NIH Public Access Policy Processing Map

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NIH Public Access Policy (NIHPAP) 101

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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

Final Published Article

Version of Paper Submitted

Task 1: Who starts the deposit process?

Publisher

Task 2: Who approves paper for processing?

Publisher

Task 3: Who approves paper for PubMed Central display?

Publisher

To cite papers, 3 months post publication and beyond

PMCID

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

PMCID or "PMC Journal-In Process"

Who is Responsible?

NIH Grantee

Participating journal/publisher

Method A Journals
Method B
(Often for a fee)
Grantee, author, or delegate asks publisher to deposit specific final published article in PMC

Task 1: Who starts the deposit process?
Publisher

Task 2: Who approves paper for processing?
Publisher

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

Who is Responsible?
NIH Grantee

To cite papers, from acceptance for publication to 3 months post publication
PMCID or "PMC Journal-In Process"

To cite papers, 3 months post publication and beyond
PMCID

Make arrangements with these publishers
Participating journal/publisher

Final Published Article
Version of Paper Submitted

Publisher

Publisher

Publisher

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

**Method C**

### Version of Paper Submitted

- **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

### Who is Responsible?

- To cite papers, from acceptance for publication to 3 months post publication
  - Participating journal/publisher

- To cite papers, 3 months post publication and beyond
  - Check publishing agreement

- PMCID
  - First 3 months: PMCID or NIHMSID
  - After 3 months: Only PMCID is accepted

- NIH Grantee
**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.

**Final Peer-Reviewed Manuscript**

**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?**

**Who is Responsible?**

**Participating journal/publisher**

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

**To cite papers, 3 months post publication and beyond**

**PMCID or NIHMSID**

**Grantee, author, or delegate, via NIHMS**

**Publish via NIHMS, upon acceptance for publication**

**Make arrangements with these publishers**

**NIH Grantee**

**PMCID**

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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

PDF Approval

Endorse and/or Approve

Release delay

Review Submission

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

My NCBI

Enter journal name and article title

or

Link to supporting grant(s)

or

Browse computer & upload all required files

Link to supporting grant(s)

Enter journal name and article title

or

Link to supporting grant(s)

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Link to supporting grant(s)

or

Browse computer & upload all required files

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- **Login to My NCBI**
  - **Color-coded key**
    - Green dot: citation is compliant
    - Red dot: an article is non-compliant
    - Yellow dot: citation has been submitted and is considered in progress
    - 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
    - Search by title, PMID, or single citation matcher
    - Citation from PubMed

- **Add or delete award**

- **Search/Add other awards**