REPRESENTATIVE DOCUMENTS
Beginning April 7, 2008, all Principal Investigators funded by the NIH must submit an electronic version of their final, peer-reviewed manuscripts, upon acceptance for publication, to the National Library of Medicine’s PubMed Central. These must be made publicly available no later than 12 months after the date of publication.

Effective March 12, 2009, President Obama signed into law the 2009 Consolidated Appropriations Act, which includes a provision making the National Institutes of Health (NIH) Public Access Policy permanent. The NIH Revised Policy on Enhancing Public Access requires eligible NIH-funded researchers to deposit electronic copies of their peer-reviewed manuscripts into the national Library of Medicine’s online archive, PubMed Central (PMC). Full texts of the articles are made publicly available and searchable online in PMC no later than 12 months after publication in a journal.

Because institutions and investigators are responsible for ensuring that any publishing or copyright agreements concerning articles submitted are fully compliant with this new policy, the UCI Libraries are now providing assistance with copyright and publishing agreements that may arise as Investigators submit articles to various journals. Assistance on these types of agreements can be obtained by contacting the UCI Libraries NIH Group at nih@uci.edu.

The new Public Access requirement is an important opportunity to make published research funded by NIH and written by you and your colleagues accessible to all - the public, health care providers, educators and scientists, among others. This improved access will help advance science and, ultimately, improve human health.

Principle Investigators receiving NIH funds should note the following:

- The NIH Public Access Policy applies to all peer-reviewed articles that arise, in whole or in part, from direct costs funded by NIH, or from NIH staff, that are accepted for publication on or after April 7, 2008. The final, peer-reviewed manuscript includes all graphics and supplemental materials that are associated with the article.
- As of May 25, 2008, anyone submitting an NIH application, proposal or progress report must include the PMC or NIH Manuscript Submission reference number when citing applicable articles that arise from their NIH funded research. This policy includes applications submitted to the NIH for the May 25, 2008 due date and subsequent due dates.

The University of California Office of Research and Graduate Studies’ Operating Guidance on the NIH Policy:
http://www.ucop.edu/ohs/home/ogpsmemo/08-05.pdf

University of California Letter To Publishers Regarding New NIH Policy:
http://www.ucop.edu/ohs/home/ogpsmemo/08-05a.pdf

NIH is maintaining a list of FAQs on the Public Access Policy at:
http://publicaccess.nih.gov/FAQ.htm

For guidance on how to submit articles, please visit:
http://publicaccess.nih.gov/submit_process.htm

For information on retaining author’s rights, depositing your article, or citations, please visit:

NIH Public Access Publisher Policies for Top 100 UCI-Authorated Sciences Journals:
http://www.lib.uci.edu/scamp/NIH-publisher-policies-UC.html
List contains NIH publisher policies for top 100 journals to which UCI researchers contribute.

NIH Public Access Publisher Policies for Top 100 NIH-Accepted Sciences Journals:
http://www.ncbi.nlm.nih.gov/pmc/policies-100.html
List contains NIH publisher policies for top 100 journals to which UCI researchers contribute.

Other resources for understanding and complying with the mandate:
- Compliance with the NIH Public Access Policy - Compliance Considerations and Options
  A SPARC/Science Commons/ARL joint white paper, by Michael W. Carroll, February 2008
  SPARC: NIH Public Access Policy Implementation
- For UCI research guidelines and policies, please visit:
  http://www.rgs.uci.edu/ira/
- Documents from the NIH Public Access Policy Workshop:
  NIH Public Access Policy (PPT Slides/written presentation)
  NIH Public Access Policy Summary (PDF Version)
NIH Public Access Policy - Tips from BML

How the New NIH Public Access Law Affects UCSD Researchers

As of April 7, 2008, researchers receiving grant money from the National Institutes of Health (NIH) will now have to submit copies of their resulting research papers to PubMed Central (PMC) when their papers are accepted for publication in a journal. PMC will then make these papers freely available to the public no later than 12 months after publication.

PubMed Central (PMC) is the NIH's free digital archive of biomedical and life sciences journal literature.

How to comply with the policy:

1) Address Copyright. THIS IS THE MOST IMPORTANT STEP. Before you sign a publication agreement or similar copyright transfer agreement, make sure that the agreement allows the article to be submitted to NIH in accordance with the Public Access Policy.

In order to comply with this requirement, UC investigators should endorse this letter signed by William Tucker, Executive Director, Office of Technology Transfer and Research Administration, University of California, Office of the President, with any articles submitted to publishers for possible publication. This letter gives notice to the publishers that if accepted for publication the article will be required by law to be posted on PubMed Central. If this letter is not submitted to the publisher at the time the article is sent in for review, it must be submitted along with any publication agreement signed by a UC investigator.

2) Submit the article to NIH. This can be done in a number of ways:

   a. You or someone in your organization (e.g., an assistant) may deposit a copy of the peer reviewed manuscript in the NIH Manuscript Submission (NIHMS) system, which puts it into PubMed Central (PMC).

   b. Your publisher may send the peer-reviewed manuscript files to the NIH Manuscript Submission system for you. In both cases above (a and b), you still will have to verify and approve the manuscript personally via the NIH Manuscript Submission system, which will send you an email message requesting this action (see FAQ on using NIHMS).

   c. Some publishers have agreed to make the final published article of every NIH-funded article publicly available in PubMed Central within 12 months of publication (see FAQ on journals that deposit articles). For these journals, you do not need to do anything to fulfill the submission requirement of the NIH Public Access Policy.

3) Cite. As of May 25, 2008, when citing an article in NIH applications, proposals, and progress reports that falls under the policy, and was authored or co-authored by you or arose from your NIH award, you must include the PubMed Central reference number (PMCID). This policy includes applications submitted to the NIH for the May 25, 2008 due date and subsequent due dates. (see FAQ on how to cite articles).

Important dates:

- As of April 7, 2008, all articles arising from NIH funds must be submitted to PubMed Central upon acceptance for publication.
- As of May 25, 2008, NIH applications, proposals, and progress reports must include the PubMed Central reference number (PMCID) when citing an article that falls under the policy and is authored or co-authored by the investigator, or arose from the investigator's NIH award. This policy includes applications submitted to the NIH for the May 25, 2008 due date and subsequent due dates.
Articles accepted for publication before April 7: If, on May 25 or later, you cite an article that was accepted for publication before April 7, you don’t have to include a PMC/NHMS ID in your citation. The ID is required only for articles that fall under the mandatory policy, so you’re not obliged to deposit all older articles that you might cite.

Further Information and Help:
- Upcoming workshops: September 17 - workshop at Medical Center Library Hillcrest, October 29 - workshop at Biomedical Library.
- Visit the NIH Public Access Policy section of the UCSD Office of Contract and Grant Administration (OCGA) Web site for further detailed information regarding this new policy.
- The NIH maintains a Public Access website with a FAQ and detailed instructions.
- To help you become familiar with the step-by-step submission process, illustrated submission tutorials are available.
- To determine publisher’s policies for depositing in PubMed Central search the SHERPA/RoMEO database and the Open Access Directory (OAD) wiki, “Publisher Policies on NIH-funded authors” hosted at Simmons University.
- For HHMI researchers: information is available about HHMI’s publishing policy.
- For more information or questions about the NIH policy, or to arrange for a training session for your group, contact Nancy Stimson at (858) 534-6321 or nstimson@ucsd.edu.

See Also
- Compliance Flowchart (PDF)
- Chart: When to Comply (PDF)
NIH Public Access Policy

As a result of an important new federal policy, peer-reviewed articles that result from National Institutes of Health (NIH) funding will now be readily accessible to other researchers and members of the public. Researchers funded by NIH are now required to submit a copy of their peer-reviewed journal articles to PubMed Central (PMC) upon acceptance for publication, to be made publicly available no later than 12 months after publication.

You may be responsible for some steps of implementing this policy. In particular, if you receive NIH funding and prepare an article for publication, you should:

- Upon submission of the article, notify the publisher that it is subject to the NIH Public Access Policy.
- Upon acceptance of the article, ensure that the publication agreement reserves to you the right to send the manuscript to PubMed Central.
- Upon acceptance of the article, submit the final peer-reviewed manuscript to PubMed Central.
- Upon your next submission to NIH, include in the application the identification number (called a "PMCID") for your previous NIH articles, demonstrating your compliance with the Public Access Policy.

Compliance is not merely a federal requirement. Completing these steps will facilitate making your article widely available for readers and researchers and may enhance the influence of your research. Appropriate offices of Columbia University are available to assist with these procedures.
Overview

The National Institutes of Health (NIH) Public Access Policy became effective April 7, 2008. Under federal law, NIH now requires that the author’s final version of any peer-reviewed journal article resulting from NIH-funded activities must be submitted to the PubMed Central (PMC) repository, where it will be made available to the public within 12 months after the journal article is published. This new policy has several compliance issues that Duke authors need to address.

Update (March 12, 2009): President Obama has signed into law the 2009 Consolidated Appropriations Act, which includes a provision making the NIH Public Access Policy permanent. Read more...

NIH Publication Policy

This is a copy of the letter sent to NIH-funded Duke researchers and authors outlining the new policy.

Copyright

Duke authors must ensure that agreements with publishers permit the submission of the author’s manuscript to NIH:

- Submit this letter with your manuscript alerting the publisher to the fact that the manuscript is subject to the NIH policy and Duke University expects them to comply with the policy.
- There is also suggested wording that you can add to a publisher’s agreement to ensure that you can fulfill the NIH policy.
- You can review your contract language with Duke’s Scholarly Communications Officer, Kevin L. Smith (919-613-4451).
- Check the SHERPA RoMEO database for a summary of permissions that are normally given as part of each publisher's copyright transfer agreement.
- The Medical Center Library & Archives will provide links to publishers' policies in the future.

Submission of Your Manuscript

For peer-reviewed manuscripts accepted for publication on or after April 7, 2008, Duke authors must submit the final version of the peer-reviewed manuscript, and accompanying files, to the NIH Manuscript Submission System (NIHMS):

- The NIHMS system is very easy to use.
- Submission can be done by the Principal Investigator or author or a third party in their lab or department.
- The Medical Center Library & Archives also offers a submission service for Duke authors across the entire University.
- Some publishers will submit the final publisher version for authors. See list
- The Medical Center Library is working on a list of other publishers’ policies.

