

Manuscript submission standard operating procedure for HPRU-GI members

About to submit a paper? PAUSE and ask yourself two questions:

- 1. Have I included the correct acknowledgements to NIHR?**
- 2. Who needs to know about my work?**

1. Have I included the correct acknowledgements to NIHR?

Correct acknowledgement of the HPRU-GI is a contractual obligation of the funding agreement with NIHR. Failure to acknowledge HPRU-GI support in the correct way will negatively impact upon the relationship between HPRU-GI and NIHR and could compromise HPRU-GI funding.

If either the research itself, or a study author, is financially supported by the NIHR HPRU-GI, in part or in whole, the publication must acknowledge the HPRU-GI.

Please note that NIHR does not support animal work. If you are in any doubt as to whether NIHR should be acknowledged on a paper please ask at hprugi@liverpool.ac.uk

The following wording in the acknowledgements of your publications should be used:

For published work directly funded by NIHR:

This study is funded by the National Institute for Health and Care Research (NIHR) Health Protection Research Unit in Gastrointestinal Infections, a partnership between UK Health Security Agency, the University of Liverpool and the University of Warwick. The views expressed are those of the author(s) and not necessarily those of the NIHR, UK Health Security Agency or the Department of Health and Social Care.

For published work that is not directly funded by NIHR but a study author receives salary or stipend support though HPRU-GI* :

[name of researcher] is affiliated to the National Institute for Health and Care Research Health Protection Research Unit (NIHR HPRU) in Gastrointestinal Infections at University of Liverpool in partnership with UK Health Security Agency (UKHSA), in collaboration with University of Warwick. [name of researcher] is based at [name of institution]. The views expressed are those of the author(s) and not necessarily those of the NIHR, the Department of Health and Social Care or UK Health Security Agency.

* includes HPRU-GI postgraduate students, post-doctoral Fellows and theme leads/co-leads

Submission of Papers:

A copy of your publication should be sent to the Admin team (hprugi@liverpool.ac.uk) who will submit a copy to the NIHR Central Commissioning Facility and the UKHSA lead at the same time as submission for publication or at least 28 days before the date intended for publication, whichever is earlier.

In your e-mail to the Admin team, please highlight if the publication is likely to be sensitive or of particular media interest. Please also indicate whether the HPRU-GI, the host institution, a partner institution or the journal are planning a press release.

Publication costs:

The HPRU-GI has a very small resource to cover the costs of publication, including open access publication fees. We would encourage you to first seek support from another source, for example your library or your PI prior to approaching the HPRU-GI for assistance.

2. Who needs to know about my work?

At all stages of your work you should be thinking about **Knowledge Mobilisation**. When it comes to the point of submission of a paper which relates specifically to HPRU-GI research, a key question is “who needs to know about this research?”

You will all have met with our Knowledge Mobilisation lead, Oyinlola Oyeboade (O.R.O.Oyeboade@warwick.ac.uk), early on in your research activities. **Before submission we suggest that you consider a subsequent conversation with Oyinlola** so that we can be sure all opportunities for knowledge mobilisation have been explored.

Finally, **please make sure that information about any accepted publications is shared with our project administrator Grace Reed** at hprugi@liverpool.ac.uk so that the work can be publicised via the HPRU-GI website and our social media channels, for example the HPRU-GI Twitter feed.