

# VAPHS Research & Development Guidance

## VA Research Publication/Presentation/Recognition Notification

**Purpose:** This guidance has been developed to provide VAPHS Investigators with information and instructions associated with notifications of publications, presentations, and other recognitions of VA Research.

**Applicable to:** All research that is directly or indirectly supported by VA, in the form of research funding, use of VA resources, or as a result of the investigator’s VA appointment [full-time, part-time, or without compensation (WOC)].

In accordance with [VHA Handbook 1200.19](#) and VAPHS R&D Policy #005 (*Presentation of Research Results*), VAPHS researchers must inform the Research Office **upon receipt of initial notice** of all accepted publications, and **initial notice of** anticipated/scheduled presentations, media/interviews, or other professional activities related to VA research to ensure that the contributions of the Department of Veteran Affairs (VA) are appropriately acknowledged and publically disclosed. When notification in advance of the activity is not possible, notification must be provided at the earliest possible opportunity.

### 1. Types of VA Research Activities

Applicable activities can be directly or indirectly related to VA supported research. In general, these activities are associated with the Investigator’s VA appointment (full-time, part-time, WOC), VA funded research, and/or research that utilizes VA resources (e.g. facilities or patient population, etc.).

*Examples of activities include, but are not limited to:*

Publications	Presentations	Media/Interviews	Other Activities
<ul style="list-style-type: none"> <li>✓ Manuscripts</li> <li>✓ Abstracts</li> <li>✓ Books</li> <li>✓ Book chapters, and the like</li> </ul>	<ul style="list-style-type: none"> <li>✓ Posters</li> <li>✓ Abstracts</li> <li>✓ Talks or speeches, etc.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Press releases</li> <li>✓ Subject matter expert requests</li> <li>✓ Reviews related to your VA research or your professional role as a VA researcher.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Activities that involve a national venue or formal recognition (including awards and honors).</li> <li>✓ Committee or Organization Appointment</li> </ul>

## 2. How to Notify the VAPHS Research Office

To notify the Research Office, Investigators must submit a VAPHS Research Publicity Notification Form and any accepted or supporting documents to [VHAPTHResearchPublicity@va.gov](mailto:VHAPTHResearchPublicity@va.gov). In an effort to facilitate local publicity and communications regarding the research activities and contributions made by VAPHS Investigators, staff members from the Public Affairs Office are part of the mail group.

The VAPHS Research Publicity Notification Form can be found on ProSPECT under “Forms” (accessible only while on the VA network) and on the VAPHS Research internet website under “Forms and General Information” (publically accessible).

Instructions on how to attach files to this form are described in section #4 of this guidance.

**NOTE:** Only one type of notification can be made per form.

## 3. Requirements for Publishing VA Research: Acknowledging VA Research Support and VA Employment/Appointment

VHA Handbook 1200.19 details requirements that authors must address when publishing research that was funded by VA or that used VA resources. Those requirements are listed below with VAPHS specific “How-To” information. Investigators are encouraged to review 1200.19.

**NOTE:** *This list was adapted from ORD’s [checklist for publishing VA research](#) to include information specific to VAPHS. The ORD service funding the study may have additional requirements; contact the specific service or review the ORD website for more information. VA investigators receiving research funds from entities external to VA (e.g., the National Institutes of Health, Department of Defense) may be subject to additional public access requirements specific to those funders.*

### Acknowledge VA support

- **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, 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

- 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 DVA/US Government disclaimer

- “The contents do not represent the views of the U.S. Department of Veterans Affairs or the United States Government.”

Link to clinicaltrials.gov

- If your publication concerns a clinical trial or observational study that was registered on clinicaltrials.gov, include the NCT number in the publication. This allows the clinicaltrials.gov website to link your paper to the trial registration.

