University of Michigan Medical School Central Biorepository Policy
Acknowledgment and Authorship

I. Purpose

It is important to recognize the University of Michigan Medical School (UMMS) Central Biorepository (CBR) and the Principal Investigators who collect research materials for the contributions they make to scientific advancement of projects utilizing these resources. The appropriate type of recognition may be different for individual projects, depending on the level of contribution provided. In this regard, acknowledgments and authorship should be considered.

An important metric of the value of the UMMS CBR is the number of publications and presentations generated from the use of its services. Proper acknowledgment of UMMS CBR aids in justification for financial and other support so that the UMMS CBR may continue to provide essential services in the best ways possible. It also helps UMMS CBR personnel to advance in their careers, adding to the overall health and reputation of the CBR operation, as well as that of the University of Michigan.

II. Policy

A. Acknowledgments

1. Researchers who utilize research material, equipment, services, expertise, and/or data generated at the UMMS CBR must acknowledge the UMMS CBR in all publications, grant applications, and presentations linked to the previous stated.

2. Researchers who utilize research material, equipment, services, expertise, and/or data generated by a separate current or former University of Michigan Principal Investigator must acknowledge that Principal Investigator and/or his or her key staff in all publications, grant applications, and presentations linked to the previous stated.

3. All research material within the UMMS CBR is collected and transferred to the UMMS CBR by University of Michigan Principal Investigators or with their collaboration. Researchers who utilize research material from the UMMS CBR must acknowledge both the UMMS CBR and the Principal Investigator and/or his or her key staff in all publications and grant applications linked to the previous stated.

4. If research material from a primary study with a specific Acknowledgment and Authorship Policy is utilized for a publication, grant application, or presentation, the publishing researchers shall be required to follow the policy linked to the material distributed from that
primary study in addition to this policy.

5. The UMMS CBR shall provide the names of Principal Investigators on primary studies who should be consulted regarding acknowledgment in a publication, grant application, or presentation.

6. When acknowledging the services of the UMMS CBR, the following language shall be used: “The authors acknowledge the University of Michigan Medical School Central Biorepository for providing biospecimen storage, management, and distribution services in support of the research reported in this publication/grant application/presentation.”

B. Authorship

1. Investigators using biospecimens under the stewardship of the UMMS CBR should consider adding authors to publications that include results generated from the use of these biospecimens.
   a. If a Principal Investigator contributing biospecimens to the UMMS CBR expects to be an author on all publications generated from secondary use of those biospecimens, he or she will indicate this at the initiation of the project with the UMMS CBR. In this event, that Principal Investigator must commit to meeting the criteria for authorship as stated in the UMMS authorship policies referenced in (2) below.

2. The UMMS CBR recognizes the authorship guidance provided by the University of Michigan Medical School. Briefly, authorship should be considered when a person has provided:
   a. Significant contributions affecting the direction, scope, or depth of research;
   b. Long-term guidance and development of the project;
   c. Creative contributions to the project with clear understanding of its goals;
   d. Development of methodologies necessary for timely completion of the project; or
   e. Data analysis or interpretation vital to the conclusions of the project.

The full University of Michigan Medical School guidance on authorship is available in these policies: *University of Michigan Medical School Guidelines for the Responsible Conduct of Research: Guidelines for Authorship: Appropriate Authorship Attribution (Ghostwriting, Guest Authorship) Policy.*

3. The UMMS CBR shall provide the names of Principal Investigators on primary studies who should be contacted with respect to authorship on a publication, grant application, or presentation.
4. In the event of a dispute over inclusion or exclusion of a proposed author, the UMMS CBR Governance Committee shall adjudicate. If the proposed author or the publishing Principal Investigator is a member of that committee, he or she shall be recused from voting on that issue.

C. Post-distribution monitoring

1. The UMMS CBR Governance Committee will monitor users of UMMS CBR services to ensure appropriate acknowledgment or authorship.

2. When requested by the UMMS CBR, publishing Principal Investigators agree to supply:
   a. The name and number of federal or other grants that utilize UMMS CBR services; and/or
   b. Publications that have been generated using UMMS CBR resources.

D. Material Transfer Agreements

Principal Investigators external to the University of Michigan requesting UMMS CBR services will be required to agree to this policy within the Material Transfer Agreement(s) authorizing their use of UMMS CBR biospecimens.
IV. References


University of Michigan Medical School Appropriate Authorship Attribution (Ghostwriting, Guest Authorship) Policy: http://www.med.umich.edu/medschool-regulatory/Policies/ghostwriting_policy.pdf

V. History of Policy

A. Original Approval Date: 08/14/2014 (approval by vote of CBR Governance Committee)

B. Revisions
   1. 05/18/2015: Reformatted with no substantive changes.
   2. 09/28/2016: Revised §II(A)(2) to include former U-M Principal Investigators.

VI. Approval on behalf of UMMS CBR Governance Committee

Signature: ___________________________ Date: __________

Title: Director, University of Michigan Medical School Central Biorepository