Some publishers are charging fees to do this for you. In those instances you can avoid paying the fee by submitting the manuscript to PubMed Central yourself. The NIH submission process is simple and easy, or you can use the Library’s system cited above. Paying the publisher is NOT necessary.

Citing PubMed Central (PMC) ID Numbers

When your manuscript is submitted to NIH, you will receive a NIHMS ID number, and once it is available in PubMed Central, it will be assigned a PMC ID number.

Effective May 25, 2008, you will need to cite the PMC ID or NIHMS ID numbers for your articles that you cite in your progress reports, new applications, and renewals. These are only needed for articles accepted for publication on or after April 1, 2008, but you may include PMC ID numbers for articles already in PubMed Central as well.

PMC ID numbers can be found in PubMed and in PubMed Central. The PMC ID number begins with PMC and appears in the lower left of the PubMed citation in the Abstract display option.

NIHMS ID numbers can also be found in PubMed Central and in PubMed in the MID (Manuscript ID) field when viewing the citation in the MEDLINE display format.

The Medical Center Library can help you find these numbers, if you need assistance.

If you publish through a journal in the list of Journals That Submit Articles To PubMed Central, you may indicate “PMC Journal - In Process” until the PMCID is available. There might be a slight delay in assignment of a PMCID even for those publishers working with NIH. By using this phrase, you are letting the NIH program officer know that your article will be in compliance with the new policy.

Finding PubMed Central (PMC) ID Numbers
Tutorials: NIH Public Access Policy Overview
http://www.mclibrary.duke.edu/nihpolicy

- PubMed and PMC ID Citations
- NIHMS ID Number in Published

Policy Applications
Applies to "All Investigators Funded by NIH"
- Directly or indirectly resulting from NIH funded research or contract
- Supported whole or in part with direct costs
- Research grant and cooperative agreements
- Contracts
- Career development awards
- All Kirschstein National Research Service awards
- Intramural grants
- If NIH pays your salary
- Original primary research

Applies to "All Final Peer-Reviewed Articles"
- Electronic version of manuscript
- With all the edits made during peer review
- But NOT the final published version with copy editing, stylistic changes and editing
- Use of the final PUBLISHED version requires permission from the publisher
- Do not download the PDF from the journal site unless you have permission
- Submit whether or not it is indexed in MEDLINE/PUBMED

Does NOT apply to:
- Books
- Book chapters
- Editorials or correspondence
- Non peer-reviewed articles
- Articles in trade magazines
- Abstracts or proceedings
- Multimedia or other type of publications

Results of Non-Compliance
What will happen if you do not comply?
"Compliance with the NIH Public Access Policy is not a factor in the scientific and technical merit evaluation of grant applications. Non-compliance will be addressed administratively, and may delay or prevent awarding of funds."

From the NIH Public Access Policy FAQ: http://publicaccess.nih.gov/FAQ.htm#b9
EMORY UNIVERSITY
NIH Public Access Policy
http://web.library.emory.edu/IP_rights/NIH_public_access_policy.html

NIH Public Access Policy

The National Institutes of Health (NIH) has a new Public Access policy passed into law which becomes effective April 7, 2008. The Public Access policy requires that the final version of all peer-reviewed articles resulting from NIH-funded activities must be deposited into the open access digital archive PubMed Central (PMC) within 12 months of publication. As of May 25, 2008, all citations in proposals or reports to NIH must include the PMC or NIH Manuscript System ID numbers. Non-compliance with the Public Access policy may jeopardize future NIH grant applications and renewals. The NIH has comprehensive information on this new policy.

Emory University is developing resources and services to assist authors, grant managers and others to comply with the Public Access policy. Following is additional information to assist you in complying with this new NIH policy.

What is the scope of this new law?

- The law applies to all peer-reviewed journal articles accepted for publication on or after April 7, 2008 that result from the following NIH-funded grant categories:
  - Directly funded by an NIH grant or cooperative agreement active in federal fiscal year 2008 (Oct. 1, 2007 - Sept. 30, 2008) or beyond
  - Directly funded by a contract signed on or after April 7, 2008
  - See Public Access FAQ for more information.
- The law applies to the final peer-reviewed article, including all graphics and supplemental materials associated with the article, but not the journal's final, formatted and published version of the work unless the journal has given permission for the pdf of the final version to be deposited in PubMed Central. The law does not apply to books, book chapters, editorials, correspondence, and non-peer-reviewed articles, such as articles in trade magazines.
  - See Public Access FAQ for more information.
- If you have questions or would like assistance determining if your NIH grant is included in this new law, you can contact the Office of Sponsored Programs at 404-727-2503 or at OSP-WEB@listserv.cc.EMORY.EDU

What must I do to comply with the new law?

1) Address copyright
   - Authors must address copyright before signing agreements with publishers to ensure
that the agreement allows submission of the peer-reviewed article to PMC.

- Authors may amend the publisher agreement using the following language if the agreement does not have a similar clause:
  - Addendum: Journal acknowledges that Author retains the right to provide a copy of the final 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.
  - This amendment can be made by inserting over your signature "Subject to the attached Addendum" with the above wording serving as the Addendum. A pdf of this Addendum is available for your convenience.
  - See Public Access FAQ for more information.

- If you have questions or would like assistance reviewing your publisher agreement, you can contact Emory Libraries IP Rights Office at 404-727-1535 or scholcorrm@listserv.cc.emory.edu

2) Submit the article to NIH

- You can deposit the peer-reviewed article in the NIH Manuscript Submission (NIHMS) system.
- The journal publisher can submit the peer-reviewed article for you in NIHMS (however, the publisher may charge a fee for this service).
- For publishers which have agreed to submit the final published article to PMC, you do not need to do anything. See the Public Access website for a list of these journals.
- See Public Access FAQ for more information.
- If you have questions or would like assistance submitting your article to NIHMS, you can contact the Woodruff Health Sciences Center Library at 404-727-8727 or medref@listserv.cc.emory.edu

3) Cite the PMC or NIH Manuscript Submission Reference Numbers

- As of May 25, 2008, when citing an article in NIH applications, proposals, and progress reports, you must include the PubMed Central reference number (PMCID) or the NIH Manuscript Submission Reference Number, which is generated when a manuscript is submitted to the NIHMS system.
- The PubMed Central ID may be found searching PubMed Central.
- If you have questions or would like assistance locating PubMed Central IDs, you can contact the Woodruff Health Sciences Center Library at 404-727-8727 or medref@listserv.cc.emory.edu

Where can I find additional information?

- The NIH Public Access Policy FAQ
- The NIHMS Tutorial
- The NIH Public Access Communications site
- DigitalKneads: Select Publisher Policies about the NIH Public Access Policy

Additional links
NIH Public Access Policy

The NIH Public Access Policy ensures that the public has access to the published results of NIH funded research. It requires scientists to submit peer-reviewed journal articles that arise from NIH funds to the digital archive PubMed Central. The policy requires that these articles be accessible to the public on PubMed Central to help advance science and improve human health.

Are you required to comply?

If your article was accepted for publication before April 7, 2008, or is based on research funded by a grant that expired in FY 2007 or earlier, you do not need to comply with this law. Otherwise, if your article was accepted on or after April 7, 2008, you must submit your manuscript to PubMed Central. NIH has a thorough FAQ that can answer many questions, as well as a tool that can show you what to do.

How to comply:

1. If your article is published in a journal that submits articles to PubMed Central, no further action is needed to comply.
2. For articles published in other journals:
   a. Obtain your copyright.
   b. Submit the final peer-reviewed manuscript.
   c. Cite articles in your grant applications using PubMed Central reference numbers.

In all cases, the PI is responsible for ensuring compliance with the NIH Public Access Policy.
MASSACHUSETTS INSTITUTE OF TECHNOLOGY
NIH Public Access Policy: Details for MIT Authors
http://info-libraries.mit.edu/scholarly/open-access-initiatives/nih-2/

Scholarly Publication - MIT Libraries
Retaining rights & increasing the impact of research

NIH Public Access Policy: Details for MIT Authors

On January 11, 2008, the National Institutes of Health ("NIH") adopted a revised—and now mandatory—Public Access Policy that requires all NIH-funded investigators to submit their final, peer-reviewed manuscripts to the NIH’s PubMed Central (PMC) database (the digital archive of biomedical and life sciences journal literature) upon acceptance for journal publication.

Compliance with the policy is a term and condition of all grants and cooperative agreements active in Fiscal Year 2008 or beyond, and for all contracts awarded after April 7, 2008.

The new policy implements a Congressional statutory directive under which:

The Director of the [NIH] shall require that all investigators funded by the NIH submit or have submitted for them to [PMC] an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication: Provided, That the NIH shall implement the public access policy in a manner consistent with copyright law.

NIH has now revised its home page, FAQ, and Public Access Policy, describing the new mandatory submission process.

An overview for members of the MIT community who receive funds from NIH:

- Step by Step Guide for Complying
- Timing and Grants Affected
- Publisher Agreements and Copyright
- Submitting to PubMed Central
- PubMed Central Reference Numbers
- Publication Costs
- Compliance Flowchart

Step by Step Guide for Complying With the NIH Public Access Policy

In addition to the summary below of the main aspects of the policy, there is a step by step overview of the actions authors need to take in order to comply.
Timing and Grants Affected

- The policy applies to all peer-reviewed journal articles that are accepted for publication on or after April 7, 2008.
- The policy applies to articles based on work funded by an NIH grant or cooperative agreement active in FY08 (10/1/07-9/30/08) or beyond; and articles based on work funded by an NIH contract signed on or after April 7, 2008.
- Principal Investigators and their institutions are responsible for ensuring that articles that arise directly from their awards, even if the PI is not an author or co-author, are submitted to PubMed Central in accordance with the policy.

