

Policy Appendix I: Publicity and Press Releases for the DRCR Network

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In order to present uniform messages to the public from the DRCR.net, which involves hundreds of investigators and over a thousand staff, all publicity and press releases for the DRCR.net are to have prior approval of the Executive Committee or Network Chair except for items listed at the end of this memorandum.

Drafts of item(s) not listed below should be sent to the Network Chair for review and approval prior to public release. *The Network Chair will approve the item(s) or distribute for discussion at the next Executive Committee call if the Chair has a question regard the item(s) or concluded that the item(s) should not be approved.*

Drafts of proposed publicity and press releases for approval are forwarded to the Network Chair through the Coordinating Center. Publicity includes the use of the DRCR.net logo or name on office stationary, slides, and the like. Use will be restricted, in general, to active investigators and staff as determined by the Executive Committee.

With respect to communications with the press, it is recognized that when information is sought from an individual investigator or staff by the local press or others in his or her own community, it is sometimes necessary or desirable for that investigator to handle the request. In such an event, the investigator should speak as an individual and not as the official representative of the DRCR.net. This perspective should be made clear to the audience; however, the information given out should be accurate and should reflect the general policy and views of the Network. The Network Chair, through the Coordinating Center, should be informed of all local presentations to the press or others and be sent a copy of any enduring material.

A list of items that do not require approval include the following:

- Notation on letterhead of participation in the Network (although such letterhead only can be used by active sites and by active investigators at those sites and may only list active investigators).
- Presentation of recruitment slides for studies previously created and approved by the Network (available on the Network web site).
- Presentation of slides presenting information published in the peer-reviewed literature.

Originally adapted by the DRCR.net Executive Committee December 6, 2005.