Deposit your manuscript in PubMed Central if the study was VA-funded

*VAPHS “How-To” information:*

- In addition to submitting the VAPHS Research Publicity Notification Form and to ensure compliance with the VA’s [public access policy](#), Investigators are also responsible for depositing manuscripts into [PubMed Center \(PMC\)](#). PubMed Center is not the same as “PubTracker” (described in more detail below).
- Follow this [link](#) for information on submitting author manuscripts to PMC and to view a helpful decision tree. Manuscripts should be submitted to PMC via the [eRA Commons](#) portal. Investigators should have received eRA Commons login information from the VAPHS Research Office upon receipt of funding. Investigators should contact [Janelle.Altman@va.gov](mailto:Janelle.Altman@va.gov) for questions related to eRA Commons.

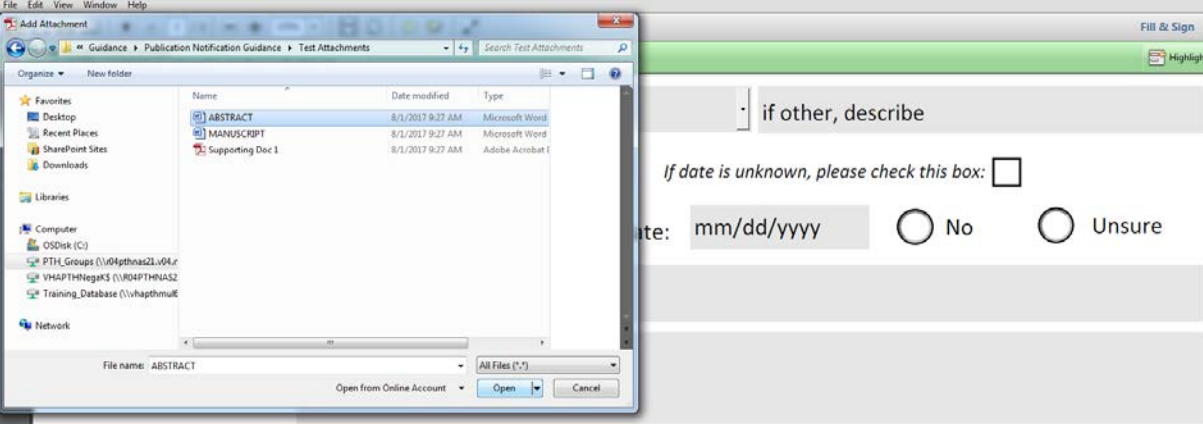
Notify ORD through PubTracker

*VAPHS “How-To” information:*

- The VAPHS Research Office will upload all necessary information to PubTracker to fulfill this requirement for Investigators who follow the notification method described above.

## 4. Attaching Documents to the VAPHS Research Publicity Notification Form

Step 1: Clicking any of the attachment buttons will bring up a window allowing you to select your document. Select your document and click “Open”.

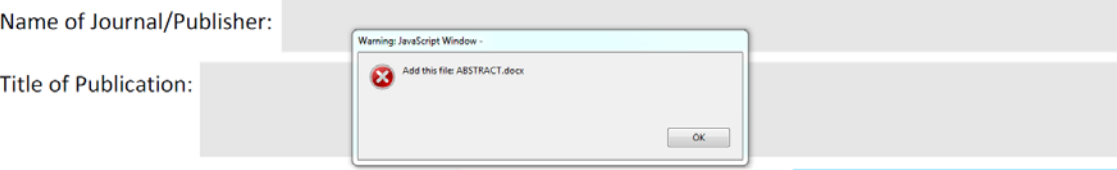


The screenshot shows a file selection dialog box titled "Add Attachment" overlaid on a form. The dialog box displays a list of files: "ABSTRACT" (Microsoft Word), "MANUSCRIPT" (Microsoft Word), and "Supporting Doc 1" (Adobe Acrobat). The "ABSTRACT" file is selected. Below the dialog box, there are two blue buttons: "Click Here to Attach ABSTRACT" and "Click Here to Attach MANUSCRIPT".

