

## Recognition of Small Research Facility Contributions

The Small Research Facilities (SRFs) play a crucial role in supporting world-class research activity. Our SRFs are run by highly skilled scientists who are experts in their specialised fields. They can contribute to numerous areas such as experimental design, sample preparation, data acquisition, data analysis and manuscript drafting and review.

SRF staff contributions must be recognised in manuscripts, posters, conference proceedings and other outlets, just as any other co-authors would be. Giving credit to staff is important for their career development and also helps to raise the profile of the SRFs and generate further collaborations and funding opportunities.

Our guidelines for SRF staff recognition follow the principles set out in the MSD Fair Attribution Guidelines for Technical and Specialist Support. Contract or payment for SRF services supplied should not impact on the recognition of their contribution in supporting, enabling, or performing the research.

The guidelines are summarised below.

<b>Type of Facility Use</b>	<b>Acknowledgement</b>
User-led instrument use after completion of training	Simple statement in the Acknowledgements section
Facility-led data with RAW data sent to the user	Simple statement in the Acknowledgements section
Specialist support in experimental design, data acquisition, data analysis, and manuscript figure preparation	Intellectual contributions such as these often warrant authorship. Please have a conversation with the SRF staff before starting the project

All publications resulting from the use of instruments within a Facility should, at the very least, acknowledge the Facility as a whole, e.g. 'the authors gratefully acknowledge the [ Facility name, Department of Biochemistry, University of Oxford ] for their support and assistance in this work'

Where users have had help from a member of the Facility staff, this staff member should be acknowledged by name, alongside the Facility itself, if applicable, e.g. 'the authors thank [insert name(s) of facility staff] of [Facility name, Department of Biochemistry, University of Oxford ] for their support and assistance in this work'.

Any agreement on authorship between the user and SRF staff should be documented in an email chain which includes the lead PI. SRF staff retain the right to decline authorship for any reason.

Signed: Research Committee, Department of Biochemistry

Date: 13<sup>th</sup> November 2025