2018-04-18

NIH PUBLIC ACCESS Policy WORKSHOP April

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https://hdl.handle.net/2027.42/143151

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ALL ABOUT THE POLICY

- National Institutes of Health (NIH) passed its Public Access Policy on April 7, 2008.
- The statement can be found @ https://publicaccess.nih.gov/policy.htm.
- The NIH will delay processing of an award or a Progress Report (RPPR) if publications arising from a grant are not in compliance with the NIH Public Access Policy.
- Purpose of the Policy

PURPOSE OF THE POLICY

- Provides free online access to full-text peerreviewed journal articles arising from taxpayerfunded research.
- The National Institutes of Health (NIH) asks every scientist who receives an NIH research grant, and who publishes the results in a peer-reviewed journal, to deposit a digital copy of the article in PubMed Central (PMC), the online digital library maintained by the NIH.
- PMC will then provide free online access to its copy some time after the article is published in a journal, the length of the delay to be determined at the time the deposit is made.

DOES THE POLICY APPLY TO THE PUBLICATION?

- The publication is not a peer-reviewed journal article reporting research funded by an NIH Grant=NO.
- The publication is a review article, book, book chapter, meeting abstract, dissertation=**NO**.
- The publication is a peer-reviewed journal article and the research reported was funding by an NIH Grant=YES.

ADDRESSING COPYRIGHT

- Review the journal's Instructions to Authors for any specific information or instructions. related to the NIH Public Access Policy.
- Make sure the copyright agreement allows posting into PubMed Central. *Remember, you do not need the final publisher/journal article for posting.
- If the instructions to authors or the copyright does not allow, a note can be added to the copyright agreement.
- Sample language:

SAMPLE LANGUAGE

"Journal acknowledges that Author retains the right to provide a copy of the final peer-reviewed manuscript to the NIH upon acceptance for Journal publication, for public archiving in PubMed Central as soon as possible but no later than 12 months after publication by Journal."

NIHMS

- Stands for National Institutes of Health Manuscript Submission System.
- A system developed to facilitate the submission of peer-reviewed manuscripts for inclusion in PubMed Central (PMC) in support of the NIH Public Access Policy.
- What is PubMed Central?



A free digital repository that archives publicly accessible full-text scholarly articles that have been published within the biomedical and life sciences journal literature.

SUBMITTING TO NIHMS

- There are 4 methods of submitting the manuscript of the publication that falls under the NIH Public Access Policy.
- The method used will be determined by:
 >the journal that the publication will/is in,
 >the publishing agreement.

METHOD A

- Journal deposits final published article into PubMed Central without grantee, author, or delegate involvement.
- The article is made publically available no later than 12 months after publication.
- A list of these journals can be found at https://publicaccess.nih.gov/submit_process_journals.htm.

METHOD B

- Grantee, author, or delegate asks publisher to deposit specific final published article in PubMed Central.
- The publisher will request an "open access" fee to do the deposit.
- Arrangements must be made to ensure that the article is made publically available no later than 12 months after publication.
- A list of these publishers can be found at https://publicaccess.nih.gov/select_deposit_publishers.htm

METHOD C

- If the other methods do not apply, this is the method that must be followed for compliance.
- Grantee, author, or delegate deposits final, peerreviewed manuscript into PubMed Central via the NIH Manuscript Submission System (NIHMS).

NIH MANUSCRIPT SUBMISSION SYSTEM (NIHMS)

- The NIH Grantee/Principle Investigator (PI) is responsible for compliance and moving the manuscript through the tasks involved in all the steps.
- However, some of the steps can be assigned to a delegate—author of the manuscript or administration staff.

WHAT CAN & CANNOT BE DEPOSITED

- Can:
 - >The final, peer-reviewed manuscript.
 - >All the figures, tables, and supplemental materials.
- Cannot:
 - >Final .PDF version of the published article.
 - >Page/galley proofs.
 - >Both of the above versions fall under copyright.



Page/Galley Proofs

ADORESS AT GETTYSBURG Fourscore and seven years ago our fathers brought forth on this continent a new nation, conceived in === liberty, and dedicated to the proposition that all men are created equal. Now we are engaged in a great civil war, testing whether that nation or any ? nation so conceived and so dedicated can long & endure. We are met on a great battlefield ofthat # 9 war. We have come to pedicate a portion of that field as a final resting-place for those who here here \mathcal{P} Le gave their lives that that Nation might live. It is ear altogether fitting and proper that we should do this. we cannot consecrate — we cannot hallow this /-/ O ground The brave men, living and dead, who struggled here, have consecrated it far above our space poor power to add or detract. The world will little note nor long remember what we here say, To but it can never for get what they did here. here to the unfinished work which they who fought

(Address at the dedication of the Gettysburg Nameuron Cemetery, Nov. 19, 1861. Reprinted, by permission of The American Company, from Abraham Lincoln, the Man 1994 the People, by Norman Happood.)

ADDRESS AT GETTYSBURG

Fourscore and seven years ago our fathers brought forth on this continent a new nation, conceived in liberty, and dedicated to the proposition that all men are created equal.

