***This document is intended as a resource and guide, and should be adjusted as needed for the user’s purposes*.**

**CURE Epilepsy Team Approach to** **[Insert Initiative]**

**Grant Publication Policy**

1. **Purpose of Publication Policy**

The following publication policy will serve as a guide and an agreement for publication of materials that arise from research conducted as a part of the CURE Epilepsy [Insert Initiative] Grant, also referred to as the ‘CURE Epilepsy [Insert Initiative]’. This agreement will apply to all original research papers, abstracts, platform presentations, posters, press releases, and any other material generated for public dissemination through CURE Epilepsy [Insert Initiative]activities.

Subawardees are encouraged to publish results of their research, unless classified.

1. **CURE Epilepsy [Insert Initiative] Members**

A CURE Epilepsy [Insert Initiative]member is defined as a Principal Investigator (PI), Co-PI, Collaborator, Key Personnel or team member named as a part of the CURE Epilepsy [Insert Initiative]. All CURE Epilepsy [Insert Initiative]members agree to abide by the policies set forth within this document.

1. **Term of Policy**

Terms set forth in this publication policy will remain in effect until [Insert Date].

1. **Authorship**

Authorship requires that the individual will have substantially contributed to some or all aspects of the work including conception, methodology, data acquisition, analysis and interpretation. In this regard, we will use the following criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis or interpretation of data for the work; and
2. Drafting the work or revising it critically for important intellectual content; and
3. Final approval of the version to be published; and
4. Agreement to be accountable for aspects of the work to which the author has contributed in ensuring that questions related to the accuracy or integrity of this part of the work are appropriately investigated and resolved.

Research directly arising from the CURE Epilepsy [Insert Initiative]will always have a [Insert Initiative]member as senior or co-senior author and/or another [Insert Initiative]member as a first or co-first author. Wherever possible, the precise contributions of individual investigators will be described. This will apply to original research papers, abstracts, reviews, platform presentations, posters, press releases and any similar material generated through the CURE Epilepsy [Insert Initiative]. All those designated as coauthors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. Any others will be acknowledged. All who meet the first criterion should have the opportunity to participate in the review, drafting, and final approval of the manuscript. The corresponding author(s) will take primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process, ensuring that all administrative requirements (such as authorship details, ethics committee approval, clinical trial registration documentation, and gathering conflict of interest forms and statements) are properly completed. The corresponding author(s) should respond to editorial queries in a timely way and will be available after publication to respond to critiques of the work and cooperate with requests for data or additional information after publication.

1. **Acknowledgement and Approval**

Two guiding principles will govern the Publication Policy:

1. All work originating from the CURE Epilepsy [Insert Initiative] Grantincluding data contained within the CURE Epilepsy [Insert Initiative]Grant Database must acknowledge the CURE Epilepsy [Insert Initiative] Granton the title page.

2. CURE Epilepsy must approve the intention to prepare all communications acknowledging the CURE Epilepsy [Insert Initiative]Grant as early as possible, and all [Insert Initiative]Members must approve the final submission of work related to their efforts. Work intended for the public will be of two types: *primary* and *secondary*.

*Primary material*: All work that addresses the specific aims of the Research Project of the CURE Epilepsy [Insert Initiative]as described in an original SOW or in subsequent updated and CURE Epilepsy-approved versions.

*Secondary material:* Work resulting from unanticipated findings that have led to additional research directions for the duration of the CURE Epilepsy [Insert Initiative].

For *primary* papers that include a minimum number of coauthors who had principal responsibility for conceiving the research design, collecting the data, and most importantly, writing the manuscript, “The CURE Epilepsy Team Approach to [Insert Initiative] Grant” should always be designated on the title page after the coauthors’ names. Additional collaborators who do not meet the criteria listed above can be cited in the acknowledgments. The first coauthor has the principal responsibility for writing the manuscript. A corresponding author may also be designated, who will be responsible for submitting the manuscript, corresponding with the publisher, overseeing the revisions, and proofreading the final page proofs. Authorship position will be based upon contribution to work. Junior investigators, including graduate students and postdoctoral fellows, will be encouraged to be first authors as well as coauthors.