Publisher Agreements and Copyright

- It is essential for authors to ensure that any publication agreement they sign allows the final, peer-reviewed manuscript to be submitted to PubMed Central in accordance with the policy.
- From the NIH FAQ: "Authors should avoid signing any agreements with publishers that do not allow the author to comply with the NIH Public Access Policy."
- If a journal presents an author with a copyright transfer agreement, the author should not sign it if it does not allow the author to submit the final, peer-reviewed manuscript to PubMed Central within 12 months of the publication date.
- Authors should attach an amendment to the publisher’s transfer agreement that will allow them to comply with NIH requirements.
  - See the Step by Step Guide for details.
  - A grid summarizing key publishers’ practices in relation to the NIH policy is available by emailing Ellen Duranceau, Scholarly Publishing & Licensing Consultant, MIT Libraries.
  - Authors may also want to read the article PubMed Central Deposit and Author Rights, which offers an overview of 12 publishers’ agreements in terms of the NIH policy and related author rights (accurate as of 8/8/08; please note, publisher policies do change over time).

Submitting to PubMed Central

- Submitting to PMC is required even if you publish in an open access journal, or if the article is freely accessible on the publisher’s website.
- The author’s requirements related to submission depend on which journal the author is publishing in: See the Step by Step Guide for details.

PubMed Central Reference Numbers

- Authors and PIs should begin collecting PubMed Central reference numbers as well as NIH Manuscript Submission System reference numbers as proof of deposit. As of May 25, 2008, these numbers will be required in all progress reports, proposals, and grant applications when citing papers that arose from
your NIH award.

- **NIH Manuscript Submission System Reference numbers (NIHMS IDs)** will be supplied to authors via email from the NIHMS system, when they are asked to approve the submission and release of the manuscript. These will be important to use as references prior to the point that the article appears publicly in PMC.

- **If the publisher partners with PMC, no NIHMS ID will be created.** Authors should instead reference the PMCID, but this will be available only if the article is publicly visible in PMC (see next bullet). For articles published by partner publishers which are not yet publicly visible in PMC, authors should indicate “the PMC ID is not yet available.” (New instructions for this situation are expected in late April or May 2008.)

- **PubMedCentral Reference Numbers (PMCs)** can be found in three ways:
  - By searching PubMed and looking at the end of the abstract.
  - By searching PubMed Central and looking at the end of the citation, if the article is publicly available.
  - By searching PubMed Central and looking near the top of the full text of the article, if the article is publicly available.
  - NIH also offers a tool to convert PMCs into PMIDs and vice versa.

### Publication Costs

- NIH will allow PIs to pay open access publication costs from grant funds, though NIH is not budgeting additional funds for this purpose.
- See the Step by Step Guide for details.

### Compliance Flowchart [from Washington University]

- Washington University in St. Louis Medical Library has prepared a flowchart: "Complying with the Revised NIH Public Access Policy."

For further information please contact:

*Ellen Finnie Duranceau / Scholarly Publishing & Licensing Consultant / MIT Libraries / x38483 / efinnie@mit.edu*
NIH Submission Policy

 Posting Manuscripts to PubMed Central for NIH-funded Research

 Federal legislation is now in effect which mandates that researchers funded by NIH grants awarded April 2008 or after must submit an electronic version of final, peer-reviewed articles within 12 months of publication.

 It takes only about 10 minutes to submit a manuscript. It is our recommendation that the submissions are made by authors who are responsible for the final revisions of the manuscript(s) and who have access to NIH grant numbers.

 Below is information about the policy and links to the submission system.

 The NIH Public Access Policy

 The NIH Public Access Policy implements Division G, Title II, Section 218 of PL 110-161 (Consolidated Appropriations Act, 2008). The law states:

 The Director of the National Institutes of Health shall require that all investigators funded by the NIH submit or have submitted for them to the National Library of Medicine's PubMed Central an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication: Provided, That the NIH shall implement the public access policy in a manner consistent with copyright law.

 You are not required to submit manuscripts for work that was funded by grants or awards given prior to NIH Fiscal Year (FY) 2008—which began October 2007—although you may do so if you choose and if you own rights to the material. Compliance is connected to current NIH funding as of FY2008, and the date of acceptance of the publication.

 Here are the requirements for periods covered by the mandate:

 - Manuscript generated by NIH FY2008 (or after) grant and accepted for publication on or after April 7, 2008
 - Manuscript generated by a continuing NIH grant that is active in FY 2008 (or after) and accepted for publication on or after April 7, 2008
 - Manuscript generated by NIH contract awarded after April 7, 2008

 If you are publishing a manuscript based on NIH-grant-funded data collected during the mandated period you must comply, even if the publication is made long after the grant has expired.

 Copyright Concerns and Issues
It is important to address copyright issues before submitting a manuscript to the NIH Public Access Manuscript Submission system (NIHMS).

- If you have signed a contract with a publisher transferring rights to your manuscript to them, you will have to obtain permission to submit your manuscript to NIH for public access.
- Authors are urged by NIH to avoid signing such agreements, since they will not allow the author to comply with the policy.
- The NIH provides sample language to request in future copyright agreements with journal publishers:

"Journal acknowledges that Author retains the right to provide a copy of the final 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."

- If an author has submitted a manuscript to the NIH Public Access system that is copyrighted to a journal, journals may request to have the material removed from the Public Access system.

For other information on copyright issues, please consult the NIH FAQ page copyright section.

Please be aware that these are suggestions and guidelines as recommended by the NIH policy pages. They are not intended to be interpreted as legal counsel.

The NIH Public Access Submission and Information Pages

Here are the links to the submission system and helpful pages from the NIH:

- Submit your manuscripts at the NIHMS submission page
- There are also excellent submission tutorials located on the NIHMS site
- The home page for the Public Access policy is a good starting place to read the policy and to link to other helpful pages
- The NIH maintains a comprehensive FAQ page for the NIH Public Access policy

Which journals will submit your manuscript for you?

Before you begin the submission process, check to see if the journal you are publishing with is one of the PubMed Central journals that will submit the manuscript for you.

You can find a list of PubMed Central (PMC) journals at the NIH submission policy site.

If you publish with one of these journals, you will still have to assign a grant reporting reference to the manuscript through the NIHMS system. This can only be done by a principal investigator (PI) through the eRA link to NIHMS submission. Please refer to the grants reporting section of this guide for more information.

Things to know before you submit

If the journal does not submit to PubMed Central for authors, these authors must self-submit.
multiple PIs are involved, one should be designated as corresponding and submitting author.

Before submission authors need to determine any stipulations journals may have placed on submission by authors. These stipulations can be found on the publisher's copyright agreement form or on the publisher's web pages for submission. Some considerations and stipulations are:

- Embargo period (may not be longer than 12 months as mandated by NIH)
  - This embargo period usually begins after the journal publication itself, not after electronic submission of pre-print ahead of publication in indexes such as MEDLINE.
- Including a link to the journal's publisher
- Including the DOI (digital object identifier) of the final version
- Version to submit to PMC: final peer-reviewed version or final journal-formatted version
- Link to the final formatted version on the journal’s website
- Including a statement specified by the publisher
- Including the full final citation of the published work

Submitting the Manuscript

Below are some step-by-step instructions on submission to the NIHMS system:

From the NIHMS submission page: (http://www.nihms.nih.gov/)

- Log in to the NIHMS System through the link in the upper right corner of the submission page
- Select the proper category for your submission type:
  - You need an eRA commons profile to submit as a PI.
  - You need a myNCBI account to submit on behalf of someone else. A pop-up window will prompt you to log in to your myNCBI account. If you do not have one, you can register for one at this time. There is no fee for creating a myNCBI account.
After logging in via the proper channel, click the button labeled "Submit New Manuscript"

What info do you need to begin?

- The name of the journal
- The manuscript title
- Grant number - Because this information is needed, it is recommended that someone familiar with the work submit the manuscript. This is usually either the principal investigator or first author of the paper. Note: If the work is funded by several grants, they may be entered in a single submission.
- All the files necessary: What formats of file should you submit?
  - Use the final, peer-reviewed and edited version
  - This will usually be the double-spaced document format you use to submit for review.
  - Do NOT use the journal-formatted "reprint" PDF, unless the journal allows you to submit the formatted version
  - Your manuscript can be a Word document or any format that is required by the journal to which you submitted.
  - Include any and all figures, tables, etc. They can be either embedded in the manuscript or included as separate files, but they must be submitted.
  - Use the links supplied on the NIHMS starting page to help answer your questions about file formats.
Hit the "Continue" button on each submission page to proceed through the submission process. You will be prompted to supply all the necessary information. If you wish to discontinue the process, you may hit the "Cancel Submission" button on the lower left of each page.

**NL-M Skill Kit: NIH Manuscript Submission System**

**NIH Public Access Submission Process**

The Use Grants Reporting Message

If you get a message stating "Please use Grants Reporting to assign your grants to the article", this means that you have tried to submit a manuscript for a journal that belongs to the PubMed Central submission group, and they will do it for you. If you receive this message, go to the upper right corner of your submission page, and click on the "Grants Reporting" link:

![Grants Reporting Link](image)

Note: you must be signed in to eRA Commons as the principal investigator to do Grants Reporting or to see this link. You cannot do Grants Reporting if you are using the myNCBI submission process to submit for someone else.

Approve the submission

After a manuscript is submitted, the PI will receive up to two e-mails from the NIHMS prompting approval of the submission. At this point, PIs will be prompted to create an eRA Commons account if one is not already in existence.

Submission approval includes verification of the manuscript and grant award. This is the point at which publisher-stipulated embargo periods may also be added, if the manuscript has been submitted by a third party. Final review of the web version before PMC posting is the final step of the approval process.

NIHMS sends reminder e-mails to the PI if the initial requests for approval are overlooked. Authors should be aware that submission of the manuscript is not sufficient for compliance with the NIH mandate: Approval of the manuscript is necessary for full compliance.

**If Publisher submits manuscripts for authors**

PI will receive two e-mails from NIHMS:

1. **Approve PDF Receipt**: PI is asked to review the PDF, confirm that it is the correct manuscript
and enter grant information. NIHMS will then convert the PDF to a web-suitable version.

2. **Approve Web Version**: PI is prompted to do a final review of the web-formatted version to be posted to PMC.

