



Special Opportunity for NNCG Members

Share Your Expertise Through NNCG's Knowledge Center

Share your knowledge with the Foundation Center's global audience! Add your publications, tools and other resources to the [National Network of Consultants to Grantmakers'](#) new Knowledge Center, a custom collection within [IssueLab](#).

NNCG's Knowledge Center:

- Shares resources with grantmaker staff, boards, consultants and others in the field of philanthropy in the US and globally.
- Spotlights the thought leadership and expertise of NNCG members.

[View](#) a prototype of NNCG's Knowledge Center as it will appear on NNCG's website and in IssueLab.

Already have items you authored in IssueLab?

They will automatically be added to NNCG's Knowledge Center.

Start sharing your knowledge today!

What items can you add to NNCG's Knowledge Center collection?

- Items authored or published by a Full, Associate or Affiliate Member in good standing of the National Network of Consultants to Grantmakers.
- Works financed by a grantmaker or philanthropy-related organization as a product of a consulting engagement, or works published independently by an NNCG member.
- Items freely available to the public at no cost.
- Case studies, datasets, evaluations, fact sheets, issue/policy briefs, literature/research reviews, presentations, reports, surveys, testimony, toolkits, white papers and more.
- Documents in Word, Excel, PDF, or PowerPoint formats, plus links to videos on YouTube, Vimeo, etc.
- Items addressing at least one of these subject areas:
 - Philanthropy or philanthropic practice
 - Consulting in the philanthropic sector
 - Nonprofit sector topics that inform philanthropic practice

Purely promotional materials will not be accepted. NNCG reserves the right to exclude any item from its Knowledge Center.

**NNCG's Knowledge
Center puts your
resources in the hands
of grantmakers
around the world.**



How do you add items to NNCG's Knowledge Center?

As a member of NNCG, when you add a resource to IssueLab, your item will automatically become part of both NNCG's Knowledge Center as well as the full IssueLab collection. It's that simple. Here's how:

1. Create an Account or Log Into an Existing Account

If you don't already have an IssueLab account, visit: www.issuelab.org/accounts to create a new user account. Watch your email inbox for a message containing instructions about initiating your new account.

Visit www.issuelab.org/log/in to log in and start using your account.

2. Identify Affiliated Organizations

If you are adding a resource funded or published by a grantmaker or other philanthropy-related organization, follow the instructions to affiliate yourself with that entity to share works on their behalf. That organization is the Publisher.

For items you or your firm created independently, affiliate with the name of your firm or entity, e.g., MyName Associates, as the Publisher. You'll have the opportunity to add your firm or entity as a publisher.

You must affiliate yourself with at least one organization, and **you must be the Author** of any item you want to add to IssueLab and NNCG's Knowledge Center.

Your Affiliated Organizations will automatically appear whenever you log in.

The screenshot shows the IssueLab website interface. At the top, the logo for 'issue lab' is displayed, along with navigation links for 'About', 'Help', 'Login/SignUp', and 'Subscribe to IssueLab Alerts'. Below the logo is a search bar with 'Keywords' and a 'GO' button, and an 'Explore' dropdown menu with 'Authors' and a 'GO' button. The main content area is titled 'Your Account' and shows the user is logged in as 'Hello LMB!'. The user's profile information includes 'LMB', 'Author', 'Easy Breezy Foundatoin', and 'lmb@foundationcenter.org'. There are links for '+ Start page', '+ Modify account', and '+ Logout'. A blue box highlights a link that says 'Click here to affiliate yourself with organizations on whose behalf you'll add new resources.'



3. Add Resources

Once you've affiliated yourself with an organization, use the "Add listings" link for that Affiliated Organization to share resources published by that organization.

The screenshot shows the IssueLab website interface. At the top, there is a navigation bar with links for 'About', 'Help', 'Login/SignUp', and 'Subscribe to IssueLab Alerts'. Below this is a search bar with 'Keywords' and an 'Advanced search' option. The main content area is titled 'Your Account' and shows the user is logged in as Lisa Brooks. Under 'Affiliated organizations and Knowledge Centers', there is a list of 'Affiliated Organizations (+ add another)'. One organization, 'Foundation Center', is listed with options to 'edit this', 'change this', and 'Add listings | Edit listings | View stats'. A blue box highlights the 'Add listings' link, and a callout box points to it with the text: 'Click "Add listings" to add a new resource to the NNCG Knowledge Center.'

Now just follow the prompts to add your item:

- If a document file is available, upload it so that it can be archived.
- Complete the Listing Details and include a brief summary or abstract.
- Choose at least one issue area, including "Nonprofits and Philanthropy".
- Choose the most appropriate category for your document type.
- Click Submit.

You're in! Items added by NNCG members to IssueLab will automatically be added to NNCG's Knowledge Center, usually within 24 hours.

Questions? See Frequently Asked Questions on the following page.



Frequently Asked Questions

Who owns resources shared in NNCG's Knowledge Center and IssueLab?

Any resource that is added to the IssueLab collection remains the property of the copyright holder. Copyright information appears with each item.

I wrote a publication that is already in the IssueLab collection. Can I add it to NNCG's Knowledge Center?

The resource will automatically be added to NNCG's Knowledge Center if you or your firm is named as the item's Author or Publisher.

Once I've added an item to the IssueLab collection, can I remove it?

Because IssueLab is an archive and not a document management system, you cannot remove items from IssueLab once you have added them.

Do I need to get permission from a funder to add an item to IssueLab?

Typically, no. Most resources produced by social sector organizations are self-published and ready to share. However, it may be advisable to let funders know of your plans to upload documents they've published. Certain journals and items behind a fee-related firewall may require additional steps. Contact NNCG for information.

What happens to items in the Knowledge Center if a member does not renew NNCG membership?

If an NNCG member does not renew or remain a member in good standing, that member's items will be disassociated from NNCG's Knowledge Center, but will remain in IssueLab.

Can I opt out of NNCG's Knowledge Center?

Yes, contact Lori Jolliffe at lori.jane@nncg.org if you do not want any items you have authored or published that are part of IssueLab included in NNCG's Knowledge Center.

What are the system requirements?

Adding resources to IssueLab works best using Firefox or Chrome browsers.

Other questions?

Contact Lori Jolliffe at lori.jane@nncg.org or 888-589-4489.