



# RESEARCH AND SCHOLARLY ACTIVITY PUBLICATION AND PRESENTATION TRACKING POLICY

**Date Approved: 05/18/21**

**Date Revised: 06/04/2024**

**Category/Policy #:**

**Responsible Office: Research and Scholarly Activity**

Policy Categories: 1.0 – Academic Programs; 2.0 – Operations; 3.0 – Administration and Governance; 4.0 Students and Student Affairs; 5.0 – Utah Campus Specific; 6.0 – Committees and Councils; 7.0 – Archived Policies; 8.0 – Forms

**I. Purpose and Scope:** This policy is intended to: (1) Assist investigators in the publication of their research and scholarly work; (2) Maximize the benefits and impact of investigators’ research and scholarly works; and (3) Improve tracking of research and scholarly activity at RVU.

**II. Policy Statement:** RVU faculty, staff, and students shall notify the Director of Research of any and all publications or presentations (upon acceptance) for required institutional tracking.

**III. Procedures:** In order to (1) Assist investigators in the publication of their research and scholarly work; (2) Maximize the benefits and impact of investigators’ research and scholarly works; and (3) Safeguard RVU’s interests, relationships, and reputation while preserving academic freedom, investigators agree to notify the Office of Research and Scholarly Activity via email ([director.research@rvu.edu](mailto:director.research@rvu.edu)) prior to publication or presentation, specifically at the time of acceptance, or in the case of collaborations, the time of notification.

In performing research and scholarly activity, investigators also agree to acquire all regulatory and RVU process approvals, including:

- a request for “Research Authorization” form on file in the Office of Research (students only)
- a Conflict of Interest Declaration on file in the Office of Compliance
- documentation of all necessary human subjects, HIPAA, and pertinent research training
- an approved and active IRB protocol, IRB exemption, or reliance agreement for any study

**producing or using any** data from human subjects, regardless of the institution/clinic where the data was obtained, or where the research or scholarly activity (including case studies) occurred

authorization/permission from the Office of Institutional Effectiveness granted to a faculty mentor/principal investigator to use any institutional data (i.e., any non-public data about Rocky Vista University curriculum, students or faculty, test scores, admissions, or other outcomes) for research or scholarly activity.

Rocky Vista University has funding to support the publication of research and scholarly works. Please contact the Director of Research if you are interested in requesting financial support for your publication. Note that if requesting funding, RVU reserves the right to verify that all of the above documents are on file and to vet the authors’ selected journal to protect the author and ensure that we are not supporting predatory publication practices.



#### IV. Additional Information:

**DEFINITIONS:** For the purposes of this policy, a **publication** will include the general dissemination of data to the public, including but not limited to, journal articles and presentations. It does not include calls for clinical research volunteers, brochures, or press releases that do not include scientifically or clinically acquired data. **Research** is defined as a systematic investigation into a topic or material in order to establish facts and reach a conclusion. **Scholarly activity** is defined as creative works that are peer-reviewed and publically disseminated.

**Related Policies:** Intellectual Property and Institutional Data

\*Nothing in this Policy limits the authority of the university to issue, amend, or withdraw a policy.

#### V. Send Policy To:

Compliance Department, (720) 874-2481; [ldement@rvu.edu](mailto:ldement@rvu.edu)

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*(Below for Compliance Office Use Only)*

**Legal Review Required?**  Yes  No

**Date Reviewed:** Click or tap here to enter text.

**Name of Reviewer:** Click or tap here to enter text.



**RESEARCH AND SCHOLARLY ACTIVITY PUBLICATION AND PRESENTATION TRACKING FORM**

Please fill out this form on iNet to report a new publication or presentation to the Office of Research or to request funding for a publication.

**Author/Presenter Last Name:** Click or tap here to enter text.

**Author/Presenter First Name:** Click or tap here to enter text.

**Author/Presenter Email:** Click or tap here to enter text.

**Phone Number:** Click or tap here to enter text.

**Are you the first author?** Yes No

**Are you the last author?** Yes No

**List of all authors/presenters and their affiliations:** Click or tap here to enter text.

**Project's Principal Investigator and/or RVU Faculty Mentor/sponsor/adviser:**Click or tap here to enter text.

**Degree Program (Students Only):**

DO

PA

MSBS

**Anticipated graduation year (Student):** Click or tap here to enter text.

**Primary Department/Program Affiliation (Faculty Only):** Click or tap here to enter text.

**Publication title:**Click or tap here to enter text.

**Journal/Conference/Meeting Title:** Click or tap here to enter text.

**Conference Location and Date:**Click or tap here to enter text.

**Have you validated that the selected journal is not listed on the predatory journal list (the library can help you with this)?** Yes No

**What is the journal's impact factor?** Click or tap here to enter text.

**Anticipated date of the publication/Presentation:**Click or tap to enter a date.



Will the publication be open access?  Yes  No

If yes, please provide the link; Click or tap here to enter text.

Will your presentation be recorded and sharable?  Yes  No

If yes, please provide a link: Click or tap here to enter text.

Are you requesting funds to support publication/presentation?  Yes  No

If yes, how much?: Click or tap here to enter text.

Please attest that the following documents are on file:

- Research Authorization form (students only):  Yes  No
- Conflict of Interest Declaration:  Yes  No
- Documentation of all institutionally mandated training (e.g., CITI training):  Yes  No
- Authorization to use institutional data (if necessary):  Yes  Not Necessary
- Approved IRB or Reliance Agreement:  Yes- Approved number \_\_\_\_\_  Not Necessary