



Publication and communications checklist

Funding or support statement included in acknowledgements section?

Including this is hugely important. If not included the research may not be counted as part of the MIC's outputs, used by the NIHR and Department of Health and Social Care to measure our progress and make future funding decisions.

The NIHR requires all publications by MIC supported researchers, not just those projects which are 'MIC projects', to include the funding/support acknowledgement.

NIHR disclaimer included?

After your acknowledgement, a disclaimer must also be added:

'The views expressed are those of the authors and not necessarily those of the NHS, the NIHR or the Department of Health and Social Care.'

Oxford Health NHS FT included in affiliations section?

'Oxford Health NHS Foundation Trust' hosts the MIC and should be included in the affiliations.

Provided a copy of the publication to the MIC core team on acceptance?

On acceptance by a journal a copy of the accepted manuscript should be emailed to:

ch-mic@phc.ox.ac.uk

The MIC is contractually obliged to give the NIHR at least 28 days' notice of publications.

Planning media or promotion?

If there is a newsworthy angle to the paper or you would like to promote your paper (including on your department, MIC or NIHR websites and institutional social media channels), please email the MIC Administrator via ch-mic@phc.ox.ac.uk

We will then work with you to draft a press release and devise a media strategy. Please do also let us know if anyone else (e.g. another funding body) will be putting out a press release as far in advance as possible.

The NIHR requires sight of any press releases 14 days before they go out.

The following is an example funding statement to use for funded research:

"This research was funded by the National Institute for Health Research (NIHR) Community Healthcare MedTech and In Vitro Diagnostics Co-operative at Oxford Health NHS Foundation Trust."

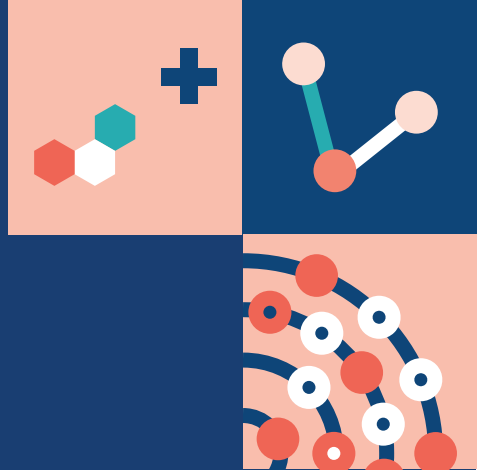
The following is an example funding statement to use for funded or supported researchers:

"[name] is funded by/supported by/ receives* funding from the National Institute for Health Research (NIHR) Community Healthcare MedTech and In Vitro Diagnostics Co-operative at Oxford Health NHS Foundation Trust."

*delete as applicable

Researchers employed through the University of Oxford are required to deposit accepted manuscripts (final peer-reviewed version) into the ORA repository within three months of acceptance.

For details of how to do this, visit: openaccess.ox.ac.uk/home-2/act-on-acceptance



Publication and communications checklist

Who to contact?

Publications

Please direct all queries regarding publications to ch-mic@phc.ox.ac.uk

For further information on funding/support acknowledgements, especially where more than one NIHR organisation is involved, please see www.community.healthcare.mic.nihr.ac.uk/acknowledgement

Branding requirements for NIHR work

Presentation, poster or patient information sheet? To ensure they are correctly branded for the NIHR please contact the MIC Administrator Ellie Morgan-Jones: ellie.morgan-jones@phc.ox.ac.uk cc'ing ch-mic@phc.ox.ac.uk

The NIHR brand identity guidelines can also be viewed online at:
https://drive.google.com/drive/folders/11CFoG1uz7qUi67sQp7PZgnvedj8-_HDC

Media and promotion

Please contact the MIC Administrator Ellie Morgan-Jones in the first instance:
ellie.morgan-jones@phc.ox.ac.uk

As the MIC is a collaboration of organisations, you should also cc the generic MIC email (ch-mic@phc.ox.ac.uk) and your department or organisation's communications team as well. If you're not sure who they are, Ellie can help you get in touch.

MIC website, blog or social media

If you want to add something to the website, social media channels, provide a project update or have any related questions, please email: ch-mic@phc.ox.ac.uk

PPI newsletters

We are able to place content into two PPI-contributor focussed communications:

PPI Pulse – published seasonally (spring, summer, etc) by the NIHR CLAHRC Oxford and NDPCHS and contains articles, interviews and stories related to PPI and research.

Involvement Matters – This bulletin is sent out on a monthly basis and includes current training and other opportunities to get involved in research, health services and commissioning.

If you want to add something either newsletter please email: ppi@phc.ox.ac.uk

Other ad hoc tasks or queries

If you need help with a poster, printing, event, study publicity/advertising, setting up a newsletter or just aren't sure who to contact about something email: ch-mic@phc.ox.ac.uk