

Meeting the NIH Public Access Policy Requirements

Compliance requires:

- Manuscripts resulting from NIH funding are submitted to the NIH Manuscript Submission system (NIHMS) upon acceptance for publication and that all NIHMS tasks are complete within three months of publication.
- Full-text of final peer-reviewed manuscripts or final published articles resulting from NIH funding is available in PubMed Central within one year of publication.
- PubMed Central Identification numbers (PMCID) are used in biosketches, reports and grant applications to show compliance.

PRE-PUBLICATION

Step 1: Get organized

- Make a list of all of the people involved in the grant, their institution affiliation and email address and their administrative contacts if necessary.
- As the Principal Investigator (PI) you are responsible for any manuscripts arising from this research grant, including trainees' publications, even if you are not an author.
- Communicate the submission process to all members of the team and determine who will submit the manuscripts in PMC.

Step 2: Understand and use the appropriate copyright transfer agreement

- Before you sign a publication agreement or similar copyright transfer agreement, make sure that the agreement allows the manuscript to be posted to PubMed Central in accordance with the NIH Public Access Policy.
- Please use the Hopkins Authors' Addenda: <http://openaccess.jhmi.edu/>
Recommended: The broader addendum retains more rights for authors.

MANUSCRIPT ACCEPTED FOR PUBLICATION

Step 3: Determine which submission method you need to follow.

- Start this process immediately upon acceptance for publication. **Submission **MUST* be completed within three months of your manuscript being published.***

Submission Method	Action to Take
The journal submits the manuscript for you automatically at no-charge.	Go to the PubMed Central list of journals and see if it is one that submits on your behalf: http://publicaccess.nih.gov/submit_process_journals.htm#journals If the journal is on the list you do not need to initiate submission. Once the process is completed, the PI will receive a PMCID number by email.
The journal is not on the PubMed Central list, but they state they will submit for you at no-charge.	Go to the journal web site for their NIH policy statement. If the journal says they will deposit on your behalf even though they are not on the PubMed Central List, you do not need to initiate the submission process. The PI will receive a temporary NIHMSID number. Contact the publisher for the number if you do not receive this number. You will also receive an email asking you to approve the submission process.
You pay the publisher to submit the manuscript for you.	If the journal is not on the automatic submission list and you want the journal to deposit on your behalf and you are willing to *PAY* for this, check to see if your journal is published by one of these publishers: http://publicaccess.nih.gov/select_deposit_publishers.htm Contact the publisher to arrange the submission.

<p>You submit the manuscript.</p>	<p>If none of the above applies, you will need to submit the manuscript.</p> <ol style="list-style-type: none"> 1. Determine which version of the paper you need to submit. Most journals require that you deposit the final peer-reviewed manuscript. This is the paper that was accepted for publication, not the final published article. 2. Determine who will submit the item. <ul style="list-style-type: none"> ○ The PI, first author, administrative assistant, research assistant, other members of the research team, etc. 3. Select which interface you will use to access the NIHMS system: http://www.nihms.nih.gov <ul style="list-style-type: none"> ○ ERA Commons ○ My NCBI 4. Information you will need to have on hand or give to the person submitting for you: <ul style="list-style-type: none"> ○ Principal investigator name and email address ○ Title of the journal ○ Title of manuscript ○ Grant number(s) ○ Confirmation (copy of signed publisher/author agreement/s) that you have copyright clearance to comply with the NIH Public Access Policy ○ Manuscript file/s (Word, Excel, PowerPoint, TIFF, GIF, JPEG, PDF, etc) ○ Embargo period (how long after publication can the journal article be made available in PMC per publisher) 5. Approve the Submission. The PI will receive two emails from NIH during the submission process. The PI *MUST* take the action requested in these emails. <p>Actions include:</p> <ul style="list-style-type: none"> ● Authorize NIH to process the manuscript ● Approve the PMC-formatted manuscript for public display
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TRACKING THE MANUSCRIPT

Step 4: Tracking the manuscript

If you received a temporary NIHMS number, this number will be replaced with a PMCID number once the submission process is completed. The NIHMS number is only valid for up to three months after the manuscript is published.

- The PI will receive the PMCID by email.
- You will need this for citing your NIH-funded research.
- The PMCID number will be listed with the citation in PubMed and PubMed Central.
- You can quickly locate PMCID numbers using the “PMC to PMCID” convertor tool.

<http://www.ncbi.nlm.nih.gov/sites/pmctopmid>

CITING THE MANUSCRIPT

Step 5: Citing the manuscript. You are required to provide the PMCID number when citing your papers in biosketches, NIH applications, proposal, and reports.

The appropriate citation is to list the PMCID number at the end of the full journal citation for the paper.

For example:

Staiger DO, Auerbach DI, Buerhaus PI. Comparison of physician workforce estimates and supply projections. JAMA. 2009 Oct 21;302(15):1674-80. **PMC2791886**.

- ***For papers published more than three months the PMCID is the only way to demonstrate compliance.***
- If you have not yet received a PMCID number because the paper is in press, or is published within three months of when an application, proposal or report is submitted, use the following citation:
 - If the journal has submitted the paper for you and you have not received the PMCID number, use: “PMC Journal - In Process”.
 - If the journal is not on the approved “automatic submission” list but has been submitted on your behalf, you will need to provide a valid NIHMSID number (not more than three months old).
 - If you submitted the manuscript, you will need to provide a valid NIHMSID number (not more than three months old).

ADDITIONAL RESOURCES

- About the Public Access Policy:
 - <http://publicaccess.nih.gov/>
 - NIH Guide Notice for Public Access (January 2008):
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-033.html>
 - Clarification on the Use of an NIHMSID to Indicate Compliance with the NIH Public Access Policy (August 12, 2009) <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-136.html>
 - Questions: PublicAccess@NIH.GOV

- The NIH Manuscript Submission System
 - <http://www.nihms.nih.gov/>
 - Tutorials: <http://www.nihms.nih.gov/web-help/>

- PubMed Central
 - <http://www.pubmedcentral.nih.gov/>
 - PMC Demo: <http://www.ncbi.nlm.nih.gov/Education/pmc/>
 - Information for Publishers: <http://www.pubmedcentral.nih.gov/about/pubinfo.html>
 - PMC to PMCID convertor tool. <http://www.ncbi.nlm.nih.gov/sites/pmctopmid>

For more assistance, contact your designated librarian:

Welch Medical Library: <http://www.welch.jhu.edu/liaison/index.html>

Sheridan Libraries: <http://www.library.jhu.edu/departments/rsc/rslist.html>