The ABSTRACT (word doc) and the complete accepted MANUSCRIPT must be attached

[Click Here to Attach ABSTRACT](#) [Click Here to Attach MANUSCRIPT](#)

Step 2: You will see the following box pop up after clicking “Open”. Click “OK” in this box to attach the document.

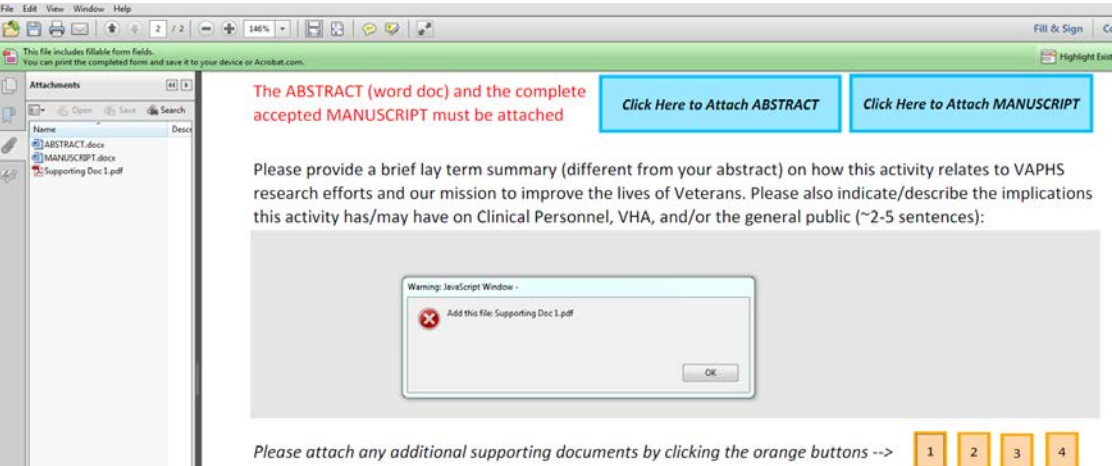


The screenshot shows a form with fields for "Name of Journal/Publisher:" and "Title of Publication:". A warning dialog box titled "Warning: JavaScript Window" is overlaid on the form, displaying a red 'X' icon and the text "Add this file: ABSTRACT.docx". Below the dialog box, there are two blue buttons: "Click Here to Attach ABSTRACT" and "Click Here to Attach MANUSCRIPT".

The ABSTRACT (word doc) and the complete accepted MANUSCRIPT must be attached

[Click Here to Attach ABSTRACT](#) [Click Here to Attach MANUSCRIPT](#)

Step 3: To view all of attachments, click the “paperclip” on the left side bar to open the “Attachments” list.



The screenshot shows a form with an "Attachments" list on the left side. The list contains three files: "ABSTRACT.docx", "MANUSCRIPT.docx", and "Supporting Doc 1.pdf". Below the list, there are two blue buttons: "Click Here to Attach ABSTRACT" and "Click Here to Attach MANUSCRIPT". A warning dialog box titled "Warning: JavaScript Window" is overlaid on the form, displaying a red 'X' icon and the text "Add this file: Supporting Doc 1.pdf".

The ABSTRACT (word doc) and the complete accepted MANUSCRIPT must be attached

[Click Here to Attach ABSTRACT](#) [Click Here to Attach MANUSCRIPT](#)

Please provide a brief lay term summary (different from your abstract) on how this activity relates to VAPHS research efforts and our mission to improve the lives of Veterans. Please also indicate/describe the implications this activity has/may have on Clinical Personnel, VHA, and/or the general public (~2-5 sentences):

Please attach any additional supporting documents by clicking the orange buttons --> [1](#) [2](#) [3](#) [4](#)

## 5. Who can I contact if I have specific questions?

You can email [VHAPTHResearchOffice@va.gov](mailto:VHAPTHResearchOffice@va.gov) with any questions.

## 6. Document History

Number	Version	Effective Date	References	Actions/Comments
G-#018	1.0	01AUG2017	VHA Handbook 1200.19 R&D Policy #005 VAPHS MCM LD-015	New guidance