

Guidance for Submitting an Impact Community, Capacity Building & Collaboration Group to the CCOS Website

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Estimated 8-9-minute read

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Overview

The **CTSA Impact Community, Capacity Building, and Collaboration (CCBC) Directory** helps users discover and connect with groups working to advance translational impact across the CTSA Program. Submissions should clearly describe how your group (termed “Impact Community Groups” below) demonstrates measurable or meaningful impact attributable to CTSA-supported work.

Submitted groups will be publicly available and may be read by a broad audience, including community members, CTSA stakeholders, funders, and policymakers. Contributors are encouraged to write with clarity, transparency, and an emphasis on how their work contributes to impact outcomes.

If you have questions, email the CCOS Support team: support@ccos.ctsa.io.

Who Can Submit Impact Community Groups?

All CTSA Consortium members, NCATS, and CCOS staff may submit impact community groups for consideration.

Disclaimer and Review Policy

All submissions undergo review by the CCOS Communications Team and the National Center for Advancing Translational Sciences (NCATS). CCOS reserves the right to edit, reformat, or decline content that does not meet NIH, NCATS, or CCOS communication standards or does not align with NIH or NCATS priorities. Submissions must be free of proprietary or confidential information, and contributors must confirm permission for all text, images, and additional resources.

Before You Begin

Please ensure that:

- Your group has received any required internal approvals from your institution prior to submission.
- You have permission to share all submitted text, images, and resources publicly.
- The content aligns with NIH priorities and Federal guidance.
- You must be logged into a Google account to access the form. If you do not have access to a Google account, email the [CCOS Support team](#).

Estimated time to complete:

- Group with existing websites (CCOS support or not): 3-5 minutes
- Group without an existing website: 10-15 minutes

Accessibility Tip: Use keyboard shortcuts or screen reader navigation, if needed.

What Qualifies as an Impact Community Group?

Impact community groups should demonstrate their commitment to a clear outcome or change resulting from CTSA-supported efforts. Appropriate examples of impact include, but are not limited to:

- **Operational improvements** (e.g., reduced study start-up time, streamlined regulatory review, improved coordination across institutions).
- **Scientific or translational outputs** (e.g., tools, frameworks, datasets, or methods adopted beyond the originating hub).
- **Policy, practice, or decision-making influence** (e.g., data or analysis informing institutional, regional, or state-level actions).
- **Infrastructure or capacity-building outcomes** with evidence of use, adoption, or replication.

Date Parameters for Impact Community Groups

- This directory is intended to share community groups that are currently working on or have previously worked on impact-related efforts.
- Impact efforts may highlight recent, ongoing, or historical work.
- Groups may be active or inactive.

Submitting Your Impact Community Group

You may submit a group using the [CTSA Impact Community, Capacity Building & Collaboration – Group Submission Form](#).

All submitted groups will be added to the CCOS Impact Community, Capacity Building, and Collaboration Group Directory and require the information listed below. Additional elements for **CCOS-supported groups**, **groups with an externally hosted webpage**, and **groups without an externally hosted webpage** are described below.

To understand how any of the Impact Community Group elements are displayed on the CCOS website, please refer to the **Example Impact Community Group Directory** and **Example New Impact Community Group** pages at the **end of this document**.

Required Elements for All Groups

Group Name

- If your group is a CTSA Group supported by the CCOS team, the group's name will be selectable from a drop-down.
- If your group is *not* supported by the CCOS team, you'll be asked to provide the full name of the group.

Content Focus

Select up to five (5) of the content topic areas that your group's impact covers from the following list:

- Artificial Intelligence and/or Data Science
- Clinical Research and Trials
- Community and Stakeholder Engagement
- Data and Informatics Infrastructure
- Evaluation and Impact Assessment
- Population Health
- Health Systems and Care Delivery
- Learning Health Systems (LHS)
- Dissemination and Implementation
- Policy
- Public–Private Partnerships
- Regulatory Science
- Rural Health
- Translational Impact (general)
- Workforce Development and/or Training
- Other

Methodological Focus

Select up to five (5) of the ways that your group performs or measures its impact efforts from the following list:

- Benchmarking and Comparative Analysis
- Case Studies and/or Impact Narratives
- Communication of Impact
- Community of Practice and Knowledge Sharing
- Data Analysis and Modeling
- Data Collection and Curation
- Framework and Model Development
- Impact Measurement and Metrics

- Implementation Science
- Methods Development and/or Validation
- Program Evaluation (formative and/or summative)
- Tool and/or Resource Development
- Other

Primary Point of Contact (POC)

- Provide the name, email, and institution of the Primary POC for the impact group.