Now we are engaged in a great civil war, testing whether that nation, or any nation so conceived and so dedicated, can long endure. We are met on a great battlefield of that war. We have come to dedicate a portion of that field as a final resting-place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this.

But, in a larger sense, we cannot dedicate—
we cannot consecrate—we cannot hallow—this
ground. The brave men, living and dead, who
struggled here, have consecrated it far above our
poor power to add or detract. The world will
little note nor long remember what we say here,
but it can never forget what they did here. It is
for us, the living, rather, to be dedicated here to
the unfinished work which they who fought here

(Address at the dedication of the Gettysburg National Conselery, Nos. 19, 1863. Reprinted, by permission of The MacMillan Company, from "Abraham Lincoln, the Man of the Prople," by Norman Hapgoods.

BEFORE BEGINNING DEPOSITING MAKE SURE YOU HAVE:

- Name of the journal that the manuscript will be published in.
- Title of the manuscript.
- Grant number(s).
- All the manuscript files—text, figures, tables, supplemental material and data if that applies.
- Embargo¹ period².

¹The time period, in months, that the publisher retains rights to distribution of the article. Upon submission to PubMed Central and until the embargo period passes, PubMed Central will provide a brief record of the manuscript.

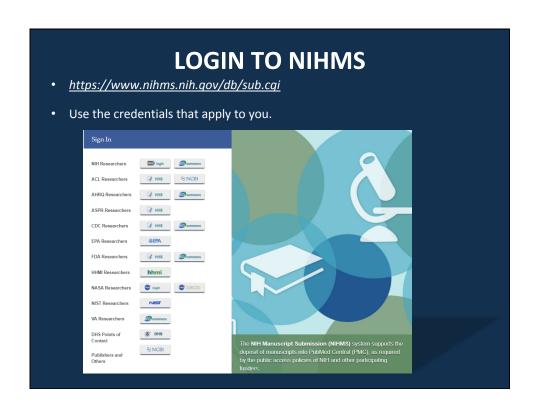
² http://www.sherpa.ac.uk/romeo/index.php

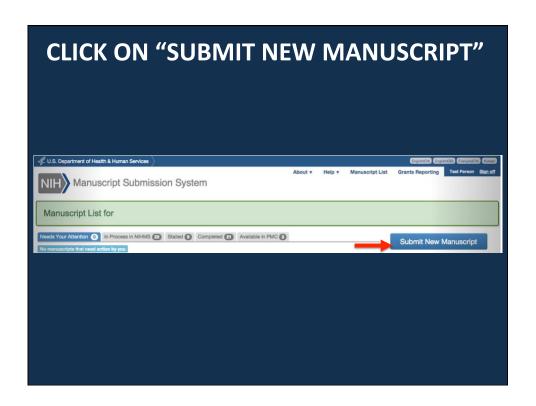
SHERPA/RoME

WHEN CAN DEPOSIT BE DONE?

- You can deposit once the journal acknowledges the manuscript is accepted for publication and the embargo should be 12 months post publication.
- Depositing retrospectively, a year or more after publication, you can set the embargo less than 12 months.

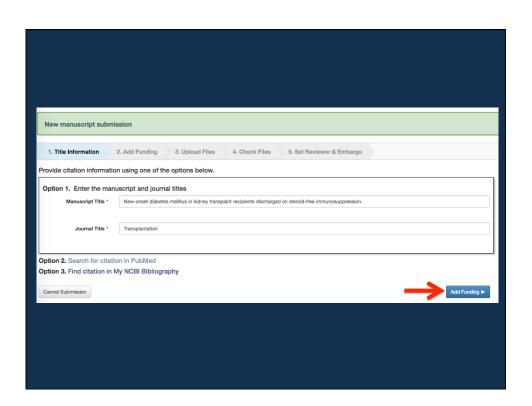
STEPS FOR DEPOSITING INTO NIH MANUSCRIPT SUBMISSION SYSTEM (NIHMS)





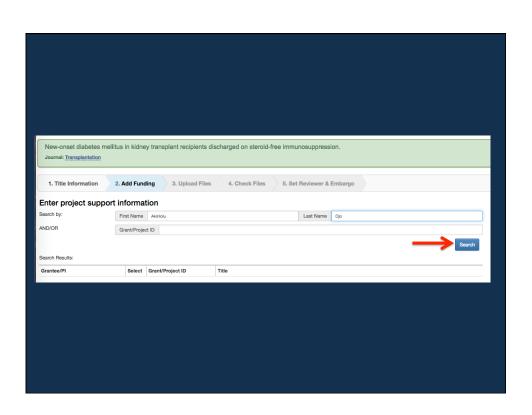
NEW MANUSCRIPT SUBMISSION

- On the first line you will enter the title of the manuscript.
- On the second line the name of the journal.
- After that information is entered click on "Add Funding".



