



**Department of Veterans Affairs
Jesse Brown VA Medical Center
820 S. Damen Avenue
Chicago, IL. 60612**

R&D 537/151
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Version 1.0

SOP: PRESENTATION OF RESEARCH RESULTS

PURPOSE

The purpose of this Standard of Operating Procedure (SOP) is to establish procedures and assign responsibilities to R&D Committee to ensure contributions of Department of Veterans Affairs (VA) to research are appropriately acknowledged and publicly disclosed.

POLICY

Presentation of research results policy must follow VHA handbook 1200.19 acknowledging Jesse Brown VAMC for using VA funding and resources to conduct research.

SCOPE

This SOP applies to all research results where either direct or indirect support for the research emanated from VA, either in the form of research funding, or resources (e.g., facilities or patients), or as a result of the investigator's full-time, part-time, or without compensation (WOC) appointment. The policies herein extend to all forms of research results, including publications, presentations, media interviews, and other professional activities.

NOTE: This SOP does not apply to research conducted prior to an investigator being appointed as a VA investigator if all aspects of the research and the development of the publication or presentation occurred prior to VA appointment.

a. The VA Research and Development (R&D) Program encourages free exchange of scientific, technical, and medical information both inside and outside VA. In keeping with this policy, VA investigators are encouraged to report their work at professional meetings and in scientific, technical, and medical publications, and to participate in the activities of their professional

organizations.

b. The nature of medical and scientific R&D carries with it an enormous potential for media and public attention to the investigators and institutions involved. In the past, there have been occasions when VA investigators neglected to ensure proper identification of employment by VA or of the source of their research funding. Consequently, both credit and public attention were inappropriately focused on organizations other than VA. VA expects its contributions to medical and scientific research to receive due credit and places the burden of responsibility on its research investigators to comply with this policy.

c. The American public has a right and a need to know how public funds are expended. Therefore, VA and its employees have a responsibility to ensure that VA receives proper credit for VA-supported research in articles, presentations, interviews, and other professional activities in which the results of that research are publicized or recognized.

d. All investigators will initiate and document references to VA where either direct or indirect support for the research emanates from VA (see responsibilities of investigator).

e. Investigator and R&D Office is responsible for observing all VA approval procedures for publications, presentations, media interviews, and professional activities, and any additional VA notification requirements, such as those administered by the Public Affairs Offices and of individual services within the Office of Research and Development (ORD).

RESPONSIBILITIES OF MEDICAL CENTER DIRECTOR

The facility Director, or designee, is responsible for:

a. Encouraging appropriate presentation and publication of all significant research results to ensure that:

(1) VA support for research is publicly disclosed;

(2) VA receives appropriate recognition for its contribution to medical and scientific research;

(3) Research presentations are made in a scientifically responsible manner;

(4) Potential for controversy is anticipated and dealt with appropriately; and

(5) VA research policies and procedures regarding publications, presentations, media interviews, and other professional activities related to the research are followed.

b. Ensuring that manuscripts, abstracts, and other presentations are reviewed by the R&D Committee, a R&D subcommittee, or a designee, such as the Associate Chief of Staff (ACOS) for R&D, prior to presentation or publication. This ensures that:

(1) The presentation or publication satisfactorily acknowledges VA support and affiliation,

(2) The privacy of patients is protected,

(3) The welfare of human and animal subjects is protected, and

(4) The appropriate institutional review board approved all research involving or animal subjects.

c. Developing and implementing procedures to ensure appropriate coordination with Jesse Brown Public Affairs Officials.

d. Developing and implementing local procedures to ensure that pending publications in scientific journals, presentations involving a national venue or the media, media interviews, and other professional activities related to the research are brought to the attention of ORD's communications staff at the earliest opportunity.

(1) Generally, notification should be provided when:

(a) Research results are accepted for publication

(b) Presentations are scheduled

(c) Media interviews are scheduled

(d) Professional activities related to the research are scheduled or known

(2) When notification is not possible in advance of the activity, notification must be provided at the earliest possible opportunity. These local procedures are to be developed in consultation with ORD's communications staff and in accordance with the procedures contained in Appendix A and on ORD's website, at: www.research.va.gov/resources/policies/pub_notice.cfm

d. There are specific requirements for publications by investigators funded by Health Services Research & Development and Rehabilitation Research &

Development according to VHA handbook 1203 and 1204.

RESPONSIBILITIES OF ACOS FOR R&D OR MEDICAL ADMINISTRATION SPECIALIST FOR R&D

The ACOS for R&D or Medical Administration Specialist for R&D must perform those responsibilities delegated by Medical Center Director regarding publication of research results.

RESPONSIBILITIES OF INVESTIGATOR

a. All investigators must initiate and document references to VA where either direct or indirect support for the research emanating from VA, either in the form of research funding, resources (e.g., facilities or patients), or as a result of the investigator's full-time, part-time, or without compensation (woc) employment status. This policy extends to all forms of research results including publications in a scientific journal, as well as other activities resulting from the research, such as: presentations involving a national venue or the media; media interviews; and professional activities that involve a national venue or formal recognition including awards (honors), committee or organizational appointments, and editorial board appointments.

b. In addition the investigator must:

1. Acknowledge VA Support and / or employment in all publications, presentations, media interviews, or professional activities where research results are being publicized, presented, recognized, or discussed.

2. Submit all presentations or publications to the Jesse Brown VAMC R&D Office to submission for publication or other public presentation.

