



The NIH Public Access Policy and You!

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Overview

▶ What is the NIH Public Access Policy?

- A requirement that scientists submit final peer-reviewed journal manuscripts that arise from NIH funds to PubMed Central immediately upon acceptance for publication.

▶ Why comply with the NIH Public Access Policy?

- The NIH Public Access Policy is a Term and Condition of Award for all grants and cooperative agreements active in and after Fiscal Year 2008, and non-compliance may delay or prevent awarding of funds.

▶ Who is responsible for ensuring compliance?

- Authors are ultimately responsible for ensuring compliance with the NIH Public Access Policy.

▶ How do you comply?

- Ensure your publicly funded paper is deposited to PubMed Central (PMC) upon acceptance, and include the PMCID when reporting to the NIH.
- PubMed is not the same as PubMed Central.

What and Why of NIH Public Access Policy

- ▶ Authors (generally 1st authors) are responsible for depositing their final peer-reviewed and publicly funded papers to PubMed Central upon acceptance for publication.

- ▶ The Policy implements Division G, Title II, Section 218 of PL 110-161 (Consolidated Appropriations Act, 2008) which states:

SEC. 218. *The Director of the National Institutes of Health shall require that all investigators funded by the NIH submit or have submitted for them to the National Library of Medicine's PubMed Central an electronic version of their final peer-reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication: Provided, That the NIH shall implement the public access policy in a manner consistent with copyright law.*

- ▶ Non-compliance may delay or prevent awarding of NIH funds.

Who is responsible?

Where to deposit?

What to deposit?

When to deposit?

When is it available?



When and How to Comply

▶ When submitting a manuscript to a journal

- Ensure you retain the legal rights to comply with public access policy

NOTE: Authors should work with the publisher before any rights are transferred to ensure that all conditions of the NIH Public Access Policy can be met. Authors should avoid signing any agreements with publishers that do not allow the author to comply with the NIH Public Access Policy. (Source: <https://publicaccess.nih.gov/FAQ.htm#777>)

▶ When the manuscript is accepted for publication

- Post it to PubMed Central (PMC) and track it in My NCBI and NIHMS

NOTE: Johns Hopkins is listed under 3rd party/more login options for [My NCBI](#) and [NIHMS](#)

