

## FAQ: Sharing your work via the Materials Library

Thanks for working with us to create your own educational materials using the Allen Institute's open science and/or data! We would love to share your work with other educators via our education materials library! If you don't see an answer to your question below, reach out to us at [education@alleninstitute.org](mailto:education@alleninstitute.org)!

### 1. How can I share my materials via the materials library?

- 1) Please format your materials using the provided templates:
  - a) PowerPoint template
  - b) Word template
- 2) Fill out our [submission form](#) with all of the relevant details about your resources. In particular, think about what information other educators would need to know before they were to use your resource in their course(s).

### 2. How will my materials be shared with others exactly?

After submitting the form and attaching all of the relevant materials for your lesson, we will draft a website page for your resource using the information you provided on the form. Your resource will have its own webpage within our [materials library](#).

### 3. What are the terms and conditions for sharing my work via the materials library?

Resources within our materials library are licensed under [CC BY-NC-SA 4.0](#). Please see here for our [Submission Terms and Conditions](#) and [Privacy Policy](#).

### 4. I already submitted my lesson and it's been posted in the materials library, but I'd like to revise some of the materials. What should I do?

Fill out the [submission form](#) once again and upload your new materials. On the form, select the option that states "I am submitting an updated version of a resource I previously



submitted.” Our team will then update the webpage according to the changes you’ve made.

**5. How long after I’ve submitted my materials can I expect them to be published on the website?**

Please allow our team roughly 3 weeks to post your resources to the materials library. If we need more time or more information, we will reach out to you.

**6. It’s been a while since I attended the faculty workshop where I started working on my materials, but I finally finished them! Can I still submit my materials to be shared?**

Absolutely! We would love to share the resource(s) you’ve created, no matter how long it's been since you started working on them.