(3) Inform either directly or through proxy, the R&D office at Jesse Brown VAMC at least 8 weeks (or as soon as possible) prior to the expected publication, presentation, media interview, or professional activity where research results are being publicized, presented, recognized, or discussed.

RESPONSIBILITIES OF ORD'S COMMUNICATIONS STAFF

ORD's communications staff is responsible for coordinating research acknowledgement and publicity in accordance with procedures described in Appendix A.

PROCEDURES

a. Acknowledgement of VA Research Support:

All publications and presentations of VA research results must contain the following (or equivalent) acknowledgement:

(1) "This material is based upon work supported (or supported in part) by the Department of Veterans Affairs, Veterans Health Administration, Office of Research and Development" (add as applicable Biomedical Laboratory Research and Development, Clinical Sciences Research and Development including the Cooperative Studies Program, Rehabilitation Research and Development Service, and Health Services Research and Development).

(2) If VA provided no direct research funding, but the research involved the use of other VA resources (e.g., facilities or patients), the publications, or presentations must contain a similar acknowledgement. For example: This material is the result of work supported with resources and the use of facilities at the (name and location of VA medical center).

b. Acknowledgement of VA Employment

Authors of clinical and research manuscripts, abstracts, books, book chapters, and presentations must acknowledge their employment using the following format: "VA Title, VA Service, Department of Veterans Affairs Medical Center, City, and State."

(1) When the author also holds a faculty appointment, the academic title and school also may be acknowledged.

(2) When the Principal Investigator has a 5/8th or more VA appointment, VA must be named first, regardless whether VA is the primary source of funding or where the funds are administered.

(3) Authors or presenters of research results are required to list VA employment first if any of the following conditions apply:

(a) Work was funded primarily from VA resources (50 percent or more), either directly or indirectly

(b) The research was conducted primarily in VA facilities

(c) Or the first author was a junior scientist (e.g., resident, fellow trainee etc) whose salary may not have been provided by VA, but who primarily used VA funding or facilities, or whose mentor or supervisor was primarily employed or funded by VA.

c. **VA Acknowledgement in Media Reports:**

News media and other individuals outside VA may not understand the contributions and roles of VA in intellectual advances, or VA's collaborative relationships with universities and other affiliated institutions. Accordingly, investigators with VA salaries or funding support must, when presenting their work or discussing it with the news media, make a serious and good-faith effort to obtain appropriate recognition for VA. A serious and good-faith effort requires:

(1) Securing a written agreement, or verbal agreement when a written agreement is not possible, that VA will be cited in news reports before participating in a media interview; or

(2) Providing news media, prior to interviews, with a document on VA letterhead that:

(a) Contains the investigator's name, VA title, and VA medical center;

(b) Explains the importance to VA of citing the investigator's VA employment in any resulting feature; and

(c) Expresses a preference that the investigator's VA title be used when media time or space limitations permit the use of only one professional title.

NOTE: The media's failure to acknowledge VA support despite an investigator's good-faith effort to comply does not jeopardize the investigator's funding.

d. **VA Acknowledgement During Other Professional Activities:**

VA support and employment, as appropriate, must be acknowledged during professional activities where research results are being discussed or recognized. Acknowledgement may be verbal, e.g. in receipt of an award, or written, e.g. as in the acceptance of an appointment to a board, in accordance with the nature of the professional activity.

e. **Disclaimer Requirement:**

Publications or presentations must include a disclaimer stating that the contents do not represent the views of the Department of Veterans Affairs or the United States Government.

f. **Publications by Contractors:**

The publication of research results by firms providing contracted services to VA

are governed by terms of the contract. The contract terms must be consistent with the provisions of this SOP with respect to review and acknowledgement of VA support.

FAILURE TO ACKNOWLEDGE VA SUPPORT OR EMPLOYMENT

Failure to acknowledge VA support or employment, as stipulated in this SOP may, at the discretion of the Chief Research and Development Officer and the research service Director (i.e., Biomedical Laboratory Research and Development (BLR&D), Clinical Science Research and Development (CSR&D), RR&D, or HSR&D), result in discontinuation of current VA R&D funding and/or ineligibility to receive future R&D funding for up to 5 years. In extreme circumstances, it may result in the revocation of the privilege to conduct research in VA.

REVISION LOG:

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Version (#, date)	Replaces (#, date)	Summary of changes
1.0; April 20, 2009		

Appendix A

PROCEDURES FOR COORDINATING RESEARCH ACKNOWLEDGEMENT AND PUBLICITY

RESPONSIBILITY	ACTION
<p>JBVAMC R&D Office</p>	<p>1. Notifies the Office of Research and Development (ORD)'s communications staff when:</p> <ul style="list-style-type: none"> a. Research results are accepted for publication in a scientific journal; b. Presentations are scheduled involving a national venue or the media; c. Media interviews are scheduled; and/or d. Professional activities are scheduled or known that <p>2. When notification is not possible in advance of the activity, notification must be provided at the earliest possible opportunity.</p> <p>3. Procedures for providing notification, and required elements of information, can be found on the ORD) website at: http://www.research.va.gov/resources/policies/pub_notice.cfm</p>
<p>ORD's Communications Staff</p>	<ul style="list-style-type: none"> 1. Provides advice and guidance to JBVAMC R&D in developing procedures for ensuring compliance. 2. Informs ORD, and the Director of the applicable research service within ORD, and, as applicable, Office of Under Secretary for Health of the research publication, presentation, media interview, or other professional activity. 3. Works with Office of Public Affairs and facility

Public Affairs Officers and makes appropriate news media arrangements in concert with the Principal Investigator and appropriate ACOS R&D.