Coauthors of *secondary* papers will be those responsible for identifying the findings to be reported, collecting and analyzing the data, and writing the manuscript. As with *primary* papers, the first coauthor assumes the responsibility for writing the manuscript. It is anticipated that there will be times when collaborations with non-members contribute importantly to a publication, and these individuals should be listed as coauthors if they meet all four of the criteria listed above and acknowledged if not. It is important that coauthorship be determined at the time the intent to prepare a communication is initially submitted to CURE Epilepsy, and that all coauthors agree to be cited, as well as to the placement of their names in the citing of coauthors. Changes to authorship can be made during the preparation of the manuscript if all coauthors and CURE Epilepsy agree.

Coauthors agree that in any release of information relating to the CURE Epilepsy [Insert Initiative], such release shall include the statements below. “Information” includes, but is not limited to, news releases, articles, abstracts, presentations, manuscripts, brochures, advertisements, still and motion pictures, speeches, trade association meetings, and symposia.

Subawardees agree to use the following disclaimers as applicable:

[Insert Disclaimers]

**Failure to include the above statements and adhere to the above requirements may result in loss of funding and/or termination of this Subaward.**

1. **Timeline for Approval**

One copy of each paper shall be submitted to CURE Epilepsy 15 days in advance of submission for publication. The coauthors and CURE Epilepsy will determine whether comments require manuscript revision.

Copies of manuscripts or subsequent reprints resulting from the research shall be submitted to CURE Epilepsy via proposalCENTRAL.

1. **Reporting**

Copies of all publications resulting from the research shall be forwarded to CURE Epilepsy as they become available, even though publication may in fact occur subsequent to the termination date of the Subaward.

In addition, reporting of published material should occur within Quarterly and Annual/Final Technical Reports. Instructions for reporting, including information on formatting and a non-exclusive list of product types can be found within each Subaward Agreement. Teams should refer to their Subaward Agreement for full details.

1. **Public Release**

Prior to release to the public, Subawardees shall notify CURE Epilepsy of the following: planned news releases, planned publicity, advertising material concerning grant/cooperative agreement work, and planned presentations to scientific meetings.

In addition, Subawardees agree that CURE Epilepsy may issue news releases regarding the Subaward of the grant. Subawardees also agree to assist in the development and production of such releases as requested by CURE Epilepsy.

1. **Permissions**

No party shall use the name or names of another party, or any adaptation, abbreviation, acronym or derivative thereof, whether oral or written, without the prior permission of such party, except as otherwise set forth in this Policy. Notwithstanding the foregoing, prior written permission of Subawardees shall not be necessary for CURE Epilepsy to identify them as Subawardees or in CURE Epilepsy’s distribution of research results, summaries, or discussions arising from the Subaward.

1. **Addition of new team members and sharing of data**

It is possible that new team members will be added to the Initiative or that data will be shared with additional personnel in connection with CURE Epilepsy [Insert Initiative] Teams. In this case, if materials are produced for publication that utilize original data from the CURE Epilepsy [Insert Initiative], publications are subject to terms as outlined in this publication policy.

1. **Publication of data from CURE Epilepsy [Insert Initiative]** **Grant Database**

All work utilizing original data from CURE Epilepsy’s [Insert Initiative] Grant Database is subject to the terms contained herein.

This data is also subject to the terms outlined in CURE Epilepsy’s Database and Dataset Policy.

1. **Resolution of Disputes**

All disputes regarding publication or other public releases of data generated by the CURE Epilepsy [Insert Initiative], including coauthor and acknowledgement, will be mediated by CURE Epilepsy and one member of the Advisory team. If necessary, CURE Epilepsy will be the final arbiter of any authorship disputes. All CURE Epilepsy [Insert Initiative] members will sign the CURE Epilepsy [Insert Initiative] Grant Publication Policy to agree to this process.

**IN WITNESS WHEREOF, the Parties’ authorized representatives have read and understand the terms and conditions of this Agreement and agree to be legally bound thereby**.

**CITIZENS UNITED FOR RESEARCH IN EPILEPSY,**

**Doing business as CURE Epilepsy**

By: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Insert Initiative] Team Members and Advisors**

By:Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_