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Memorial Sloan Kettering
Cancer Center

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Authorship Guidelines

Memorial Sloan Kettering maintains a set of guidelines to promote accuracy in the reporting of research results, as well as correct authorship statements. These suggested practices have been developed based on those established by the International Committee of Medical Journal Editors.

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Code of Conduct

Memorial Sloan Kettering Cancer Center's Code of Conduct has been developed to help you understand and meet the ethical and legal standards we must all follow. It covers a wide range of issues. The Code of Conduct is not intended to replace existing policies and procedures, but rather is to be used in combination with them.

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Conflict of Interest

This policy requires our staff to report their professional and financial interests with outside companies and vendors so that these relationships can be reviewed to identify possible conflicts of interest.

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Effort Reporting

Effort reporting is a federally mandated process to ensure that research funds charged to government-sponsored projects represent real work performed on the project and are not arbitrarily charged based on budget estimates or fund balances.

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Export Control Policy and Procedures

In order to ensure compliance with US export control laws and regulations, Research and Technology Management (RTM) has initiated an export control compliance policy and program for MSK. United States export control laws are a body of several laws administered by various federal agencies. All US persons and entities, including research institutions like MSK, are subject to and must comply with these laws. Export controls affect a number of functions at MSK; therefore, RTM has developed a policy to help ensure the Center and its employees comply with these federal laws. Export control laws prohibit unlicensed international shipments of certain items (including the carrying of controlled items while travelling internationally), transmissions of certain data overseas, and transfers of certain information to foreign nationals in the US.

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Financial Status Report and Financial Closeout Policy and Procedures

This policy ensures that Memorial Sloan Kettering submits financial reports to sponsors of research and other scholarly activity.

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Intellectual Property Review Process

Our intellectual property policy outlines the review processes and procedures for Memorial Sloan Kettering employees who have made an invention or developed various types of intellectual property.

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Interaction with Industry

All Memorial Sloan Kettering employees are required to comply with this policy, which establishes how to appropriately interact with industry. The guidelines specify when and how employees may accept business courtesies, gifts, support for department meetings and other events, and contributions.

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Memorial Sloan Kettering's NIH Public Access Policy

Investigators who are funded by the National Institutes of Health need to submit an electronic version of their final, peer-reviewed manuscripts to the National Library of Medicine's PubMed Central upon acceptance of the manuscript for publication. The NIH requires that these manuscripts be made publicly available no later than 12 months after the official date of publication.

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Policy and Procedures for Consortiums Received from Sponsored Project Funds

This document informs Memorial Sloan Kettering researchers about the policies and procedures involved in the receipt of consortium agreements from collaborating entities including universities, hospitals, nonprofit research institutes, and businesses.

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Policy and Procedures for Sub-awards Issued on Sponsored Project Funds

This document informs Memorial Sloan Kettering researchers about the policies and procedures involved in issuing sub-awards to collaborating entities including universities, hospitals, nonprofit research institutes, and businesses.

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Policy on Intellectual Property

This policy governs the management of Memorial Sloan Kettering's intellectual property. It aims to assure that any commercially valuable patentable inventions, copyrightable materials, or tangible property resulting from work done at the institution is utilized for the common good.

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Policy on Open Research and Free Dissemination of Ideas and Information

Memorial Sloan Kettering is committed to maintaining a research environment that fosters the creation and dissemination of new knowledge. Essential to this mission is a policy of open research that promotes academic freedom and the free exchange of ideas.

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Policy on Sharing NIH Data

Memorial Sloan Kettering is required to comply with the Final NIH Statement on Sharing Research Data.

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Policy on Sharing Model Organisms

The "Sharing Model Organisms for Biomedical Research" policy mandated by the National Institutes of Health requires investigators to include a plan for organism sharing as a component of certain grant applications.

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Policy and Procedures for Research Data Retention and Access and Retention of Sponsored Research Financial and Award Records

Memorial Sloan Kettering faculty, research staff, trainees, and students are obligated to retain research data in appropriate form, archive this information for a certain length of time, and make it available for collaborative research and review.

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Research Misconduct

Memorial Sloan Kettering is committed to the responsible conduct of research and has policies and procedures in place to respond to allegations of misconduct in science. Allegations of research misconduct are reviewed promptly, thoroughly, and objectively with concern for the rights, reputations, and privacy of those involved.

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Responsible Conduct of Research Training Policy

Our annual Responsible Conduct of Research course provides Memorial Sloan Kettering trainees with formal training in various subject areas related to research integrity and ethics.

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Can't find the policy or guidelines that you need?

Contact RTMROC@MSKCC.org for help locating a specific research-related policy or regulation. All RTM-generated policies can be found on [OneMSK](#).

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