both interests you and think will be beneficial to Emergency Management Practitioners.
- You will verify someone else has not already selected that research by reviewing the IAEM Research to Practice Fact Sheet Log ([https://asmii-my.sharepoint.com/:x/g/personal/usatrainingeducation\\_iaem\\_com/EagDImMZjfRGhZmteOnbLoUBudtBolFUeP-SGNIJ68Uzg?e=PGH7rD](https://asmii-my.sharepoint.com/:x/g/personal/usatrainingeducation_iaem_com/EagDImMZjfRGhZmteOnbLoUBudtBolFUeP-SGNIJ68Uzg?e=PGH7rD)).

If your research has not been selected, submit it to the log (<https://forms.office.com/r/EpNFPnwX4E>).

- As you review the research, consider the background (such as: the root of the problem being studied, its context in relation to theory, its scope, what gaps exist that this research may address) that went into it and the key take-away information of value to the Emergency Management community.
- Fill in the form “**Emergency Management Fact Sheet – Highlighting Research to Practice**” ([https://www.iaem.org/Portals/25/documents/2021/Step-2\\_Form\\_IAEM-Repository-Fact-Sheet.pdf](https://www.iaem.org/Portals/25/documents/2021/Step-2_Form_IAEM-Repository-Fact-Sheet.pdf)) keeping it to one page.
- Identify a point of contact for the Research Author and complete the form “**IAEM Repository Fact Sheet Release**” ([https://www.iaem.org/Portals/25/documents/2021/Step-3\\_Fact-Sheet-Release.pdf](https://www.iaem.org/Portals/25/documents/2021/Step-3_Fact-Sheet-Release.pdf)). Send it to the Research Author for review. Please allow the Research Author 3 weeks to respond.
- Once the Fact Sheet has been cleared by the Research Author, complete the form “**IAEM Repository Fact Sheet Cover Page**” ([https://www.iaem.org/Portals/25/documents/2021/Step-4\\_Cover-Page.pdf](https://www.iaem.org/Portals/25/documents/2021/Step-4_Cover-Page.pdf)). In order to determine which category the fact sheet should be entered in to, use the fact sheet categories list on the IAEM Research to Practice Fact Sheet webpage (<https://www.iaem.org/research-to-practice-fact-sheets>). Retain a copy of the signed Release with any feedback for your file. If the Research Author does not wish the research to be used, please stop here, and explore using another resource.
- Submit the Cover Sheet and Fact Sheet for review (<https://forms.office.com/r/RBqgHh03cZ>)
- The IAEM Repository Work Group will review the Fact Sheet and notify you of its acceptance status.
- Approved Fact Sheets will be published on the IAEM Resource page and open to all members of the Emergency Management community.
- If you have questions, or need assistance, please send an email to [USATrainingEducation@iaem.com](mailto:USATrainingEducation@iaem.com) and one of the Working Group members will respond to you.

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### **Specific Instructions for the form “Step 2 - Emergency Management Fact Sheet – Highlighting Research to Practice”:**

In the next text box, after the words “Research Article:” (or replace “Research Article” with a descriptor of the item you are presenting), insert the title of the Fact Sheet.

In the next text box (a blue box with bright white lettering), insert an APA-style citation. (An online version of the APA Manual (7th Edition) can be found by visiting the Purdue Online Writing Lab ([https://owl.purdue.edu/owl/purdue\\_owl.html](https://owl.purdue.edu/owl/purdue_owl.html))).

The body of the Fact Sheet includes a **Background** paragraph, and **Practitioner Takeaways** in a bullet-style list of information for the emergency management reader. There are example Fact Sheets on the IAEM Resource page. Please ensure that your text does not exceed the visible field.

Finally, if the research is publicly available with a URL, link it within the Practitioner Takeaways section to the name of the research. This will make access to the research user friendly and meet accessibility requirements.

Save the document as a MS Word file. The Fact Sheet will be converted to a PDF before posting to the IAEM Resource page.

***Thank you!***

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