

CTSA Program Communications Guidance Document

11.08.2018

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

	Requirements/Purpose	Timing	Submission Process	Down-Stream Process	Questions/Follow-Up
News Releases	NCATS grantees and other partners planning to issue a news release about research supported through an NCATS grant should notify the NCATS Communications Branch.	As far in advance as possible prior to public release	Email/contact: <ul style="list-style-type: none"> • NCATS Communications Branch: 301-435-0888 or info@ncats.nih.gov • Your NCATS CTSA Program Director 	NCATS will determine whether to pursue a joint or separate press release or other type of communication.	Cindy McConnell: 301-435-0024 cindy.mcconnell@nih.gov Bobbi Gardner: 301-443-9919 bobbi.gardner@nih.gov
Scientific Publications	NCATS grantees and other partners planning to issue a scientific publication about research supported through 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: <ul style="list-style-type: none"> • Your NCATS CTSA Program Director 	NCATS will determine whether to pursue a press release or other type of communication.	Your NCATS CTSA Program Director Cindy McConnell: 301-435-0024 cindy.mcconnell@nih.gov Bobbi Gardner: 301-443-9919 bobbi.gardner@nih.gov

	<p>Advancing Translational Sciences, grant #####.”</p> <p>Grantees also should include a disclaimer such as “The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health or its National Center for Advancing Translational Sciences.”</p>				
<p>Translational Science Advance WOW! Factor Stories</p>	<p>NCATS seeks CTSA Program stories that illustrate how the program is successful in improving the translational science process. Related news releases, publications or posts are not required. A submission simply requires the submitter to explain how the project/story is helping to improve translational science.</p>	<p>Anytime</p>	<p>Complete the CTSA Program WOW! Factor Form on the CLIC website webform</p>	<p>Selected information may be developed into future NCATS communications. For example:</p> <ul style="list-style-type: none"> • General website content • News Briefs • Feature Articles • Scholars in the News • NCATS e-newsletter article • Twitter/Facebook/LinkedIn • Presentations 	<p>Your NCATS CTSA Program Director</p>

<p>Consortium News stories</p>	<p>CLIC seeks to highlight existing news from around the Consortium on its website. These stories must link back to an existing blog post, news release, publication, etc.</p>	<p>Any time after publishing</p>	<p>Complete the Consortium News form on the CLIC website.*</p> <p><i>*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.</i></p>	<p>CLIC will feature a summary and photo on their News page that links back to the hub's original blog/release/etc.</p> <p>These stories may also be featured in the CLIC News Roundup or on the CLIC Twitter channel.</p>	<p>Laura Meyers: 585-276-5713 laura_meyers@urmc.rochester.edu</p>
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