NIH Public Access Policy Processing Map

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NIH Public Access Policy (NIHPAP) 101

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- Submission Methods
  - Method A
  - Method B
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- NIHMS
- My NCBI
Manuscript funded by NIH grant accepted for publication

Four methods to ensure compliance with NIH Public Access Policy (NIHPAP)

Method A
Journal deposits final published articles in PubMed Central without grantee, author, or delegate involvement

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

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

Method D
Grantee, author, or delegate completes submission of final peer-reviewed manuscript deposited by publisher in the NIHMS. Grantee, author, or delegate are responsible for ensuring that the manuscript is deposited into the NIHMS upon acceptance for publication.
Method A
Journal deposits final published articles in PubMed Central without grantee, author, or delegate involvement

Final Published Article

Version of Paper Submitted

To cite papers, 3 months post publication and beyond

PMCID

Task 1: Who starts the deposit process?

Publisher

Task 2: Who approves paper for processing?

Publisher

PMCID or "PMC Journal-In Process"

Task 3: Who approves paper for PubMed Central display?

Publisher

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?

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

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

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

**To cite papers, 3 months post publication and beyond:**
- Publisher

**PMCID or "PMC Journal-In Process"**
- Publisher

**Who is Responsible?**
- NIH Grantee

**Participating journal/publisher**
- Make arrangements with these publishers

**Final Published Article**
- Publisher

**Version of Paper Submitted**
- Publisher

** PMCID**
- Publisher

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Method C
Grantee, author, or delegate deposits final peer-reviewed manuscript in PMC via the 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
After 3 months: Only PMCID is accepted

Who is Responsible?
NIH Grantee

Participating journal/publisher

Check publishing agreement
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.

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

PMCID or NIHMSID

NIH Grantee

Participating journal/publisher

Make arrangements with these publishers

Final Peer-Reviewed Manuscript

Version of Paper Submitted

Grantee, author, or delegate, via NIHMS

Grantee, author, or delegate, via NIHMS

Grantee, author, or delegate, via NIHMS

Publish via NIHMS, upon acceptance for publication

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

To cite papers, 3 months post publication and beyond
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

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Review Submission

Automatically release to PubMed Central after publication

Grantee or assigned approver will visit approval website via emailed URL

Grantee or assigned approver will request corrections or approve manuscript

Grantee or assigned approver may review generated PDF Receipt

Designate a reviewer for the submission

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