

Proposal for an announcement

Preamble

The Quebec Network on Nursing Intervention Research (RRISIQ) allows its regular, partner, and student members to submit an announcement to be shared within the larger community of this research network.

RRISIQ members can therefore submit announcements related to job offers, funding opportunities, upcoming conferences or workshops, call for proposals, or the search for collaborators or partners. By allowing its members to submit an announcement, RRISIQ wishes to encourage collaboration and the promotion of opportunities.

Eligibility

For a proposed announcement to be considered eligible, it must:

- Be submitted by a regular, partner, or student member of RRISIQ;
- Be written in French (submission in both English and French is also encouraged);
- Be of interest to regular, partners, or student members of RRISIQ;
- Be clear, concise, and provide all relevant information;
- Relate to the offer of a job, an internship, a funding opportunity, an upcoming scientific or training activity, a call for proposals, or the search for collaborators or partners. Announcements on other subjects may be exceptionally accepted if they are of interest to RRISIQ members.

RRISIQ reserves the right to refuse proposed announcements deemed irrelevant to the network's members, discriminatory, defamatory, inappropriate, or purely commercial.

Instructions

This document must be saved on your computer before being filled out. Using software from the [Adobe Acrobat](#) family (e.g., Adobe Acrobat Pro DC, Acrobat Reader) is essential for filling out this document. This software is free and can be freely downloaded from the [company's website that produces it](#). Using other software (e.g., Preview, Microsoft Edge) could lead to malfunction or display problems. Changing the settings and properties of the file or fields could also lead to operational or display errors.

This form is presented in English. However, you can fill it out in French or English, as you prefer. We ask you to return this document to us in electronic format (no scanning) and not to protect it. Once completed, this document can be returned to rrisiq@scinf.umontreal.ca

Your proposal will then be reviewed within 10 business days by at least one RRISIQ governance structure member and, if necessary, will return their comments to you. Otherwise, your announcement will be published exactly as submitted.

Commitment

If your proposal is accepted, RRISIQ commits to ensuring the dissemination of your announcement via the *Members' Announcement* section of its website (www.rrisiq.com) for the agreed-upon duration. Members of RRISIQ may be encouraged via other network dissemination platforms to visit this section of our website.

However, RRISIQ will not send personalized messages about the announcement proposals submitted via this form on these other platforms. Furthermore, if the announcement is submitted exclusively in French, RRISIQ will not translate the submitted announcement into English. If people who consult the announcement want additional information, they will be invited to communicate directly with the contact person designated in this form. RRISIQ will not manage responses or requests for additional information regarding members' announcements.

Information on the proposal

The following section is about the proposed announcement.

A. Type of announcement to share

What type of announcement do you wish to share?

Select the choice (only one) that best corresponds to your proposal.

- Job or internship offer;
- Offer of a funding opportunity;
- Offer of a scientific or training activity;
- Current or upcoming call for proposals;
- Looking for collaborators or partners.

- Other (please specify): _____

B. Announcement - French

French title of the announcement

The title should provide a clear idea of the announcement and be precise and concise. The use of terms understandable to a wide and varied audience should be prioritized. Remember that the title is the first thing the readers will see. Maximum of 25 words.

Announcement - French

The announcement should be precise and concise. The use of terms understandable to a wide and varied audience should be prioritized. Do not include tables, figures, or references in the announcement. Maximum of 250 words.

C. Announcement - English (optional)

English title of the announcement

The title should provide a clear idea of the announcement and be precise and concise. The use of terms understandable to a wide and varied audience should be prioritized. Remember that the title is the first thing the readers will see. Maximum of 25 words.

Announcement - English

The announcement should be precise and concise. The use of terms understandable to a wide and varied audience should be prioritized. Do not include tables, figures, or references in the announcement. Maximum of 250 words.

D. URL link(s) (optional)

If you wish to add URL links to other websites so that readers can access more information or documents related to the announcement, we invite you to insert them here.

Description of the first URL link (French)

For example, "To access the application form." Maximum of 15 words.

First URL link

Par exemple, « www.###.com/information »

Description of the first URL link (English; optional)

Description of the second URL link (French)

For example, "To access the application form." Maximum of 15 words.

Second URL link

Par exemple, « www.###.com/information »

Description of the second URL link (English; optional)

E. Contact person			
<i>Enter the name and contact details of the person whom readers can refer to if they wish to have more information regarding the announcement. Note that the information provided here will be publicly displayed.</i>			
First name	Last name	Professional and academic titles	Email address
Main establishment of affiliation		Administrative unit <i>For example, a department, a school or a faculty.</i>	
F. RRISIQ member who submits the announcement			
First name	Last name	Email address	
Main establishment of affiliation		Current RRISIQ member status <i>Indicate if a regular, partner or student member</i>	
G. Announcement period			
<i>Please allow 10 working days between submission of the proposal and its sharing. In addition, it is not possible to share the same announcement for more than six weeks.</i>			
Announcement start date JJ-MM-AAAA		Announcement end date JJ-MM-AAAA	

Attestations

I hereby certify that all the information entered in this document is accurate and true.

Signature of the contact person

Date

Signature of RRISIQ member submitting the announcement

Date