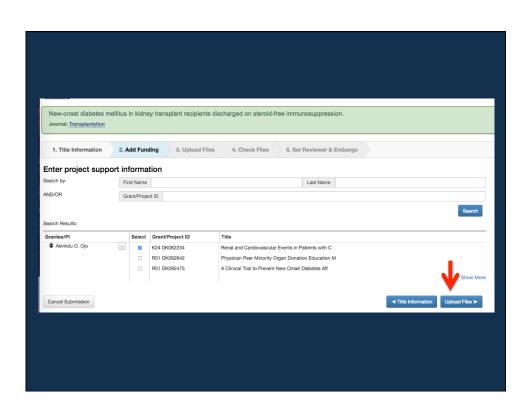
ADDING FUNDING

- You can search for a grantee by entering a first and last name and clicking on the search button to get a list of that individuals NIH grants or, if you have the grant number you can enter it.
- Clicking on "Search" will pull up a list of grants or the specific grant depending on how you have searched.

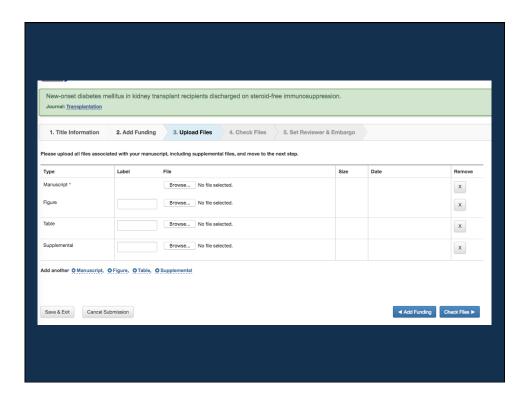


SELECTING THE GRANT

- Select the grant(s) that you wish to designate for the deposit.
- Click on "Upload Files".



UPLOAD FILES WINDOW



MANUSCRIPT Click on "Browse" and find the file. Manuscript* Browse... No file selected. The file can be a word document (.doc or .docx), a rich text format (.rtf), or in any other format (.txt).

FIGURE Upload all the figures. Depending on the number of figures you need to upload you can click on the "+Figure" at the bottom of the window to get the lines necessary. Label each line accordingly—figure 1, figure 2, and so on. Figure Browse... No file selected.

TABLE

- Upload all the tables.
- Depending on the number of tables you need to upload you can click on the "+Table" at the bottom of the window to get the lines necessary.
- Label each line accordingly—table 1, table 2, and so on.

Table	Browse	No file selected.
O Table		

SUPPLEMENTAL

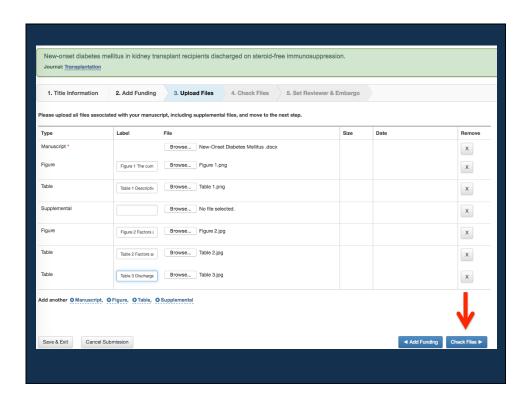
- Upload **all** the supplemental material, if there is any.
- Depending on the number of supplemental materials you need to upload you can click on the "+Supplemental" at the bottom of the window to get the lines necessary.
- Label each line accordingly—supplemental 1, supplemental 2, and so on.

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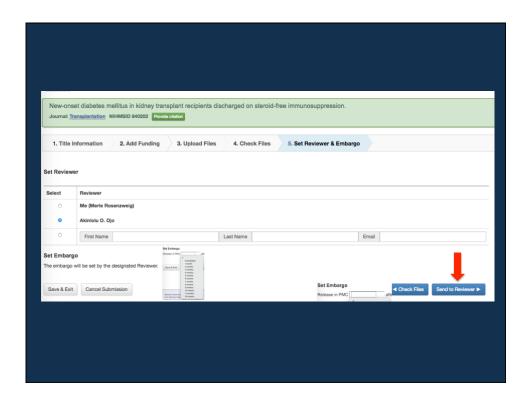
CHECK FILES

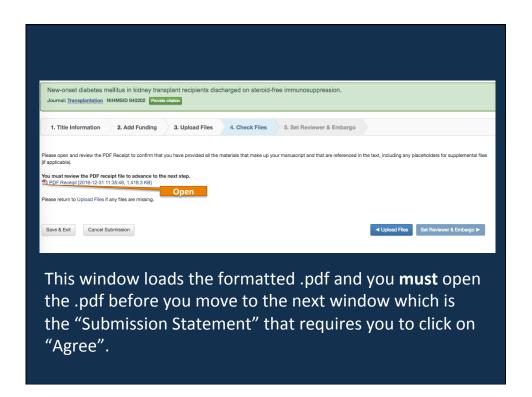
- When you have uploaded all the files click on "Check Files".
- On this window you will see all the files that have been loaded and the appropriate labeling for each.
- It is here that you can make any corrections or additions necessary.
- Click on "Check Files" again.