**If PI submits**
PI will receive only one e-mail from NIHMS:

1. **Approve Web Version**: PI is prompted to do a final review of the web-formatted version to be posted to PMC.

**If third party submits on behalf of PI**
PI will receive two e-mails from NIHMS:

1. **Approve PDF Receipt**: PI is asked to review the PDF, confirm that it is the correct manuscript, enter grant information and assign any publisher-stipulated embargo period (maximum of 12 months allowable by mandate). NIHMS will then convert the PDF to a web-suitable version.
2. **Approve Web Version**: PI is prompted to do a final review of the web-formatted version to be posted to PMC.

**Resources**

Here are some of the links that are found throughout this document, plus some handy tools and resources from the NIH.

**NIH Resources**

- Revised Policy on Enhancing Public Access to Archived Publications Resulting from NIH-Funded Research (NOT-OD-08-033)
- Reminder Concerning Grantee Compliance with Public Access Policy and Related NIH Monitoring Activities (NOT-OD-08-119)
- Overview of the NIH Public Access Policy
- NIH Submission Methods
- NIH Grants Search Tool
- NIH Public Access Policy Frequently Asked Questions
- NIH PubMed Central (PMC) Journal List
- PubMed Central
- PMID: PMCID Converter

**NIHMS Resources**

- NIHMS Home Page and Log-In
- NIHMS Tutorials for Submitters
- NIHMS Video Tutorial: Submitting an Article to PubMed Central (for PIs/Authors who self-submit)
- NIHMS Video Tutorial: Approving Submission of an Article to PubMed Central (for PIs/Authors who need to approve a submission made by a publisher or third party)
- NIHMS Help Desk
- Skill Kit: NIH Manuscript Submission System - Get the Help You Need
Modifying EndNote to include the PubMed Central ID (PMCID)

These instructions will demonstrate the procedure for modifying the PubMed (NLM) import filter to include the PMCID, then how to display it in citations by modifying output style.

There are several steps that must be done to put the PMCID in the proper place in EndNote references. First, the EndNote Preferences need to be modified. To do this, open your EndNote program (with or without an EndNote Library). Click on Edit then click on Preferences. A new window will open labeled EndNote Preferences.

![EndNote Preferences window]

From the list on the left, click on Reference Types. The right panel of the window will change to the default selection, Journal Article. If the Default Reference Type is NOT Journal Article, then use the drop down arrow to select Journal Article.

Next click on the button Modify Reference Types.
A new window will open. Scroll down until the column on the left has Custom 1, Custom 2, Custom 3, etc. visible. Place your arrow pointer in the column next to Custom 1, which in most cases will be blank. Type PMC in this space. That will become the new label in the EndNote record. Then, click the OK button at the bottom.

Modifying the PubMed(NLM) Import Filter

EndNote has an import filter for PubMed called PubMed (NLM). This is the file you want to modify to add the PMCID to your EndNote records. To preserve the integrity of the original file, you will want to rename this file. Choose a name such as "PubMed with PMCID (NLM)". To do this, click on Edit and hover the pointer over Import Filters. If you have used the PubMed(NLM) filter to import references recently, it should be one of the choices on the right. If not, then select Open Filter Manager and from the list of import filter choices, select PubMed (NLM) and then rename it: Go to File/Save As and then rename the filter file to PubMed with PMCID (NLM). The name in the window should now be the name you used to Save As. This is the file you want to modify, NOT the original PubMed (NLM) file. Click on Edit and go down to Import Filters. A selection of options will appear. Your new PubMed with PMCID (NLM) should be one of the options. If not, then select Open Filter Manager and from the list of import filters, select PubMed with PMCID (NLM) and click on the Edit button. A new window will open with the editing choices on the left and a display window on the right.

Modifying this file is much like modifying the reference types in the EndNote preferences.

Click on Templates in the left column and a two column window will display in the right hand side. You are going to add the PMC field from the PubMed MEDLINE record display in the Tag column and PMC in the Field(s) column.
Position your cursor in the box after (IGNORE) (later updates of EndNote have Notes in this field) next to the PL tag and press . This should give you an empty row between the PL and the PMID tags.

Under the Tag column, type PMC? (Note: there is a space between the C and the dash) and then press to position your cursor in the Field(s) column and type PMC. Close the window and, when prompted, save the changes you have made.

Modifying the Output Style(s)

The last step is to modify an output style to display the PMCID at the end of the citation. You can pick whatever output style(s) you wish, the process is the same. The Numbered style is used as an example for this guide.

After selecting the style you wish to edit, be sure to rename the file like you did with the Import Filter. When you have the file selected, just do File/SAVE AS and give it a new name (this guide used Numbered with PMCID). It is also a good idea to fill in the Based On part of the display in the right hand window to include the name of the EndNote style you are modifying.

With the new file now selected, click on the Templates item under Bibliography. The first choice in the window under Reference Types on the right hand display will be Journal Article. For our purposes,
the PMC field will be added to the end of the Journal Article type.

Place the cursor at the end of the Journal Article record which, in this example, is right after the period (.). Press the space bar and then type: `PMCID:` PMC. Include the grave accent (’`) diacritical mark (located to the left of the "1" key on your keyboard) on either side of `PMCID:` Now, the journal type should look like this:


You may not have all of the fields in your record that are in this example. This varies by the style you choose. Just add `PMCID:` PMC to the end of the string that is there. Then close the window and save the changes.

- You will use your new import filter when importing references from PubMed to your EndNote libraries.
- You can use your new Output style in your bibliography in NIH grant applications, proposals and progress reports after May 25 when citing your work accepted for publication after April 7, 2008.

PLEASE NOTE: This only works for the EndNote program that is loaded on your computer.
THIS DOES NOT WORK FOR ENDO NOTE WEB.

EndNote FAQ on the PMCID: http://www.endnote.com/support/faqs/import/faq15.asp

EndNote Assistance is available at Galter Health Sciences Library:
Galter Library Education Team
312-503-8109

Adapted from document originally created by Lee Vucovich of the University of Alabama, Lister Hill Library.

Need some assistance?
Ask the Biosciences Librarian Pamela Shaw for assistance.

Pamela Shaw, Biosciences Librarian
Pamela’s Liaison Page
312-503-8689

For further information, contact us
This page last updated Feb 18, 2009.
The Law became effective April 7, 2008

The Director of the National Institutes of Health shall require that all investigators funded by the NIH submit or have submitted for them to the National Library of Medicine's PubMed Central an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication. To be made publicly available no later than 12 months after the official date of publication. Provided, That the NIH shall implement the public access policy in a manner consistent with copyright law.

Key Points

As of April 7, 2008:
The revised NIH Public Access Policy stipulates that as of FY2008, NIH-funded investigators are required to submit (or have submitted for them) their final, peer-reviewed manuscripts to PubMed Central (PMC) upon acceptance of publication to be made publicly available within 12 months of publication. This policy applies to NIH-funded manuscripts accepted for publication on or after April 7, 2008.

As of May 25, 2008:
NIH applications, proposals and progress reports must include the Public Access reference number (PARN) when citing an article that falls under the policy and is authored or co-authored by the investigator, or arise from the investigator's NIH award. This policy includes applications, proposals and progress reports submitted to the NIH for the May 25, 2008 due date and subsequent due dates.

To what papers does the NIH Public Access Policy apply?
The policy applies to any manuscript that:
- Is peer-reviewed;
- And, is accepted for publication in a journal on or after April 7, 2008;
- And, arises from:
  - Any direct funding from an NIH grant or cooperative agreement active in Fiscal Year 2008 or beyond, or;
  - Any direct funding from an NIH contract signed on or after April 7, 2008, or;
  - Any direct funding from the NIH Intramural Program, or;
  - An NIH employee.

Authors may submit their peer-reviewed manuscripts accepted before April 7, 2008 that arise from NIH funds, if they have appropriate copyright permission.

* "Directly" funded means costs that can be specifically identified with a particular project or activity.

Who is Responsible for Compliance?

Principal Investigators and their institutions are responsible for ensuring that all terms and conditions of awards are met. This includes the submission of articles that arise directly from their awards, even if they are not an author or co-author of the publication. Principal Investigators and their institutions should ensure that the authors are aware of and comply with the NIH Public Access Policy.

This work is licensed under a Creative Commons Attribution 3.0 United States License.
Information for CIHR Grant Recipients

http://scholcom.apps01.yorku.ca/drupal/?q=node/48

CIHR Policy on Access to Research Outputs

Policy Summary

Highlights:

* Ensure that all research papers generated from CIHR funded projects are freely accessible through the Publisher's website or an online repository within six months of publication;
* Deposit bioinformatics, atomic, and molecular coordinate data into the appropriate public database (e.g. gene sequences deposited in GenBank) immediately upon publication of research results;
* Retain original data sets for a minimum of five years (or longer if other policies apply);
* Acknowledge CIHR support by quoting the funding reference number in journal publications.

Adhering with the new policy - Open access publications

For journal publications, there are two ways to adhere with the policy:

1. Submit your manuscript to a journal that offers immediate open access (e.g. CMAJ, PLoS) or offers open access to the paper on its website within six months, such as New England Journal of Medicine.
2. Submit your manuscript to a journal that does not offer open access, but will permit you to archive the peer-reviewed manuscript in a central repository, such as Pub Med Central Canada or within 6 months in a purcoren deposit in an Institutional repository, such as YorkSpace.

See Adhering to the CIHR Policy on Access to Research Outputs:

Peer-reviewed Publications

Resources on Publishing in an Open Access Journal

PMC Journal List: A list of publishers that voluntarily submit journal articles to PubMed Central

DOAJ: (Directory of Open Access Journals): This service covers free, full-text, scholarly journals.

Resources on Submitting to an Institutional Repository

SHERPA/RoMEO websites: The website lists publishers copyright policies and restrictions.

Author Rights

SPARC Canadian Author Addendum
The new SPARC Canadian Author Addendum enables authors to secure a more balanced agreement by retaining select rights, such as the rights to reproduce, reuse, and publicly present the articles they publish for non-commercial purposes.
Language for Publishers’ Agreements/Contracts

If you are not sure if the publisher’s agreement or contract allows submission of your final peer-reviewed manuscript you may do the following.

