

## **SUBJECT: Presentation of Research Results**

### **1. PURPOSE:**

To ensure that Department of Veterans Affairs (VA) investigators understand how their VA research activities are to be appropriately acknowledged and publicly disclosed.

### **2. DEFINITIONS:**

ACOS/R: Associate Chief of Staff for Research

WOC: Without Compensation Employee

ORD: Office of Research and Development

MVAHCS: Minneapolis VA Health Care System

### **3. OVERVIEW:**

This document pertains to all research results when 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. It extends to all forms of research results, including publications, presentations, media interviews, and other professional activities. Failure to adhere to VA requirements for acknowledgement of VA support and/or employment may result in revocation of current VA funding, in removal of eligibility to apply for future VA funding, or in revocation of the privilege to conduct VA research.

### **4. PROCEDURES:**

#### **a) Investigators must ensure that all research publications and presentations:**

##### **i) Contain appropriate acknowledgement of VA support.**

(1) For VA funded work, this statement (or equivalent) should include:

- (a) Indication of full or partial support by VA
- (b) Type of award (Merit Review, Career Development Award, etc.)
- (c) Name of supporting agency (U.S. Department of Veterans Affairs)
- (d) ORD Service that funded the award (Biomedical Laboratory Research and Development, Clinical Sciences Research and Development, Rehabilitation Research and Development, Health Services Research and Development, Cooperative Studies Program, Million Veteran Program)
- (e) The electronic award/project number (e.g., I01 BX123456), unless prohibited by journal policy.

#### ***Example acknowledgements of VA funded work:***

“This work was supported by U.S. Department of Veterans Affairs Clinical Sciences Research and Development Merit Review Award I01 CX123456.”

“This work was supported in part by U.S. Department of Veterans Affairs Biomedical Laboratory Research and Development Merit Review Award I01 BX123456 and Rehabilitation Research and Development Career Development Award IK1 RX123456.”

- (2) If VA provided no direct research funding, but the research involved was considered VA research per definition in VHA Directive 1200.01, the publications or presentations must contain a similar acknowledgement.

***Example acknowledgement of VA supported work:***

“This material is the result of work supported by and conducted at the Minneapolis VA Health Care System.”

- (3) If a dually-appointed VA investigator conducts all the work at the academic affiliate, with no involvement of VA time or VA research, the VA investigator should not list his or her VA affiliation.

**ii) Acknowledge the Author(s) VA Employment**

- (1) Authors of clinical and research manuscripts, abstracts, books, book chapters, and presentations must acknowledge their employment by listing their VA affiliation in author information, in addition to the support and funding acknowledgements above.
- (2) Employment acknowledgement must list the VA title, name of VA facility, city, and state.
- (3) When the author also holds a faculty appointment, the academic title and affiliated school may be acknowledged.
- (4) When the work was solely funded by VA, authors must list their VA affiliation first.

***Example acknowledgement of VA employment:***

Zieve, L<sup>1,2</sup>

<sup>1</sup>Physician, Minneapolis VA Health Care System, Minneapolis, MN 55417

<sup>2</sup>Professor, University of Minnesota, Minneapolis, MN 55455

**iii) Include a Disclaimer**

- (1) Publications or presentations must include a disclaimer stating that the contents do not represent the views of the U.S. Department of Veterans Affairs or the United States Government.

***Example Disclaimer:***

“The materials presented here solely represent the views of the authors and does not represent the view of the U.S. Department of Veterans Affairs or the United States Government.”

**iv) Ensure Public Access to Peer-reviewed Articles and Open Access to VA-Funded Data.**

- (1) Investigators must make available to the public all peer-reviewed publications reporting the results of ORD-funded research without restriction. Investigators are responsible for depositing manuscripts in PubMed Central upon acceptance for publication. Investigators should refer to the “Checklist for Publishing VA Research” for instructions.

- (a) Some journals automatically deposit manuscripts to PubMed at the conclusion of the defined embargo period. Investigators should verify practices for journals to determine whether action is required.
  - (b) Final copies of any peer-reviewed manuscript deposited to PubMed must include all graphics and supplemental materials included with the original article.
  - (c) Publishing or copyright agreements signed by an investigator must fully comply with this public access requirement.
- (2) VA investigators are also required to make publications resulting from VA research and final data sets underlying such publications available to the public.
- (3) Specific procedures for ensuring access to published manuscripts and associated data are detailed in RDC SOP-016 “Research Data Requirements”.

**b) VA Acknowledgment in Media Reports**

- i) For media presentations or interviews, investigators must make a good-faith effort to obtain appropriate recognition for VA. All media presentations or interviews must also be cleared ahead of time with the Public Affairs Office at the Minneapolis VA Health Care System.
- ii) Investigators are required to provide to media a document on VA letterhead listing their VA title and VA facility name, explaining the importance of crediting VA, and requesting that the VA title be preferred if media limitations allow use of only one professional title in the resulting report.
- iii) Please refer to the ORD Media Clearance Flow Chart (see Attachments) for additional guidelines and instructions.

**c) VA Acknowledgment during Other Professional Activities**

VA support and employment, as appropriate, must be acknowledged during professional activities in which VA research results are being discussed or recognized. Acknowledgment may be oral or written, in accordance with the nature of the professional activity.