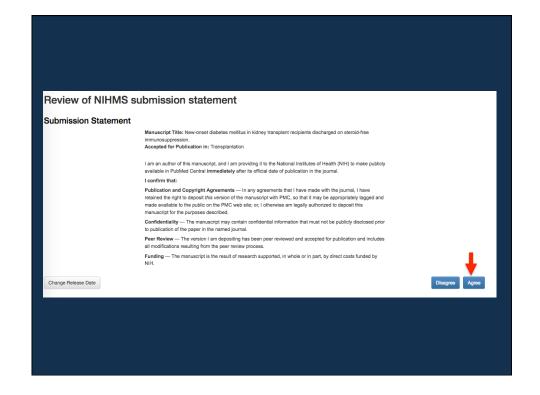
REVIEWER AND EMBARGO

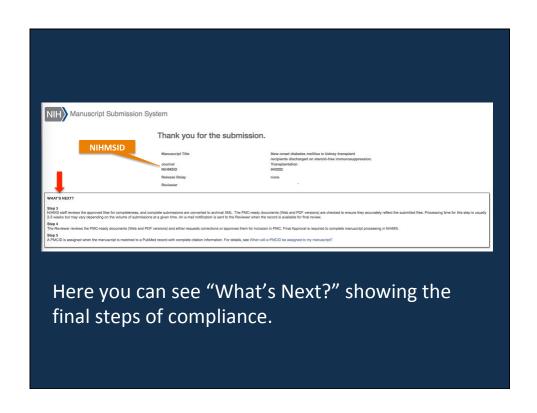
- Verify that the correct person will be reviewing and approving the deposit.
- Select the embargo period from the drop-down options.
- Click on "Send to Reviewer".











COMPLIANCE BY THE NUMBERS NIHPAP Compliance Identifier Description Status Example **PMCID** PMC2901972 Pubmed Central unique Complies identifier NIHMSID NIH Manuscript Submission Temporary NIHMSID30238 system unique identifier compliance **PMC** Publisher deposited Temporary PMC Journal - In Journal - In publication submitted to compliance Process Process NIHMS but not yet having received an identifier **PMID** Medline/PubMed unique Does NOT PMID:12748199 identifier comply

Compliance by the Numbers

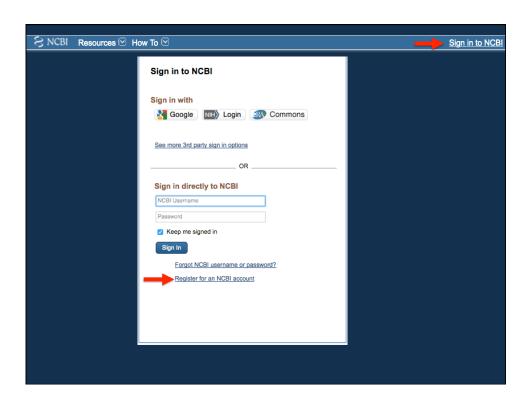
- **PMCID/PMC** is the number assigned to show that the publication is in full compliance with the Policy—PMCID:185221 or PMC185221.
- NIHMSID is a temporary compliance number that is only valid to show compliance for three months post publication. Beyond that time, it cannot be used to show compliance with the NIH Public Access Policy—NIHMSID: NIHMSID30238.
- PMC Journal In Process signifies that the Publisher deposited, into NIHMS, the final, print version of the publication but the deposit has not received a PMC identifier. A list of these journals can be found at
 - https://publicaccess.nih.gov/submit_process_journals.htm.
- **PMID** (PubMed Identification number) is a unique identifier number assigned to every record in PubMed and is at the end of each—PMID:12748199. This number is in no way related to the NIH Public Access Policy and cannot be used to show compliance.
- If you have a PMID and want to see if there is a PMCID/NIHMSID, you can use the "PMCID Converter" https://www.ncbi.nlm.nih.gov/ pmc/pmctopmid/.

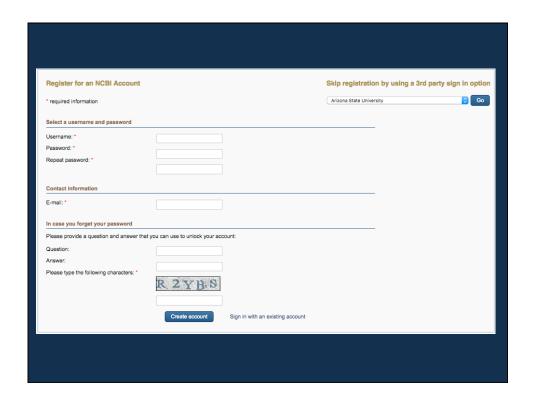
MY BIBLIOGRAPHY IN MY NCBI

- NIH Grantees and/or their delegate must use My
 Bibliography in My NCBI to keep track of publications
 that fall under the Public Access Policy.
- If you do not have a My NCBI account you can register for one and it is "free".

REGISTER FOR A MY NCBI ACCOUNT

- Go to PubMed.gov --www.pubmed.gov
- Click on "My NCBI Sign In'" in the upper right corner of the screen.
- Click on "My NCBI Sign In'" in the upper right corner of the screen.
- Click on "Register for an NCBI account" at the bottom of the Sign in to NCBI window.
- Fill in all the required information and click on "Create account".



