 Independent Verification & Validation Program	Work Instruction for the Publication/Presentation of Research Results	IVV 09-3-7 Revision: G Effective Date: February 11, 2009
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APPROVAL SIGNATURES		DATE
Gregory Blaney (original signature on file)	IMS Representative	02/11/2009


REVISION HISTORY			
Rev. No.	Description of Change	Author	Effective Date
Basic	Initial Release	Lisa Montgomery	09/10/2003
A	Minor edits and remove requirement to send to GSFC Export Control Office executed NF-1676.	Lisa Montgomery	05/25/2004
B	Updated reference documents to include relevant standards. Evaluated and updated the metrics collected as a result of this process.	Wes Deadrick	11/03/2004
C	Modified process to conform to new version of NF-1676 and actual practice.	Frank Gmeindl	03/28/2006
D	Changed name of SARP Results Web Site to IV&V Facility Research Program Results and SARP Results Web Site	Frank Gmeindl	07/28/2006
E	Update process flow diagrams to align with Facility Management paradigm	Stephanie Ferguson	01/28/2008
F	Updated Reference Documents, Minor Edits to Acronyms and Titles of the Flow Charts, Added information to the description of responsibilities of the Flow Charts	Katherine Lang	08/11/2008
G	Changed "IV&V Facility" to "IV&V Program"; updated Section 6.0, <i>Records</i>	Stephanie Ferguson	02/11/2009

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REFERENCE DOCUMENTS	
Document Number	Document Title
GSFC Form 25-49	GSFC STI Public Disclosure Export Control Checklist (http://gdms.gsfc.nasa.gov/gdmsnew/home.jsp)
IVV QM	IV&V Quality Manual
IVV 09-3	Research Program
IVV 16	Control of Records
NF-1676	NASA Scientific and Technical Document Availability Authorization (DAA) (http://nef.nasa.gov)
NPR 1441.1	NASA Records Retention Schedules
NPR 2200.2	Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information

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1.0 Purpose

The purpose of this work instruction (WI) is to provide requirements for the publication and/or presentation of research results conducted by or under agreement with the NASA IV&V Program. This WI provides detail for implementing IVV 09-3, *Research Program*. It is intended to be compliant with NASA Procedural Requirement (NPR) 2200.2, *Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information*.

2.0 Scope

The general requirements within this WI apply to organizations that perform research in accordance with IVV 09-3, *Research Program*, where the NASA IV&V Program is responsible for the release of the research results. When the Research Product is a scientific and technical publication, material for conference or workshop presentation, or is otherwise planned to be discussed in a public (including electronic) forum, these requirements are applicable. All Products generated by research funded by either the NASA IV&V Program or Office of Safety and Mission Assurance (OSMA) Software Assurance Research Program (SARP) fall within the scope of this WI.

3.0 Definitions and Acronyms


Official NASA IV&V roles and terms are defined in the [Quality Manual](#). Specialized definitions identified in this WI are defined below.

3.1 Goddard Space Flight Center (GSFC) Export Control Office

The GSFC Export Control Office is the entity that ensures that NASA researchers do not release items that violate International Traffic in Arms Regulations (ITARs) or Export Administration Regulations (EARs).

3.2 Goddard Space Flight Center (GSFC) Patent Counsel

The GSFC Patent Counsel is the entity that protects NASA's intellectual property.

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3.3 NASA Scientific and Technical Information (STI)

NASA STI includes collected sets of facts, analyses, and conclusions resulting from scientific, technical, and related engineering research and development efforts, both basic and applied.

3.4 Public Release Authorization (PRA) Status


PRA Status is a field in the CIM Tool that indicates both the intention regarding publication and the clearance status of a Research Product.

3.5 Publishing

Publishing includes the public release of STI, including posting on the World Wide Web, publishing in journals or oral presentation at conferences, society meetings, and other professional gatherings.

