

**Gatekeeper Request Form**

**Infographic**

|  |  |
| --- | --- |
|  | |
| **Full name:** |  |
| **Institution:** |  |
| **Position:** |  |
| **Email address:** |  |
| **Phone number:** | Business: Mobile: |

|  |  |  |
| --- | --- | --- |
|  | | |
| **Purpose of infographic** | Information aimed at parents/ caregivers  ☐ Information for people with a lived experience  Information aimed at health professionals  Other, please specify: | |
| **Website (if applicable)** | |  |
| **Please outline details of request and attach/insert the Infographic in PDF format and as an image file.** | | |
| **Please include text of message or description to accompany infographic:** | | |
| **Is the Infographic directly related to an outcome of a research project?** ☐Yes ☐No  If Yes, please provide Ethics number and Institution, and attach a copy of the participant information sheet and ethics approval:  **Does the content of the infographic relate to or reference peer-reviewed scientific material?** Yes No  If Yes, please attach evidence of peer review.  **Has the infographic been peer-reviewed?** Yes No  If Yes, please attach evidence of peer review.  *NB: Infographics that do not relate to peer-reviewed scientific material and have not otherwise been peer-reviewed will be subject to peer review by the AusACPDM***.** | | |
| **Preferred distribution method**  Please place on the AusACPDM website infographics page and/or resources page  Please indicate what date message should be removed from the website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please distribute through AusACPDM social media channels i.e. Twitter (include a pre-prepared tweet of up to 140 characters including relevant #’s and @’s in the space below)  Please include this message in the next quarterly AusACPDM e-newsletter.  Due to time constraints this message would require a stand-alone email, sent in a specific timeframe *(please specify)* | | |

**Acknowledgements**

*All gatekeeper requests must be approved by the Scientific Education and/or Professional Development & Communication Committees of the AusACPDM. The AusACPDM reserves the right to decline a gatekeeper request if it does not fall within the guidelines for appropriate member communication.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FOR OFFICE USE ONLY** | | | | |
| **Name of reviewer/s:** |  | | | |
| **Peer and/or scientific review** | Yes | | No | N/A |
| **If No, Committee review:** | Yes | | No | N/A |
| **All conditions acknowledged** | Yes | | No | |
| **Suitable for AusACPDM members** | Yes | | No | |
| **Approval to place on website & twitter** | Yes | | No | |
| **Approval to email to members** | Standalone email | | Include in newsletter | |
| Message adapted | | Message sent as is | |
| **Request approved** | | **Request denied** | **More information sought** | |
| **Notes:** | | | | |