1. Contact Duke’s Scholarly Communications Officer

   Kevin L. Smith
   Kevin.l.smith@duke.edu
   668-4451

   Kevin will review your contract to ensure that you can submit your manuscript and comply with the NIH Public Access Policy.

   If Kevin is not available, you may also contact Patricia Thibodeau at the Medical Center Library & Archives.
   Patricia.thibodeau@duke.edu
   660-1150

2. Add Additional Term to the Agreement/Contract

   - Above the signature line on the agreement add the following phrase:
     “Subject to the attached additional term re. NIH deposit.”
   - Attach the “NIH added term” document on that appears on the next page.
ADDITIONAL TERM TO CONFIRM NIH PUBLIC ACCESS DEPOSIT:

The Journal acknowledges that Author retains the right to provide a copy of the final 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.

Author ____________________________ Date ______________

Publisher __________________________ Date ______________
Instructions to authors for use of MIT Amendment to Publication Agreement

Step 1: Sign your publisher’s copyright transfer or publication agreement when you submit your final manuscript for publication with the following statement written above your signature:

“subject to attached amendment”

Step 2: Attach this amendment (next page) with the information filled in and your signature on the bottom.

Step 3: Send both to publisher.

To help assess the success of MIT authors using the amendment, please also follow these additional steps:

Step 4: Email the addendum to amend-cip@mit.edu, or send a copy to the FAX number on the bottom. (This will allow MIT to gather aggregated data about use. Data about individual uses will not be shared.)

Step 5: Please give us any feedback that you receive from the publisher, by emailing amend-cip@mit.edu.

If you would like support when a publisher asks questions or raises objections about the amendment: send email to amend-cip@mit.edu, or contact Ellen Duranceau, Scholarly Publishing and Licensing Consultant, effinnie@mit.edu, x38483.

MIT amendment to publication agreement rev. 1/27/06
AMENDMENT TO PUBLICATION AGREEMENT

1. THIS Amendment hereby modifies the attached Publication Agreement concerning the following Article:

   ________________________________________________________________
   (manuscript title)

   ________________________________________________________________
   (journal name)

2. The parties to the Publication Agreement and to this Amendment are:

   ________________________________________________________________ (corresponding author), and
   ___________________________________________________________________, (the Publisher).

3. The parties agree that wherever there is any conflict between this Amendment and the Publication Agreement, the provisions of this Amendment are paramount and the Publication Agreement shall be construed accordingly.

4. Notwithstanding any terms in the Publication Agreement to the contrary and in addition to the rights retained by Author or licensed by Publisher to Author in the Publication Agreement and any fair use rights of Author, Author and Publisher agree that the Author shall also retain the following rights:

   a. To provide, or to allow the Author’s employing institution to provide, an electronic version of the final manuscript of the Article, including all modifications from the peer review process and all graphics and supplemental materials associated with the manuscript (hereinafter the “peer-reviewed manuscript”), to the National Library of Medicine’s PubMed Central database (“PMC”) at the time the Article is accepted for publication.

   b. To authorize, or to allow the Author’s employing institution to authorize, the National Institutes of Health (“NIH”) to make a copy of the peer-reviewed manuscript of the Article available for public access in PMC, in any medium chosen by NIH, no later than 12 months after the official date of publication.


   d. The Author shall, without limitation, have the non-exclusive right to use, reproduce, distribute, create derivative works including update, perform, and display publicly, the Article in electronic, digital or print form in connection with the Author’s teaching, conference presentations, lectures, other scholarly works, and for all of Author’s academic and professional activities.

   e. Once the Article has been published by Publisher, the Author shall also have all the non-exclusive rights necessary to make, or to authorize others to make, the final published version of the Article available in digital form over the Internet, including but not limited to a website under the control of the Author or the Author’s employer or through any digital repository, such as MIT’s DSpace.

   f. The Author further retains all non-exclusive rights necessary to grant to the Author’s employing institution the non-exclusive right to use, reproduce, distribute, display, publicly perform, and make copies of the work in electronic, digital or in print form in connection with teaching, digital repositories, conference presentations, lectures, other scholarly works, and all academic and professional activities conducted at the Author’s employing institution.

5. Final Agreement. This Amendment and the Publication Agreement, taken together, constitute the final agreement between the Author and the Publisher with respect to the publication of the Article and allocation of rights under copyright in the Article. Any modification of or additions to the terms of this Amendment or to the Publication Agreement must be in writing and executed by both Publisher and Author in order to be effective.

   __________________________________________________________________________
   (Author)

   __________________________________________________________________________
   (Publisher)

   ____________________________
   Date

   ____________________________
   Date

MIT Authors:

Please email to amendcir@mit.edu or fax a copy of the agreement to 617-253-8894

MIT amendment to publication agreement rev. 1/27/06
NIH Public Access Policy

The NIH Public Access Policy ensures that the public has access to the published results of NIH funded research.

FAQ

Learn more
- Ul Scholarly Communication site
- Take a class
- Request a presentation for your department or lab
- Ask a Librarian

Linke
- Ul Public Access
- Ul Public Access Frequently Asked Questions
- Ul Manuscript Submission (NIHMS)
- UlTutorials
- Ul Manuscript Frequently Asked Questions

Comments (0)

Frequently Asked Questions

Here are a collection of questions posed during the Hardin Library NIH Public Access Policy classes. Excerpts are taken from the NIH FAQ (http://publicaccess.nih.gov/FAQ.htm) unless otherwise indicated.

Are contracts covered, or only grants?

The following sources of funding are subject to the policy:

1. Directly funded by an NIH grant or cooperative agreement active in Fiscal Year 2008 (October 1, 2007 - September 30, 2008) or beyond.
2. Directly funded by a contract signed on or after April 7, 2008.
3. Directly funded by the NIH Intramural Program.
4. If NIH pays your salary.

If two Principal Investigators from two different grants collaborate, how is the submission process altered?

My article has multiple authors and/or is funded from multiple NIH sources. Who should submit the article?

Any author may submit the article, but each Principal Investigator and Institution is responsible for ensuring that the terms and conditions of their award are met. An article need only be submitted once to the NIH Manuscript Submission system. Authors will be notified during the submission process if they try to submit an article that has already been submitted.

Articles can be assigned multiple NIH award numbers during submission. They can also be linked to an award electronically via the Commons when completing an electronic Progress Report, or listed as arising from any NIH award in writing when submitting an application, proposal or progress report.

How do you submit the copyright addenda when the entire article submission process is electronic?

Those details will need to work out with the individual publisher.

What are the consequences, if any, of post submission modifications of the abstract, title, body, etc. by the publisher?

Final peer-reviewed article. The Investigator’s final manuscript of a peer-reviewed article accepted for journal publication, including all modifications from the peer-review process.

Final published article. The Journal’s authoritative copy of the article, including all modifications from the publishing peer-review process, copyediting and stylistic edits, and formatting changes.

The final editing changes made by the publisher will not be reflected in the PubMed Central version. The final peer-reviewed manuscript is what appears in PubMed Central. At the top of each author manuscript in PMC 7.4 says something like:

Published in final edited form as

Brain Res. 2008 February 15; 1194: 28-38.

How are grant numbers to be submitted and cited when each number refers to a different year or the same grant or an extension of a grant?

In this situation, you need only attach your manuscript to the most recent funding year.

If I run an NIH funded center, and an NIH funded investigator in my center publishes an article, do I have to approve the submission?

Only direct funding is applicable.

1. Costs that can be specifically identified with a particular project or activity. NIH Grants Policy Statement, Rev. 12/2007.

Do articles submitted to PubMed Central appear in the PMC database in abbreviated form before the embargo period?

PubMed Central will not display an article until after the embargo period has expired. To cite articles still in process, use the NIHMS ID number, located within the submission system.

If Hardin Library staff submit the information to PubMed Central on behalf of the PI, how...
FAQs – Questions Posed by WU Faculty

The following are sample questions from the WU community about the NIH Public Access Policy. For more questions related to the NIH Public Access Policy, please see the NIH Public Access Frequently Asked Questions and the NIH Manuscript Submission System Frequently Asked Questions.

» Compliance
» Manuscripts
» Securing the Right to Comply
» Submission Process
» Review Process
» PMCID
» Demonstration of Compliance
» General

Compliance

When is compliance required?

The NIH Policy applies to any manuscript that:

- Is peer-reviewed and accepted for publication in a journal on or after April 7, 2008

And arises from:

- Any direct funding from an NIH grant or cooperative agreement active in Fiscal Year 2008 or beyond, or;
- Any direct funding from an NIH contract signed on or after April 7, 2008, or;
- Any direct funding from the NIH Intramural Program, or;
- An NIH employee.

“Directly funded” means costs that can be specifically identified with a particular project or activity. See NIH Grants Policy Statement, Rev. 12/2003.

(Source: http://publicaccess.nih.gov/FAQ.html)

I generated data in a FY2008 NIH grant and it is now 2010 and my grant is no longer current but I am publishing a paper that includes this data. Do I still need to comply with the policy?

The activity or research took place during the FY2008 grant period. The NIH Public Access Policy applies to all peer-reviewed journal articles that arise from the NIH intramural program or any amount of direct costs funded by NIH, regardless of the source or amount of other funding.

I am a T32 funded for FY2008 and have additional sources of grant funding including some from NSF — do I still need to comply?

The NIH Public Access Policy applies to all peer-reviewed journal articles that arise from the NIH intramural program or any amount of direct costs funded by NIH, regardless of the source or amount of other funding.

My journal publisher makes the final published version available on the journal web site. Is this compliance?

No

I'm in the process of submitting a manuscript that was a part of my dissertation at XYZ University. All of the data used in my manuscript was collected and analyzed at XYZ University in 2006. I wrote the manuscript while being funded
under a FY2008 T32 grant. Do I need to comply with NIH Public Access Policy?
Yes.

