

SCIENTIFIC PUBLICATION

Policy Number: 600GS

Effective Date: 6/1/16

Revised Date: 6/23/17; 11/09/2020

Scope

This Policy on Scientific Publication applies to faculty, staff, predoctoral researchers, summer scholars and applicants (“Covered Individuals”) of The Graduate School of the Stowers Institute for Medical Research (“The School”).

Purpose

Publication in leading journals is essential to the public dissemination of the results of research conducted at the Institute. Compliance with this policy is essential to protect potential intellectual property, to call appropriate attention to the significance of the Institute’s research, and to ensure that the Scientific Director has timely knowledge of all that is published.

The School is included in the Stowers Group of Companies (“SGC”) Organizations and has adopted the following policy as its own.

Definition

The “Responsible Author” is the Covered Individual who is responsible for complying with this policy and will be determined by the following criteria:

1. For a manuscript where the corresponding author is a Covered Individual, the Responsible Author will be the corresponding author.
2. For a manuscript where the corresponding author is not a Covered Individual, the Responsible Author will be the author who is the most senior Covered Individual.

Policy

Before submission of a manuscript, the Responsible Author must (1) understand and comply with the receiving journal’s policies for authors, including but not limited to those regarding authorship, conflicts of interest, human and animal use, and data processing, and (2) understand and fulfill any obligations for materials which are used in the publication and which were received under a material transfer agreement, e.g., acknowledging the source of the materials and/or providing notice before publication. The Responsible Author will upload an electronic copy of the early draft of the manuscript through the Laboratory Information Management System (LIMS) Publications Review module and complete the three-page online order form which will first be reviewed by the Library Services Team. This process will enable the Institute to protect the intellectual property rights of both the Institute and the Covered Individuals. The Responsible Author should specify whether the manuscript contains any intellectual property suitable for patent protection. If so, the Responsible Author must file an Invention Disclosure Form (F201Lc)

with the Office of the Institute President and CEO in compliance with Policy 201, “Intellectual and Other Property, Confidential Information and Nonsolicitation.” The LIMS Publication Review module will auto-e-mail the uploaded draft of the manuscript to the appropriate reviewers (e.g., Grants Administration, Regulatory Department (IACUC & IBC/HMR), President and CEO or his/her designate) for rapid review.

At submission/revision

1. The Responsible Author will upload an electronic copy of the manuscript and submission letter through the LIMS Publication Review module at the time of submission.
2. If the manuscript undergoes substantial revisions incorporating additional discoveries that might constitute new intellectual property beyond what was in the original manuscript, the Responsible Author must resubmit the manuscript via the LIMS Publications module for additional review.
3. If the manuscript undergoes minor revisions as part of a journal’s review or is rejected and resubmitted to a different journal, the Responsible Author is required to change all appropriate information on the existing order and re-upload the revised manuscript in LIMS.

At acceptance for publication

The Responsible Author will upload an electronic copy of the manuscript and the journal’s acceptance letter via the LIMS Publication Review module. If the Responsible Author believes that the reported findings merit a press release when the article appears in print or is published online ahead of print, the Responsible Author should provide the Office of Public Affairs with a brief statement in lay terms.

The Responsible Author must notify the Office of Public Affairs immediately upon learning of any forthcoming public announcement related to research performed at the Institute.

With respect to Intellectual Property protection, oral presentation of research results at seminars and scientific meetings is interpreted as public disclosure and can compromise the intellectual property rights of both the Institute and the inventor. When in doubt, file an Invention Disclosure Form (F201Lc) with the Office of the Institute President and CEO before publicly reporting research findings that may be eligible for patent protection.

This policy was approved by the GSSIMR Board of Directors on September 5, 2018.

This policy was last updated by the GSSIMR Board of Directors on November 09, 2020.

This policy will be reviewed by the GSSIMR Board of Directors in 2022.