Consent and Reuse Acknowledgement

By submitting the text and image(s) supplied in this submission, you agree that it can be shared and reused with attribution (CC-BY 4.0 license). This allows NIH, CTSA hubs, and partners to reuse your group's details in reports and communications.

You'll also consent that:

- The information submitted is accurate
- The submission will be reviewed before it's posted on the CCOS website
- Content may be edited for clarity and/or consistency before posting

Submitting a CCOS-Supported CTSA Group

You may submit a CTSA Group (e.g., Enterprise Committee, Consortium Group or Working Group) supported by CCOS for inclusion in the CTSA Impact Community Group Directory if your group has a subcommittee, project, goal or deliverable with a translational science impact focus.

In addition to the **Required Group Elements** listed above, you will need to submit the following:

Description of Impact Work

Describe the impact-related work that your group is doing.

After CCOS receives your submission, the CCOS coordinator assigned to your group will reach out to gather more details and work with you to edit existing content on your Group's webpage.

Once added, the CTSA Impact Community Group Directory will refer users to the group webpage (with the additional impact content) on the CCOS website.

Submitting an Impact Community Group With an Existing Webpage

If you are submitting an Impact Community Group that already has an existing webpage, the CTSA Impact Community Group Directory will refer users to the existing webpage.

In addition to the **Required Group Elements** listed above, you will need to submit the following:

Group Website

The primary URL used to describe the activities of the group.

Group Activity

Select whether your group is Active or Inactive. Active groups are currently meeting. Inactive groups have concluded their work and are no longer meeting.

Group Description

A description of the group of 180 characters or less that will appear within the Directory.

Group Type

Users will be able to filter by group type within the directory. Select the type of group that best aligns with its impact efforts from the list below:

- Community of Practice
- Cross-CTSA Collaboration
- Professional Association
- Other

Submitting an Impact Community Group Without an Existing Webpage

If you are submitting a new Impact Community Group that does not currently have an existing webpage, CCOS will create a unique webpage that is linked from the CTSA Impact Community Group Directory.

In addition to the **Required Group Elements** listed above, you will need to submit the following:

Images & Supporting Media

Each group in the CTSA Impact Community Directory will have a thumbnail image adjacent to the group's summary and a header image on their individual group webpage. See below for specifications:

- Accepted formats: .jpg, .jpeg, .png
- Maximum file size: **100 MB**
- Recommended portrait orientation
 - o *NOTE: If you are submitting a new group without an existing webpage, this image will also serve as the "header" image on your impact community group page.*
- Use high-quality, publication-ready images whenever possible (minimum 630 x 1200 pixels).
- File naming convention: Group-Name_Media Use.file type
 - o E.g., Best-Impact-Group_Thumbnail.png

- Please include captions and image credit (unless it's a copyright-free stock photo).

If you would like to add additional image files to add visual interest (**max of 4 images**) that are embedded on your Impact Community Group page, please reach out to [CCOS support](#).

- Please follow the guidance for images and supporting media above regarding accepted formats, maximum file size, file naming convention, minimum pixel requirements, and captions.
- Additional guidance for embedded images includes:
 - o Images embedded in the group's description can be any orientation (portrait, landscape, or square)
 - o Images should **meaningfully support the group's purpose**, such as:
 - Project visuals or diagrams
 - Screenshots of tools, dashboards, or frameworks
 - Visualizations that convey scale, reach, or outcomes

508 Compliance

- Images that require reading to understand (e.g., charts, graphs, diagrams, maps, infographics, or complex visuals) must include a long description.
- A **long description** is a text version of the image that explains the key data, relationships, trends, or message for those who cannot see it.
- For **Impact Group** pages, the long description must be included in the body of the webpage, placed immediately next to or directly below the image.