Compliance Scenario:
Dr. Smith is working off an industry sponsored grant to conduct clinical research of an investigative drug. As part of the research plan Dr. Smith uses the services of the Cardiovascular Magnetic Resonance (CMR) Laboratory which is a core facility that is funded by the NIH and is located on campus. Dr. Smith uses some of his industry sponsored grant funding to pay the CMR lab for the Doppler echocardiograms he needs as part of his research. Dr. Smith then publishes the results of his INDUSTRY sponsored research as an article in a leading research journal.

Answer:
If a manuscript arises from direct funds from or any other NIH funding, which is the case with Dr. Smith, his/her manuscript may fall under the NIH Public Access Policy.

To what papers does the NIH Public Access Policy apply?
The Policy applies to any manuscript that:
- is peer-reviewed;
- And, is accepted for publication in a journal on or after April 7, 2008;
- And, arises from:
  - Any direct funding* from an NIH grant or cooperative agreement active in Fiscal Year 2008 or beyond, or;
  - Any direct funding from an NIH contract signed on or after April 7, 2008, or;
  - Any direct funding from the NIH Institutional Program, or;
- An NIH employee.

* "Directly" funded means costs that can be specifically identified with a particular project or activity. See NIH Grants Policy Statement, Rev. 15/2009.

Please note, authors may submit final peer-reviewed manuscripts accepted before April 7, 2008 that arise from NIH funds, if they have appropriate copyright permission.

Should you need additional assistance and/or clarification, please contact John Michnowicz, Director, Grants and Contracts.

Manuscripts

What publications fall under the policy?
The Policy applies to all peer-reviewed journal articles, including research reports and reviews. The Policy does not apply to non-peer-reviewed materials such as correspondence, book chapters, and editorials.

I wrote a chapter for a series. Does this apply?
The Policy applies to all peer-reviewed journal articles, including research reports and reviews. The Policy does not apply to non-peer-reviewed materials such as correspondence, book chapters, and editorials.

What is the meaning of: "submit an electronic version of the final, peer-reviewed manuscript upon acceptance for publication"? Specifically, do they want the typescript (which is the only version which exists at the time of acceptance), or an electronic version of the reprint?

NIH defines the final peer-reviewed manuscript as the Investigator’s final manuscript of a peer-reviewed article accepted for journal publication, including all modifications from the peer review process.

Can I submit the galley proof instead of my peer-reviewed manuscript?
No.

Securing the Right to Comply

How do I confirm the right to comply?
The first step for compliance is to check the NIH Journal List. There are many journal publishers that cooperate with NIH and submit the final published version to PMC on behalf of authors. If authors publish in one of these journals, no further action is
required for compliance except to cite the PMCID reference number in future NIH applications, proposals and progress reports.

If the journal is not on the NIH Journal List:
- Review the publisher copyright agreement form.
- Review the "Instructions for Authors" or "NIH Public Access Policy Information" sections on the journal web site.

If there is no clause on the publisher copyright agreement form or information on the journal web site, contact the journal publisher or Editor in Chief of the journal and ask for clarification of their policies for NIH-funded authors per NIH Public Access Policy.

Submittal Process

Can I request direct costs to pay for a person on my staff to deal with compliance with the policy and third party submitter services? Will NIH allow this as a direct cost?

This is an administrative support function, so it is not generally allowable for direct costs.

Can I note multiple grant numbers on a single submission?

Yes. Articles can be assigned multiple NIH award numbers during submission. They can also be linked to an award electronically via the Commons when completing an electronic Progress Report, or listed as arising from any NIH award in writing when submitting an application, proposal or progress report.

Can the PI appoint anyone to act as a third party submitter?

Yes.

Review Process

I am a non-author PI and I want to be designated as the reviewer for a manuscript under my award. Can a non-author PI be designated as the reviewer?

Only authors to a manuscript can complete the approval process.

There are multiple NIH awards and multiple PIs for a single manuscript. Which PI from which award will receive a notice from NIHMS that a manuscript has been linked to their award?

All PIs are sent an email from NIHMS notifying them when a manuscript affiliated with their award has been posted to PMAC. This email will also include the PMCID.

PMCID

Where can I find my PMCID reference number?

The PMCID reference number can be found in PubMed and PubMed Central.

In PubMed:

Here is a sample PubMed record using the "Summary" display. Note that this display notes the PMCID which is a unique identifier number assigned to each publication as it is added to PubMed. This is not the same as the PMCID.
To locate the PMCID reference number, change the Display to “AbstractPlus.”

Once on the AbstractPlus display, you will find the PMCID under the citation/abstract on the right side.
In PubMed Central:
The PMCID reference number is noted on the search results page.

For more information see: How to Locate and Cite the PMCID

Does the PMCID need to be noted in the literature cited section and the publication list?

As of May 25, 2008, NIH applications, proposals, and progress reports must include the PubMed Central reference number when citing an article that falls under the policy and is authored or co-authored by the investigator, or arose from the investigator’s NIH award. This policy includes applications submitted to the NIH for the May 25, 2008 due date and subsequent due dates.

See Reminder Concerning Grantee Compliance with Public Access Policy and Related NIH Monitoring Activities for more information on where to cite the PMCID.
Is it possible to download the PMCID directly to Reference Manager or Endnote?

Yes. The PMCID is noted in the field tag of the Medline display. PMC. The PubMed filter can be modified to include the PMCID tag and import the data to bibliographic citation software.

For more details, see:
- How to Locate and Cite the PMCID
- PMCID's Display in PubMed AbstractPlus
- Modifying EndNote to Include the PMCID

When does the PMCID reference number get assigned?

The PMCID is assigned after NIHMS performs its last set of quality assurance checks and after the PI or author has completed the approval process.

Is citing the PMCID reference number retroactive? Do I have to go back and submit all my previously published NIH-funded publications to get a PMCID in order to comply with the NIH Policy?

No. Citing the PMCID is required only for those articles that fall under the NIH Public Access Policy.

Demonstration of Compliance

What should be done if a PI or author omitted NIH grant award information for a paper (submitted to PMC in compliance with the NIH Public Access Policy) that is already in PubMed Central and has a PMCID? Can grant awards be added retroactively to a manuscript? Is there a manual means of entering or correcting grant award information or should the PI or author contact the NIHMS help desk and explain the situation?

PIs should go to the NIH Manuscript Submission system and log in using the eRA Commons route. There is a Grants Reporting link in the upper right-hand of the NIHMS screen. Select the Grants Reporting link and this will lead to a page with four tabs to select from:

1. Click the “Add from PubMed” tab.
2. Do a search using “lastname, firstname” and click the search button. You will also see suggestions you can search on underneath the search box. Click on a link to do an automatic search.
3. A list of manuscripts will appear on the screen.
4. To the right of the screen, you will see the word “Add”.
5. Click “Add” and you will see a list of your grants come up.
6. Check the box to the left of your grant(s) that funded the manuscript. Repeat this action for all the manuscripts.
7. When you are done, click “Update.”
8. If you click the PMCID number for a manuscript, it will take you to the PubMed citation for that manuscript.
9. If you click the PMC number for a manuscript, it will take you to the PMC full text manuscript.
10. This will update all your manuscript information.

Does NIH specify a specific timeframe for PIs respond to an email inquiry from a NIH Program Officer seeking documentation of compliance?

There are no standards on response times, but it is highly recommended to respond as soon as possible. PIs should copy their Institutional Business Officer when responding back to the NIH Program Officer.

Institutional Business Officer Information:
- WUSM Campus: Grants and Contracts (ggco@monoxa.wustl.edu)
- DANFORTH Campus: Office of Research (research@monoxa.wustl.edu)

“The documentation provided is in response to your email dated [insert date here]. Our Institutional Business Official (IBO) is being copied with the office’s generic email, i.e., ggco@monoxa.wustl.edu OR research@monoxa.wustl.edu.”


What should I do if a publisher has not yet submitted my manuscript per copyright agreement? I am required to note documentation of compliance for a work in a progress report and do not have a NIHMS ID or a PMCID yet. The
work was published in a journal that is not on the NIH list Journals That Submit All NIH-Funded Final Published Articles to PubMed Central, nor did I make arrangements with a publisher on this list: Publishers that Will Deposit a Specific Final Published Article in PubMed Central on Request.

All authors for this work should logon to the NIH Manuscript Submission system (NHMS) and log in using the eRA Commons route. If the manuscript has been submitted by the publisher, the manuscript will be awaiting review. The authors should complete the review process and note the NHMS ID reference number. The NHMS ID should be used as documentation of compliance with the NIH Policy until the PMCID is assigned. If the manuscript is not awaiting review, then the author and/or institution should contact the publisher and seek clarification on the submission status of the work. Contact Cathy Sarli for more information on how to seek clarification on the submission status of a work.

When PIs are responding to an email inquiry from a NIH Program Officer seeking documentation of compliance for applicable citations as noted in a progress report, application or proposal, can the PIs use the “PMC Journal – In Process” or the NHMS ID if the PMCID is not available yet? Or does NIH prefer that PIs respond when they have the PMCID for the citations in question that do apply under the policy?

The “PMC Journal – In Process” and the NHMS ID are intended to be used as temporary means of documentation until the PMCID is available. PIs should not wait for the PMCID to become available before they respond to emails from a NIH Program Officer.

First, the PIs should confirm that the citation in question is applicable under the NIH Policy. See Public Access Frequently Asked Questions. If the citation in question is applicable and there is no PMCID assigned yet, PIs should determine whether they can use the “PMC Journal – In Process” or the NHMS ID as documentation of compliance.

See Cite the PMCID and How to Demonstrate Compliance with the NIH Public Access Policy for more information on when to use “PMC Journal – In Process” or the NHMS ID as documentation of compliance.

General

Can I submit works to PMC that predate the NIH policy, even from before 2005? Meaning, if I published a manuscript in 2001 can I submit this to PMC?

If the author has retained the right to comply, or if the publisher grants permission to do so, or if the author is a governmental employee, then previously published works may be submitted to PMC.

Are all NIH-funded publications added to PubMed Central also being indexed in MEDLINE regardless of journal indexing status?

Yes. These publications are noted with [PubMed - author manuscript in PMC]

Does NIH reimburse direct costs related to article processing fees or open access fees?

