1. **Purpose:** [VHA Handbook 1200.19](#) establishes procedures, assigns responsibility, and specifies authority for ensuring that VA contributions to research are appropriately acknowledged and publically disclosed. The 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. Therefore, the 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 and recognized.

2. **Scope:** This policy and procedures applies to all research results which involves direct or indirect support for the research emanated from the 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. This applies to all forms of research results, including publications, presentations, media interviews, and other professional activities.

3. **General Procedures for Acknowledging VA Research Support and VA Employment:**

   A. **Acknowledgement of VA Research Support** must contain the following acknowledgement:

   1. “This work was done through the VA Nebraska-Western Iowa Health Care System and is based upon work supported (or supported in part) by the Department of Veterans Affairs, Veterans Health Administration, Office of Research and Development” and add, as applicable, Biomedical Laboratory Research and Development, Clinical Sciences Research and Development (including 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 VA Nebraska-Western Iowa Health Care System”.

   3. All work done and approved at the Omaha VA Medical Center should be cited as “VA Nebraska-Western Iowa Health Care System”.

   B. **Acknowledgement of VA Employment** must be acknowledged by authors of clinical and research manuscripts, abstracts, books, book chapters, and presentations using the following format: “Name with VA Title, VA Research Service, Department of Veterans Affairs, Omaha, Nebraska”.

   1. All employment or work done and approved at the Omaha VA Medical Center should be cited as “VA Nebraska-Western Iowa Health Care System”.

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

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

   4. 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% or more), either directly or indirectly;

   b. The research was conducted primarily in the VA facility; OR
c. The first author was a junior scientist (e.g. resident, fellow trainee) whose salary may not have been provided by VA, but who primarily used VA funding or facility, or whose mentor or supervisor was primarily employed or funded by VA.

C. VA Acknowledgement in Media Reports. Since media and others outside the VA may not understand VA’s collaborative relationships with affiliated institutions, 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 the VA.

D. VA Acknowledgement During Other Professional Activities. VA support and employment must be acknowledged during professional activities where research results are being discussed or recognized.

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 term of the contract.

4. Internal Procedures for Submission and Documentation of VA Acknowledgements

A. Responsibility of the Investigator

1. All investigators must initiate and document references to VA where either direct or indirect support for the research emanated from the VA and where research results are being publicized, presented, recognized or discussed. This 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 profession activities that involve a national venue or forma recognition including awards (honors), committee or organizational appointments, and editorial board appointments.

2. All investigators must submit the Research Publication Notification and Attribution Form electronically to the Research Administrative Office (RAO) PRIOR to the submission of a manuscript and/or abstract and/or presentation at a conference. The PI should not proceed until the acknowledgements have been reviewed. The PI can expect to receive an electronic notification of approval or request for additional changes and/or information within 48 hours.

3. The initial notification form must include an attached file of the manuscript, abstract, poster or presentation materials including the article or abstract title with the PI’s full name and degree and the title of the journal you are submitting to or the conference name/date where you are presenting.

4. Upon acceptance or rejection of the manuscript, abstract, poster or presentation, the PI must notify the RAO to ensure that the status of the submission is appropriately updated. RAO will notify the ORD Communications Office per VA regulations.

5. Failure to acknowledge VA support or employment, as stipulated in VHA Handbook 1200.19 and this policy may, at the discretion of the Chief Research and Development Officer and the Research Service Director of BLRD, CSRD, RD or HSRD, result in the 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.
B. **Responsibility of the Research Administrative Office**

1. Upon receipt of the electronic notification from the PI, the RAO will enter the information regarding the manuscript, abstract, poster or presentation on the Publication Submission Review database on the Research SharePoint site.

2. Electronic notifications will be sent to the ACOS, Deputy ACOS, AO and Research and Development Committee (RDC) Chair for review to ensure proper acknowledgements are present.

3. Based on availability, the ACOS, Deputy ACOS, AO or RDC Chair will review the submission within 48 hours. If approved internally, the reviewer will electronically sign the notification and attribution form and update the status to reflect internal approval. If not approved, the reviewer will notify the investigator directly regarding the appropriateness of the acknowledgements and/or any changes that are required.

4. When notified by the PI that the manuscript, abstract, poster or presentation has been accepted or not and will be published/presented, the RAO will change the submission record’s status appropriately. “Accepted” material will be forwarded to the ORD Communications Office utilizing their online submission process.

C. **Responsibility of the ACOS**

1. The ACOS and/or designees Deputy ACOS, AO and RDC Chair will review each notification prior to submission and assess the acknowledgement of VA support and affiliation.

2. Per **VHA Handbook 1200.01**, the ACOS will conduct an annual Quality Assurance review to assess the acknowledgement of VA support and affiliation. This review will compare the internal data collected against national publication resources (i.e. PubMed) to further assess the acknowledgement of VA support and affiliation and to ensure all PIs are following required procedures.
Publication Submission for Review Process Flow Chart

Author initiates notice by submitting Research Publication Notification

RAO receives submission form from author via e-mail

Author resubmits with changes

RAO enters form data into SharePoint Publication Submission Review registry

RAO contacts author with reviewer's comments

No

New record notification is automatically sent to reviewers (ACOS, DACOS, AO, RDC)

Yes

Internal review approved?

Reviewer approves SharePoint record

RAO updates record and notifies submitter of approval status

RAO updates submission record status

Submission process complete

Author informs RAO of accepted status

Author's work accepted?

Yes

Author submits work to publisher/sponsor

Author informs RAO of rejected status

RAO notifies ORD Communications Office through PubTracker process