

CAREB-ACCER

Website / Social Media / Email Posting Request Form

For External Organizations

Thank you for your interest in sharing information with the CAREB-ACCER community. Please complete the intake form below.

1. Organization Information

Name of organization:

Website URL:

Primary contact person (name and title):

Email address:

2. Nature of the Request — What type of content are you requesting to post?

- Job Posting
- Call for Participation (e.g., survey)
- Event or Workshop Announcement
- Training Opportunity
- Other (please specify):

3. Description of Opportunity

Brief description of the opportunity (2–4 sentences):

Who is the intended audience?

- REB members
- REB administrators
- Researchers
- Research administrators
- General research ethics community
- Other (please specify):

4. Alignment and Eligibility

Please describe how this request aligns with CAREB-ACCER's mission to advance ethical research practices and support the research ethics community in Canada.

5. Does this request involve promotion of a commercial product or service?

- No
 Yes

If yes, please explain how this provides clear educational or community benefit consistent with CAREB-ACCER's mission:

6. Does this request relate to a specific research study or project?

- No
 Yes

If yes, please confirm how it is directly relevant to research ethics administration or ethical issues:

7. Posting Details — Requested posting location(s)

Please note: CAREB cannot send attachments through Mailchimp or put attachments on the website. Attachments should be placed on the host website and the post for CAREB can reference the website.

- Website — Newsletter
 Website — Opportunities
 Email Blast
 LinkedIn

8. Requested Posting Date (if time-sensitive)

Please note: CAREB will do its best to complete this request within the timeframe specified.

Requested posting date:

9. Request Expiry Date

Request expiry date and number of cycles (e.g., 3 Mailchimps to be sent), if applicable:

10. Exact Wording for Posting (English)

Please provide the exact wording you would like CAREB-ACCER to post in English. Include any links.

11. Exact Wording for Posting (French)

Please note: CAREB-ACCER requires that all website postings be submitted in both English and French.

Please provide the exact French translation of the full posting.

12. Images, Logos, or Attachments

- No
- Yes — Please attach high-resolution files and confirm you have permission to share them.

13. Declarations

I confirm that:

- ✓ The information provided is accurate and complete.
- ✓ The materials are professional and suitable for dissemination under CAREB-ACCER's name.
- ✓ I understand that posting by CAREB-ACCER does not imply endorsement unless explicitly stated.
- ✓ I understand that CAREB-ACCER reserves the right to edit for clarity, format, or length, in consultation if necessary.

Name:

Date: