

Acknowledgement Policy

1. PURPOSE

This document sets out Snow Medical Research Foundation's (**Snow Medical**) policy on acknowledgement of the funding and support it provides for research and other activities (the **Snow Medical Funding**). This policy may be amended from time to time.

Snow Medical requires that any funding it provides to research and other activities be appropriately acknowledged. This enables Snow Medical to monitor and evaluate the outputs of the research and other activities it funds.

2. SCOPE

This policy applies to all personnel (**Individuals**) receiving Snow Medical Funding and all activities arising from the Snow Medical Funding. It is the responsibility of each of the Individuals and the university, medical research institute or other organisation that receives and manages Snow Medical Funding on the Individual's behalf (the **Host Organisation**) to comply with this policy.

3. POLICY PRINCIPLES

- a. Snow Medical may require Snow Medical Funding is kept confidential until a public announcement of the award is made by Snow Medical.
- b. The Host Organisation and the Individual must ensure (wherever possible) that the Snow Medical Funding it receives is acknowledged reasonably early in any publication and in a prominent place and in an appropriate form when an Individual or any other party produces material such as research publications, books, book chapters, articles, newsletters, media releases, advertisements, websites, newsletters, posters, magazine articles or other literary or artistic works which relate to the Snow Medical Funding, and appropriate statements should be used, for example:

"Professor/Dr [name] is funded by the Snow Medical Research Foundation.";

"This research was funded (partially or fully) by Snow Medical Research Foundation."; or,

"Proudly funded and supported by Snow Medical Research Foundation."

- c. Where possible, the Snow Medical logo must be prominently displayed. Before using the Snow Medical logo, the Individual and/or Host Organisation must contact Snow Medical regarding placement, colour use and minimum size requirements.

- d. Individuals and Host Organisation are encouraged to repost any social media messages Snow Medical generates regarding the Snow Medical Funding they receive. If the Individuals and Host Organisation issue their own social media posts regarding the Individual, the activities and/or the outputs arising from the Snow Medical Funding, they should tag Twitter: @Snow Medical, Facebook: @SnowMedicalFoundation, LinkedIn: @Snow-medical, Instagram @SnowMedical in their post.
- e. Snow Medical Funding should be orally acknowledged during all media interviews, including radio, television and press conferences and in all webinars, and at conferences, public gatherings and events related to the award, activities and outputs arising from the Snow Medical Funding.

4. ADDITIONAL POLICY PRINCIPLES: SNOW FELLOWS

In addition to the above, recipients of a Snow Fellowship program must follow the guidelines below:

- a. recipient of a fellowship awarded under the Snow Fellowship program (**Snow Fellow**) must identify themselves as a “Snow Fellow” in all written materials, including their email signature.
- b. The Host Organisation and the Snow Fellow must ensure (wherever possible) that the first reference to a Snow Fellow which references other titles must include the words “Snow Fellow” either immediately prior or immediately after the Fellow’s name, for example:

“Professor [name], Snow Fellow”;

“Professor, Head of [school], and Snow Fellow [name]”; or,

“Snow Fellow and Professor [name]”.

- c. Each Snow Fellow will ensure that each social media profile which are used substantially for work or work-related purposes (most likely LinkedIn and Twitter) will include “Snow Fellow” in the title.
- d. In media interviews, including radio, television and press conferences and in all webinars, and at conferences, public gatherings and events, recipients of a Snow Medical Fellowship should request that they be introduced as a “Snow Fellow”. For example:

“Professor [name], Snow Fellow”;

“Professor, Head of [school], and Snow Fellow [name]”; or,

“Snow Fellow and Professor [name]”.



5. COMPLIANCE WITH THIS POLICY

If Snow Medical has a reason to believe that an Individual or Host Organisation has failed to comply with this policy, it will investigate the circumstances.

If it is found that an Individual or Host Organisation has failed to comply with this policy, Snow Medical may take action against the Host Organisation. This may include withholding and suspending future grant payments, not accepting grant applications from the Host Organisation and seeking to terminate relationships with the Host Organisation.

Contacts

For questions about this policy, contact Associate Director, Policy and Contracts.

Policy Revision History

Initial Policy adopted by Snow Medical on 5 October 2021.