

Activity Reporting: Information needed for your NNLM Activity Report

Below is an outline of the information that is needed for reporting in the NNLM Data Reporting System (DRS), where both activity and exhibit reports are entered. A printable [Participant Information Sheet](#) is available and may be distributed to participants. You may wish to print out these forms and bring with to the activity. A new [Subaward Participant Template](#) is available for easy upload to the Manage Participants section.

If you have questions about this form or need help, please contact our office at 410.706.2855.

Getting Started

1. Login with your NNLM user account.
2. Find your member organization from the Members Directory tab.
3. Identify the project that you are reporting on.
4. Select Add Activity

Activity Name

Select an activity name that is descriptive and concise, meaningful for an external audience, such as the entire class name.

Activity Description

Provide a description of the activity; include specifics about how it was conducted **and its impact**. Include instructor names/email addresses as appropriate. Indicate the names of any partners involved in the activity.

If reporting on an exhibit, please include information about sponsoring organization and total number of exhibitors. Preface the activity name with "Exhibit". You will not need to collect participant information except for the total number of visitors to your booth. If training was provided as a separate class or you gave a presentation, please report these separately in an additional activity report.

Activity Type

Please select at least one in this section.

Activity Type: Awareness & Promotion

- Demos
- Exhibits/Health Fairs
- Poster Sessions
- Other Promotional Activities (*For activities such as Site Visits or others that don't seem to fit in a category.*)

Activity Type: Training, Career Development & Education

- Classes/Courses/Trainings/Workshops
- Lectures
- Panels

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*Revised information is [highlighted](#).

- Presentations
- Symposia
- Webinars

Activity Type: Persistent User Engagement & Partnerships

- Focus Groups
- Technology
- User Feedback/Needs Assessment

Activity Start Date: Select start date from the online calendar.

Activity End Date: Select end date from the online calendar.

Address where activity occurred

- Street Address
- Street Address 2
- City
- State
- ZIP Code
- County (if known)

Number of Participants Enter a number. (For exhibits, this is the total number of visitors to the booth.)

Activity was conducted

- Online
- In Person

Was training provided?

- Yes
- No

Activity Partner(s)

Please list any partner organizations collaborating on this activity; for conference exhibits, enter name of association. Include this information in the narrative of the Activity Description.

NLM Product(s)

Select products that were taught, demonstrated, or featured in the activity

- AIDSinfo
- AIDSsource
- Chemical Hazards Emergency Medical Management (CHEMM)
- ClinicalTrials
- Community Health Maps
- DailyMed
- Disaster Lit
- DOCLINE

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*Revised information is highlighted.

- Drug Information Portal
- Emergency Access Initiative
- Genetics Home Reference
- Hazardous Substances Data Bank (HSDB)
- Health Services Research Information Central (HSRIC)
- Health Services Research Projects (HSRProj)
- HealthReach
- Household Products Database
- K-12 Science and Health Education
- LactMed
- MedlinePlus
- MeSH Browser
- PHPartners
- PubMed
- PubMed Central
- Radiation Emergency Medical Management (REMM)
- TOXMAP
- ToxTown
- Wireless Information System for Emergency Responders (WISER)
- Other, please specify.

Additional Activity Content

Select content (other than NLM Products) that was taught, demonstrated or featured in the activity; no limit.

- All of Us
- Assessment & evaluation
- Citizen science
- Consumer health resources
- Data management
- Data science
- Electronic health information resources
- Disasters & emergencies
- Evaluating health information resources/websites
- Funding
- Grants & proposal writing
- Health literacy
- HIV/AIDS
- HHS resources
- NIH resources
- NNLM
- Opioid use disorder/pain management
- Public health resources
- Technology awareness

4 June 2019

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Types of Organizations Associated with Activity

Identify organizations for the individual who conducted the activity, the location where the activity was conducted, and entities sponsoring the activity

- Academic Institution
- Association
- Clinic/Other Health Care
- Community Based Organization
- Community College
- Faith Based Organization
- Government Agency
- Health Sciences Library
- Hospital
- K-12
- Public Health
- Public Library

Identify Specific Populations Reached by the Activity

Identify population(s) specifically targeted for the activity and/or who participated in the activity.

Demographics

- Adults
- Children
- Men
- Seniors
- Teens
- Women

Geographic Type

- International
- Medically Underserved Areas/Populations
- Rural
- Suburban
- Urban

Issues and Interests

- Behavioral/Social Determinants of Health
- HIV/AIDS
- LGBTQ
- Maternal Health
- Opioids

Race and Ethnicity

- African Americans or Black
- Alaska Natives
- American Indian
- Asian
- Latino or Hispanic
- Native Hawaiians
- Pacific Islanders

Evaluation

Achievements

Evaluation data must be accurate, complete and well-written. You should write achievements statements so that the text could be copied into a formal report, or included in publicity (blog, news item) with little to no modification. In other words, the statement should be able to stand alone in describing the activity and its outcomes.

Activity/Other Notes

Optional field, use as needed.

Manage Participants

The [Participant Information Sheet](#) is available online. You may wish to print this sheet out and bring it for participants to fill out at the event. Please enter the Participant Information on the **Manage Participants** section on the activity manually.

An optional way to add participants is via the Upload function by using the [Subaward Participant Template](#). This template codes the participant roles. Complete the roles, number of participants, and ZIP Codes, save the file to your computer and then upload where indicated.