PRODUCTS, PUBLICATIONS, AND SUBMISSIONS OF DATA

To Add a Product in NIRS

What?
All products should be entered as such into NIRS. This is the list of potential product types as shown in NIRS:

- Academic Course Development
- Book
- Book Chapter
- Conference presentations and posters presented
- Distance learning modules
- Doctoral Dissertation or Master’s Thesis
- Electronic Products
- Newsletters
- Other
- Pamphlets, Brochures or Fact sheets
- Peer-reviewed publications in scholarly journals published
- Peer-reviewed publications in scholarly journals submitted
- Press communications
- Reports and monographs
- Web-based products

How?
1. Click on Add Product
2. In the menu, click on Add beside the product type you are entering. Please pay special attention to the following product type:
   a. Conference Presentations and posters presented: This field is especially important for the CDCI Annual Report. If you present your poster or present at a conference please be sure to enter this as a Product into NIRS. Conference Presentations should also be entered as a community training/continuing education activity.
3. Answer all the questions posed in NIRS for your product. Pay special attention to the following questions:
   a. Title of Product: Please make sure to format your product title as follows: “Project Name: Product Title, Product Type.” For example, “ITEAM Quick Facts about COACH, Fact Sheet.”
   b. Keyword 1-5: Choose several key words related to the information presented in your product.
4. Under “Product Dissemination” please check the box next to “Check this box if you are planning to report this product as dissemination product to AIDD for the current fiscal year.
5. You no longer need to link products to information dissemination activities.