▶ When reporting the paper to NIH

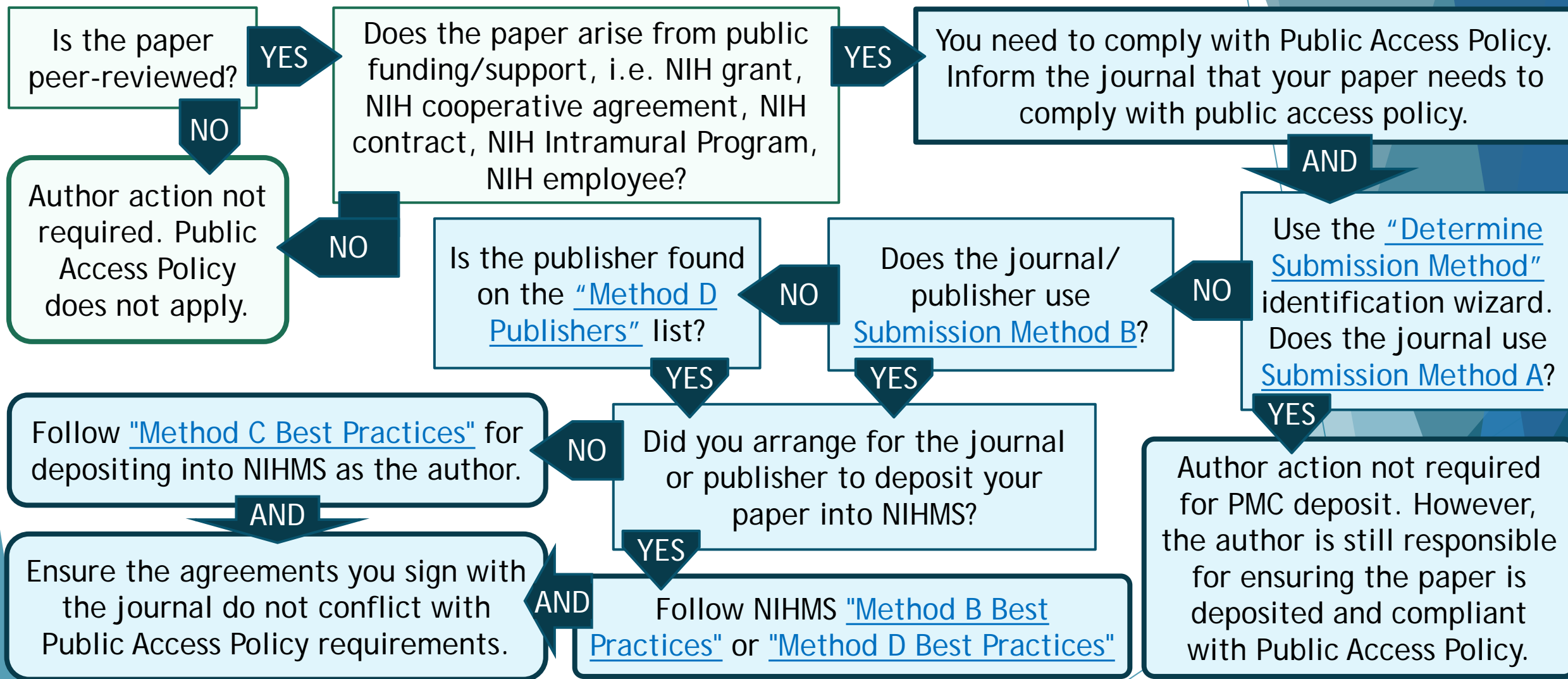
- Include the PMCID in the citation



PubMed Central Submission Methods

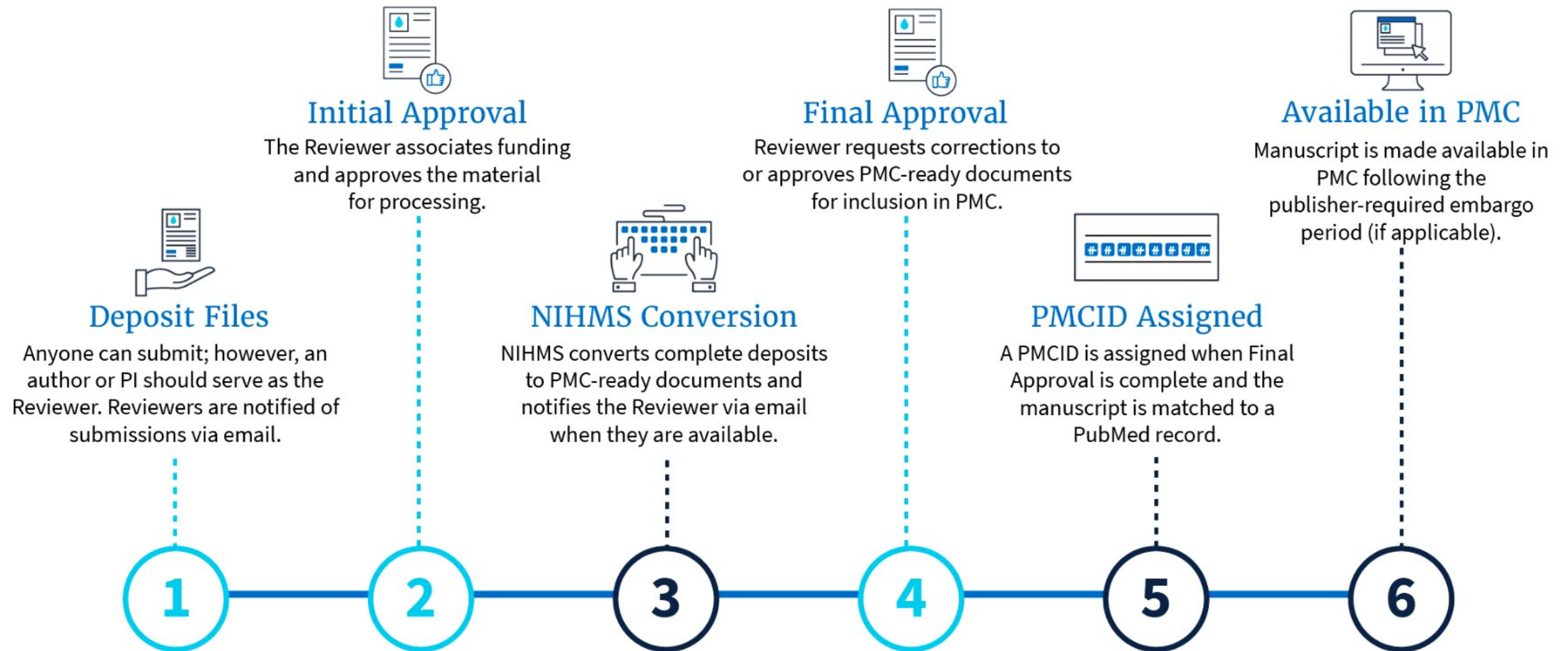
- ▶ **Method A** - auto-deposited by the journal into PMC
 - ▶ Journals that have an agreement with NIH to automatically deposit papers to PMC without author involvement.
- ▶ **Method B** - select-deposit publishers post to PMC
 - ▶ Publishers and journals have an agreement with NIH to deposit papers on a case-by-case basis. This is generally fee-based and requires that author to make arrangements with the journal for direct deposit of the paper into PMC.
- ▶ **Method C** - author deposited into NIHMS
 - ▶ The author or author designated delegate MUST deposit the final peer-reviewed paper into the NIH Manuscript Submission system (NIHMS) upon acceptance.
- ▶ **Method D** - publisher deposited into NIHMS
 - ▶ NIH has no formal relationship with these publishers. The author must confirm that the publisher will deposit the final peer-reviewed paper into NIHMS.

