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NIH Public Access Policy Processing Map

Rosenzweig, Merle; Masters, Chase

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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

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, 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

To cite papers, 3 months post publication and beyond

PMCID

To cite papers, 3 months post publication

Table of Contents

Previous

Next
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 Pub Med Central display?

To cite papers, 3 months post publication and beyond

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

Participating journal/publisher

Make arrangements with these publishers

PMCID or "PMC Journal- In Process"

PMCID

Who is Responsible?

NIH Grantee

Publisher

Publisher

Publisher

Final Published Article

Version of Paper Submitted

To cite papers, 3 months post publication and beyond
Method C
Grantee, author, or delegate deposits final peer-reviewed manuscript in PMC via 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, from acceptance for publication to 3 months post publication

Who is Responsible?
Participating journal/publisher

Check publishing agreement

PMCID

First 3 months: PMCID or NIHMSID

After 3 months: Only PMCID is accepted

To cite papers, 3 months post publication and beyond

NIH Grantee

To cite papers, 3 months post publication
**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?
- **Task 2**: Who approves paper for processing?
- **Task 3**: Who approves paper for PubMed Central display?

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.

**Who is Responsible?**

- PMCID
- PMCID or NIHMSID
- NIH Grantee

Make arrangements with these publishers:

- PMCID or NIHMSID
- NIH Grantee

**Table of Contents**

Previous  |  Table of Contents  |  Next
Depositing Into the National Institutes of Health Manuscript Submission System (NIHMS)

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

- Click on "Submit New Manuscript"
  - Enter journal name and article title
  - Link to supporting grant(s)
  - Browse computer & upload all required files

- Grant info
- Upload files

- PDF Approval
- Endorse and/or Approve
  - Automatically release to PubMed Central after publication
  - Grantee or assigned approver will review generated PDF Receipt
  - Designate a reviewer for the submission

- 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

Table of Contents
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1. **Login to My NCBI**
   - **Color-coded key**
     - **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

2. **Add PubMed citation**
3. **Add to My Bibliography**
4. **Search/Add other awards**
5. **Add or delete award**
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