



PCD Research - Publishing Policy

This publishing policy forms part of the wider PCD Research Funding Policy where full details can be found.

1. Audit and financial administration

1. It is required that appropriate policies and procedures are in place to ensure audit and control arrangements, including those for monitoring and preventing fraud, tax evasion, bribery, breach of relevant financial sanctions laws, or any other improper practices, and that the Grant expenditure is controlled in accordance with these arrangements.
2. The Grantholder must have a bank account in the currency specified in the Award Letter with a bank that is acceptable to PCD Research, and tell us of any changes to these details during the Grant Period.
3. All income and expenditure related to the Grant must be accounted for by the Grantholder.
4. PCD Research requires at our expense and on reasonable notice, to audit the Grantholder's accounts, records, systems and facilities in relation to the Grant.
5. The Grantholder must give reasonable assistance to PCD Research in complying with our legal requirements relating to accounts, audit or examination of accounts, annual reports and annual returns.
6. The Grantholder must keep all invoices, receipts, accounts and other relevant documents relating to the Grant in accordance with your data retention policy, and at a minimum for three years after the Grant end date, and provide these to PCD Research if we ask for them.
7. PCD Research will hold back 10% of the Grant until we have received:
 - a. the Final Expenditure Report; and
 - b. the completed end of grant report form (if required).
8. The grant must be repaid to PCD Research according to the following criteria:
 - a. any part of the Grant that has not been spent when the Grant Activities have been completed
 - b. any part of the Grant used in breach of the Terms and Conditions.
9. The Grantholder is responsible for:
 - a. any expenditure on the Grant Activities which exceeds the amount of the Grant

- b. any costs arising from any organisational restructuring carried out by the Grantholder which affects the Grant Activities

2. Publication and Publicity

1. The outcomes of the Grant must be published or otherwise disseminated in an appropriate form; although publication or release of findings funded by the Grant may be delayed for a reasonable period to allow for protection and commercialisation of intellectual property in accordance with our Intellectual Property Policy.
2. All publications relating to the Grant must acknowledge the contribution by PCD Research.
3. All original research supported in whole or in part by the Grant must be made available from Europe PubMed Central as follows:
 - a. peer-reviewed journal articles - immediately upon final publication
4. Scholarly monographs and book chapters must be published as soon as possible and no later than six months from the date of final publication.
5. The Grantholder must grant a Creative Commons Attribution licence (CC-BY 4.0) Public Copyright Licence to all future Author Accepted Manuscripts (AAMs). This is to ensure that the manuscript may be freely copied and reused, providing that the original authors are properly cited. If the Grantholder allows others to own copyright in AAMs, then the Grantholder must ensure that such a licence is granted.
6. All submissions of original research to peer-reviewed journals must contain the following statement:

“This research was funded in whole or in part by PCD Research [Grant number].”
7. PCD Research must be consulted before release of any press statement about the Grant.
8. PCD Research must be immediately informed of anything related to the Grant that may have an adverse reputational impact on PCD Research, the Grantholder, a Participant, or an Organisation.
9. A lay summary must be produced as part of the application process, during the terms of the grant (depending on the length of funding), and end grant report. This is for the benefit of the public and patient representatives and to raise greater awareness. Details of publication of this lay summary by the Grantholder will be set out in the Award Letter.