

Submitting a publication in VA PubTracker

1. Open PubTracker intranet website (VA network only) at <http://vaww.pubtracker.research.va.gov/PubTracker/default.cfm>
2. Select type of publication or presentation. Choices are:
 - a. **Publication** (*Peer-reviewed manuscript or other publication*)
 - b. **Presentation** (*Invited lecture, conference poster, etc.*)
 - c. **Media/Interview** (*Appearance on TV, radio or newspaper interview, etc.*)
 - d. **Other Prof. Activity** (*Other activities where you are officially representing VA*)
3. Complete the form to the best of your ability.
 - a. Center Type: GRECC and CCDOR investigators should select “GRECC” or “ORD Funded Center”, respectively
 - b. CoE/Other Center Name: CCDOR investigators should enter “CCDOR”
 - c. VAMC/Healthcare System Name: Select “618 - Minneapolis VA HCS”
 - d. Primary Research Service: Investigators funded by VA should select the source of their primary VA funding group; for unfunded research or research not funded by VA, select “Other/Not Applicable”
 - e. Remember to attach a copy of the accepted manuscript or presentation! Attach the author copy only, not the final version formatted by the journal. Include all figures and supplemental data.
 - f. If publication was supported by research funding, enter grant numbers and funding agency in Funding Source Details.
4. Click “Submit” to finalize and submit your publication / presentation notification.