Publications and communications requirements for researchers

1. Publishing research findings

- **Do not submit a paper to a journal which asks for payment (e.g. an article processing charge for open access) until you have cleared the payment with the HPRU in BSE programme manager (contact: Gemma Lasseter).**

  If it's confirmed that HPRU will pay the charge, please contact admin-hprubse@bristol.ac.uk when your paper is accepted to agree the payment method and process. If you choose payment by invoice, we must provide a purchase order number for the journal to quote on their invoice, otherwise it will not be paid by University of Bristol.

- **The HPRU Annual Report to NIHR includes a list of our publications, and we are required to confirm for each publication listed that the NIHR and HPRU have been acknowledged. Please make sure that you have appropriately acknowledged the NIHR and the HPRU in one or more of the following ways:**

  o   In your author affiliation:

  NIHR Health Protection Research Unit in Behavioural Science and Evaluation at University of Bristol

  o   In the Funder Information - where the HPRU has **wholly** or **substantially** funded the research:

  This study was funded by the NIHR Health Protection Research Unit in Behavioural Science and Evaluation at University of Bristol, in partnership with UK Health Security Agency (UKHSA). The views expressed are those of the author and not necessarily those of the NIHR, the Department of Health and Social Care, or UKHSA.

  o   In the Acknowledgement – where you have been wholly or partly **supported** by the HPRU to carry out the research:

  [Name] acknowledges support from the NIHR Health Protection Research Unit in Behavioural Science and Evaluation at University of Bristol

  or

  [Name] is a member of the NIHR Health Protection Research Unit in Behavioural Science and Evaluation at University of Bristol

  Add the HPRU in BSE boilerplate if space allows:

The Health Protection Research Unit (HPRU) in Behavioural Science and Evaluation at University of Bristol is part of the National Institute for Health Research (NIHR) and a partnership between University of Bristol and UK Health Security Agency (UKHSA), in collaboration with the MRC Biostatistics Unit at University of Cambridge and University of the West of England. We are a multidisciplinary team undertaking applied research on the development and evaluation of interventions to protect the public's health. Our aim is to support UKHSA in delivering its objectives and functions. Follow us on Twitter: @HPRU_BSE

2. Notifying NIHR and UKHSA about all outputs (including publications)

From 1st April 2020 It is a contractual requirement that you provide notifications and copies of all of your project outputs to the NIHR Central Commissioning Facility (CCF) AND to UKHSA at least 28 days before publication or presentation. NIHR can assist with correct acknowledgement of the NIHR and our funding or other support. See also NIHR's open access policy.

Please send a draft copy of each proposed publication to:

- o **The NIHR Central Commissioning Facility (hpru-publications@nihr.ac.uk)**
- o **UKHSA (margaret.mauchline@phe.gov.uk)**

at the same time as submission for publication or at least 28 days before the date intended for publication, whichever is earlier.

It is essential that you also copy in any UKHSA leads, i.e. the research theme lead, Isabel Oliver and Richard Amlôt, into the email notifying NIHR of a HPRU publication. When notifying CCF and UKHSA of a publication, please ensure that the covering letter highlights if the publication is likely to be sensitive or of particular media interest.

What is an output?

An output is any item arising from NIHR-funded research that enters the public domain. Outputs can be written, audio/visual, electronic or verbally presented. The NIHR takes a broad definition of what constitutes an output. These might include but are not limited to:

- o written outputs such as press releases, research reports, journal articles, abstracts, presentation slides, posters, websites, books or book chapters, blogs and other forms of social media, newsletters
- o presentations, speaking at events or in the media including media interviews
- o software/algorithms
- o training materials such as manuals or DVDs
- o checklists, scales, protocols, questionnaires, toolkits
- o service guidelines or similar
- o service innovations or new service delivery models
- o research tools such as data analysis techniques, assays, cell lines, antibodies, biomarkers
- o patentable inventions such as new therapeutic products, equipment, diagnostic test or medical devices
- o participant materials.

If you are not sure whether something qualifies as an output, please get in touch with Raffaele Ferrari (mailto:raffaele.ferrari@nihr.ac.uk) who is the first point of contact in the NIHR CCF Infrastructure and Faculty team for any HPRU queries and communications.

3. Using the NIHR logos

FUNDED BY HPRU in BSE

If the research has been wholly, part or substantially funded by the NIHR HPRU in Behavioural Science and Evaluation at University of Bristol, please use the following logo on appropriate outputs:

NIHR | Health Protection Research Unit in
Behavioural Science and Evaluation
at University of Bristol

You can also use your own project logo on outputs.

SUPPORTED BY THE NIHR

If you or your project has been supported by the HPRU in BSE or other part of NIHR (i.e received support other than direct funding for the research), you can use the 'Supported by NIHR' logo.

SUPPORTED BY
NIHR | National Institute
for Health Research

NIHR BRANDING GUIDELINES

Detailed information is included in the new NIHR brand guidelines.

4. Press releases and media announcements or interviews

Who you need to notify if a press release or media interview is planned:

- **Best practice is to notify NIHR CCF comms (ccfcomms@nihr.ac.uk) of the intention to issue a press release or plan any media activity at least 28 days prior to release. Please flag if it is a sensitive issue. NIHR CCF comms should also be sent a copy of the draft release at least 14 days prior to release.** NIHR recognises that it may not always be possible to adhere to the timeline for press releases. However, it remains essential that NIHR CCF comms are alerted at the earliest possible opportunity.

