



# ABP Corporate Policy

## Requirements for ABP Foundation-Funded Projects

### POLICY STATEMENT

The American Board of Pediatrics (ABP) Foundation supports the mission of the ABP through research and engagement.

The following policy is intended to provide a resource regarding the terms and conditions of ABP Foundation funding.

### [1] REQUIRED USE OF FUNDS

The ABP Foundation requires that at least 90 percent of monies awarded for a given project funded through the Foundation be used to fund direct expenses of the project. No more than 10 percent of monies awarded for a given project may be used for non-direct costs of that project. For multi-year projects, budgets for each subsequent year will be approved based on the quality of the work conducted in the preceding year and available funds. No-cost extensions are not available for any projects.

### [2] REQUIRED CONTRACT/GRANT AGREEMENT

All funded projects must have in place a contract, cooperative agreement, memorandum of understanding, or the equivalent that specifies the following:

- Type of financial agreement;
- Project scope of work (i.e., activities, milestones, deliverables, timeline);
- Requirements and periodicity for receipt of funding;
- Requirements and periodicity for all project progress reports and final reports, if the project is a multi-year project
- Any requirements regarding data collection, analyses, sharing, protection, retention, and destruction, if applicable;
- Any requirements regarding intellectual property;
- Description of how any products (papers, meetings, presentations) will address acknowledgment and disclaimers as stipulated in the “Acknowledgement of Funding” and “Disclaimer for Papers or Scientific Presentations” sections; and
- Affirmation that the funded project will abide by this and other relevant ABP and/or ABP Foundation policies and guidance.

The IRS and Financial Accounting Standards Board (FASB) are the authoritative sources that the ABP must follow to determine the proper accounting treatment.

An agreement is deemed a contract, not a grant if:

- Both the payor (i.e., the ABP Foundation) and the payee receive commensurate value (i.e., the transaction is reciprocal, and each party gives/gets something of value from the it);
- The payor requires the individual/organization to produce some specific work product or service, often for a contracted price (e.g., research report for the payor, which the payor will own and use for its own activities); and/or
- The payor maintains some significant, direct involvement in the activities funded by a contract for services (e.g., supervision/oversight, right to review work done, rights to



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intellectual property).

Conversely, agreements are considered grants if:

- The agreement enables a non-profit organization to fulfill its own charitable, educational, or operational purposes;
- The agreement primarily benefits the grantee and not the payor; and/or
- The payor's involvement is limited to grant administration and monitoring.

Decisions regarding the appropriate financial agreement will be made by the ABP Foundation and the project leads to assure the best outcomes.

### [3] RECOMMENDED PROCEDURES FOR PROJECTS THAT INVOLVE MANUSCRIPTS OR SCIENTIFIC PRESENTATIONS

Planned oversight of the preparation, submission, and finalization of publications, presentations, and reports assures products meet standards and prevents misunderstandings or conflicts.

#### Authorship:

Authorship must follow published guidelines specified by the International Committee of Medical Journal Editors (ICMJE, [www.icmje.org](http://www.icmje.org)) or other similar national or international standards appropriate for the scientific discipline.

Accepting lead or co-authorship of a paper implies a responsibility as well as a privilege. Authors of manuscripts should adhere to the highest research and ethical standards. They should avoid the use of “least publishable units” or duplicate studies.

Each author listed on a publication should be prepared to defend its contents publicly. If a potential co-author has reservations concerning a publication, s/he should decline co-authorship.

The order of authors should reflect their respective contributions to that article: an exception may be the least (“senior”) author position in articles submitted to medical journals, which may represent the overseeing author for the project and/or article. When there is no distinction that can be made in the order of contribution, alphabetical order can be used.

#### Additional Review of Manuscripts or Scientific Presentations:

For ABP Foundation projects funded through contracts or cooperative agreements, all manuscripts should be reviewed by the following prior to submission:

- The primary liaison to the project from the ABP senior leadership team;
- If the manuscript includes ABP data, an ABP senior staff member with specific knowledge of the data, to ensure appropriate data analysis and interpretation;
- If a manuscript involves research/evaluation, a member of the ABP Research Advisory Committee or its equivalent (e.g., named scientific advisory panel);
- Alternatively, for non-research projects funded by the ABP Foundation, a member of the ABP Foundation Board of Directors.



