For Member (researcher) to post opportunity (Must be signed into Member Profile to post an opportunity)

1. On the INSAR Website, use the Main Menu to locate ‘Resources’:
   a. Select ‘Career Center’ from the dropdown or
   b. Use the direct link: https://www.autism-insar.org/networking/

2. Click on ‘Submit an Opening’

3. Fill out the necessary fields in the online form:

4. In the ‘Primary Category’ dropdown menu: Select ‘Community Collaborator’

5. Next in the ‘Type of Position’ dropdown menu:
   a. Select either ‘Community Collaborator – Unpaid’ or ‘Community Collaborator – Paid’
6. For ‘Education Requirement’ (unless there is one for the research): Select ‘N/A’
7. Repeat for ‘Experience Requirement’: Select ‘N/A’
8. Next in the ‘Salary’ section:
   a. If it is a paid opportunity, provide compensation amount and frequency of pay in the appropriate fields (choice of hourly, daily, weekly, monthly, or yearly): i.e. $200.00 Weekly
   b. If unpaid, leave field blank
9. For the question ‘Allow online applications?’ indicate whether there will be an offsite online application they can fill out or not:
   a. If there is an online application website link that will be provided: Select ‘Yes’
   b. If not, where interested parties will be contacting researcher by email/phone: Select ‘No, I will tell them “How to Apply” below’

10. The next section, provide details on ‘How to Apply/Contact’ -
   a. In this section, provide contact information for the research team, as well as any additional information you need from a candidate.
   b. Researchers can request community collaborators at any stage of the research project from question generation to result dissemination, and we welcome requests from researchers of all career stages and areas of autism research. Some collaborative opportunities offer compensation for participation and should be noted as such in the posting.
   c. Researchers should only request collaborators who are over the age of 18 years and are their own legal guardians. All ICCR posts must be in English.
11. Then complete the ‘Description & Details’ section:
   a. Please include the following information:
      i. Principal investigator of the study (if a student/trainee, list mentor/advisor as well)
      ii. Goals of the study/problem to be addressed (if decided upon)
      iii. Overview of methods you plan to use to achieve study goals (if decided upon)
      iv. Expected timeline for the study
      v. Desired role(s) of the community collaborator(s) in the research process
      vi. Desired collaborator qualities or requirements (e.g., relationship to autism, demographics, geographic location)
   b. If a Paid opportunity, note that it offers compensation and related details

12. Finally, provide your contact information (for internal administrative use only) and then click the ‘Submit’ button

13. After you click the ‘Submit’ button and there are no fields with errors:
   a. You will be automatically taken to your post management page where the opportunity that was just submitted will be listed.
   b. A box will also appear in the left-hand upper corner with a notice that it was submitted successfully.

14. A member of the INSAR Administrative Team will review the opening for approval within 1–2 business days
   a. If posted after INSAR office hours, on a weekend, or during a holiday when the office is closed, the post will be reviewed as soon as possible when staff returns.