

Essential Information for Communicating your Research

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1. Research Outputs- articles, papers, reports.

When submitting an article, paper or report for publication, please ensure that:

- Notification of the publication and a copy of the paper/article is sent to the relevant coordinating centre 28 days before it is due to be published, This will enable the NIHR and the Department of Health to prepare for any media interest, and will also help to publicise your research.
- The NIHR's contribution is acknowledged in full by carrying a funding statement e.g. (Name of researcher) is funded by a National Institute for Health Research (*and Health Education England*, if applicable) (name of award).
- A copy of the final manuscript of any research papers, supported in whole or in part by the NIHR, is deposited with EuropePubMed Central upon acceptance for publication, to be made freely available as soon as possible and in any event within six months of the journal publisher's official date of final publication. See the NIHR website. (<https://www.nihr.ac.uk/funding-and-support/funding-for-research-studies/how-to-apply/support-for-study-teams/publishing-your-research/nihr-open-access-policy.htm>)
- The independent nature of the research and its intellectual property provenance must be emphasised by also carrying the following disclaimer:

This article/paper/report presents independent research funded by the National Institute for Health Research (NIHR) (and Health Education England if applicable). The views expressed are those of the author(s) and not necessarily those of the NHS, the NIHR or the Department of Health.

- Publications about research findings, including summaries, briefings and reports, must not use the NIHR logotype.

2. Press Releases

- Researchers will often plan to issue a press release following a funding contract and/or at the same time as publishing a research article or paper. As well as complying with the host organisation's and other funders' media policies, the following process should be used:
- At least 28 days' notice of an intention to issue a press release must be given to the Trainees Coordinating Centre before publication, together with a copy of the research paper/report.
- The draft press release must be sent to the Trainees Coordinating Centre 14 days before the planned issue date, including any press releases to be issued by the publisher. All embargos will be respected, as the NIHR is internal to the process.
- Acknowledgement of NIHR research funding, or support provided by NIHR facilities, should be clear and prominent in every press release, ideally in the first or second paragraph. The first time the NIHR is referred to, it should be spelt out in full, followed by the abbreviation in brackets.
- The press release should also carry the following NIHR's Note for Editors

The National Institute for Health Research (NIHR): improving the health and wealth of the nation through research.

Established by the Department of Health, the NIHR:

- **funds high quality research to improve health**
- **trains and supports health researchers**
- **provides world-class research facilities**
- **works with the life sciences industry and charities to benefit all**
- **involves patients and the public at every step**

For further information, visit the NIHR website (www.nihr.ac.uk).

- Additional information about the specific NIHR initiative or programme issuing the press release should also be provided.
- The NIHR logotype should never be used in a press release issued by a researcher or research team.
- Where research has been jointly funded by the NIHR with another funding partner, the NIHR must receive due acknowledgement in any press release issued by the funding partner. A copy of the intended release must be provided to the Trainees Coordinating Centre in advance of publication.

3. Research Posters

Research posters are an effective and important way to show research findings at workshops and conferences. Research posters **can** include the NIHR logotype, but not in the top right-hand corner which implies ownership or endorsement by the NIHR. If the research has been funded by an NIHR programme, the NIHR logotype should be positioned

bottom right, or in another suitable position depending on the design, and must include a statement acknowledging funding together with a disclaimer, e.g.

This is a summary of independent research funded by the National Institute for Health Research (NIHR)'s [name of research programme] Programme. The views expressed are those of the author(s) and not necessarily those of the NHS, the NIHR or the Department of Health.

Please note that NHS branding policy does not allow for two NHS national lozenges to be used on the same page. Therefore, if you are using a NHS organisation logo, you should not use the NIHR logotype, but just use a funding statement on its own, together with the disclaimer.

4. Presentations

Researchers can include the NIHR logotype on presentations about NIHR-funded research projects or awards, but not in the top right-hand corner which implies ownership or endorsement by the NIHR. The NIHR logotype can be positioned bottom right, accompanied by a funding acknowledgement.

In accordance with NHS branding policy, if another NHS organisation logo is used, the NIHR logotype must not be included on the same page.

5. Patient Materials

Materials produced for patients relating to NIHR-funded research projects, including recruitment leaflets, information sheets and posters, should include the NIHR logotype but it must not be positioned top right. The NIHR logotype may be positioned bottom right on the front cover, on the inside cover or on the back page and should be accompanied by a funding statement. For example:

(Name of researcher) is funded by a National Institute for Health Research (name of award).

In accordance with NHS branding policy, if another NHS organisation logo is used, the NIHR logotype must not be included on the same page.

6. Promotional materials

The NIHR logotype can be used when possible on promotional materials, but never positioned in the top right-hand corner, which implies ownership or endorsement by the NIHR. Ideally, the NIHR logotype should be placed bottom right or in another appropriate position together with an appropriate funding statement. For example:

(Name of researcher) is funded by a National Institute for Health Research (name of award).

In accordance with NHS branding policy, if another NHS organisation logo is used, the NIHR logotype must not be included on the same page.

7. Websites

All references to NIHR-funded research placed on websites and intranet sites must acknowledge that it is NIHR funded and, where practical, should include a link to the NIHR website (www.nihr.ac.uk).

Funded research projects can develop a study name and create a logo, if it is agreed to be of benefit to promoting and recruiting patients into the research study. Logos must be approved by the relevant coordinating centre.

8. Use of NIHR Logo

The NIHR logotype is made up of the NHS national lozenge and the name: National Institute for Health Research.

To ensure that the NIHR logotype remains clear and has impact, nothing should ever appear within an exclusion zone around it. This is a clear space of a minimum depth all around the logo that is defined by the height of the NHS lozenge).

If you need an electronic version of the NIHR logo, please email tcc@nihr.ac.uk