NIH Public Access Policy Processing Map

Rosenzweig, Merle; Masters, Chase

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NIH Public Access Policy (NIHPAP) 101

Table of Contents:

- Submission Methods
  - Method A
  - Method B
  - Method C
  - Method D
- NIHMS
- My NCBI
The NIH Public Access Policy (NIHPAP) ensures that the public has access to the published results of NIH funded research.

Submission Methods
http://publicaccess.nih.gov/submit_process.htm
Method A
Journal deposits final published articles in PubMed Central without grantee, author, or delegate involvement

Task 1: Who starts the deposit process?
Task 2: Who approves paper for processing?
Task 3: Who approves paper for PubMed Central display?

Who is Responsible?

Participating journal/publisher

PMCID or "PMC Journal - In Process"

Publisher

Publisher

Publisher

NIH Grantee

Method A Journals

To cite papers, from acceptance for publication to 3 months post publication

To cite papers, 3 months post publication and beyond

To cite papers, 3 months post publication

Final Published Article

Version of Paper Submitted

Publisher

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Publish
Grantee, author, or delegate asks publisher to deposit specific final published article in PMC.

**Task 1:** Who starts the deposit process?

**Task 2:** Who approves paper for processing?

**Task 3:** Who approves paper for PubMed Central display?

**To cite:**
- Papers, 3 months post publication and beyond
- Papers, from acceptance for publication to 3 months post publication
- PMCID or "PMC Journal - In Process"

**Participating journal/publisher**

**NIH Grantee**

**PMCID**

**Make arrangements with these publishers**
Method C
Grantee, author, or delegate deposits final peer-reviewed manuscript in PMC via NIHMS

Grantee, author, or delegate deposits final peer-reviewed manuscript in PMC via NIHMS

Final Peer-Reviewed Manuscript

Grantee, author, or delegate deposits final peer-reviewed manuscript in PMC via NIHMS

Task 1: Who starts the deposit process?

Grantee, author, or delegate, via NIHMS, upon acceptance for publication

Task 2: Who approves paper for processing?

Grantee, author, or delegate, via NIHMS

Task 3: Who approves paper for PubMed Central display?

Grantee, author, or delegate, via NIHMS

To cite papers, 3 months post publication and beyond

PMCID

First 3 months: PMCID or NIHMSID

To cite papers, from acceptance for publication to 3 months post publication

After 3 months: Only PMCID is accepted

Who is Responsible?

NIH Grantee

Participating journal/publisher

Check publishing agreement

Table of Contents
Method D
Grantee, author, or delegate completes submission of final peer-reviewed manuscript deposited by publisher in the NIHMS. Grantee, author, or delegates are responsible for ensuring that the manuscript is deposited into the NIHMS upon acceptance for publication.

Version of Paper Submitted

Task 1: Who starts the deposit process?

Task 2: Who approves paper for processing?

Task 3: Who approves paper for Pub Med Central display?

To cite papers, 3 months post publication and beyond

To cite papers, from acceptance for publication to 3 months post publication

Who is Responsible?

Participating journal/publisher

PMCID

PMCID or NIHMSID

NIH Grantee

Make arrangements with these publishers
Depositing Into the National Institutes of Health Manuscript Submission System (NIHMS)

Login to NIHMS

Click on “Submit New Manuscript”

Enter journal name and article title

or

Link to supporting grant(s)

or

Browse computer & upload all required files

Grant info

Upload files

Review Submission

Release delay

Endorse and/or Approve

PDF Approval

Grantee or assigned approver will visit approval website via emailed URL

Grantee or assigned approver will request corrections or approve manuscript

Automatically release to PubMed Central after publication

Grantee or assigned approver may review generated PDF Receipt

Designate a reviewer for the submission

NIH & eRA Commons

or

My NCBI
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.

- Must have eRA icon
- Login to My NCBI
- Add or delete award
- Search/Add other awards
- Color-coded key
  - Red dot: an article is non-compliant
  - Yellow dot: citation has been submitted and is considered in progress
  - Green dot: citation is compliant
  - N/A: articles accepted prior to April 7, 2008 are not applicable
  - ?: Compliance cannot be determined without additional info
- Add to My Bibliography
- Add PubMed citation
- Citations from PubMed
  - Search by title, PMID, or single citation matcher