



# Call for Papers Submission FAQ

### DO I NEED TO BE A NAPCRG MEMBER TO SUBMIT AN ABSTRACT?

You don't need to be a NAPCRG member to submit an abstract. However, you will need to create a free NAPCRG account (if you don't already have one) at **napcrg.org**. Click JOIN in the upper right corner and follow the instructions.

### WHERE DO I SUBMIT MY PROPOSAL?

**submit.napcrg.org** to submit your presentation.

### WHAT ARE THE SUBMISSION CATEGORIES AND REQUIREMENTS?

Find the full Call for Papers details on the NAPCRG website at napcrg.org

### **HELP! I CAN'T LOG IN!**

Go to **napcrg.org**, click Member Portal in the upper right corner and then Forgot Password to reset your password. After you have completed a password reset, return to napcrg.org and login to create your submission. If you're still having trouble, email **napcrgoffice@napcrg.org**.

### WHAT IS THE SALESFORCE SCREEN, AND SHOULD I GRANT ACCESS?

Yes, the screen is safe. You will only be asked for this one time. It is required because our submission system runs through a different program, but it uses your member account (which is in Salesforce) to link your login.



### WHAT FIELDS ARE REQUIRED FOR A SUBMISSION TO BE COMPLETE?

Questions with a red asterisk \* must be answered for the submission to be considered complete. Incomplete submissions WILL NOT be reviewed and will not be considered for the conference.

### HOW DO I KNOW WHEN MY SUBMISSION IS COMPLETE AND READY FOR REVIEW?

Once you have submitted your proposal, your submission details will appear on the screen. Please review this carefully. **Be sure to confirm the "Submission Completed" status.** 

GOOD TO GO: When all required fields have been completed, your submission will be shown as: **Submission Completed: True** 

Conference: Practice-Based Research Network Conference 2022

Category: Oral Presentations Research Completed

Submission Id: 3290

Submission Title: TEST: Example Submission

Submission Completed: True

Edit Submission

**NOT GOOD TO GO:** When a required field is missing, your submission will be shown as: **Submission Completed: False** 

Conference: Practice-Based Research Network Conference 2022

Category: Oral Presentations Research Completed

Submission Id: 3290

Submission Title: TEST: Example Submission

Submission Completed: False

Edit Submission

Click the blue pencil next to "Edit Submission" to complete the missing fields.

You MUST complete the missing fields or else your submission will be considered incomplete and NOT reviewed for consideration.

### HOW DO I ADD, CHANGE AND REORDER CO-PRESENTERS/AUTHORS?

Participants can be added to the presentation once your submission is completed. Log in to **submit.napcrg.org**, find the appropriate submission and select Update Participants. Copy the unique link the blue box and email this link to presenters/authors (see image).

## Invite Co-Author(s) to Submission

Copy the text in the blue box and email it to the co-author(s) that you want to include on this submission. This text contains all required information needed for the invitees to join the submission.

Please follow the link https://submit.napcrg.org/Presenter/AddParticipant?SubmissionId=5741 to add yourself to the Practice-Based Research Network Conference 2024 submission "Title".

If you do not have an account you will need to create one by clicking "Create a New Account" on the login page. Once the account is created re-visit https://submit.napcrg.org/Presenter/AddParticipant? SubmissionId=5741

Once logged in you will be directed to select your role of "Co-Author" or "Lead Presenter" and complete a disclosure if it is not up to date.

**Please note:** All authors and presenters will need to create a NAPCRG account (if they don't already have one) to add themselves to the submission. Each presenter will need to fill out a disclosure form when adding themselves; therefore, the NAPCRG staff is unable to add authors to submissions.

**TO CHANGE A ROLE:** Submitters will need to log in to **submit.napcrg.org**, find the appropriate submission, click on the update participant order box, remove the individual from the submission then request they add themselves to the submission with their correct role using the unique link.

**TO REARRANGE THE PARTICIPANT ORDER:** Submitters will need to log in to **submit.napcrg.org**, find the appropriate submission and click on the update participant order box. The NAPCRG staff recognizes the importance of the participant order; therefore, we are unable to rearrange on behalf of the submitter.

### **ROLE DESCRIPTIONS AND PERMISSIONS**

**Submitter:** The individual entering the data into the submission system.

• Permissions: View/Edit/Withdraw the submission, update the participant order, remove a participant.

**Lead Presenter:** The individual leading the presentation at the conference.

• Permissions: View/Edit/Withdraw the submission, update the participant order.

**Co-author:** An individual who contributed to the submission or is co-presenting.

Permissions: View the submission.

