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**Research and Innovation Communications Briefing Document**

Please fill in the attached form and return to communications@rcsi.ie. A member of the communications team will be in touch to discuss a communications plan to publicise your research.

1. Lead researcher name and contact details

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| --- | --- |
| **Name** |  |
| **Title** |  |
| **RCSI school**  |  |
| **RCSI centre/ other affiliation** |  |
| **Email** |  |
| **Mobile phone number** |  |
| **Twitter/ other social media handles** |  |

1. Nature of research news (state ‘YES’ where relevant)
	1. publication
	2. announcement of new partnership/collaboration
	3. announcement of major funding award
	4. launch
	5. conference
	6. other (describe briefly)
2. Is there a patent/ industry engagement or commercialisation angle to your research?
3. If yes, what member of the innovation team is supporting you in this activity?
4. A list of the collaborating institutions/ organisations
5. What is novel about this research?
6. In one sentence, please describe the findings of your research as if you were describing it to a stranger with no scientific background
7. A detailed lay summary of the main findings (or summary of what the research will achieve)
8. Did your research incorporate PPI (public and patient involvement)? If yes, please provide an overview.
9. Who funded this research?
10. If Horizon Europe, please state what programme
11. Do you have a budget to capture professional photographs/video to accompany this news if required?
12. **For publications please provide the following details**
13. Title of the paper
14. An approximate publication date
15. The journal in which it will be published
16. A copy of the paper (pre-publication or published) Please attach
17. **For launches/ conferences please provide the following details**
18. Date and time (or approximate if not confirmed)
19. Location
20. A copy of the programme/ order of events (draft or final) Please attach

**Useful resources on RCSI Staff Portal**

* [RCSI Social Media: Policy and Toolkit](https://staff.rcsi.ie/administration-and-support/communications/social-media)
* [RCSI Content Style Guide](https://staff.rcsi.ie/wp-content/uploads/2019/08/Content-Style-Guide.pdf) include “writing for the web” tips.
* [Communicating your news](https://staff.rcsi.ie/administration-and-support/communications/media-communications-policy/communicating-your-news)