

AUTHOR INFORMATION AND AGREEMENT

Journal of Research Administration

Title of Submitted Manuscript:

Author's Name:

Work Title:

Employer or former employer:

Full mailing address for correspondence:

(Be sure to include City, State and Country)

Contact Information:

Phone:

Fax:

Email:

Identify the **corresponding author** when there are two or more authors.

Follow-up:

1. Papers are first reviewed by the Journal Editor in Chief. They are then assigned for peer review to an Editorial Board and Ad Hoc Board member. Each manuscript undergoes rigorous editorial review and critique by the *Journal* Editorial Board. Finally all manuscripts must be approved by the Senior Associate Editor but only after successful peer review and editorial approval.
2. The costs of making additional editorial changes after the PDF approval are charged to the author.
3. SRA International makes bulk copies of reprints available to authors and other individuals who would like to use the materials for educational purposes.

Complete list of authors: (First and Last Name Only)

Corresponding author: (First and Last Name Only)

Signature on this form is an agreement of authorship including the designation of the corresponding author. If there is more than one author, each must sign an author agreement form. It is the responsibility of the corresponding author to get appropriate approval and sign-off from other authors. Original signature (preferably in blue ink) is required by each author; photocopies are not acceptable.

My signature below acknowledges that I agree fully agree with the following five sections below as checked:

1. Original work. I affirm that the submitted manuscript reflects my (and the other named authors) original work; that none of the material has been previously published, except as noted in the author's note and no part of this work will be considered an infringement of copyright or an invasion of privacy. I further affirm that this work is not under consideration by any other publisher or media and I grant permission to publish it in a forthcoming issue.
2. Authorship certification. I fulfilled the requirements of authorship as reflected on the journal web page by the society's policies adopted from the 2001 guidelines *Uniform*

- Requirements for Manuscripts Submitted to Biomedical Journals* from the International Committee of Medical Journal Editors (ICMEJ).
3. Conflict of interest. I affirm that I have no financial or other conflict of interest in the subject or materials presented in this manuscript except as disclosed in the attached referenced document on potential or actual conflict of interest.
 4. Institutional approval. I affirm that the appropriate institutional review board approved the study and protocol of any human research described in this manuscript and I agree to provide evidence of approval if appropriate. Or, I affirm that institutional approval was not needed for the work described in or related to this manuscript.
 5. Transfer of copyright. I hereby assign and transfer ONLY THOSE rights to copyright throughout the world including electronic rights and title to the Society of Research Administrators International (SRA International) and their publication the *Journal of Research Administration* and elsewhere in all media for my manuscript entitled

Submitted to the Society of Research Administrators International (SRA International) in the year of publication. I acknowledge that SRA International may grant written permission for educational use of this material, and all other rights not granted above. Or, I am a federal employee who authored this work as part of my employment and am exempt from copyright assignment but I understand that when material is published in the *Journal of Research Administration*, SRA International governs dissemination according to their policy. I will complete all additional documents as may be requested by SRA International to document this assignment and to register the copyright.

(Printed full name of author)

(Signature of author)

(Date)