AdvanceRIT Dissemination Guidelines[1]

Introduction

The rationale for this document:

- Stresses importance of disseminating scholarly outcomes and publications associated with the project.
- Ensures that NSF support is acknowledged per NSF guidelines and that an overview of the AdvanceRIT project is included to establish context for the research.
- Establishes a process by which authors provide notification of intent to publish to the PI to ensure that funding is available for conference travel, processing fees, etc. and to ensure that editorial support is arranged (use notification form on last page to inform PI).
- Provides some basic guidelines for authorship.

2. **Importance of Dissemination**

   A key outcome of the AdvanceRIT project is to disseminate findings within and beyond RIT. Given the nature of our activities, such dissemination will often be a collaborative effort and will help in building the overall strength of the program.

   A secondary outcome of dissemination is to offer faculty, program staff, and students significant opportunities to channel their participation into publications, presentations, and scholarly products that will advance their careers.

   To meet these outcomes, we have identified processes to share information among those involved in the project and to support the development of scholarly products using program resources.

   A subset of the types of dissemination and authorship considerations within our program includes:

   2.1. The most important products are publications in referred journals and books.

   2.2. Annual reports to NSF are "authored" by the PI, co-PIs, the Program Director, and the lead social science researchers and these individuals will be credited. Past team members or other AdvanceRIT partners and key senior personnel (SP) may also be credited for their contributions in a note that specifies their efforts.

   2.3. Presentations at NSF annual meetings are "authored" by the PI, co-PIs, the Program Director, and the lead social science researchers, augmented as appropriate by other AdvanceRIT partners; the actual presenters at such meetings may or may not include the entire team of all listed co-authors.

   2.4. Posters and presentations may also be given at conferences within a team member's or AdvanceRIT partner's discipline(s).

   2.5. Details regarding presentations regarding the project to audiences outside the AdvanceRIT network, within RIT departments and colleges, at other universities and colleges (not RIT), and for community and student organizations will be recorded by the AdvanceRIT Program Office for reporting purposes.

3. **Acknowledgement of NSF Support and Overall AdvanceRIT Project**

   3.1. NSF has preapproved statements to acknowledge their support on all materials. In accordance with the NSF Grant Policy Manual, the lead author will assure that the following conditions are met when papers are submitted for publication or material is posted on a Web site:

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[1] AdvanceRIT Dissemination Guidelines are based on the ISU ADVANCE Program Research, Scholarship, and Authorship Guidelines, developed in 2006-2008 by members of the ISU ADVANCE team.

i.   in any publication (including Web pages) of any material based on or developed under this project, in the following terms:
"This material is based upon work supported by the National Science Foundation under Grant No. 1209115."

ii.   NSF support also must be orally acknowledged during all news media interviews, including popular media such as radio, television and news magazines.

iii.   Disclaimer. The lead author is responsible for assuring that every publication of material (including World Wide Web pages) based on or developed under this award, except scientific articles or papers appearing in scientific, technical or professional journals, contains the following disclaimer:
"Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation."

3.2.   The lead author will assure that all disseminated materials include an overview of the overall AdvanceRIT project and a description of how the reported research relates to the institutional transformation effort in order to establish a full context for the research.

4. **Supporting Process**
All research and scholarship products that grow out of the work of the AdvanceRIT project will be supported through the following process.

4.1.   When the PI, a co-PI, key senior personnel (SP), or partner plans to publish research related to the AdvanceRIT project, s/he will fill out the "dissemination plan form" found on the final page of this document. Defining this moment of submission will differ for various scholarly products, but **for conferences, the form will be submitted NO LATER THAN two weeks prior to the date of submission for an abstract**. For journals, the form should be submitted to allow ample time for necessary editing and to ensure that funding is available. All scholarly products related to participation in or funding from the AdvanceRIT will be reported using the form.

4.2.   The information provided on the form will be used by the PI to determine funding availability for the dissemination activity. In addition, assuming that funding is available, provided information will help to ensure that requested editorial services are arranged to further support the dissemination activity.

4.3.   During the process of creating scholarly products, it is suggested that the primary author(s) solicit peer review of abstracts and/or full manuscripts from members of the project team.

5. **Authorship Guidelines**
ADVANCE PI, co-PIs, key SP, and partners do not receive authorship on research papers or publications automatically based on being a PI, co-PI, key SP, or ADVANCE partner, but rather based on contributions to research manuscripts, presentations, reports, etc. "Contributions" may, however, come in many forms (i.e., not just analyzing or collecting data). Some examples of contributions that might warrant inclusion would be:
i.   statistical or qualitative analysis of data,
ii.   participating in the development of key ideas/concepts original to the paper,
iii.   researching published literature related to the paper,
iv.   writing and interpretation of analytic results,
v.   extensive editing and rewriting of a manuscript someone else drafted and
vi.   other areas such as preparing policy reports, process publications, programming exemplars, etc.

AdvanceRIT Dissemination Plan Form

The information provided on the following form will be used by the PI to determine funding availability for the dissemination activity. In addition, assuming that funding is available, provided information will help to ensure that requested editorial services are arranged to further support the dissemination activity. ***the form will be submitted NO LATER THAN two weeks prior to the date of submission for an abstract****. All scholarly products related to participation in or funding from the AdvanceRIT will be reported using the form. This form should generally be one page or less.*

1. Date of form submission: _____

2. Dissemination Product Title: _____
   _____

3. Identified dissemination outlet (name of conference, journal, etc.) and dissemination type (abstract, extended abstract, journal, book chapter, workshop, etc.):
   _____

4. Lead author: _____

5. Co-authors: _____

6. Abstract submission due date (if applicable): _____

7. Projected date of dissemination product completion/submission or date of presentation:
   _____

8. Brief dissemination product description (may include outline, argument, hypothesis, key data sources): _____
   _____
   _____

9. Editorial services requested:
   _____
   _____
   _____