Group Purpose, Goals, Deliverables, and Current Activities

Describe the group's purpose, goals, deliverables, and current activities that you'd like shared on the individual group webpage.

- E.g.: This cross-functional team of translation professionals meets bi-monthly to focus on the use of real-world data in early-stage clinical research. We are open to researchers across the United States.

If the content you'd like to include on the webpage does not fit within the form's field, send a Word document to the [CCOS Support team](#) with the full content as you'd like it to be displayed on the page.

Optional: Evidence of Impact, References, and Additional Information

If you would like to share evidence, references, or resources related to this group's impact efforts, you may include these in your group's purpose, goals, deliverables, and current activities description.

Include any references cited within the group description and links to any additional information that you'd like to share with the reader. If you'd like to include more than 10 items, please reach out to the [CCOS Support team](#).

- Academic publications should be in [AMA format](#).
 - o E.g., Cronin RM, Mayo-Gamble TL, Stimpson SJ, et al. Adapting medical guidelines to be patient-centered using a patient-driven process for individuals with sickle cell disease and their caregivers. *BMC Hematol.* 2018;18:12. Published 2018 Jun 8. doi:10.1186/s12878-018-0106-3
- Digital information should include a URL and title.
 - o E.g., Guiding Principles of Community Engaged Research:
<https://oucp.newark.rutgers.edu/guiding-principles-of-community-engaged-research/>
- If your resource is not accessible via the internet, please reach out to the [CCOS Support team](#) to share the file directly with us.

Group Activity

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Group Description

A description of the group of 180 characters or less that will appear within the Directory.

Group Type

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- Community of Practice
- Cross-CTSA Collaboration
- Professional Association
- Other

Additional Considerations

Please consider the following guidance when writing your group description.

Audience and Reading Level

- New content should be written for a professional, non-specialist audience at approximately an 8th-grade reading level.
- Avoid highly technical or academic language where possible.
- When technical detail is important, include hyperlinks to supporting publications, datasets, dashboards, or reports.
- Avoid subjective or superlative language (e.g., “groundbreaking,” “unprecedented”) unless supported by evidence.

Text Formatting

- Use bold sparingly for emphasis or key program names.
- Use italics for publication or journal titles.
- Do not underline text (reserved for hyperlinks).
- Avoid excessive capitalization, colored text, manual line breaks, or tabs.

Acronyms, Numbers, and Date Format

- Spell out acronyms at first mention, followed by the abbreviation (e.g., Clinical and Translational Science Awards (CTSA)).

- Spell out numbers one through nine; use numerals for 10 and above.
- Use the date format: Month Day, Year (e.g., April 21, 2026).

What Happens After Submission?

After submission, the CCOS team may follow up with clarifying questions to ensure **consistency, clarity, and alignment with impact criteria** prior to posting.

Need help?

If you have questions about formatting, eligibility, or the submission process, contact the CCOS team at support@ccos.ctsa.io and include the details below to help us assist you:

- **Your name:** [First and last name]
- **Your role or team:** [e.g., Program Analyst, HR Specialist]
- **Feature or task you were using:** Impact Community Group Submission
- **What you expected to happen:** [e.g., I expected the file to upload and show a confirmation message]
- **What actually happened:** [e.g., I received an error message that said “Upload failed”]
- **Steps you took before the issue occurred:**
 - o [Step 1]
 - o [Step 2]
 - o [Step 3]

Annotated Example Impact Community Group Directory

*Note: this page will be deleted and replaced by the example PDF in the final document.
This is present to include the title in the Table of Contents.*

Placeholder PDF: [Landing Page - Desktop - Figma.pdf](#)

Annotated Example New Impact Community Group Page

*Note: this page will be deleted and replaced by the example PDF in the final document.
This is present to include the title in the Table of Contents.*

Placeholder PDF: [Impact Group Profile - Desktop - Figma.pdf](#)