# Are You Interested in Becoming an IAEM Fact Sheet Reviewer?

## What is an IAEM Fact Sheet?

To learn more about what an IAEM Fact Sheet is, take a few minutes to explore [Research to Practice: Fact Sheets for Emergency Managers](#). It provides a brief history of this project that has been sponsored through IAEM’s Training & Education Committee.

You will also learn about how Fact Sheets are created, the categories into which Fact Sheets will be stored, and examples of actual finished Fact Sheets.

## What’s in it for me to help review Fact Sheet submissions?

Your time and effort are worth being an IAEM Fact Sheet Reviewer if you:

- Aspire to be on the leading edge of research in the Emergency Management Community.
- Are capable of gleaning practical information to use from research projects.
- Take pride in contributing to the advancement of emergency management at all levels.
- Want to make a professional contribution toward the Certified Emergency Manager® (CEM) designation.

## Attributes of an IAEM Fact Sheet Reviewer

To become a member of the Reviewer cadre the following capabilities will be considered:

- Field experience as an Emergency Management practitioner and/or educator.
- An eye for good writing style (spelling, grammar, punctuation, use of acronyms.)
- Coaching/mentoring skills to work with Fact Sheet authors (the ability to reach out effectively to a Fact Sheet author with encouragement and professionalism as well as provide feedback to refine the finished product.
- Ability to meet timelines as defined by the Fact Sheet process as outlined further in this document.
- Agree to review and complete the assigned Fact Sheet(s).

## How an IAEM Fact Sheet Reviewer would be Selected

The process to select a reviewer includes:

- Candidate would complete a short application, and submit a résumé or CV, showing emergency management academic and/or experience background.
- The Fact Sheet Working Group Lead would collect the names of those interested.
- The Fact Sheet Working Group members would then review the application and provide feedback to the Working Group Lead.
- A recommendation from a known Reviewer would also lend credibility.
- The Working Group Lead will notify the Reviewer of acceptance or denial.
| Process Cycle to Approve a Submitted Fact Sheet | Within 90 days the full cycle should be completed.  
• Two weeks from receipt of a Fact Sheet to the Working Group Lead, it will be sent to a Fact Sheet Reviewer.  
• The Reviewer will have 30 days to evaluate the Fact Sheet and either complete the cycle or send it to the Fact Sheet author for edits.  
• The Fact Sheet author will have 30 days to edit the document and return it to the Reviewer.  
• The Reviewer will agree with or make the recommendation for what categories to put the Fact Sheet into on the website.  
• The Reviewer will have 2 weeks to:  
  o Provide either a final edited Fact Sheet or appropriate feedback to the Working Group Lead,  
  o notify the Fact Sheet author, and  
  o update the Tracking Log (link to be provided).  
• The Working Group Lead will have 2 weeks to submit to the IAEM Website Coordinator for publishing.  

| Clarifications:  
• The Working Group Lead will send out Fact Sheets as they come in on a rotating basis to Reviewers.  
• The Working Group Lead may send 3-6 Fact Sheets to an individual Reviewer at any one time. |

| Questions? | Please send an email to USATrainingEducation@iaem.com. In the Subject line, put “Attention: Fact Sheet Working Group Lead”. We will get back with you as soon as possible. |

| Next Step... | If you are interested in becoming a member of the IAEM Fact Sheet Reviewer Cadre, please complete the short Reviewer Application. We certainly appreciate your interest! |