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# WEST VIRGINIA CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE

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## NIH CTR Award Citation

### Overview

As an organization funded in part by the National Institutes of Health (NIH), the West Virginia Clinical & Translational Science Institute (WVCTSI) is required to properly acknowledge grant support in publications, presentations, etc. relevant to the work of the organization.

### Purpose

The National Institute of General Medical Sciences supports the WVCTSI and, therefore, requires acknowledgement for all projects that have in any way used WVCTSI services. For any researcher or research project that received any benefit from the WVCTSI (e.g. salary support, project funding, use of instruments, services, resources, collaborations, etc.), it is a NIH requirement to acknowledge the CTR grant number in any publication or presentation. This acknowledgement is tracked and reported to the NIH and is used as a key metric for the success and continued funding of the WVCTSI.

### Scope

This document describes the requirements for citing the NIH CTR award and grant number. It also details steps to be taken for submitting publications to PubMed Central, in accordance with the NIH Public Access Policy.

### Definitions

IDeA CTR award grant number assigned by NIH to the WVCTSI is: **2U54GM104942-02**

# Policy

## Procedures

1. When publically sharing information relevant to a project supported by the WVCTSI, authors are required to cite the IDeA CTR award. Examples where the grant should be cited include:
  - a. A presentation (oral or poster) by a scientist, scholar, pilot award recipient, student etc. whose primary discussion topic is a project funded by the WVCTSI.
  - b. A publication that directly describes, or secondarily references, a project funded by the WVCTSI.
  - c. A presentation or publication detailing work in which WVCTSI provided support services (such as biostatistics consultations, patient record database access, RedCap form creation etc.)
  - d. A website or webpage that describes a WVCTSI project.
  - e. A press release that describes a WVCTSI project or features a WVCTSI funded scientist, such as a Research Scholar, pilot awardee, or recruited scientist
  - f. Advertising (such as print ads or flyers) recruiting participants for a study funded in whole or in part by WVCTSI.
  - g. Application for additional internal or external funding in which WVCTSI or a WVCTSI project (ex: WVPBRN) is named as a partner or collaborator
2. Citation of the IDeA CTR award should include the following: **"Research reported in this [publication/press release, etc] was supported by the NIGMS of the National Institutes of Health under award number 2U54GM104942-02. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health."**
3. An approved version of the WVCTSI logo may also be incorporated into communications (example: posters) to further highlight the institute's support. The logo may not be altered in any way – including stretching, cropping, or altering colors. A gray scale version of the logo is also available. Approved versions of the logo can be found on the WVCTSI website here: <http://www.wvctsi.org/overview/citing-wvctsi/>
4. In addition to citing the award number in presentations and publications, **the NIH also requires researchers to submit publications receiving support from federally funded grants to PubMed Central** for all journals that do not automatically submit them, as per the NIH *Public Access Policy*. All peer-reviewed publications that were prepared using WVCTSI resources or have a WVCTSI-funded scientist as an author are to be submitted to PubMed Central **upon manuscript acceptance.**

## Roles and Responsibilities

It is the responsibility of the author of the communications to include the grant citation in his or her presentation or publication materials. Any questions regarding grant citation may be submitted to the WVCTSI communications coordinator or research coordinator for guidance. WVCTSI will maintain

guidelines and appropriate language as a resource on the Institute's webpage. All staff should look for and encourage WVCTSI members to properly cite the grant.

Please notify the WVCTSI research coordinator and/or director of scientific development when a publication arising from WVCTSI support or services is **accepted** for publication. WVCTSI staff will review publications and presentations quarterly to ensure that all have been properly cited and submitted to PubMed Central.

## References and Authority

The complete NIH Public Access Policy can be reviewed here: <http://publicaccess.nih.gov/>.

## Revision History

Revision	Date
This procedure was revised to reflect the new grant number assigned to the current grant cycle of the CTR Award.	March 2018

## Approval and Authority to Proceed

I approve the project as described above, and authorize to proceed.

Name	Title	Date
Sally L. Hodder, MD	Director, West Virginia Clinical and Translational Science Institute	4/10/2018



Approved By

4/10/18

Date