

CTSC Poster Printing Support Process & Requirements

The CTSC will cover the cost of poster printing for eligible students, postdoctoral scholars, and trainees participating in clinical and translational research projects through CWRU Printing Services.

Poster Printing Support Process

1. To confirm eligibility for poster printing support, the requester must complete the CTSC Poster Printing Request Form: [CTSC Poster Printing Pre-Qualification Request](#)

Submission of this form notifies the CTSC and initiates review for eligibility for poster printing support.

Requests should be submitted **at least two weeks before the poster is needed** to allow the CTSC sufficient time for review and processing. Submission of a request does not guarantee approval or turnaround earlier than two weeks. Requests submitted less than two weeks before the poster is needed will not be accepted for CTSC printing support.

Posters printed without prior CTSC approval will not be eligible for coverage.

2. After receiving CTSC approval, the requester may submit the poster through the Printing Services CTSC Poster Ordering Form: [CWRU Printing Services Poster Ordering Form for CTSC](#)

Posters must be printed through CWRU Printing Services.

3. Requesters are responsible for ordering their poster in a timely manner and picking them up from Printing Services. The CTSC is not responsible for submitting requests, the timing of the request, checking on the status of the order, or pickup of posters.

Citation and Branding Requirements

Posters must cite CTSC support as follows:

1. **If the project received CTSC funding or substantive project support, use the full citation language:** *This project was supported by the Clinical and Translational Science Collaborative of Northern Ohio which is funded by the National Center for Advancing Translational Sciences (NCATS) of the National Institutes of Health, UM1TR004528. The content is solely the responsibility of the authors and does not necessarily represent the official views of the NIH.*

2. **If the project received only poster printing support:** *Poster printing support was provided by the Clinical and Translational Science Collaborative of Northern Ohio, which is funded by the National Center for Advancing Translational Sciences (NCATS) of the National Institutes of Health, UM1TR004528.*

Posters must also include the [CTSC logo](#) (right click on the image to save).

Billing and Invoicing

All poster printing charges will be billed to the CTSC operating speedtype. Requesters should not provide payment directly to Printing Services, nor will requesters be given the speedtype. Printing Services will bill the CTSC monthly for approved poster printing. The invoices will include requester name, poster size, and the speedtype used for billing.

For printing questions, email spartacenter@case.edu and a student worker will respond, or Kristin Nauman (kxn328@case.edu), supervisor of the Sparta Center program.

For other questions, email Lora Parent (lfp30@case.edu) and Gina Ventre (glv@case.edu).