

Form for Requesting the Use of a Categorical Accommodation

Use this form and the [instructions](#) to request the use of a Categorical Accommodation. This form must be completed in its entirety; incomplete submissions may delay the review of your request.

Contact Information

Date of Request:
[dd/mm/yyyy]

Select one: Initial Request
Renewal

Content Owner Information:

Name:

IC:

E-mail: NIH or .gov
required

Voice:

TTY (if applicable): Videophone
(if applicable)

This Request has been routed through my: [IC's Section 508 Coordinator](#)

Name:

Summary of Request

Select the appropriate category/categories from page 3 and briefly explain how the content meets the criteria of the specific category/categories.

Category:

Additional Category
if necessary:

Content URL
or other location
of content:

Request Type: Temporary (1 year or less) Permanent

Explanation:

Limit to 1000 characters; additional supporting material be sent by email to Section508Help1@mail.nih.gov.

Supplemental Information Provided to Support this Request:

Must have (at least) one **Supplemental Information** and one **Functional Limitation** chosen for form to be submitted. Select all that apply.

- | | | |
|----------------------------------|-------------------|-----------------------|
| Supplemental Information: | VPAT | |
| | GPAT | |
| | Testing Documents | |
| | Other | |
| Functional Limitations: | Deaf | Low-Vision |
| | Hard of hearing | Color Blind |
| | Blind | Dexterity Impairments |
| | | |

Approach for Providing an Accommodation:

Accommodation
Approach:

Use the statement below as a model for creating the required Section 508 Accessibility Statement that must be posted with the inaccessible content. At a minimum, the statement must contain the elements provided in the model below.

Sample - Section 508 Accessibility Statement:

[Persons with disabilities experiencing problems accessing the content should contact [name, organization or program office], Voice [xxx-xxx-xxxx], TTY [xxx-xxx-xxxx], Email address and ask for assistance.]*

***An organizational telephone number and email address is acceptable so long as it is routinely monitored.**

Section 508
Accessibility
Statement:

IC Review and Approval, with Submission to the NIH OCIO

NIH IC Section 508 Coordinator:

I have fully reviewed this Request, verified that it is complete, and concur with this Request for the Use of a Categorical Accommodation.

Name:

Date:
[dd/mm/yyyy]

Please save a copy of your request.

List of Categorical Accommodations

1. **Atypical Images and Chart Formats: Large or complex tables**
2. **Complex and/or Dynamic Visualizations**, including: medical diagnostic and research imaging technologies, 3D-models, CAD, virtual environments.
3. **Complex PDF Tables Complex math, physics, and chemical notations**
4. **Complex Static Images**, including static images and those supported and detailed narratives.
5. **Dynamic Simulations, Models, and Maps**: Applications and Web-enabled software tools that manipulate data in a dynamic fashion or that simulate events or objects.
6. **Excel computational spreadsheets** containing program modules and macros developed to perform automated analysis or to draw in data sets from external or legacy databases.
7. **Handwritten material or other material submitted by members of the public** and then scanned and posted to a website (internet, intranet, or SharePoint site).
8. **Password-Protected Sites** - the front page is accessible and Section 508-conformant but the pages encountered after the password are the basis of this request.
9. **Presentations from non-government employees**, e.g., researchers who are not obligated to comply with Section 508. (If the NIH re-distributes these files, they shall be remediated by the NIH.)
10. **Scanned Historical Materials** that are hand-written or in poor quality such as historical publications/materials that are scanned to a digital archive.
11. **Third-party licensed PDF documents from medical and scientific journals** and conference proceeding documents) (if no-cost accessible versions cannot be linked to elsewhere on the Web).
12. **Virtual Environments** Sites and programs that model and simulate the manipulation of objects in virtual space are in another category of images best served as accommodations.
13. **Website under renovation or due to be decommissioned** within six (6) months of request.