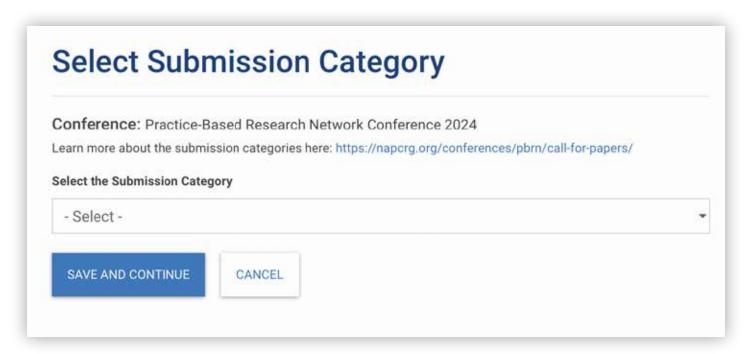
### CAN I ADD OTHER PRESENTERS AFTER THE SUBMISSION DEADLINE?

Yes. You can add presenters after the submission deadline. We highly encourage updating your presenters and presenter order by the posted deadline to ensure accuracy in conference materials. After the deadline we cannot guarantee that new updates will be reflected in conference materials.

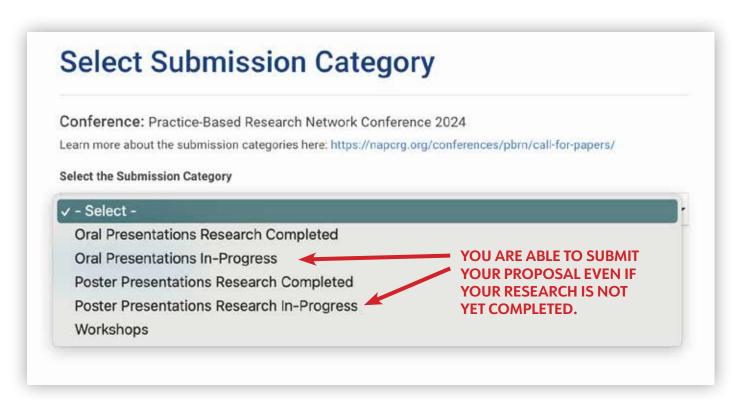
# Submissions, screen by screen

These are all the screens you'll encounter as you go through the submission process:

### PAGE 1



### **CATEGORY OPTIONS**



# **Create Submission** Conference: Practice-Based Research Network Conference 2024 Category: Oral Presentations Research Completed **Submission Role Defintions** Submitter-Only: Not a participant in the presentation. Used for submitting on behalf of someone. Submitter Only is NOT listed in conference materials. Submitter and Lead Presenter: The lead in giving the presentation. Submitter and Co-Author: A contributor to the submission. Select Your Role on Submission - Select -Title (125 characters including spaces - DO NOT use all capitals) Chars Remaining 125 Abstract (maximum 2,500 characters including spaces) The abstract should be no longer than 2,500 characters in a single paragraph with the following subheads: Background, Settings & Participants, Methods, Results, and Conclusions. See https://napcrg.org/conferences/pbrn/call-for-papers/ for an example. Only include the abstract in this session. Do not include title or author(s). Abstract (2,500) characters including spaces) Chars Remaining 2500 SAVE AND CONTINUE CANCEL

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# **Submission Created**

Next Step: Create submission proposal. The submission proposal consists of category specific questions.

**⊞** CONTINUE SUBMISSION PROPOSAL

# **Submission Details**

Conference: Practice-Based Research Network Conference 2024

Category: Oral Presentations Research Completed

Submission Id: 5741

Title: Title

## **Submission Abstract**

Abstract starts here

### PAGE 4

# **Create Submission Proposal**

Conference: Practice-Based Research Network Conference 2024

Category: Oral Presentations Research Completed

Submission Id: 5741
Submission Title: Title

THESE ARE VERY
IMPORTANT FOR CME
CREDIT QUALIFICATION

**Instructions:** Answer the questions below and then click on the Save and Continue button. Questions with a red asterisk MUST be answered or your submission will NOT be considered complete and, therefore, not considered for submission.

Research Category\*

Select Answer

Learning Objectives: List at least 2 learning objectives using these guidelines:

- Clearly describe what you want learners to take away and implement after the session in active, measurable terms (e.g. - define, interpret, explain, apply).
- · Each objective must be specific, concise, and limited to one sentence.
- Example "On completion of this session, participants should be able to identify and describe the three primary tenets of the Patient Self-Efficacy Model."

