Research and Publication Policy

Purpose
This policy outlines expectations for faculty and staff regarding participation in research, seeking outside funding, maintaining ethical standards, etc. and sets the mechanism for internal review of research proposals requiring signature of the Chair or his/her designee. It also establishes a method and time frame for review of publications to be submitted by faculty. Finally, it sets policies for determining authorship and the roles of students in faculty research.

Background
PMB faculty members are expected to participate in scholarly research, in addition to teaching and service activities. To attain academic promotion within the University, faculty are expected to progress in their career through involvement as clinician-educators or by successfully obtaining research funding and publishing their findings in peer-reviewed journals. Graduate students in PMB programs should be involved in research activities for both the learning of research techniques and for the advancement of knowledge. Some student research may occur in conjunction with faculty projects. Other student projects may be free-standing, but involve faculty as advisors. The expectation of submitting research findings for publication includes the proper assignment of authorship to the manuscript.

Responsibilities
a. Research Proposals: It is the responsibility of PMB faculty to obtain approval of all research protocols before submission of the protocols for funding or implementation. This requirement includes all protocols on which any faculty member is an investigator or co-investigator, regardless of funding agency. An investigator or co-investigator is an individual who has a significant role in the design, conduct, or analysis of a protocol. (This requirement does not apply to faculty members who serve as consultants on research protocols, but who are not investigators in the sense defined here). Approval can be obtained by submission of a USU Form 3208 and a copy of the protocol to the Chair, PMB. Ordinarily, review and approval of each protocol will be delegated to the Vice Chair for Research, PMB. The Chair (or Vice Chair) will make every effort to provide approval in a timely manner. Submission of materials for approval at least 3 days before necessary submission date will assure that approvals may be obtained on time.

b. Review of Manuscripts: It is the responsibility of all PMB faculty members to obtain approval for submission of manuscripts, abstracts, book chapters, or other forms of release of scientific information for publication prior to submission, according to USU policy, 5202.1. The request for approval should be submitted using the standard USU format to the Chair. Ordinarily, responsibility for approval will be delegated to the Vice Chair for Research.

c. Review of Authorship: Generally accepted criteria for authorship should be followed. Authors are individuals who have significant roles in the design, execution, analysis, and/or preparation for publication of the work described.
Review of authorship will be provided to authors at the request of any author by the Vice Chair for Research.

**Procedures**

a. Research protocol proposals and accompanying forms 3208 should be submitted to the Chair, PMB, or directly to the Vice Chair for Research. Proposal review will be accomplished promptly, usually within 3 days. Departmental protocol review will be performed to assure that the required commitment of the faculty member is reasonable, that resources needed or requested can be provided, that necessary assurances are being provided, and that the appropriate mechanisms for submission for funding are being followed. Faculty are encouraged to discuss any of these matters with the Chair or Vice Chair early in the application development process, so that delays in approval do not result from insufficiencies.

b. Manuscripts submitted for review to the Chair or directly to the Vice Chair for Research, PMB, with the accompanying USU Manuscript Clearance Form. Review of manuscripts will be prompt, and should not take more than a week.

c. Adjudication of differences about order of authors’ listing will be made according to the departmental guideline on authorship (including the role of graduate student researchers. See Attachment)

Date reviewed 9/13/2012

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