3.6 Acronyms

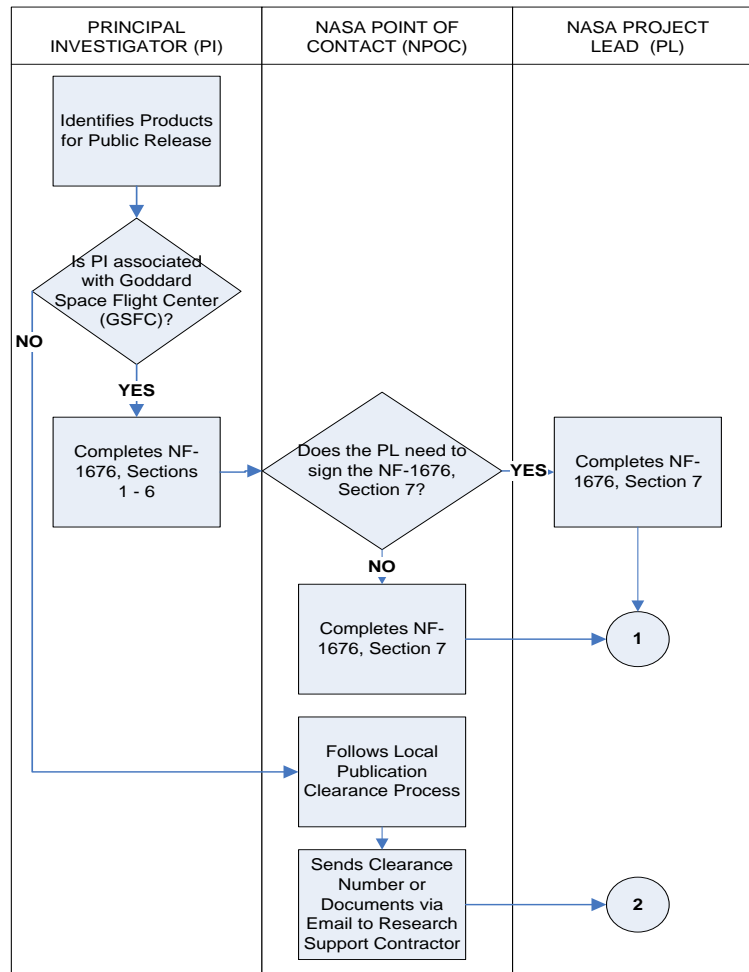
CIM	Center Initiative Management
DAA	Document Availability Authorization
EAR	Export Administration Regulations
FRC	Federal Records Center
GSFC	Goddard Space Flight Center
IMS	NASA IV&V Management System
ITAR	International Traffic in Arms Regulation
NF	NASA Form
NPOC	NASA Point of Contact
NPR	NASA Procedural Requirement
PI	Principal Investigator
PM	Project Manager
PRA	Public Release Authorization
QM	Quality Manual
RRWS	Research Results Web Site
STI	Scientific and Technical Information
WI	Work Instruction

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4.0 Process Flow Diagram

The following diagrams depict processes described in this document, and the responsibilities and actions that shall be performed by process participants. Any information supplemental to the depicted processes will appear after the diagram.