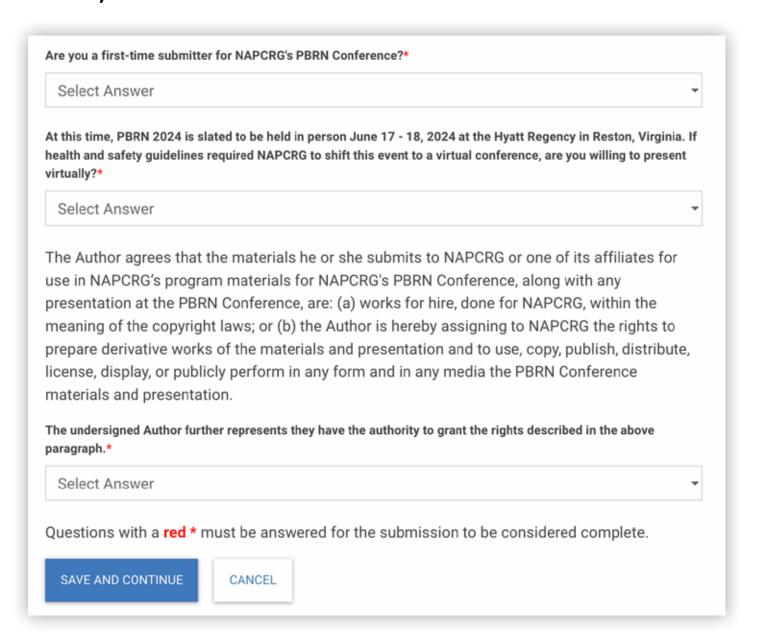
First Objective: On completion of this session the participants should be able to... \*(Character limit including spaces: 300)

Second Objective: On completion of this session the participants should be able to... \*(Character limit including spaces: 300)

Third Objective: On completion of this session the participants should be able to... (Character limit including spaces: 300)

RELEVANCE STATEMENT: (In layman's terms, describe the relevance or "take home message" of this session to a patient, community member, or non-researcher) \*(Character limit including spaces: 1500)

### **PAGE 4, CONTINUED**



# **Disclosure**

Every presenter is required to fully disclose any relevant financial interest or other relationship with the commercial supporter(s) of this educational activity or with the manufacturer(s) of any commercial product(s) and/or providers of commercial services discussed in this educational activity including 1-year prior to and/or 1-year following conference presentation(s).

	also required to fully disclose when an unlabeled use of a commercial product, or an investigational and for any purpose, is discussed during an educational activity.
Disclosure	of Financial Relationships
Part I: Check either	A or B. You must check only one button. Required *
	or my immediate family has a financial relationship or interest in any commercial interest eting, re-selling, or distributing health care goods or services consumed by, or used on, patients
	member of my immediate family have a financial relationship or interest in any commercial ng, marketing, re-selling, or distributing health care goods or services consumed by, or used on,
,	red B above, please list all entities and nature of relationship with each, e.g., research grants, stock imployment, ownership or partnership, consulting fees, other remuneration (honoraria, travel
Disclosure	of Unlabeled/Investigational Uses of Products
	of Unlabeled/Investigational Uses of Products er A or B. You must check only one button. Required *
Part III: Check eithe	
Part III: Check either  A. The contenunapproved or in  B. The conten	er A or B. You must check only one button. Required *  at of my material(s)/presentation(s) in this CME activity WILL NOT include discussion of

# PAGE 5, CONTINUED

Disclosure of Speakers	' Bureau
Part V: Check either A or B. You must ch	neck only one button. Required *
A. Neither I nor anyone in my immo producing health care goods or service.	ediate family is a member of a speakers' bureau for a proprietary entity
OB. I am or a member of my immedi producing health care goods or service	ate family is a member of a speakers' bureau for a proprietary entity ces.
member of your immediate family receiv	describe the involvement with the speaker's bureau. For example, did you or a ve training, travel for this training, did the company provide audio expenses, did the company provide an honorarium, consulting fee, or any
Acknowledgement	
hat this information will be reviewed to	sclosure. If I have indicated a financial relationship or interest, I understand determine whether a conflict of interest may exist, and I may be asked to and that failure or refusal to disclose, false disclosure, or inability to resolve ntify a replacement.
Type your full name in the space below	to acknowledge that you will comply with our disclosure policy.

# **Submission Details**

Your submission has been successfully submitted. To **add presenters** follow the instructions listed below under "Invite Presenter(s) to Submission".

Return to the main dashboard

Conference: Practice-Based Research Network Conference 2024

Category: Oral Presentations Research Completed

Submission Id: 5741

Submission Title: Title

Submission Completed True

IF YOUR SUBMISSION IS MISSING INFORMATION, THIS WILL SAY "False."

Edit Submission

THIS IS HOW YOU CAN ADD CO-PRESENTERS/AUTHORS TO YOUR SUBMISSION.

## Invite Co-Author(s) to Submission

Copy the text in the blue box and email it to the co-author(s) that you want to include on this submission. This text contains all required information needed for the invitees to join the submission.

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SubmissionId=5741

Once logged in you will be directed to select your role of "Co-Author" or "Lead Presenter" and complete a disclosure if it is not up to date.

## **Submission Abstract**

Abstract starts here

# **Submission Proposal Questions**

Question: Research Category Response: Behavioral Health