Yes. The NIH will reimburse publication costs, including author fees, for grants and contracts on three conditions: (1) such costs incurred are actual, allowable, and reasonable to advance the objectives of the award; (2) costs are charged consistently regardless of the source of support; (3) all other applicable rules on allowability of costs are met.

How can a PI (for a Trainee grant) ensure that all of their trainees have entered the correct grant award information for a manuscript that the PI is not an author of?

If the trainee added the NIH award information to a manuscript, the PI will receive an email from the NIH Manuscript Submission system (NHMS) notifying them of a submission and the PMCID.

Recommendations:

PIs should advise (and remind periodically) all trainees that they must note the applicable NIH award for all manuscripts that resulted from support from the PI’s NIH award.

PIs can create author alerts for each trainee using databases such as PubMed, SCOPUS or Web of Knowledge/Science. PIs will be “alerted” each time a new publication authored by a trainee is added to a database. The PIs can keep track of publications by their trainees and compare these with the notifications from NHMS informing the PI of a submission and the PMCID. If no corresponding notification is forthcoming from NHMS for a specific publication by a trainee that was generated from that PI’s award, the PI can retroactively add the grant award information.

See Demonstration of Compliance for information about how to retroactively add grant award information.
108 · Representative Documents: Flowcharts

COLUMBIA UNIVERSITY
Submitting to PubMed Central
Handouts
### NIH Public Access Policy Summary

The National Institutes of Health Public Access Policy ensures the public has access to published results arising from NIH-funded research by requiring authors to submit journal articles to the National Library of Medicine’s digital archive PubMed Central. See [http://www.lib.uci.edu/scamp/docs/NIH-Public-Access-Summary.doc](http://www.lib.uci.edu/scamp/docs/NIH-Public-Access-Summary.doc).

<table>
<thead>
<tr>
<th>The Public Access Policy requires posting of peer-reviewed articles based on research:</th>
</tr>
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<tbody>
<tr>
<td>- Funded by an NIH grant or cooperative agreement active in Fiscal Year 2008 (October 1, 2007-September 30, 2008) and beyond;</td>
</tr>
<tr>
<td>- Funded by an NIH contract signed on or after April 7, 2008;</td>
</tr>
<tr>
<td>- Funded by the NIH intramural program; or</td>
</tr>
<tr>
<td>- As an NIH employee.</td>
</tr>
</tbody>
</table>

| Peer-reviewed articles, including all graphics and supplemental materials that are associated with the article, must be posted to PubMed Central within 12 months after publication. |

| Investigators must ensure that the copyright transfer or other agreement signed with a publisher allows articles to be posted to PubMed Central. Insert language suggested by NIH or UC to revise a publishing agreement. See the UC letter to publishers at [http://www.research.uci.edu/ora/forms/sp/NIH PubMed Publisher/Ltr-3-6-08.pdf](http://www.research.uci.edu/ora/forms/sp/NIH PubMed Publisher/Ltr-3-6-08.pdf). |

| Articles may be submitted by investigators or their staff, or by the publisher. See [http://publicaccess.nih.gov/submit_process_journals.htm](http://publicaccess.nih.gov/submit_process_journals.htm) for a list of journals that will automatically post to PubMed Central if NIH funds are involved. To submit articles directly to the NIH Manuscript Submission (NIHMS) system, go to [http://www.nihms.nih.gov](http://www.nihms.nih.gov). Either way, investigators must review and approve the manuscript to complete the transfer to PubMed Central. |

| Beginning May 25, 2008, articles cited in NIH applications, proposals and progress reports that fall under the Policy and were authored or co-authored by the investigator must include the PubMed Central reference number (PMCID). Include the NIHMS reference number (NIHMS ID) if a PubMed Central number is pending. |

NIH References:

UCI Libraries Website:

UCI Office of Research Administration/Sponsored Projects Website:

5/15/2008
NIH Public Access

As of April 7, 2008, all published results from NIH research must be submitted to PubMed Central (http://www.pubmedcentral.nih.gov) within twelve (12) months of acceptance for publication. This applies to all peer-reviewed journal articles, not book chapters, correspondence or editorials. Articles published prior to April 7, 2008, may be included with proper copyright permission.

Compliance is a three step process:

1. Copyright - The publication agreement or similar copyright transfer agreement must allow submission of the article within twelve months to the NIH. CWRU’s Provost has supplied an appropriate copyright letter. Please contact helref@case.edu if you need additional information.

2. Submit the article to NIH –
   i. You or someone in your organization (e.g., an assistant or your library) may deposit a copy of the peer reviewed manuscript in the NIH Manuscript Submission (NIHMS) (http://www.nihms.nih.gov/) system.
   ii. Your publisher may send the peer-reviewed manuscript files to the NIH Manuscript Submission system for you. There is a list of Journals That Submit Articles To PubMed Central (http://publicaccess.nih.gov/submit_process_journals.htm).

3. Cite - As of May 25, 2008, when citing an article in NIH applications, proposals, and progress reports that falls under the Policy, and was authored or co-authored by you or arose from your NIH award, you must include the PubMed Central reference number (PMCID). This policy includes applications submitted to the NIH for the May 25, 2008 due date and subsequent due dates.

Please see the Frequently Asked Questions (http://publicaccess.nih.gov/FAQ.htm).

Cleveland Health Sciences Library, Case Western Reserve University
Finding PMCID’s

PMCID’s are part of the PubMed record.

Please use CHSL’s link to PubMed:


The Single Citation Matcher has a fill-in-the-blank form for searching for a citation when you have some bibliographic information, e.g., journal name, volume, page number.

1. Click Single Citation Matcher on the PubMed sidebar.
2. Enter the bibliographic information you have.
3. Click Go.

If you know an author’s name, you may just search in PubMed.

Cleveland Health Sciences Library, Case Western Reserve University
Here are three citations from PubMed. The first, with the green bar on the yellow tablet, means that the article is available free online. The second, with the orange bar on the yellow tablet, means that the article is available free in PubMed Central. The third article has numerous authors. All three citations have important implications for NIH submission information. For the free online article, you must include the URL of the free article. For the free in PMC, you must include the PMCID. For the citation with the many authors, you must include all the authors’ names.

Information about citing articles is available from two sources freely available online:


ICMJE - Uniform Requirements for Manuscripts Submitted to Biomedical Journals (http://www.icmje.org/)

Cleveland Health Sciences Library, Case Western Reserve University
For articles which are free in PMC, you can find the PMCID on the AbstractPlus Display as well as in PMC.
If you need additional assistance, please contact the reference desk at 216-368-3218, or by email to hcref@case.edu.

Cleveland Health Sciences Library, Case Western Reserve University
New NIH Reporting Requirements

Introduction

Recipients of funding from the National Institutes of Health (NIH) funding should be aware of a new reporting requirement (http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-033.html) that goes into effect on April 7, 2008. Principal investigators must ensure that electronic versions of any peer-reviewed manuscripts arising from NIH funding and accepted for publication after that date are deposited in PubMed Central (PMC), NIH's digital archive of biomedical and life sciences journal literature. Full text of the articles will then be made freely available to the public no later than 12 months after publication. The requirement applies to any NIH direct funding, including grants, contracts, training grants, subcontracts, etc. In addition, beginning May 25, 2008, anyone submitting an application, proposal, or progress report to NIH must include the PMC or NIH Manuscript Submission Reference Number when citing applicable articles that arise from their NIH-funded research.

Who is affected?

The Policy applies to you if your peer-reviewed article is based on work in one or more of the following categories:

1. Directly funded by NIH grant or cooperative agreement active in Fiscal Year 2008 (October 1, 2007-September 30, 2008) or beyond;
2. Directly funded by a contract signed on or after April 7, 2008;
3. Directly funded by the NIH Intramural Program;
4. If NIH pays your salary.

Important information on rights

NIH stresses that it is your responsibility, as the author, to ensure that you have the right to deposit your manuscript with PMC. Some publishers require that you transfer copyright prior to acceptance of publication; NIH warns that you should avoid such journals if their contract does not allow you to deposit articles in PubMed Central. Other publishers in their publication agreements ask you to warrant that there are no prior agreements concerning the publication and that the publisher will own all rights. If you submit a manuscript to PMC prior to signing such an agreement, you would be in breach of the agreement and in violation of NIH policy. If your publisher does not participate in PMC, there are three approaches you can follow to be in compliance:

Approach 1
Read your publication agreement carefully. Make sure that you have the right to deposit your article with PMC. The SHERPA/RoMEO site at http://www.sherpa.ac.uk/romeo.php has information on the policy of many journals regarding PMC deposit.

Approach 2
If there is any question about your rights, add the following language to the publication agreement: "Journal acknowledges that Author retains the right to provide a copy of the final 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."

Approach 3
Alternatively, attach the Scholar's Copyright Delayed Access Addendum to the publication contract. The Addendum is a legal instrument that acknowledges any prior grants (including those required by funding agencies). It also provides you with other important rights, including the right to use your article in your own teaching and research, the right to build on the article in future publications, and the right to deposit the PDF version from the publisher with PMC. An online engine that generates the Addendum is found at http://scholars.sciencecommons.org/. Note that the engine currently creates an agreement with a six month delay; this can be changed manually if the journal insists on PMC delaying access for the full twelve months.
Complying with the new requirement

| Publish with a journal that participates in PubMed Central | The easiest way to contribute articles to PMC is to publish in a journal that automatically transfers copies of published articles to the repository. *Nothing else is required of you.*

*The list of journals that participate in PubMed Central is found at* [http://publicaccess.nih.gov/submit_process_journals.htm](http://publicaccess.nih.gov/submit_process_journals.htm)

| Publish with a journal that will deposit manuscripts for you | Some publishers, while not participating in PubMed Central themselves, will upon request send copies of manuscripts to PMC. Elsevier has had a policy since 2006 to submit articles to PMC on the author's behalf; other examples of such programs are Blackwell Publishing's Online Open, Oxford Journals' Oxford Open, and Springer's Open Choice. Eccles Library staff can help you determine if a particular journal will deposit articles on your behalf.