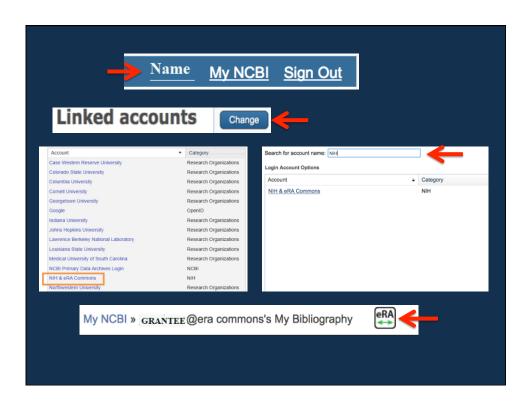


MY BIBLIOGRAPHY & eRA COMMONS

- eRA Commons is a set of web tools used for the administrative activities of NIH Grants.
- My Bibliography must be linked to the Grantees eRA Commons.
- The Publication entered into My Bibliography will show compliance status and the NIH Grant(s) that supports it.
- This linking enables the Grantee and/or the delegate, when preparing a grant application, grant renewal, or a Research Performance Progress Report (RPPR) to have access to the publications to be cited.

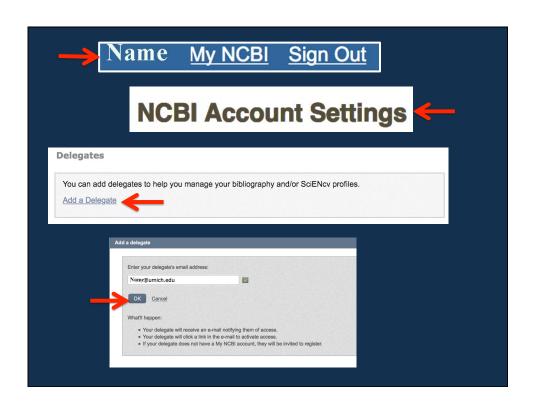
LINKING MY BIBLIOGRAPHY TO eRA COMMONS

- 1. Log into My NCBI.
- 2. Click on your login name at top right of the window to get to your account settings.
- 3. Click on the "Change" button for "Linked Account".
- 4. You can scroll to the list "Login Account Options" and click on "NIH & eRA Commons" or search for NIH which should show "NIH & eRA Commons", click on it.
- 5. You can only link to one account. If you have linked to another account click on "Change" and follow steps in #4.
- 6. Check you're My Bibliography and if there is the eRA logo at the top the linking was successful.



ASSIGN A DELEGATE TO MANAGE MY BIBLIOGRAPHY

- 1. The person the Grantee wants to make a delegate should have a My NCBI account.
- 2. The Grantee signs into their My NCBI account.
- 3. Clicks on the username at the top-right of the screen to access Account Settings.
- 4. Scroll down to Delegates.
- 5. Click on "Add a Delegate" & add the email address of the person to be added as a delegate.
- 6. Click "OK".
- 7. Message sent to Delegate.
- 8. Delegate clicks on the link.
- 9. Delegation accepted.





PUBLIC ACCESS COMPLIANCE STATUS

Each citation in the My Bibliography is marked with icons indicating the compliance status.











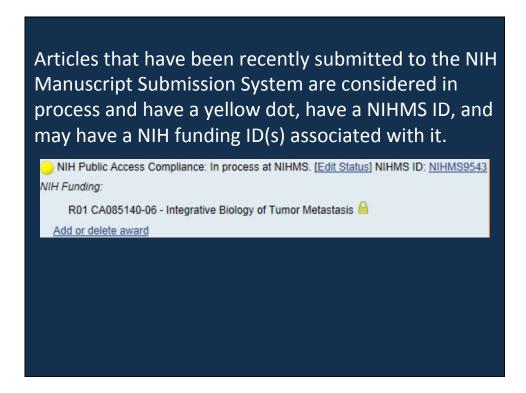
Articles that are compliant have a green dot with a check and may also have the NIH funding ID(s) associated with it.

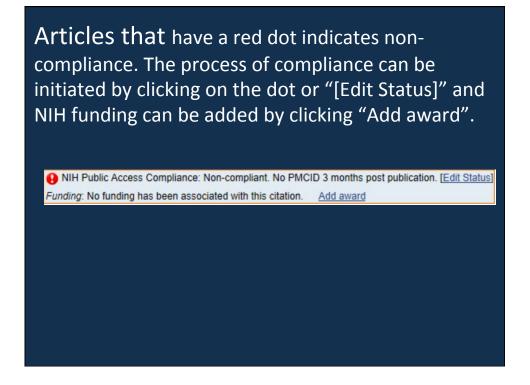
NIH Public Access Compliance: Complete. PMCID: PMC3755124

NIH Funding:

R01 CA126642 - Probing Tumor Microenvironment Using Nanotechnology

Add or delete award





Articles that have question mark indicates that the status of compliance cannot be determined without additional information that can be entered by clicking on "Edit Status".

