AMCHP Innovation Station
Submission Tips for Practice Reviews

Below is a list of submission tips for practices applying to AMCHP Innovation Station Best Practice Reviews:

- Consult the Minimum Criteria Checklist to determine the most appropriate category for your practice to apply for, and to get a sense of what types of information you will need to complete an application.

- AMCHP use the term “practice” to refer to a program, tool, process, or collaborative. Essentially, something you can implement that is not a policy.

- **Only complete questions through the practice category you are applying for.** For example, if applying as an Emerging practice, you will complete all the questions for Cutting-Edge and Emerging. If you are applying for Promising, you will complete all the questions for Cutting-Edge, Emerging, and Promising.

- Provide full responses to each question rather than solely providing a link to articles or reports.

- **Cite any sources** you reference; in text citations are preferred.

- Whenever possible, **support your answers** with evidence and/or data.

- Write your responses as if your reviewer has never heard of your practice before. We do not expect reviewers to consult any information other than your submission form when reviewing your practice, so be sure that you provide a thorough description of your work.

- **When in doubt, more information is better!** Reviewers should be able to understand what your practice is without referring to additional materials outside of the submission form. They will only review and score what is included in your submission.

- Double-check that you have responded to all parts of a question adequately.

- There are **no word limits**, and your response is not limited to the size of the response box.

- If something is unclear about the application, or you need assistance, do not hesitate to reach out to Laura Powis at lpowis@amchp.org.

For more information, or if you have any questions about the submission form or the review process, please contact Laura Powis at lpowis@amchp.org.