# NIH PUBLIC ACCESS Policy WORKSHOP April

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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 peerreviewed 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

cafe

J

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 A 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 L 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  $\mathcal{H}$ La gave their lives that that Mation might live. It is early
- altogether fitting and proper that we should do this. row
- L/Si But, in a larger sense we cannot dedicate bad 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
- little note nor long remember what we (here say the 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 statement Cemetery, Nov. 19, 1863. Reprinted, by permission of The a. a. Macmillan Company, from Abraham Lincoln, the Man w/q the People, by Norman Hapgood.)

#### 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 restingplace 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 Considery, Nov. 79, 1863. Reprinted, by permission of The MaCMILLAN COMPANY, from "Abraham Lincoln, the Man of the People," by Norman Hapgood.)

#### **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.
- Embargo<sup>1</sup> period<sup>2</sup>.

<sup>1</sup>The 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. SHERPA/RoME <sup>2</sup> http://www.sherpa.ac.uk/romeo/index.php

# 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)



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- On the first line you will enter the title of the manuscript.
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# **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.

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# **SELECTING THE GRANT**

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

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#### NIH Public Access

#### Manuscript Information

Journal name: Transplantation NIHMS ID: NIHMS840202 Manuscript Title:New-onset diab steroid-free imm us in kidney transplant recipients discharged on

#### **Manuscript Files**

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figure	Figure 1 The cumulative incidence rates of new-oncet diabetes after transplant (NODAT) per 1000 patient years at 6 months and at 1, 2, and 3 years, by use of steroids at discharge	Figure 1.png	7404	22016-12-3 11:34:55
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table	Table 2 Factors associated with the probability of developing NODAT within 3 years of discharge from the transplant hospitalization (N=25,837)	Table 2.jpg	1207	13016-12-3 11:34:57
table	Table 3 Discharge maintenance immunosuppression regimens other than	Table 3.jpg	1258	42016-12-3 11:34:58

#### New-Onset Diabetes Mellitus in Kidney Transplant Recipients Discharged on Steroid-Free Immunosuppression Luan, Fu L<sup>1,3</sup>; Ste⊟ck, Diane E<sup>2</sup>; Ojo, Akiniolu O.<sup>1,2</sup>

Luar, Fu L<sup>13</sup>, SteClat, Dane E<sup>2</sup>; Oj, Alintolu 0.<sup>12</sup>
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AO.O. neevied grant support from Pfizer, US, for a separate investigator-initiated research project and neoved consulting fees and speaking honoraria from Pfizer, GN. Alexon, and Stress, D.E. State and Speaking honoraria from Pfizer, GN. Alexon, and Stress, D.E. State Medical Center Drive, Ann Arbor, MI. 4510-0304.
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<sup>3</sup> Tadaman Center Box (384, 1500 Gasta Medical Center Drive, Ann Arbor, MI.45100-0304.
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FLL, participated in study deign and manuscript preparation; 20 E. Spratispated in data collection, statistical analyses, and manuscript preparation; 20 A.O.O. participated in the study design and manuscript preparation.
Reveiled 22 April 2010, Revision reguested 18
May 2010. Accogate 28 October 2010.
Abstract

Abstract

Background. New-onset diabetes after transplant (NODAT) is a serious complication after kidney transplantation. We studied the relationship between steroid-free maintenance regimens and NODAT in a national cohort of adult kidney transplant patients.

Methods: A total of 25,837 previously nondiabetic kidney transplant patients, engrafted between January 1, 2004, and December 31, 2008, were included in the study. Logistic regression analysis was used to compare the risk of developing NODAT within 3 years after transplant for patients discharged with and without steoid-containing mantenance immunosuppression regimens. The eElect of transplant program-level practice regarding steroid-free regimens on the risk of NODAT was studied as well.

Results. The cumulative incidence of NODAT within 3 years of transplant was 16.2% overall; 17.7% with maintenance steroids and 12.3% without (P<0.001). Patients discharged with steroids had 42% greater odds of developing NODAT compared with





Here you can see "What's Next?" showing the final steps of compliance.

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

#### **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
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NIH Grantees and/or their delegate must use My

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- If you do not have a My NCBI account you can register

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- 1. Log into My NCBI.
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- 3. Click on the "Change" button for "Linked Account".
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- 5. You can only link to one account. If you have linked to another account click on "Change" and follow steps in #4.
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- 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.
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- 9. Delegation accepted.





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 *Funding*: No funding has been associated with this citation. <u>Add award</u>

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.

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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.

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Article types Clinical Trial Review	Format: Summary - Sort by: Best Match - Per page: 200 -	Send to -			
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Full text	<ul> <li>Modeling a scientific career: an essential component of the mentorship p</li> <li>John A, Williams, Professor of Molecular and Integrative Physiology, Unit</li> </ul>	rocess. An interview with versity Of <b>Michigan</b> , Ann			
Publication dates 5 years 10 years Custom range	Arbor, Mich., USA by Martín E. Fernández-Zapico. Williams JA. Pancreatology. 2010;10(1):1-3. doi: 10.1159/000231522. Epub 2010 Jan 26.				
Species	PMID: 20110749 Free Article Similar articles				
Other Animals	The obstetrics and gynecology clerkship: building a better model from pa	ist experience.			
<u>Clear all</u>	<ol> <li>Burke WM, Williams JA, Fenner DE, Hammoud MM. Am J Obstet Gynecol. 2004 Nov;191(5):1772-6. PMID: 15547562</li> </ol>				
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	Gastroenterology. 2013 Jun;144(6);1166-9. doi: 10.1053/j.gastro.2012.10.056. Review. PMID: 23622125 Similar articles	No abstract available.			
	Proteomics as a systems approach to pancreatitis.				
	<ol> <li>Williams JA. Pancreas, 2013 Aug;42(6):905-11. doi: 10.1097/MPA.0b013e31828fddc3. Review.</li> </ol>				



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- 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":





s	EC23B is required for pancreatic acinar cell function in adult mice. Search PubMed
	Search Results 1 item
P	EC23B is required for pancreatic acinar cell function in adult mice.
	Page 1

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Mol Biol Cell, 2017 Jul 15;28(15):2146-2154. doi: 10.1091/mbc.E17-01-0001. Epub 2017 May 24.	Choose Destination
SEC23B is required for pancreatic acinar cell function in adult mice.	Collections E-mail
Khoriatv R <sup>1</sup> , Vogel N <sup>2</sup> , Hoenerhoff MJ <sup>3</sup> , Sans MD <sup>2</sup> , Zhu G <sup>4</sup> , Everett L <sup>5</sup> , Nelson B <sup>2</sup> , Durairaj H <sup>2</sup> , McKnight B <sup>6</sup> , Zhang B <sup>7</sup> , Erni Williams JA <sup>9</sup> <sup>2</sup> .	Citation manager
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#### 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.





### 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?**