Guidance for JOAG Website Update Requests

Dear JOAG Committees,

The following is guidance for JOAG Committees when requesting updates to their respective pages on the JOAG website. It is the intention of the Communications and Publications Committee to ensure information is posted in a timely manner and adherence to these guidelines will assist in an efficient review and posting of your content. The Website Subcommittee Co-Leads reserve the right to return requests that may be inappropriate or in need of further clarification.

> *Note:* Website requests will take **up to 2 weeks** to process and post on the JOAG website. **Please plan accordingly** when submitting time-sensitive updates (e.g., award nominations, call for voting membership).

What to Update

JOAG Committees are responsible for ensuring that relevant content on the JOAG website is up-to-date. The Communications and Publications Committee will assist you in making the updates; however, it is the Committee's responsibility to assure that the information on the site remains relevant and up-to-date.

When to Update

Committees are encouraged to review their respective pages and sections on the JOAG website at a minimum on a quarterly basis. All website update requests should be submitted to the Communications and Publications Committee by using the website request form and submitting to the Website Subcommittee. To ensure adequate time for evaluation, 508 compliance review, and posting, requests will be completed within two weeks of the submission date.

Submitting Updates

1. All updates should be approved by the respective JOAG Committee Chair(s).

2. All request(s) must be submitted using the following form. This will expedite, assist with tracking, and ensure completion of website requests.

3. Include the respective JOAG Committee Chair(s) on all email requests.

4. Send all request forms, associated documents, and questions to: JOAGWebsiteRequests@list.nih.gov

Website Update Request Form

Requesting JOAG Committee/Subcommittee:

Name of Committee Chair(s):

Name of Officer Submitting Request:

Date of Request (MM/DD/YYYY):

Website address/URL to be updated:

Description of Update: Describe in detail and as clear as possible the website request and where the update/revision is to take place using the textbox below. Then, check the appropriate request "Content Type" (*e.g., Language, Document, or Membership Roster)* checkbox below.

Note: Completed website requests should be submitted to JOAGWebsiteRequests@list.nih.gov. When submitting multiple updates for the same site/URL, they should be included in the same email request. Multiple updates to different sites/URLs should be submitted using separate email requests.

Email Subject Line: To expedite your request, copy, paste and edit the following into your email subject line: "JOAG Website Update Request: [Name of Committee] – [Brief title/description of request]"

Content Type – (Select/click the appropriate "box" below)

Update Language/Text *(Select/check if requesting to add/update text directly to the website)*

Please include the following (***Note***: *requests without the following information will be returned):*
1. Attach a **separate Word document** containing the text to add/update with this Website Update Request Form
2. In the separate Word document, include the **section name** or **location** of text to be added/updated
3. If update is to an existing section of text that needs revising, highlight the text using green to illustrate text to be added and red to illustrate text to be deleted (*e.g.,* <mark style="background-color:#90EE90">add</mark>, <mark style="background-color:#F4A9A8">delete</mark>).

Add a File/Document *(Select/check if requesting to add new documents to website)*

Please include the new/updated document with this Website Update Request Form. Multiple documents to be added to the same website location may be combined with one Website Update Request Form.

Number of Documents Requested for Addition:

Before submitting a document for upload to the website, please ensure that it meets the minimum 508 compliance requirements:

1. Document file name does not contain spaces and/or special characters
2. Document must utilize recommended fonts ONLY (i.e., Times New Roman, Verdana, Arial,Tahoma, Helvetica, or Calibri)
3. Font size must be at least 11pt
4. Embedded URLs contain descriptive hyperlinks (i.e., avoid generic phrases like "Click here" and,instead, use phrases that let users know about the content of the linked page prior to selectingit)
5. The document file name is concise (limited to 20-30 characters) and content description clear
6. Track changes are accepted or rejected and turned off
7. Comments are removed and formatting marks turned off
8. Color contrast ratio between background and text should be at least 4.5:1. Color contrast can be checked and verified using the following website: https://webaim.org/resources/contrastchecker/

More information on 508 compliance and detailed checklists for various document formats are listed below:
- **508 Compliance and HHS:** https://www.hhs.gov/web/section-508/index.html
- **Word Document 508 Checklist:** https://www.hhs.gov/sites/default/files/hhs-508-word-checklist.xlsx
- **Excel Document 508 Checklist:** https://www.hhs.gov/sites/default/files/hhs-508-excel-checklist.xlsx
- **PowerPoint Document 508 Checklist:** https://www.hhs.gov/sites/default/files/hhs-508-powerpoint-checklist.xlsx
- **PDF File 508 Checklist:** https://www.hhs.gov/sites/default/files/hhs-508-pdf-checklist.xlsx

Note: If assistance is needed with 508 compliance review of a document for website addition after initial compliance evaluation, please include the document to be reviewed by the Website Subcommittee along with this Website Update Request Form.

Membership Roster (Select/check if requesting an update to a website membership roster)

Please provide updates in the following membership update text boxes as applicable (New Member Addition(s), Updates to Existing Member(s) and/or Deletion of Existing Member(s)). List each member's information on one line, under the appropriate column heading.

You may submit membership roster updates in a spreadsheet/table with this Website Update Request Form. Please be sure your spreadsheet/table include the following information: Committee Title, Rank & Name, Email, Agency, Work Phone" or you may enter membership updates in the text box below."

Example

Committee Title	Rank & Name	Email	Agency	Work Phone
Chair	LT John Doe	John.Doe@hhs.gov	FDA	123.456.7890

On behalf of the Website Subcommittee, thank you for completing this form