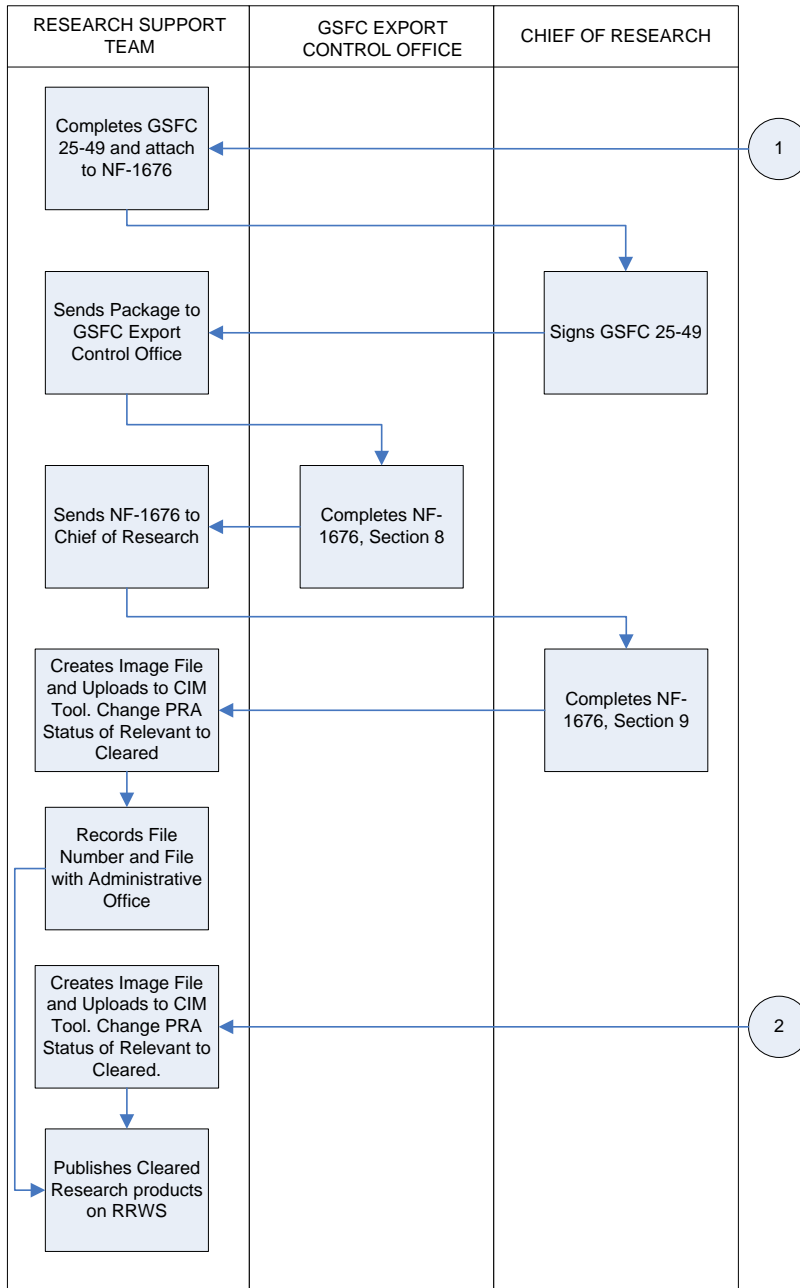
4.1 Publication/Presentation of Research Results




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4.2 Publication/Presentation of Research Results (Continued)



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NF-1676, *NASA Scientific and Technical Information (STI) Document Availability Authorization (DAA)*, sections that must be completed by the PI (in conjunction with the NASA Point of Contact [NPOC] as needed):

1. Document identification and type of STI
2. National Security Classification (Note: Only accepting unclassified documents)
3. Availability category
4. Document disclosing and invention (Note: Only if the Research Product discloses an invention)
5. Blanket Availability Authorization
6. Author/originator verification

If a Research Product contains project data from multiple NASA projects, the NPOC must get permission to release project data or project names from the NASA Project Lead (PL) of each project. Then the NPOC either signs or obtains the relevant signature for Section 7 of NF-1676.

The NPOC shall send the completed NF-1676 to the Research Support Team. For additional clarity, see the instructions attached to the NF-1676.


The Research Support Team shall record the NASA IV&V Filing System file number on the NF-1676.

5.0 Metrics

Any metrics associated with this WI are established and tracked within the NASA IV&V Metrics Program.

6.0 Records

The following records will be generated and filed in accordance with this WI and IVV 16, *Control of Records*, and in reference to NPR 1441.1, *NASA Records Retention Schedules*.

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Record Name	Original	Vital	Responsible Person	Retention Requirement	Location
Public Release Authorization Document	N	Y	Chief of Research and NPOC	Delete/destroy 6 years, 3 months after completion of grant/contract/agreement. (5/37A)	Image in the CIM Tool
Documentation of PRA status in the CIM Tool	Y	N	Chief of Research and NPOC	Delete/destroy 6 years, 3 months after completion of grant/contract/agreement. (5/37A)	CIM Tool
Research Product	Y	Y	Chief of Research and NPOC	Delete/destroy 6 years, 3 months after completion of grant/contract/agreement. (5/37A)	CIM Tool

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