**d) U.S. Copyright Act.**

Title 17 United States Code (U.S.C.) § 105, the U.S. Copyright Act provides that copyright protection is not available for any "work of the United States Government" defined under the Copyright Act as a work prepared by an U.S. Government employee as part of that person's official duties (17 U.S.C. § 101). Consequently, VA employees cannot copyright material prepared in the course of their employment and must decline to sign any copyright assignment that does not provide specific language addressing their contribution as a U.S. government work.

**e) Notification to MVAHCS Public Affairs Office and to the Office of Research and Development**

- i) Notification is required when:
  - (1) Research results are accepted for publication in a scientific journal;

- (2) Presentations are scheduled involving a national venue or the media;
  - (3) Media interviews are scheduled;
  - (4) Professional recognition for research accomplishments is scheduled to occur in a national venue or is likely to receive local or national media attention; or
  - (5) When placing manuscripts onto a pre-print server (such as bioRxiv.org or medRxiv.org) for public comment.
- ii) It is the investigator’s responsibility to complete the Publication Documentation form located on the VA Office of Research & Development intranet site (<http://vawww.pubtracker.research.va.gov>).
  - iii) When notification to ORD in advance of activity is not possible, investigators must provide a notification at the earliest possible opportunity.
  - iv) Research Office personnel will periodically remind investigators of their responsibility to report publications, presentations, or media appearances.
  - v) If the investigator identifies the publication or presentation as “sensitive, controversial, or likely to generate media attention”, he/she should notify the ACOS/R, the Deputy ACOS/R, and the MVAHCS Public Affairs Office. Media interviews must be coordinated through the MVAHCS Public Affairs Office.

**5. REFERENCES:**

VHA Directive 1200.19 “Presentation of Research Results” (10 May 2019)  
Minneapolis Research Service SOP R&D-016 “Research Data Requirements” (03 November 2020)

**6. ATTACHMENTS:**

VA Office of Research & Development “Checklist for Publishing VA Research”  
VA Office of Research & Development “Media Clearance Flow Chart”

**7. R&D COMMITTEE APPROVAL:** 05 April 2022

**8. RESCISSIONS:** Minneapolis Research Service SOP R&D-002 “Presentation of Research Results” (05 October 2021).

**9. EXPIRATION DATE:** N/A

**FOLLOW-UP RESPONSIBILITY:** Research and Development (R&D) Committee

**OFFICE OF RESEARCH AND DEVELOPMENT  
VETERANS HEALTH ADMINISTRATION**

**Checklist for publishing VA research (*funded by VA or used VA resources*)**

*Much of this information is covered in VHA Handbook 1200.19: Presentation of Research Results.*

*Note that the ORD service funding the study may have additional requirements; contact the specific service or review the ORD website for more information.*

**□ Acknowledge VA support in the manuscript**

- If the work was funded by VA, include this statement:
  - “This work was supported [or supported in part] by [type of award, e.g., Merit Review, Career Development Award, Pilot Project] Award # [award/project number, e.g., I01 RX000123] from the United States (U.S.) Department of Veterans Affairs [as applicable, indicate Biomedical Laboratory Research and Development Service; Clinical Sciences Research and Development Service (mention the CSR&D Cooperative Studies Program if applicable); Rehabilitation Research and Development Service; or Health Services Research and Development Service].”
- If VA only provided resources (e.g., facilities or patients), include this statement:
  - “This material is the result of work supported with resources and the use of facilities at the [name and location of VA medical facility].”

**□ Acknowledge VA employment in the manuscript**

- Acknowledge employment of VA authors with VA title, name of VA medical facility, city, and state.
- Academic affiliate appointments can also be listed, but if research was funded only by VA, the VA affiliation should be listed first.

**□ Include VA/U.S. Government disclaimer in the manuscript**

- Include this disclaimer: “The contents do not represent the views of the U.S. Department of Veterans Affairs or the United States Government.”
  
- **Include NCT number in the manuscript**
  - If your publication concerns a clinical trial or observational study that was registered on [clinicaltrials.gov](http://clinicaltrials.gov), include the NCT number in the publication. This allows the [clinicaltrials.gov](http://clinicaltrials.gov) website to link your paper to the trial registration.
  
- **Notify VHA Research Publications**
  - Alerting VA Research Communications about upcoming publications or presentations is particularly important when the topic is newsworthy and VA can develop some productive media relations or when the topic is controversial and the assistance of Public Affairs is likely to be needed.
  - Publications can be reported on-line at <http://vaww.pubtracker.research.va.gov>.
  
- **Deposit manuscript in PubMed Central if the research was ORD-funded research**
  - For specific instructions, see: <http://www.ncbi.nlm.nih.gov/pmc/>.
  - Deposited manuscripts must be made available to the public in PubMed Central no later than 12 months after their publication in a journal.
  - Some journals have an arrangement by which they will deposit the paper in PubMed Central automatically. Participating journals are listed here: <https://www.ncbi.nlm.nih.gov/pmc/journals/>.
  - Unless you are sure that the journal is posting, the author must post it. Use the flow chart on NCBI's “How Papers Get Into PMC” page to learn how their paper may be deposited: <https://www.ncbi.nlm.nih.gov/pmc/about/submission-methods/>.

*Updated: December 2017*

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Office of Research & Development

## Media Clearance Flow Chart

