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**Technological University of the Shannon:  
Midlands Midwest**

Ollscoil Teicneolaíochta na Sionainne:  
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**Institutional Affiliation & Funder Acknowledgement Policy 2022-2025**



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## Contents

1.0	Purpose .....	4
2.0	Scope .....	4
3.0	Responsibilities .....	4
4.0	Institutional affiliation to Technological University of the Shannon: Midlands Midwest .....	5
5.0	Acknowledgment of funding.....	5
	Appendix 1 .....	6

## **Institutional Affiliation & Funder Acknowledgement Policy 2022-2025**

### **1.0 Purpose**

This policy is designed to ensure the correct and consistent use of institutional affiliation and funding acknowledgments in research outputs. The policy aims to ensure that the university receives full recognition for the work of its staff and students in the international league tables and in other research evaluations.

### **2.0 Scope**

This document outlines the Technological University of the Shannon: Midlands Midwest policy on institutional affiliation and funder acknowledgements of research papers and other artefacts produced by members of the university's community (lecturing staff, research staff, students, visiting and adjunct personnel, etc.) that are made available to the external community, from research grants awarded to the university, or otherwise from the use of university resources and facilities. It applies to all authors of publications, and not simply to principal authors or corresponding authors.

### **3.0 Responsibilities**

- 3.1 All staff and students within the university will have individual responsibility for ensuring that their research outputs adhere to the requirements and standards for institutional affiliations and funding acknowledgements stipulated within the policy.
- 3.2 The Research Office, Graduate School and the Scholarly Communications Librarian will together support academic and research staff in the implementation of this policy. They will give practical guidance in particular instances and can provide worked examples of affiliations if required.
- 3.3 The Scholarly Communications Librarian will create periodic management information reports from bibliographic databases to ensure that the university is receiving credit for its research outputs. The Scholarly Communications Librarian will initiate appropriate corrective action with authors and the suppliers, where possible, in cases where research outputs are not being correctly credited to the university.
- 3.4 The following staff members have responsibility for supporting staff and students with the policy:
  - Vice President Research, Development & Innovation
  - Dean of Graduate School & Research
  - Scholarly Communications Librarian

#### **4.0 Institutional affiliation to Technological University of the Shannon: Midlands Midwest**

- 4.1 All authors must cite Technological University of the Shannon: Midlands Midwest as their institutional research base when recording their affiliation in research articles, conference papers, and other outputs, including published or archived research data, irrespective of where the affiliation actually appears in the publication.
- 4.2 Technological University of the Shannon: Midlands Midwest must always be spelled out in full. The use of the acronyms is not permitted in formal publications, nor is any other form of abbreviation of the university's name.
- 4.3 Affiliations may additionally include Department, Faculty, Research Institute etc. if there is sufficient space, but never at the expense of omitting Technological University of the Shannon: Midlands Midwest. Authors may put Technological University of the Shannon: Midlands Midwest as the first or the last hierarchical organisational unit, in line with the conventions required by the publisher.
- 4.4 The relevant full university postal address (with postcode) should be included, publisher house style permitting.
- 4.5 Where an author has more than one institutional affiliation, these should be listed on separate lines, and as fully as possible within the constraints of space. NB: Publications by authors with multiple affiliations listed on separate lines will be attributed by bibliographic databases to all institutions listed.
- 4.6 When proofs of a publication are received, authors should carefully check to ensure that their affiliation to Technological University of the Shannon: Midlands Midwest is appropriately recorded.
- 4.7 Where a Technological University of the Shannon: Midlands Midwest author is not the principal or corresponding author for a publication co-authored with researchers at another institution, they should ensure that the corresponding author is informed of the correct naming convention according to this policy.
- 4.8 It is helpful if authors record their personal names as consistently as possible, since this facilitates their accurate identification by the main bibliographic services. Ideally submitting their Technological University of the Shannon: Midlands Midwest affiliated ORCID iD alongside their name.

#### **5.0 Acknowledgment of funding**

- 5.1 A statement must be made, wherever possible, in all publications describing

research carried out at the university acknowledging the funding agency or agencies which provided the awards which supported the research being reported.

- 5.2 The form of words used should normally be: 'This work was supported by (full funding agency name) [grant no. XXX]'
- 5.3 Due regard should be paid to funder mandates as to how they wish acknowledgement of funding to be recorded and also to the 'instructions to authors' provided by the publisher.
- 5.4 The name of the funding agency should be written out in full, following the guidance<sup>1</sup> provided by the Research Information Network (RIN).
- 5.5 The grant number should be enclosed in square brackets and multiple grant numbers separated by a comma and space.
- 5.6 Multiple agencies should be separated by a semi-colon.
- 5.7 In cases where the journal publisher does not provide a section for funding information, the name of the funder providing financial support should be included in an acknowledgments section.
- 5.8 Where a Technological University of the Shannon: Midlands Midwest author is not the corresponding author for a paper co-authored with researchers in another institution, they should ensure that the corresponding author is provided with the relevant grant information and requested to acknowledge it with the wording as specified in this policy.
- 5.9 Where funding was provided by the university (e.g. President's doctoral scholarship) include 'This work was funded by Technological University of the Shannon: Midlands Midwest'.
- 5.10 In cases where there is no funding supporting a piece of research, authors are recommended to use the following form of words: 'This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sector'.

<sup>1</sup> **Acknowledgement of Funders in Scholarly Journal Articles: Guidance for Research Funders, Authors and Publishers.**

London: Research Information Network, February 2008.

Available online at: <http://www.rin.ac.uk/system/files/attachments/Acknowledgement-funders-guidance.pdf>

**Appendix 1**

Examples:

- 1.** Technological University of the Shannon: Midlands Midwest, University Road, Athlone, Co Westmeath
- 2.** Technological University of the Shannon: Midlands Midwest, Social Sciences ConneXions, Moylish Campus, Moylish Park, Limerick, V94 EC5T
- 3.** Technological University of the Shannon: Midlands Midwest, Limerick School of Art & Design, Clare St., Limerick, V94 KX22
- 4.** Technological University of the Shannon: Midlands Midwest, Department of Digital Arts and Media, Clonmel Digital Campus, Cashel Road, Clonmel, Co. Tipperary, E91 D896
- 5.** Technological University of the Shannon: Midlands Midwest, Faculty of Applied Sciences and Technology, Thurles Campus, Nenagh Road, Thurles, Co. Tipperary, E41 PC92
- 6.** Technological University of the Shannon: Midlands Midwest, Department of Applied Social Sciences, Ennis Campus, Bindon Street, Ennis, Co. Clare, V95 DP96