NIH Public Access Policy Compliance Via the Integration of My Bibliography with eRA Commons

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NIH Public Access Policy Compliance
Via the Integration of My Bibliography with eRA Commons

Notice Number: NOT-OD-10-103 Issued on June 10, 2010

My Bibliography in My NCBI is to be used by eRA Commons users to manage their professional bibliographies, associate publications with their grant awards, and ensure compliance with the NIH Public Access Policy.
The Integration

Allows Commons users to benefit from My Bibliography’s ability to populate citation data from PubMed, PubMed Central, and the NIH Manuscript Submission System.

Allows NIH grantees the ability to easily track compliance with the NIH Public Access Policy using a simple color-coded key in My Bibliography.

Allows for the association of the My Bibliography citations with progress reports.
Color-coded Key in My Bibliography
Indicating Compliance

- A red dot indicates that an article is **non-compliant**.
  
  ![Public Access Compliance: Non-compliant](image)
  **Citation not in NIHMS or PMC**
  **NIH Funding**: No funding has been associated with this citation.

- A yellow dot means that the citation has been submitted to the NIH Manuscript Submission system and is considered **in process**.

  ![Public Access Compliance: PMC Journal – In Process](image)
  **NIH Funding**: No funding has been associated with this citation.

- A green dot indicates that the citation is **compliant** with the NIH Public Access Policy. Note that the PMCID number displays in this status.

  ![Public Access Compliance: Complete. PMCID: PMC2632597](image)
  **NIH Funding**: No funding has been associated with this citation.

- Articles that were accepted for publication prior to April 7, 2008 are not covered by the NIH Public Access Policy. These citations will be marked as N/A for **Not Applicable** (this status is also automatically applied to citation types that are not journal articles, e.g., book chapters, patents, presentations).

  ![Public Access Compliance: Not applicable](image)
  **NIH Funding**: No funding has been associated with this citation.

- A question mark indicates that compliance with the NIH Public Access Policy cannot be determined without additional information. Click on the question mark icon or the "Edit Status" link to enter supporting information for the citation.

  ![Public Access Compliance: Edit Status](image)
  **NIH Funding**: No funding has been associated with this citation.
Assigning Delegates to Manage My Bibliography

NIH Grantees may assign delegates to populate & maintain their publication lists. **This person should already have a My NCBI account; if not, they should create one before the P.I. gives permission.**

- Sign in to My NCBI.
- Before the process of assigning a delegate can proceed there must be at least one publication from PubMed listed.
- Click Edit My Bibliography Settings.
- Click Add a Delegate.
- Enter the delegate’s email address.
- Click Add Delegate
- The delegate will receive an email in which the delegate must confirm by clicking on a link in the email.
Signing In to My NCBI to Access My Bibliography


Sign in to NCBI

Sign in with

- Google
- NIH Login
- eRA Commons

OR

Sign in directly to NCBI

NCBI Username
Password

Keep me signed in
Sign In

Forgot NCBI username or password?
Register for an NCBI account

Via:
Google
NIH Login
eRA Commons

Sign in using:
NCBI Username
Password
This indicates linkage to eRA Commons.
Choices for displaying the publications in My Bibliography

Display Settings: Award view, Sort by date, group by citation type

- **View**
  - List
  - Print
  - Award
  - PMID List

- **Sort by**
  - Date (new to old)
  - Author (A to Z)
  - Title (A to Z)
  - Public Access Compliance
  - Reverse

- **Grouping**
  - None
  - By citation type
  - Award

Apply
Click on edit to add publications and manage compliance for publications.
Clicking on the Go to PubMed allows you to find the citation(s) that you wish to add to the My Bibliography.
Options for Searching PubMed for the Citation(s) to Add to My Bibliography

• Search by title of publication

• Search by PMID #

• Single Citation Matcher
Enter title & click Search
PubMed Single Citation Matcher

Use this tool to find PubMed citations. You may omit any field.

Journal • Hel

Date [yyyy/mm/dd] (month and day are optional)

Details
Volume
Issue
First page

Author name • Help

Limit authors □ Only as first author □ Only as last author

Title words
Enter as much or as little specific information that you have and click Search.
When you find the citation that you wish to add to the My Bibliography select My Bibliography from the Send to drop down menu and click the Add to My Bibliography.
New items were added to your bibliography. Click Edit your bibliography to go back to the My Bibliography to add grant(s) and manage compliance.
Click **Add or delete award** to add additional grant(s) that funded this publication.

<table>
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<th>Journal Articles</th>
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NIH Public Access Compliance: In process at NIHMS. [Edit Status] NIHMS ID: NIHMS516375

**NIH Funding:**

- R01 HD034283 - Cell specific expression in the pituitary gland; CELL-SPECIFIC EXPRESSION IN THE PITUITARY GLAND
Check which ever grants from the list or search for other grants not listed.
Assign Awards

Use the checkboxes to assign awards to the selected citations:

NIH Awards  Search/Add other awards

Search by Grant #/name:

Enter grant # or name

Search by Grantee name:

First name  Last name  Search

Note:
Grants with disabled checkboxes are locked to one or more of the selected citations.

indicates that some, but not all of the selected citations are associated with the funding.
If you have questions send an email to oriley@umich.edu