CCOS CTSA Coordination, Communication, & Operations Support

Guidance for Submitting an Opportunity to the CCOS Website

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Estimated 4-5-minute read

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Overview

The **CCOS Opportunities Board** is a centralized resource for members of the Clinical and Translational Science Awards (CTSA) Program to discover and share professional development and career-related opportunities from across the CTSA consortium. The opportunities shared on the Opportunities Board include employment, mentorship, collaborations, certifications, and other types of opportunities open and relevant to the CTSA community. Submitted opportunities will be publicly available and may be accessed by a broad audience.

If you have questions, email the CCOS Support team: **support@ccos.ctsa.io**.

Who Can Submit Opportunities?

All CTSA Consortium members, NCATS, and CCOS staff may submit opportunities for consideration.

Disclaimer and Review Policy

All submissions undergo review by the CCOS Communications Team and the National Center for Advancing Translational Sciences (NCATS). CCOS reserves the right to edit, reformat, or decline content that does not meet NIH, NCATS, or CCOS communication standards or does not align with NIH or NCATS priorities. Submissions must be free of proprietary or confidential information, and contributors must confirm permission for all text.

Before You Begin

Please ensure that:

- You have received any required internal approvals from your institution prior to submission of the opportunity.

- You have permission to share all submitted text and data publicly.
- The content aligns with NIH priorities and Federal guidance.
- You must be logged into a Google account to access the form. If you do not have access to a Google account, email the **CCOS Support team**.

Estimated time to complete: 5-10 minutes

Accessibility Tip: Use keyboard shortcuts or screen reader navigation, if needed.

What Qualifies as an Opportunity?

Submissions shared on the CCOS Opportunities Board can be opportunities for employment, professional development, or other career growth activities. Opportunities shared on the board may be targeted to a variety of audiences within the CTSA consortium. Appropriate examples of opportunities include, but are not limited to:

- **Employment opportunities** (e.g., job, fellowship, internship, postdoctoral position, research collaboration, etc.)
- **Training opportunities** (e.g., course or certificate, training program, etc.)
- **Professional development opportunities** (e.g., leadership development, mentorship opportunity, sabbatical, etc.).

Internal opportunities, i.e., opportunities limited to individuals at a single institution are not appropriate to share on the CCOS Opportunities Board; all opportunities should be open to members at any CTSA hub.

Funding-related opportunities are not permitted on the CCOS Opportunities Board.

Submitting Your Opportunity

You may submit an opportunity using the **CCOS Opportunities Board Form**.

Your opportunity details or application information must be published on an existing institution, organization, or job board website. From the date of posting on the CCOS website, your opportunity will be displayed on the Opportunities Board for 90 days. If you wish to extend your opportunity or your opportunity is closing sooner than 90 days, please email the **CCOS Communications team** to update your post.

All submitted opportunities will be added to the CCOS Opportunities Board and require the information listed below.

Required Elements for All Opportunities

Opportunity Title

- 150 characters or fewer (strongly recommended).

Application URL

- Link to opportunity application details hosted on organization, institution, or jobs board website.

Institution

- Institution or organization sponsoring or hosting the opportunity.
- Select the CTSA-affiliated institution from the menu.
- Organizations not directly affiliated with the CTSA program can be submitted by selecting ‘other’.

Opportunity Category

- Select the category that best suits your submission from the menu: Course or certificate, fellowship, internship, job, leadership development, mentorship opportunity, postdoctoral position, research collaboration, sabbatical/mini-sabbatical, training program, or other.

Audience

- Select the audiences (all that apply) that best suit your submission from the menu: Undergraduate student, graduate student, predoctoral trainee, postdoctoral fellow, early-stage investigator, faculty, research staff, clinical research professional, research administrator, community partner, or open to all.

Description

- Briefly describe the opportunity
- 250 characters or fewer (strongly recommended)

Location

- Enter the city and state of the opportunity location.
- For virtual or remote opportunities, enter the city and state of the institution or organization offering the opportunity.

Point of Contact Name

- Provide the name of the primary POC (i.e., the submitter) for the opportunity.
- Point of Contact Name will not be shared on the CCOS Opportunities Board.

Point of Contact Email

- Provide the email of the primary POC (i.e., the submitter) for the opportunity.
- Point of Contact Email will not be shared on the CCOS Opportunities Board.

Optional Elements for Opportunities

Work Arrangement

- Select the work arrangement that best describes the opportunity: Remote or virtual, hybrid, in-person

Job Type

- Select the job type that best describes the opportunity: Full time or Part time

Compensation

- Select the compensation description that best fits the opportunity: Paid or Unpaid

Keywords

- List up to 5 keywords for the opportunity to enable better searching.
- MeSH terms may be used
- Hub name, "CTSA" and "NCATS" should be excluded

Expiration Date

- By default, all opportunities will expire and be removed from the CCOS website after 90 days. If this opportunity closes sooner than 90 days, enter the expiration date (otherwise, skip this question).

What Happens After Submission?

After submission, the CCOS team may follow up with clarifying questions to ensure **consistency, clarity, and alignment with opportunity criteria** prior to posting.

Need Help?

If you have questions about formatting, eligibility, or the submission process, contact the CCOS team at **support@ccos.ctsa.io** and include the details below to help us assist you:

- **Your name:** [First and last name]
- **Your role or team:** [e.g., Program Analyst, HR Specialist]
- **Feature or task you were using:** Opportunity Submission
- **What you expected to happen:** [e.g., I expected the submission to show a confirmation message]
- **What actually happened:** [e.g., I received an error message that said “submission failed”]

- **Steps you took before the issue occurred:**
  - [Step 1]
  - [Step 2]
  - [Step 3]

We'd Love Your Feedback

Your feedback helps improve CCOS resources. If you have suggestions for this guide, please email the **CCOS Support Team** with your comments.