NIH Public Access Policy Processing Map

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NIH Public Access Policy (NIHPAP) 101

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- Submission Methods
  - Method A
  - Method B
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- NIHMS
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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
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 PubMed Central display?

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

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

Publisher

Publisher

Publisher

Final Published Article

Version of Paper Submitted

To cite papers, 3 months post publication and beyond

PMCID

Who is Responsible?
**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**

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

**Who is Responsible?**
Participating journal/publisher

**PMCID**
First 3 months: PMCID or NIHMSID

**After 3 months: Only PMCID is accepted**

**NIH Grantee**

**Check publishing agreement**
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, 3 months post publication and beyond

PMCID

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

PMCID or NIHMSID

Who is Responsible?

NIH Grantee

Make arrangements with these publishers
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)

Browse computer & upload all required files

Upload files

PDF Approval

Endorse and/or Approve

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

Automatically release to PubMed Central after publication

Grantee or assigned approver may review generated PDF Receipt

Designate a reviewer for the submission

NIH & eRA Commons

or

My NCBI

NIH & eRA Commons

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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.

- **Login to My NCBI**
  - **Must have eRA icon**
  - **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**

- **Color-coded key**

- **Add or delete award**

- **Search/Add other awards**

- **Add to My Bibliography**

- **Add PubMed citation**

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

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