Determining Applicability and Compliance Method

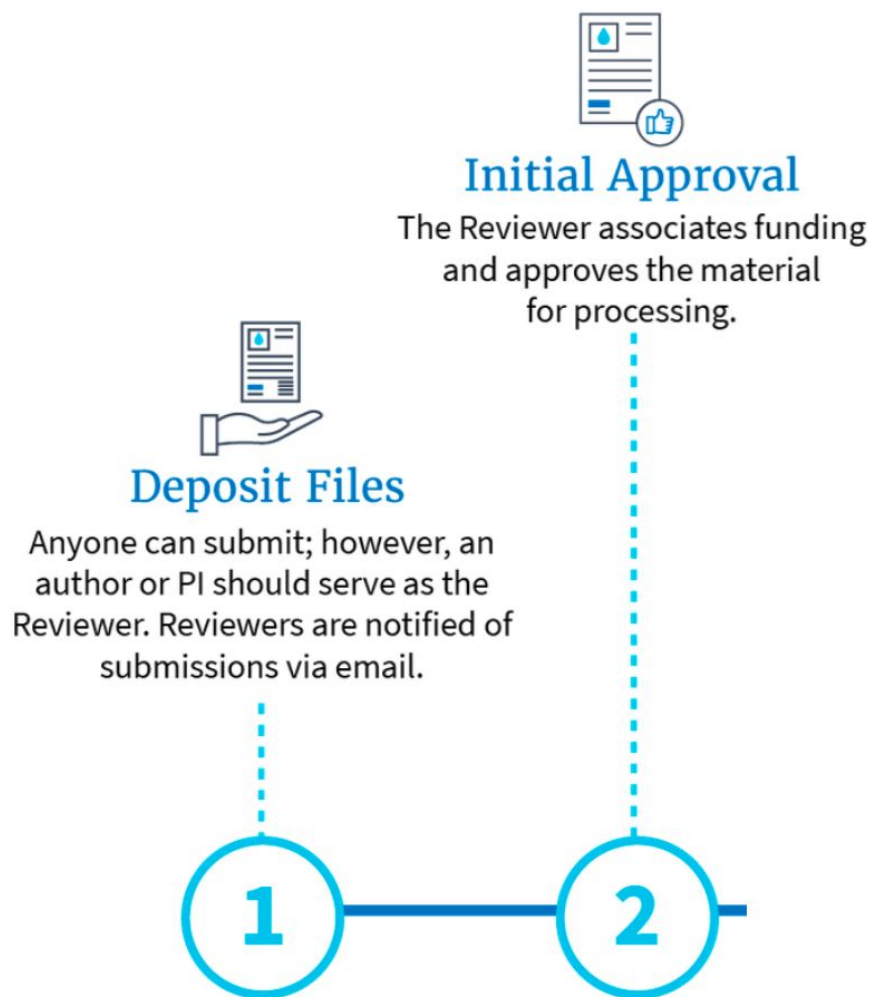


NIH Manuscript Submission (NIHMS) Process

PMC Submission Methods C & D



NIHMS Steps 1 & 2: Deposit and Approve



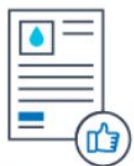
Method C:

- ▶ Upon Acceptance, deposit files into the NIHMS system.
- ▶ If you are the author or PI, then initial approval is given when depositing the files.

Method D:

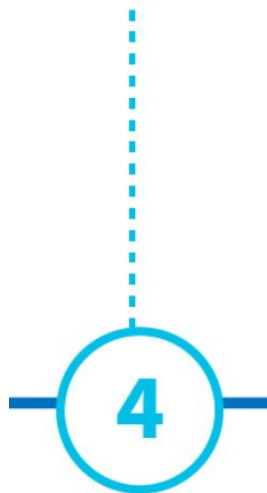
- ▶ Upon Acceptance, ensure publisher deposits files into the NIHMS system.
- ▶ Monitor your email or NIHMS and start the approval process when you are prompted.

NIHMS Step 4: Final Approval



Final Approval

Reviewer requests corrections to or approves PMC-ready documents for inclusion in PMC.



- ▶ Monitor your email or NIHMS account and start the final approval process when prompted
 - If you approved the PMC-ready documents, it will show a green check mark at the Reviewer's Final Approval step.
 - If you requested corrections, it will return to the NIHMS Conversion step.

Useful Links and Email Addresses

- ▶ **NIHMS Sign-In:** www.ncbi.nlm.nih.gov/labs/account/?view=federation-list-overlay&back_url=https://www.nihms.nih.gov/id/login/?next=https%3A//www.nihms.nih.gov/submission/
- ▶ **NIHMS Tutorials:** www.nihms.nih.gov/help/tutorials/
 - **Login:** https://trace.ncbi.nlm.nih.gov/core/assets/nihms4/help/NIHMS_Login_Tutorial_2020.pdf
 - **Deposit Files:** https://trace.ncbi.nlm.nih.gov/core/assets/nihms4/help/NIHMS_Submission_Tutorial_2020.pdf
 - **Initial Approval:** https://trace.ncbi.nlm.nih.gov/core/assets/nihms4/help/NIHMS_Initial_Approval_Tutorial_2020.pdf
 - **Final Approval:** https://trace.ncbi.nlm.nih.gov/core/assets/nihms4/help/NIHMS_Final_Approval_Tutorial_2020.pdf
- ▶ **Submission Method Best Practices:** https://publicaccess.nih.gov/submit_process.htm#Details
- ▶ **Publication Agreement Guidance:** <https://publicaccess.nih.gov/address-copyright.htm>
- ▶ **FAQs:**
 - **NIHMS:** www.nihms.nih.gov/help/faq/
 - **Public Access Policy:** <https://publicaccess.nih.gov/FAQ.htm>
- ▶ **Email Contacts:**
 - **NIHMS Help:** nihms-help@ncbi.nlm.nih.gov
 - **Public Access Policy:** publicaccess@nih.gov