- **Notification and draft press releases must also be sent to Matthew Hickman, Gemma Lasseter, and UKHSA leads, i.e. the relevant research theme lead and Isabel Oliver and Richard Amlôt, at the same time. The HPRU in BSE communications officer will do this (contact: Helen Bolton). Please contact Helen Bolton if you are thinking of issuing a press release.**

- If a press release is about research involving UKHSA authors, it will need UKHSA comms approval. This is the responsibility of the UKHSA lead author, following UKHSA protocol.
- **You are also required to notify NIHR CCF comms of any plans for media announcements (which may originate through media requests, invitations for interviews, or site visits) and oral presentations to meetings where the results are likely to be reported by the media. You can do this through the HPRU in BSE communications officer (contact: Helen Bolton) and project manager (contact: Gemma Lasseter). Please notify both in case one is absent.**

- HPRU researchers taking part in media activity, such as media interviews, should describe themselves as an 'NIHR researcher'. Where possible, please ask journalists and broadcasters to use 'NIHR HPRU' or the full HPRU name in affiliations.

The purpose of these requirements is to ensure that the Department of Health and Social Care (DHSC) is aware in due time of any planned media activity, in particular on topics that may be sensitive, high profile or both. These requirements also allow CCF to prepare NIHR comms activities to amplify activity from infrastructure sources through NIHR channels.

What you need to include in the press release:

- **You must mention that the research has been funded by NIHR (spell out in full first time) early on in the press release, when appropriate.**

- **You must use the HPRU in BSE boilerplate (see 1. above) and the following in the Notes to Editors on press releases:**

The mission of the National Institute for Health Research (NIHR) is to improve the health and wealth of the nation through research. We do this by:

- Funding high quality, timely research that benefits the NHS, public health and social care;
- Investing in world-class expertise, facilities and a skilled delivery workforce to translate discoveries into improved treatments and services;
- Partnering with patients, service users, carers and communities, improving the relevance, quality and impact of our research;
- Attracting, training and supporting the best researchers to tackle complex health and social care challenges;
- Collaborating with other public funders, charities and industry to help shape a cohesive and globally competitive research system;
- Funding applied global health research and training to meet the needs of the poorest people in low and middle income countries.

NIHR is funded by the Department of Health and Social Care. Its work in low and middle income countries is principally funded through UK Aid from the UK government.

---ENDS---

Please also use the following patient data citation after the NIHR boilerplate in press releases on research that uses patient data in any form:

---STARTS---

This work uses data provided by patients and collected by the NHS as part of their care and support and would not have been possible without access to this data. The NIHR recognises and values the role of patient data, securely accessed and stored, both in underpinning and leading to improvements in research and care. www.nihr.ac.uk/patientdata

- **Media descriptors when acknowledging NIHR funding (for use by the HPRU Communications Officer). Choose one of two:**

    a. ...the National Institute for Health Research (NIHR), the research partner of the NHS, public health and social care
    b. ...the National Institute for Health Research (NIHR), a major funder of global health research and training

5. Blogs, editorials, thought pieces

A blog, editorial or thought piece relating to HPRU in BSE funded research must:

- Link through to the NIHR HPRU BSE website (either a project page or the home page)
- Author must include the HPRU in affiliation (see 1. above)
- Author must state that the research was funded by the HPRU (see 1. above)

Please notify the HPRU in BSE Communications Officer prior to publication to enable them to promote the piece. If the piece is to be published on the HPRU blogsite, you will need to let the HPRU in BSE Communications Officer know in advance.

6. Presentations and research posters

When delivering presentations and presenting research posters about HPRU in BSE funded research, the NIHR HPRU in BSE presentation and research poster templates must be used.

These are saved in: https://outlook.office.com/mail/group/groups.bristol.ac.uk/grp-hpru-bse/files

If you don't have access to this shared drive, contact Helen Bolton.

7. Research project details on website

If you would like to add details of your project to the HPRU in BSE website, contact Helen Bolton.

8. Social media

Social media is an important part of academic life and can be used to enhance the promotion of research, increase networking opportunities and can help to build an academic's profile. It is important that users understand the standard of conduct expected by their University.

Twitter - please follow @HPRU_BSE and tag us in relevant tweets.

9. Films

If you are considering producing a film which explores research funded or supported by the HPRU in BSE, please get in touch with the Communications Officer, Helen Bolton.

10. Communications activities with research participants

If you wish to film, photograph or interview research participants or member of staff for the HPRU in BSE communications activities, such as posters or other promotional materials, the research participants must give their written consent. They must be given a consent form. Once it is complete, the form must be sent to the individual providing consent for their records, so they know who to get in touch with if they wish to withdraw their consent. You must also keep a digital copy for your records.

11. Events

All internal and external stakeholder events including workshops, seminars and lectures which are fully funded and organised by the HPRU in BSE should be branded correctly. Invitations, registration forms, promotional posters, programmes and signage must contain the corporate branding. Please contact the HPRU Communications Officer (Helen Bolton) if in doubt about how to apply the branding correctly.