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Authors should communicate in advance the schedule for preparation, review, and finalization of all papers and presentations so the appropriate reviewer can reserve time for review within the given schedule. A review should, where possible, occur within 2 weeks following a request.

Reviewers will consider the importance of the work, clarity of presentation, attention to research ethics (if applicable), and overall rigor in their review process. If any concerns are raised about the work, the authors will have the opportunity to make revisions. The Research Department retains the right to delay or halt submission of any manuscript that 1) is perceived as misleading in its presentation, 2) has concerns raised about the ethics or rigor of the work, or 3) poses a breach of confidentiality. If the authors disagree with the decision, they can request another review by the Research Advisory Committee (if the work is research/evaluation based) or the ABP Foundation Board of Directors. While the findings of the review will be taken into consideration, the final decision will rest with the ABP.

In general, it is recommended that procedures for abstracts and scientific presentations arising from work funded through a contract or cooperative agreement follow a similar approach.

For those projects funded by the ABP Foundation through a grant, it is understood that the authors have flexibility to determine how and where to publish and present the results of their work. Review by ABP leadership and staff is available, but not required. However, projects are required to acknowledge the ABP Foundation's support using the language outlined in Section [4] of this policy.

#### [4] COMMUNICATION ABOUT FOUNDATION-FUNDED PROJECTS

ABPF-funded Projects Policy ABP Foundation-funded projects range from research and evaluation to convenings and task forces. Most of these projects incorporate dissemination of the results of the project, either through publications in journals, presentations at national or scientific meetings or reports/other materials that may be web and/or paper based.

The following communication requirements are intended to ensure proper use, acknowledgement and disclaimers with respect to ABP Foundation-funded projects; encourage publications, presentations, and other materials that meet high standards; and to avoid potential misunderstandings or conflicts.

##### Acknowledgment of Funding:

Any paper, presentation, or other published materials (e.g., website, informational handout) should acknowledge any funding or data received from the ABP Foundation using the language provided below, with any necessary modification or elaboration.

"This project [publication, presentation] was supported in part/in full by the American Board of Pediatrics Foundation."

##### Endorsement of a Publication:

Some ABP Foundation-funded projects may seek endorsement of a publication by the ABP Foundation Board of Directors. In general, if an initiative is seeking endorsement from the ABP Foundation Board of Directors, it will also seek endorsement from the ABP Board of Directors. For



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papers seeking endorsement, materials should be submitted for review by the relevant Board(s) of Directors prior to submission for peer-review. If endorsed, the following endorsement statement or a modified version as suggested by the journal should be included:

“This publication has been endorsed by the (list appropriate bodies at the ABP)”.

#### Disclaimer for Papers or Scientific Presentations:

For papers or scientific presentations, the following disclaimer should be included unless the paper or presentation has been endorsed by the ABP and/or ABP Foundation Board of Directors:

“The content is solely the responsibility of the authors and does not necessarily represent the official views of the American Board of Pediatrics or the American Board of Pediatrics Foundation.”

#### Dissemination of Project-Related Activities:

During the duration of project and for five years post-project completion, project leads are required to inform the ABP Foundation of all published works. Copies of all manuscripts, scientific abstracts, and presentations (this does not include Grand Rounds and other educational presentations), or formal reports resulting from projects funded by the ABP Foundation or using ABP data should be submitted to [abpfoundation@abpeds.org](mailto:abpfoundation@abpeds.org).

The ABP Communications Department is available to support dissemination of papers, presentations, and other products, within the context of other demands on the Department's time. The project lead must maintain dialogue with the appropriate contact at the ABP Foundation regarding the timing and possible ramification of any products (e.g., manuscripts, presentations). Staff will coordinate with the ABP Communications Department, as specified in the project's contract, or its equivalent.

#### **[5] FORMAL CONVENINGS FUNDED BY THE ABP FOUNDATION**

Any convenings hosted at the ABP as part of the work of an ABP Foundation-funded project must follow standard procedures and deadlines set by the ABP's Professional Services Department.