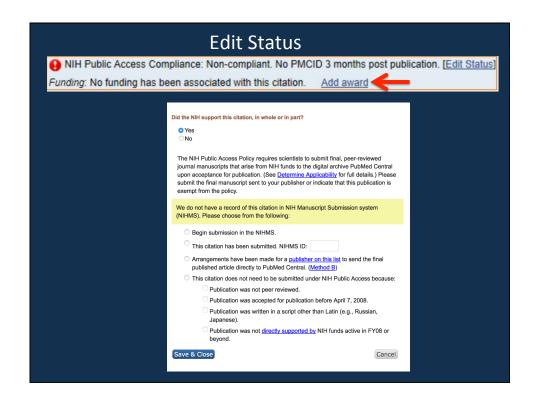
NIH Public Access Compliance: <u>Edit Status</u>

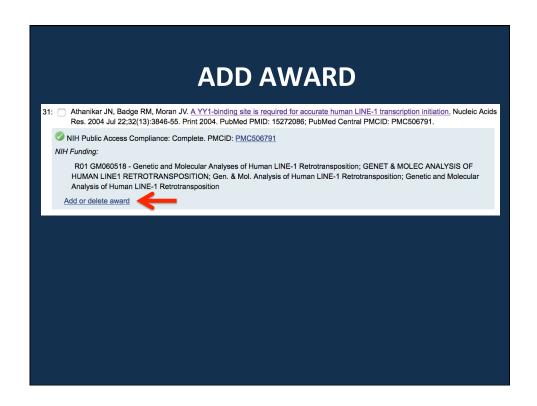
Funding: No funding has been associated with this citation. Add award

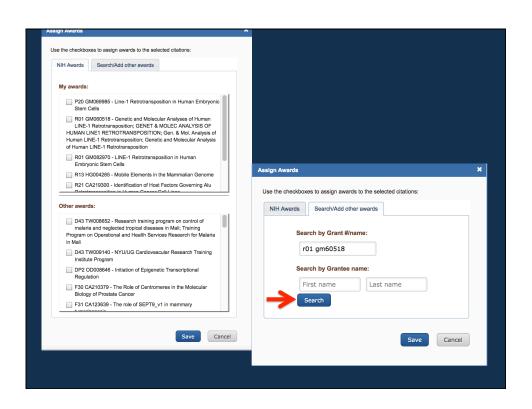
The N/A mark (not applicable) applies to citations that were published before April 7, 2008 when the NIH Public Access Policy went into affect and, therefore, the Policy does not apply.

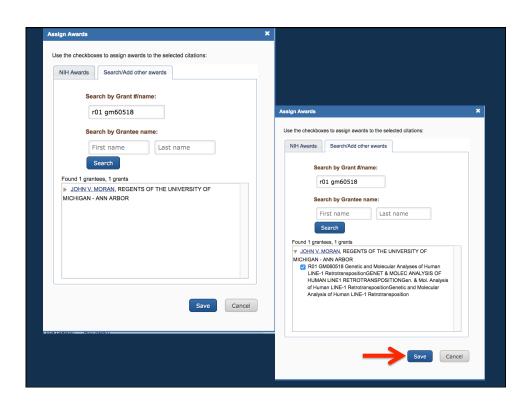
N/A NIH Public Access Compliance: Not applicable [Edit Status]

Funding: No funding has been associated with this citation. Add award







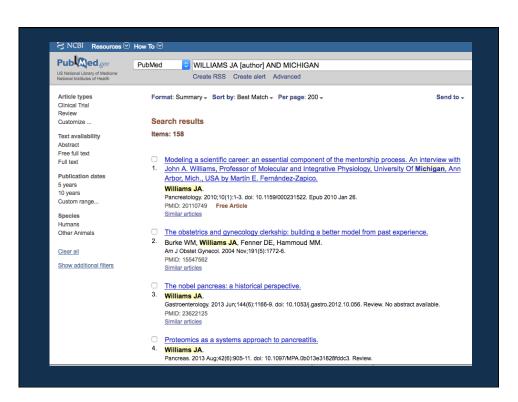


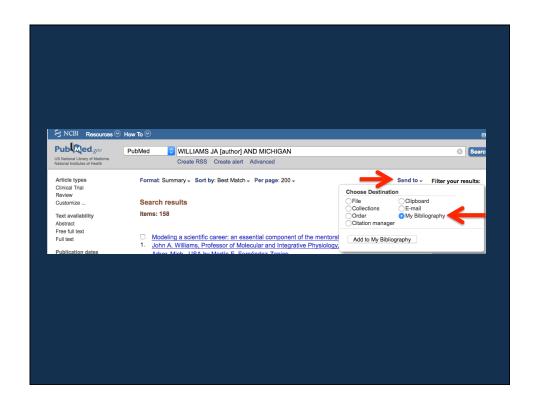
31: ☐ Athanikar JN, Badge RM, Moran JV. A YY1-binding site is required for accurate human LINE-1 transcription initiation. Nucle Res. 2004 Jul 22;32(13):3846-55. Print 2004. PubMed PMID: 15272086; PubMed Central PMCID: PMC506791. ✓ NIH Public Access Compliance: Complete. PMCID: PMC506791 NIH Funding:	
R01 GM060518 - Genetic and Molecular Analyses of Human LINE-1 Retrotransposition; GENET & MOLEC ANALYSIS O HUMAN LINE1 RETROTRANSPOSITION; Gen. & Mol. Analysis of Human LINE-1 Retrotransposition; Genetic and Molecu Analysis of Human LINE-1 Retrotransposition Add or delete award	

