

## Meeting the NIH Public Access Policy Requirements

### Compliance requires:

- Manuscripts resulting from NIH funding are submitted to PubMed Central (PMC) within three months of the paper being accepted for 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.
- PMCID numbers must be obtained and 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/nih\\_policy\\_faq.cfm](http://openaccess.jhmi.edu/nih_policy_faq.cfm)

## MANUSCRIPT ACCEPTED FOR PUBLICATION

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

- It is recommended that you start this process immediately. ***The following \*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.	<p>Go to the PubMed Central list of journals and see if it is one that submits on your behalf:  <a href="http://publicaccess.nih.gov/submit_process_journals.htm#journals">http://publicaccess.nih.gov/submit_process_journals.htm#journals</a></p> <p>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.</p>
The journal is not on the PubMed Central list, but they state they will submit for you at no-charge.	<p>Go to the journal web site for their NIH policy statement.</p> <p>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.</p> <p>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.</p>
You pay the publisher to submit the manuscript for you.	<p>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 <b>*PAY*</b> for this, check to see if your journal is published by one of these publishers:  <a href="http://publicaccess.nih.gov/select_deposit_publishers.htm">http://publicaccess.nih.gov/select_deposit_publishers.htm</a></p> <p>Contact the publisher to arrange the submission.</p>



<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"><li>1. Determine who will submit the item.<ul style="list-style-type: none"><li>○ The PI, first author, administrative assistant, research assistant, other members of the research team, etc.</li></ul></li><li>2. Select which interface you will use to access the NIHMS system: <a href="http://www.nihms.nih.gov">http://www.nihms.nih.gov</a><ul style="list-style-type: none"><li>○ ERA Commons</li><li>○ My NCBI</li></ul></li><li>3. Information you will need to have on hand or give to the person submitting for you:<ul style="list-style-type: none"><li>○ Principal investigator name and email address</li><li>○ Title of the journal</li><li>○ Title of manuscript</li><li>○ Grant number(s)</li><li>○ Confirmation (copy of signed publisher/author agreement/s) that you have copyright clearance to comply with the NIH Public Access Policy</li><li>○ Manuscript files/s (Word, Excel, PowerPoint, TIFF, GIF, JPEG, PDF, etc)</li><li>○ Embargo period (how long after publication can the journal article be made available in PMC per publisher)</li></ul></li><li>4. Approve the Submission. The PI will receive two emails from NIH during the submission process. The PI <b>*MUST*</b> take the appropriate action requested in these emails.</li></ol> <p>Actions include:</p> <ul style="list-style-type: none"><li>● Authorize NIH to process the manuscript</li><li>● Approve the PMC-formatted manuscript for public display</li></ul>
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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 is submitting 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](mailto: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>

**For more assistance, contact your designated Welch Informationist:**

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