2014-12-16

NIH Public Access Policy Processing Map

Rosenzweig, Merle; Masters, Chase

http://hdl.handle.net/2027.42/109721
# 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

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?

Publisher

Participating journal/publisher

Method A Journals

NIH Grantee

Publisher

Table of Contents
Grantee, author, or delegate asks publisher to deposit specific final published article in PMC

**Table of Contents**

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

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, from acceptance for publication to 3 months post publication

Who is Responsible?
Participating journal/publisher

To cite papers, 3 months post publication and beyond

PMCID

PMCID or NIHMSID

First 3 months: Only PMCID is accepted

After 3 months: Only PMCID is accepted

NIH Grantee

Check publishing agreement

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.

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

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

PMCID or NIHMSID

To cite papers, 3 months post publication and beyond

PMCID

Who is Responsible?

NIH Grantee

Make arrangements with these publishers

Final Peer-Reviewed Manuscript

Publish via NIHMS, upon acceptance for publication

Part of Paper Submitted
Depositing Into the National Institutes of Health Manuscript Submission System (NIHMS)

- Login to NIHMS
- Click on "Submit New Manuscript"
- Grant info
- Enter journal name and article title
- Or
- Link to supporting grant(s)
- Or
- Browse computer & upload all required files
- Upload files
- Review Submission
- Release delay
- Endorse and/or Approve
- PDF Approval
- 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

Grantee or assigned approver may review generated PDF Receipt

NIH & eRA Commons
My NCBI

Browse computer & upload all required files

Table of Contents
Previous
Next
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**
  - Must have eRA icon
  - Green dot: citation is compliant
  - Yellow dot: citation has been submitted and is considered in progress
  - Red dot: an article is non-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**
  - Add or delete award
  - Search/Add other awards

- **Color-coded key**
  - Search by title, PMID, or single citation matcher
  - Citation from PubMed

**Table of Contents**

**Additional Information**