Scientist Professional Advisory Committee (SciPAC)

Website Content Change Request Form

**Note:** *Use this form for requesting new content or major revisions (e.g., posting of presentations or photographs, announcements). Requests for minor updates (e.g., officer’s rank or e-mail address) can be e-mailed to the Website Subcommittee Chair and Co-chair without this form.*

1. Save form as: website-change-request\_yyyymmdd\_LastName.docx
2. Complete “Change Request Information” section below
3. Submit completed form and any attachments to the current Website Subcommittee Chair and Co-chairs.
4. If your request includes documents that you want posted to the website, please submit both a Word and PDF version of the document. If both versions are not provided, your request may be delayed. Also, review instructions provided for “Description of request” in the section below.

|  |
| --- |
| **Change Request Information (To Be Completed by Requestor)** |
| **Requestor name and role** | *[John Doe; SciPAC subcommittee or role]* |
| **Date of submission** | *[mm/dd/yyyy]* |
| **Desired date of completion** | *[mm/dd/yyyy]* |
| **Priority level** | [ ]  Standard (1–2 weeks)[ ]  Priority (provide justification): |
| **Change to existing page or creation of new page?** | [ ]  Existing (provide URL):[ ]  New |
| **Description of request** | *[Enter a detailed description of the requested change. All text or documents submitted must be in final “ready for posting” format (including review for Personally Identifiable Information (PII) and 508 compliance). For longer content revisions or additions, attach a MS Word document that shows desired formatting.]* |
| **Reason for change** | *[Explain why the change or update is being requested.]* |
| **Attachments included?** | [ ]  Yes (specify below) [ ]  No**Specify:** |
| **Permission obtained from presenter or individuals in photos to post material on the website?** | [ ]  Yes [ ]  Not applicable**If yes,** please submit e-mail documentation of permission with this request. Example: “I, [NAME], approve posting [TITLE OF PRESENTATION OR DESCRIPTION OF PHOTO] on the Scientist Category website.”) |
| **Addition/Change Approved by:** | [ ]  SciPAC Chair/EB [ ]  Subcommittee Chair/Co-Chair [ ]  Other (specify): [ ]  Not applicable (provide justification):  |

|  |
| --- |
| **Request Processing (Do Not Complete – For Website Subcommittee Use)** |
| **Reviewer name** |  |
| **Date request received** | *[mm/dd/yyyy]* |
| **Decision** | [ ]  Approved | [ ]  Approved with  conditions | [ ]  Denied | [ ]  Needs SciPAC  Chair approval |
| **Decision explanation** | *[Document reason for not selecting “approved.”]* |
| **If needed, approval obtained from SciPAC Chair?** | [ ]  Yes [ ]  No [ ]  Not applicable  | **Date of approval** | *[mm/dd/yyyy]* |
| **Editor assignment (enter Team name)** |  |
| **Date assigned to editors** | *[mm/dd/yyyy]* |
| **Date completed by editors** | *[mm/dd/yyyy]* |
| **Date reviewed**  | *[mm/dd/yyyy]* |
| **Additional work needed?** | [ ]  Yes (specify below)[ ]  No**Specify:**  |
| **Date request completed** | *[mm/dd/yyyy]* |