NIH Public Access Policy Processing Map

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http://hdl.handle.net/2027.42/109721
NIH Public Access Policy (NIHPAP) 101

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

Version of Paper Submitted

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

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

Publisher

Publisher

Publisher

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

**Method B**

(Often for a fee)

- **Final Published Article**
  - 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**
  - PMCID or "PMC Journal- In Process"
- **To cite papers, 3 months post publication and beyond**
  - PMCID

- **Publisher**
- **Publisher**
- **Publisher**

**Make arrangements with these publishers**

**To cite papers**

- From acceptance for publication to 3 months post publication
- 3 months post publication and beyond

**Publisher**

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

Final Peer-Reviewed Manuscript

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

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

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

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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?

Grantee, author, or delegate, via NIHMS

Task 2: Who approves paper for processing?

Grantee, author, or delegate, via NIHMS

Task 3: Who approves paper for PubMed Central display?

Participating journal/publisher

Who is Responsible?

PMCID or NIHMSID

To cite papers, 3 months post publication and beyond

PMCID

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

NIH Grantee

Make arrangements with these publishers

To cite papers, 3 months post publication and beyond

Final Peer-Reviewed Manuscript

Publish via NIHMS, upon acceptance for publication

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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

Automatically release to PubMed Central after publication

Grantee or assigned approver will request corrections or approve manuscript

Grantee or assigned approver will visit approval website via emailed URL

Grantee or assigned approver may review generated PDF Receipt

Designate a reviewer for the submission

NIH & eRA Commons

or

My NCBI

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  - 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 or delete award
- **Search/Add other awards**
  - Add PubMed citation
    - Citation from PubMed
      - Search by title, PMID, or single citation matcher