ADDING CITATIONS TO A MY BIBLIOGRAPHY

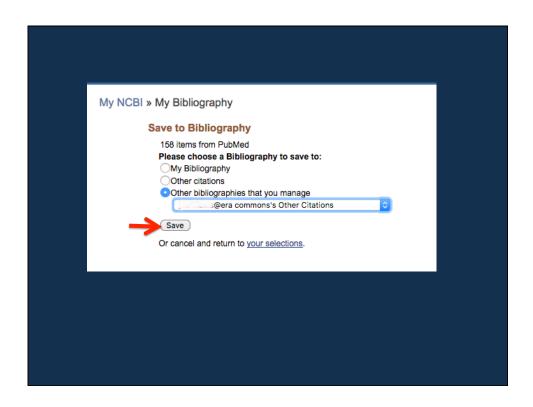
Directly from PubMed

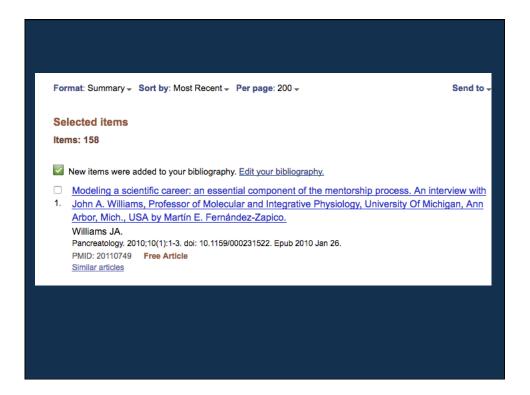
- 1. Make sure you are signed in to My NCBI.
- 2. Enter an author or the complete title of the article and click search.
- 3. Select the citation(s) you want to add to My Bibliography, and then click the "Send to" link to expand the drop-down menu. If, instead, you would like to send the entire search results to My Bibliography, proceed to click the "Send to" link to expand the drop-down menu.
- 4. Select the destination "My Bibliography" (a message indicates the number of citations selected to be copied to the bibliography) and click "Add to My Bibliography.
- 5. On the Save to Bibliography screen you will see the number of citations to be added and the "My Bibliography" is selected.
- 6. If you are the NIH Grantee and only have one bibliography that is linked to your eRA Commons the citations will be added to it.
- 7. If you have more than one select "Other bibliographies that you manage" and select the one you want the citation(s) to be added to.
- 8. As a delegate select the Grantee's that you are managing.
- 9. After the citation(s) have been successfully added there will be a message on the PubMed search screen with a green box checked indicating, "New item(s) were added to your bibliography".
- 10. You can click on the link "Edit your Bibliography" and be taken to the My Bibliography to make any edits such as adding awards.





