## NIH Public Access Policy (NIHPAP) 101

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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 or "PMC Journal - In Process"

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

Who is Responsible?

Participating journal/publisher

Final Published Article

Publisher

Publisher

Publisher

Publisher

Publisher

Publisher

Publisher

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, from acceptance for publication to 3 months post publication

Who is Responsible?

Participating journal/publisher

Check publishing agreement

To cite papers, 3 months post publication and beyond

PMCID

First 3 months: PMCID or NIHMSID

After 3 months: Only PMCID is accepted

NIH Grantee

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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.

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, 3 months post publication and beyond

PMCID

PMCID or NIHMSID

NIH Grantee

Make arrangements with these publishers

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

Participating journal/publisher

Grantee, author, or delegate, via NIHMS

Grantee, author, or delegate, via NIHMS

Publish via NIHMS, upon acceptance for publication

Version of Paper Submitted

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

Participating journal/publisher

Make arrangements with these publishers

Grantee, author, or delegate, via NIHMS

Grantee, author, or delegate, via NIHMS

To cite papers, 3 months post publication and beyond

PMCID

PMCID or NIHMSID

NIH Grantee

Make arrangements with these publishers

Grantee, author, or delegate, via NIHMS

Grantee, author, or delegate, via NIHMS

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?
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

Grant info

Link to supporting grant(s)

Browse computer & upload all required files

Upload files

Review Submission

PDF Approval

Endorse and/or Approve

Release delay

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

Designate a reviewer for the submission

Grantee or assigned approver may review generated PDF Receipt

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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.

**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

**Flowchart**
- **Login to My NCBI**
  - Must have eRA icon
  - Search/Add other awards
  - Add to My Bibliography
  - Add or delete award
  - Add PubMed citation
  - Citation from PubMed
  - Search by title, PMID, or single citation matcher

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