Quick Guide: Project Roadmap Material Review Process

MATERIAL REVIEW

Project Roadmap is a TTA (Training and Technical Assistance) Provider funded by OVC to support ECM Task Forces. One way we support task forces is by reviewing materials at the request of OVC and/or the task forces. Our expert review supports task forces deliver high quality, impactful trainings and materials that reflect up-to-date content and best practices.

NOTE: This document explains the review process and includes a helpful list with tips for creating materials.

AWARD CONDITION LANGUAGE

(see award package documentation for full text)

"The recipient agrees to submit to OJP for review and approval any product…that will be developed and published under this award, 60 days before its intended publication. The recipient agrees to correct a product in response to comments generated through the OJP peer review process, the internal Department of Justice review process, or as otherwise requested by OJP." (e.g., curricula, training materials, publications, reports, videos, or any other written, web-based, or audio-visual, or other materials)

NOTE: Many ECMs choose to receive TTA Feedback before submitting materials to OVC for approval. OVC provides final approval of any materials or deliverables.

WHAT IS THE MATERIAL REVIEW PROCESS?

STEP 1: Create the material.

Remember to:*
- include the OVC disclaimer
- cite your sources
- double check the definition of trafficking is correct
- include both sex and labor
- include all victims – adults, minors, male, female

*This list applies to most materials. Grant Manager has final discretion.

STEP 2: Send the draft material to Project Roadmap for review.

ProjectRoadmap@icf.com

STEP 3: Project Roadmap will review the material and provide feedback within 2 weeks.

Be on the lookout for:
- an email with suggested changes; and/or
- a request for a virtual meeting to discuss suggested changes

STEP 4: Meet with Project Roadmap to discuss suggested edits.

Virtual connections provide an opportunity to ensure clear understanding of suggestions and the ability to answer questions, soundboard; etc.

OUR GOAL IN REVIEW: to ensure delivery of the best and most up-to-date content possible. Our staff has extensive experience in both developing and delivering high-quality, adult-learning trainings for all disciplines.

WHAT DOES PROJECT ROADMAP LOOK FOR?

General

Includes OVC funding disclaimer

Sources are cited

Includes the federal definition

Definition of trafficking is correct

Includes sex and labor content

Includes all victim demographics

Language and imagery is victim-centered

Font and design choices are easy to see and read

Training Materials

Jointly developed

Has clear learning objectives

The information is current, relevant and cited

Includes the correct federal definition

Volume of content is appropriate for the amount of time

Content is tailored for the intended audience

Outreach Materials

Has clear audience and purpose

The intended message is clear

Protocols

The Process is clear and easy to follow

There is a process outlining what happens when not followed

It is clear who it applies to, with outlined responsibilities

There is a process for debriefs when it is used

It is designed for long-term relevance

This is a timeline for review to ensure accuracy/applicability

Last Updated February 2025

ICF