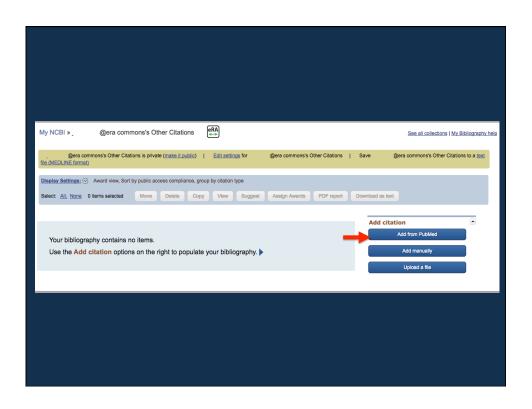


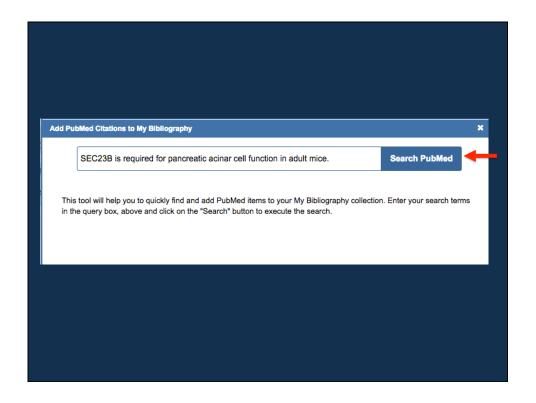


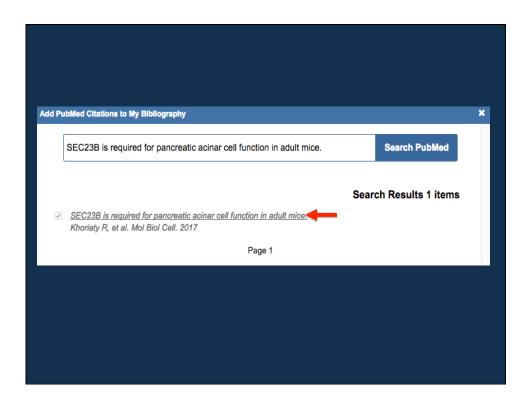


Using the My Bibliography search tool

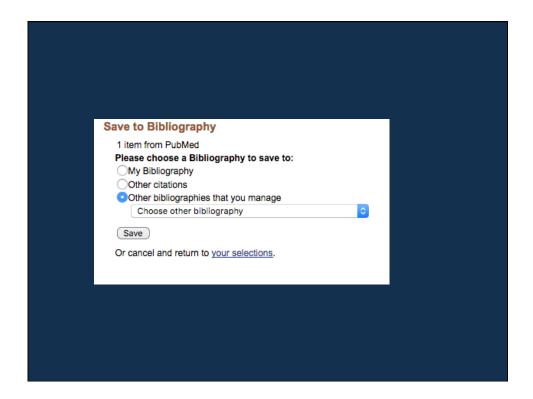
- 1. As an NIH Grantee you sign into My NCBI and go to "My Bibliography and click on "Manage My Bibliography".
- 2. As a delegate sign into My NCBI and click on the My Bibliography that you have been made a delegate on and make sure that the eRA logo appears at the top of the window.
- 3. Click on the "Add from PubMed" button.
- 4. In the Add PubMed Citations to My Bibliography":



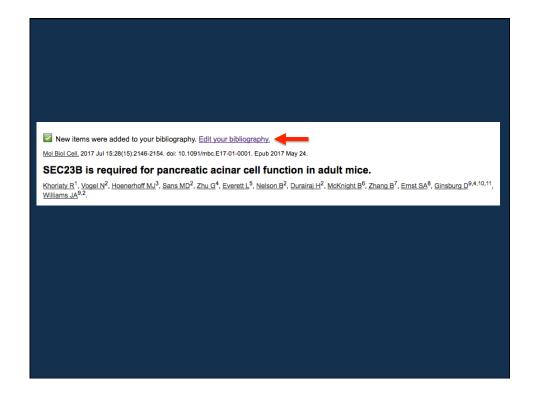




Format: Abstract +	Send to →
Mol Biol Cell, 2017 Jul 15,28(15):2146-2154. doi: 10.1091/mbc.E17-01-0001. Epub 2017 May 24. SEC23B is required for pancreatic acinar cell function in adult mice. Khoriaty R¹, Voqel №, Hoenerhoff MJ³, Sans MD², Zhu G⁴, Everett L⁵, Neison B², Durairaj H², McKnight B⁶, Zhang Bˀ, Em Williams JA²². ⊕ Author Information	Choose Destination File Collections E-mail Order My Bibliography Add to My Bibliography
Abstract	



Save to Bibliography	
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Other citations	
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Save	
Or cancel and return to <u>your selections</u> .	







Public Access Policy & eRA Commons

- If you cite a paper that falls under the Policy in an NIH grant application or progress report (Research Performance Progress Report RPPR), even if you are not an author, you must include a PMCID.
- Progress reports (RRRR) document grantee accomplishments and compliance with terms of an NIH award.
- RPPRs can be done by the Grantee, a delegate assigned by the Grantee, or a signing official who has "institutional authority to legally bind the institution in grants administration matter.
- The "institutional authority" is the Office of Research and Special Projects (ORSP).



RPPR Section C.1-Products

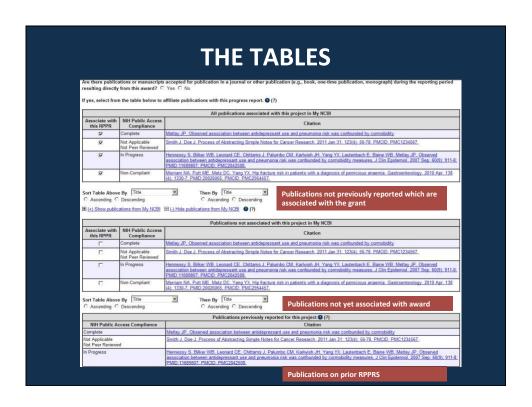
- In this section all publications reporting research funded by an NIH Grant are reported.
- The publications listed here come from the Grantee's My Bibliography that has been linked to Commons.
- Publications that fall under the NIH Public Access Policy and are non-compliant still must be reported and have 10 days to get into compliance.
- It is advised that getting these non-compliance publications into compliance be done as soon as possible to ensure that the award is renewed in a timely manner.

HOW TO REPORT PRODUCTS/PUBLICATIONS

- If there are no publications to report select No.
- If there are publications to report select Yes.



• If Yes is selected three tables will open.



THE TABLES AND MY BIBLIOGRAPHY

- The tables in the RPPR Products draw information from the Grantees My Bibliography in the My NCBI account.
- The publication data in these tables is dynamic until the progress report is submitted to the agency.
- Any change to the data occurring in PubMed, PubMed Central, the Grantees My Bibliography account, or in the compliance status of a publication, will refresh upon saving the C.1 Products section, or opening the RPPR in another session.
- When the progress report is submitted to the agency, the publication data is frozen in the progress report.

RESPONDING TO NON-COMPLIANCE NOTIFICATIONS

- The grantee must respond to this non-compliance notification.
- "NIH can accept anything other than compliance with the policy only in the rarest of circumstances, such as a death of the sole author."
- "NIH will not process RPPRs until all papers arising from the award are compliant with the public access policy. That means funding for awards with non-compliant RPPRs could be delayed. The NIH manuscript submission system (NIHMS) is processing papers in about 3 weeks. We encourage you to ensure compliance well before your RPPR is due to avoid delays processing your RPPR and receiving funding." Posted on September 27, 2017

QUESTIONS?