

**Name:**

**Department:**

**Today's Date:**

**Bibliometrics / Research Impact Request Form**

**Briefly summarize your request:**

**Purpose** (Place an X in the appropriate sections):

\_\_\_Grant

\_\_\_Administrative evaluation

\_\_\_Publication

\_\_\_Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Population/Group/People:**

* If your request concerns people (e.g., co-authorships, who is publishing on a certain topic, department analysis, etc.), please describe or define your group:
* Are you planning to include articles by non-Duke authors? If so, who?

*\*\*In preparation for any consultation, it will be helpful to have a list of all the people you wish to include in the analysis.*

**Topics**

* If your request includes topic/subject analysis, please describe your topics of interest:

**Deadline:**

* By what date or time frame would you hope to have this information?

**Availability:**

Within the next few weeks, when are you available for a 1 hour consult?

**Bibliometrics and Research Impact Policies**

* Librarians will work with you to determine the best data source(s) for your needs. Depending on the data source selected, we may require your assistance with data cleanup.
	+ Initial for agreement:\_\_\_\_\_\_\_\_\_\_\_
* Librarians will not interpret data and related visualizations for you. Rather, we will describe the data sources used and how the visualization was made; we rely on you for interpretation. We should review any Methods sections describing the analysis for accuracy.
	+ Initial for agreement:\_\_\_\_\_\_\_\_\_\_\_
* Given the expertise and significant time commitment involved in this work, it is our policy that librarians' contributions to most bibliometrics and research impact analyses be recognized with an acknowledgement in any publications or presentations
	+ Initial for agreement:\_\_\_\_\_\_\_\_\_\_\_
* Investigators submitting requests for bibliometrics and research impact analysis as a major component of a grant-funded project should include library effort in the grant. This does not apply to using our services to help supplement information submitted with grant applications.
	+ Initial agreement:\_\_\_\_\_\_\_\_\_\_\_\_
* We may ask your permission to show examples of this work to colleagues at Duke or other external groups to demonstrate our tools and techniques.
	+ Initial agreement:\_\_\_\_\_\_\_\_\_\_\_\_