

## ALPS Partner Research Submissions Protocol

Research submissions (for the purposes of this paper) means:

- workshops & paper presentations, journal papers, research posters
- funding applications

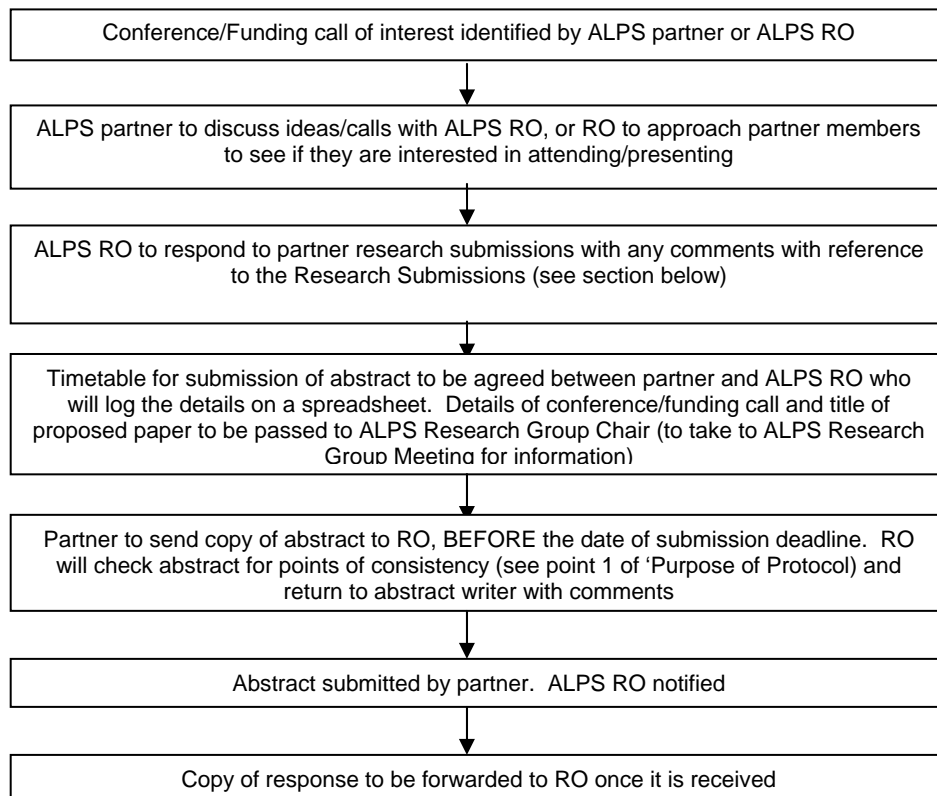
### Purpose of Protocol

The purpose of the ALPS Conference Attendance and Research Submissions Protocol is twofold:

1. To ensure a correct use of acronyms, titles and consistent language about ALPS is used across all partners within ALPS to ensure that we are disseminating one unified 'message' to external parties. For further information, please refer to the accompanying 'ALPS Publication Guidelines'.
2. To ensure that we keep a record of who is attending what event, and to ensure that we do not have three or four different but similar submissions or attendances at one event and none at others that might be equally as useful; we would like to maximise dissemination opportunities.

### Flowchart – Submissions Process

This flowchart gives details of the process we would like partners to follow when thinking about a research submission on behalf of ALPS. The process is intended to help partners in projecting a professional and consistent image of ALPS and to make good use of limited resources. Please note that 'ALPS partner' refers to anyone involved with ALPS at any partner institution or a member of the ALPS Core Team, unless otherwise stated. The ALPS RO is the ALPS Research Officer – who is based in the ALPS Core Team. Currently this is Viktoria Joynes. Her contact details are at the bottom of this document.



### **Research Submissions**

All research will be looked at in terms of the following:

1. Appropriateness to ALPS programme – is there a “fit” with ALPS (both now and for the future)?
2. Quality assurance – does the submission follow ALPS research publication guidelines. This includes appropriateness of ‘repeat’ papers. i.e. if a paper has been presented at a number of workshops, are we happy for it to be re-hashed over and over again or would we prefer a ‘new’ paper?

ALPS RO to ensure that any conference or journal submission opportunities that may be of interest to any Working Group are on meeting agendas or forwarded to the appropriate Chair of a Group where there are no meetings for a while.

### **Contact Details:**

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Please note: Viktoria Joynes will be on Maternity leave from September 2009 – February 2010. During this period, please liaise with:

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