NIH Public Access Policy Processing Map

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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.

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

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

**Publisher**

**PMCID**

**NIH Grantee**

**Method A Journals**

**Final Published Article**

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

1. **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?

2. **Publisher**
   - **To cite papers, 3 months post publication and beyond**
   - **PMCID or "PMC Journal-In-Process"**
   - **NIH Grantee**
     - **Make arrangements with these publishers**
   - **Participating journal/publisher**

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

4. **Who is Responsible?**
   - **Publisher**
   - **Task 2**: Who approves paper for processing?
   - **Publisher**
   - **Task 1**: Who starts the deposit process?

5. **Publisher**
   - **Who is Responsible?**
   - **Task 3**: Who approves paper for Pub Med Central display?

6. **Publisher**
   - **Who is Responsible?**
   - **Task 2**: Who approves paper for processing?
   - **Task 1**: Who starts the deposit process?

7. **Publisher**
   - **Who is Responsible?**
   - **Task 3**: Who approves paper for Pub Med Central display?
   - **Task 2**: Who approves paper for processing?
   - **Task 1**: Who starts the deposit process?

8. **Publisher**
   - **Who is Responsible?**
   - **Task 3**: Who approves paper for Pub Med Central display?
   - **Task 2**: Who approves paper for processing?
   - **Task 1**: Who starts the deposit process?

9. **Publisher**
   - **Who is Responsible?**
   - **Task 3**: Who approves paper for Pub Med Central display?
   - **Task 2**: Who approves paper for processing?
   - **Task 1**: Who starts the deposit process?
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 Pub Med Central display?

Grantee, author, or delegate, via NIHMS

To cite papers, 3 months post publication and beyond

PMCID

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

Who is Responsible?

Participating journal/publisher

Check publishing agreement

First 3 months: PMCID or NIHMSID

After 3 months: Only PMCID is accepted

NIH Grantee

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

 NIH Grantee

Table of Contents

Previous

Next
**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.

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**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 PubMed Central display?**

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

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

**Who is Responsible?**

**Participating journal/publisher**

**Make arrangements with these publishers**

**PMCID or NIHMSID**

**PMCID**

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Grantee, author, or delegate, via NIHMS

Grantee, author, or delegate, via NIHMS

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

To cite papers, 3 months post publication and beyond

Grantee, author, or delegate, via NIHMS

Publish via NIHMS, upon acceptance for publication

Version of Paper Submitted

**Table of Contents**
Depositing Into the National Institutes of Health Manuscript Submission System (NIHMS)

1. Login to NIHMS
   - NIH & eRA Commons
   - My NCBI

2. Grant info
   - Enter journal name and article title
   - Link to supporting grant(s)
   - Browse computer & upload all required files

3. Upload files

4. Review Submission

5. Endorse and/or Approve
   - Grantee or assigned approver will request corrections or approve manuscript
   - Grantee or assigned approver will visit approval website via emailed URL

6. Release delay
   - Automatically release to PubMed Central after publication
   - Grantee or assigned approver may review generated PDF Receipt

7. PDF Approval

8. Designate a reviewer for the submission

Link to supporting grant(s)
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.

- **Login to My NCBI**
  - Color-coded key
    - Red dot: an article is non-compliant
    - Green dot: citation is 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 or delete award

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

- Table of Contents
- Additional Information