# CTSA Program Communications Guidance Document

**PURPOSE:** This document clarifies the different avenues for sharing, submitting and amplifying CTSA Program-related communications with both NCATS and CLIC.

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| NCATS grantees and other partners planning to issue a news release about research supported by an NCATS grant should notify the NCATS Communications Branch. | As far in advance as possible prior to public release | Email/contact:  
  - NCATS Communications Branch: 301-435-0888 or info@ncats.nih.gov  
  - Your NCATS Program Director (PD) | NCATS will determine whether to pursue a joint or separate press release or other type of communication. | Emily Carlson  
  emily.carlson@nih.gov  
  Bobbi Gardner:  
  Bobbi.gardner@nih.gov |
| **Scientific Publications** |        |                    |                     |                     |
| NCATS grantees and other partners planning to issue a scientific publication about research supported by an NCATS grant should notify the NCATS Communications Branch.  
  NCATS grantees are responsible for crediting the NIH and NCATS in text on a product, for example: "This research was supported by the National Institutes of Health’s National Center for..." | As far in advance as possible prior to public release | Email/contact:  
  - NCATS Communications Branch: 301-435-0888 or info@ncats.nih.gov  
  - Your NCATS Program Director (PD) | NCATS will determine whether to pursue a Press Release or other type of communication. | Emily Carlson  
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  Bobbi Gardner:  
  Bobbi.gardner@nih.gov |
| **Translational Science Advanced WOW! Factor stories** | NCATS seeks CTSA Program stories that illustrate how the program is successful in improving the translational science process. These stories may not yet have been developed into news releases, publications or posts – a submission simply requires the submitter to explain how the project/story is helping improve translational science. | Any time | Complete the WOW! Factor form on the CLIC website | Selected information may be developed into future NCATS communications. For example:
- News Briefs
- Feature Articles
- Scholars in the News
- NCATS website
- NCATS e-newsletter
- Twitter/Facebook/LinkedIn
- Presentations | Your NCATS Program Director (PD) |
| **Consortium News stories** | CLIC seeks to highlight existing news from around the Consortium on our website. These stories must link back to an existing blog post, news release, publication or other. | Any time after publishing | Complete the [Consortium News](#) form on the CLIC website.* (login/account required)

*If you are submitting a news story or blog via the WOW! Factor form that you’d also like highlighted on the CLIC website, please fill out **BOTH** forms. Filling out the WOW! Factor form **DOES NOT** ensure a story will be highlighted on the CLIC site. | CLIC will feature a summary and photo on their News page that links back to the hub’s original blog/release/etc. These stories may also be featured in the CLIC News Roundup or on the CLIC Twitter channel. | CLIC Communications [clic_comms@clic-ctsa.org](mailto:clic_comms@clic-ctsa.org) |

*revised October 4, 2019*