If the publisher deposits only your manuscript, rather than the final published version of the article, you will still have to sign onto the NIH Manuscript Submission System ([http://www.nihms.nih.gov/](http://www.nihms.nih.gov/)) to review and approve release of the article to PubMed Central.

| Submit the manuscript yourself | If the journal in which you are publishing does not deposit either the published or manuscript version of your article, you will need to do it yourself using the NIH Manuscript Submission System. Depositing a manuscript takes only a few minutes and can be done by the primary investigator or a third-party. Here are some things to keep in mind.

- **What to submit:** An electronic version of the final, peer-reviewed manuscript, including all graphics and supplemental material associated with the article. Note that you will need the permission of the publisher to submit a PDF provided by them.

- **When to submit:** Upon acceptance for publication.

- **How to submit:** Go to [http://www.nihms.nih.gov/](http://www.nihms.nih.gov/); label the manuscript with the correct author names, grant(s), etc., and then submit.

The voluntary NIH Manuscript Submission System is still in place at [http://www.nihms.nih.gov/](http://www.nihms.nih.gov/), and you may wish to start depositing your articles now in order to familiarize yourself with the process prior to the start date of the new policy. Eccles Library staff can walk you or your designated agent through the steps.

How the new reporting requirement will help you

The new requirement should work to the benefit of University of Utah authors. Deposit in PMC ensures that the research results will be preserved in a state-of-the-art digital repository. Free access after 12 months will maximize the visibility of your research and ensure that researchers and students around the world will be able to read and build on your work, regardless of their (or their library's) ability to subscribe to the journal in which the research is published. Preliminary research suggests that articles that are freely available are cited more often and have a greater impact rating than articles that are locked away behind subscription walls. As David Shulenburger, Vice President for Academic Affairs at the National Association of State Universities and Land-Grant Colleges (NASULGC), has noted, "public access to publicly funded research contributes directly to the mission of higher education. Improved access will enable universities to maximize their own investment in research and widen the potential for discovery as the results are more readily available for others to build upon."

More information

NIH has prepared an FAQ on the new reporting requirements at [http://publicaccess.nih.gov/](http://publicaccess.nih.gov/). For more information on the NIH reporting requirements, journal practices regarding deposit, or the use of the Scholar's Copyright Addendum engine, check the Eccles Library Scholarly Communication Web page at [http://library.med.utah.edu/km/scholarcomm.php](http://library.med.utah.edu/km/scholarcomm.php) or contact Allyson Mower, amower@lib.med.utah.edu or Mary Youngkin, maryv@lib.med.utah.edu.

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1 This document was derived from the version created by Cornell University Library [http://library.cornell.edu/scholar/access/nihinfo.pdf](http://library.cornell.edu/scholar/access/nihinfo.pdf) and is licensed under the Creative Commons Attribution 3.0 United States License. To view a copy of this license, visit [http://creativecommons.org/licenses/by/3.0/us/](http://creativecommons.org/licenses/by/3.0/us/) or send a letter to Creative Commons, 171 Second Street, Suite 300, San Francisco, California, 94105, USA.
Dear Publisher:

The research reported in this manuscript has been funded through the National Institutes of Health and therefore its publication must comply with Public Law 110-161 of the Consolidated Appropriations Act of 2008, which can be found in Division G, Title II, Section 218 of PL 110-161.

Specifically, the law states:

"The Director of the National Institutes of Health shall require that all investigators funded by the NIH submit or have submitted for them to the National Library of Medicine’s PubMed Central an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication: Provided, That the NIH shall implement the public access policy in a manner consistent with copyright law."

The NIH Public Access Policy, which implements this law, can be viewed at (http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-033.html).

In order to ensure compliance with the NIH policy, the University of California, in cooperation with the author, must provide a copy of the author’s final manuscript, including all modifications from the publishing and peer review process, to the NLM’s PubMed Central (PMC) database at the time the manuscript is accepted for publication, and also authorize NIH to make such copy of the manuscript available in digital form for public access in PMC no later than 12 months after publication.

By accepting this manuscript, you agree to accept these terms and agree they are paramount and supersede any provisions in any publication agreement for this article, already signed or to be signed at a later date, that may conflict.

Sincerely,

William T. Tucker
Executive Director
Research Administration and Technology Transfer
Dear Journal Publisher,

The University of Louisville deeply appreciates your interest in the scholarship of our faculty and your commitment to making their scholarship widely available. The enclosed article resulted at least in part from research and investigation funded by the National Institutes of Health. Dissemination of the article consequently is governed by the NIH Public Access Policy (http://publicaccess.nih.gov/policy.htm).

The NIH policy and its statutory foundation require authors of NIH-funded publications:
- to deposit their final, peer-reviewed manuscripts in the National Library of Medicine’s PubMed Central upon acceptance for publication,
- to authorize PubMed Central to make their manuscripts publicly accessible no later than 12 months after publication, and subsequently
- to identify and account for PubMed Central deposits in NIH reporting.

Complying with the NIH policy requires authors to grant NIH sufficient rights to satisfy the NIH Public Access Policy. In order to help UofL authors comply with the NIH policy, you as the publisher and as a condition of publication will need to include or agree to include at minimum the NIH-proposed language or its equivalent in the governing publication agreement:

"Journal acknowledges that Author retains the right to provide a copy of the final 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."

This minimum threshold is necessary for NIH compliance. Your agreement certainly can also allow UofL faculty to explicitly retain other important rights such as to make copies for teaching, prepare derivative works, share copies with colleagues for scholarly communication, provide context for presentations, encourage student exploration, and enrich other scholarly activities in support of their ongoing research and teaching.

Your existing agreement may allow PMC deposits already or at least provide sufficient rights for authors to make PMC deposits and comply with the NIH policy. In the alternative, like other publishers, your publication services may include depositing the manuscript in PMC for authors and then notifying them promptly of that deposit and the corresponding NIH identification number. In either case, we recognize that communication between author and publisher is paramount in successful publishing and urge you to inform UofL authors of your practices to help assure compliance with the NIH Public Access Policy.

We again appreciate your efforts to support compliance with the NIH Public Access Policy. Your help in sharing your approach with UofL authors and in identifying who within your organization can help them to achieve compliance with that policy is important to us. We thank you for your consideration and cooperation.

Sincerely,

[Signature]

Manuel Martinez-Maldonado, M.D.
Executive Vice President for Research

University of Louisville
Louisville, Kentucky 40292
Office: 502-852-4000
Fax: 502-852-8771
Email: nnm108@louisville.edu
February 2009

Email to Publishers for Submission Status of NIH-Funded Works

Washington University is aware of some journal publishers that are not timely submitting manuscripts to PubMed Central on behalf of NIH-funded authors in compliance with the NIH Public Access Policy. NIH requires documentation of compliance with the NIH Public Access Policy for manuscripts authored or co-authored by grantees, and for manuscripts that arise from a grantee's NIH award if a grantee is not an author. See the NIH Public Access Policy website (http://publicaccess.nih.gov/index.htm) and the NIH notice, Reminder Concerning Grantee Compliance with Public Access Policy and Related NIH Monitoring Activities (http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-119.html) for more information about the NIH Policy and procedures for compliance.

If you are concerned that your manuscript has not been timely submitted, you may use the prepared email message set forth below to contact the publisher to request confirmation of submission and to notify the publisher that if submission does not occur within a certain date, you will self-submit. Becker Medical Library is happy to assist you with the submission of your manuscript to PubMed Central. See the Becker Library NIH Policy website (http://becker.wustl.edu/services/scholarly.nihpolicy.html) for more information on services for NIH-funded authors.

Instructions for Use:
1. Modify the statement by inserting the appropriate information as noted in brackets.
2. Send the statement via email to the publisher and copy the Editor-in-Chief (EIC). If you need assistance with locating an email contact for a publisher or EIC, contact Cathy Sarli (sarli@wustl.edu).
3. Copy Patricia Hart (patricia.hart@wustl.edu) and Cathy Sarli (sarli@wustl.edu) on the email. This will allow us to track which publishers are posing problems for our NIH-funded authors/co-authors.
4. Notify Cathy Sarli (sarli@wustl.edu) of any problems that arise.
5. Keep a copy of the email for your records.

Immediate Action Required:

On [insert date] my manuscript, [insert name of manuscript], was accepted for publication by your journal, [insert name of journal]. The research underlying the substance of the manuscript was funded by the NIH and therefore the manuscript must be submitted to PubMed Central to comply with the NIH Public Access Policy requirement. According to the copyright agreement, you, the publisher, agreed to submit the peer-reviewed manuscript version to PubMed Central on my behalf.

To date, the manuscript has not been submitted and the NIH has requested documentation of compliance with the NIH Policy for this work. Documentation of compliance cannot be provided until the work is submitted. Failure to provide evidence to the NIH that the manuscript was submitted could result in sanctions issued by the NIH against me.

I am requesting that the manuscript be submitted to PubMed Central before [insert date: at least five working days]. I understand that this is a relatively new requirement by the NIH and that you, the publisher, may not have a process in place to track all the journal manuscripts requiring submission. Therefore, if I do not receive confirmation that the manuscript was submitted by the date indicated, I will relieve you of your obligation to submit the manuscript and I will submit the manuscript on my own. If you would like confirmation after it has been submitted, please let me know and I will provide it to you.

Thank you for your immediate attention to this matter.

[insert your name]
Newsletter/Blog
From the Director

This newsletter issue highlights the NIH Public Access Policy signed into federal law December 26, 2007, and effective April 7, 2008. I join my academic health sciences library director colleagues in expressing appreciation to NIH for its efforts to ensure effective implementation of the updated Public Access Policy. In order to advance science and improve health, we are optimistic that this policy will speed the pace of discovery by expanding access to research findings supported with federal tax dollars.

The Emory Libraries are partnering with our research community to address policy issues related to copyright and authors’ rights, submission in the NIH Manuscript Submission System, and the location of PubMed Central identification numbers. Authors should work with publishers before any rights are transferred. Some publishers already submit articles to PubMed Central or will submit final peer-reviewed manuscripts on behalf of authors. Other publishers believe it is enough to provide access to their articles immediately, or after an embargo period. Ultimately it is the author’s responsibility to comply with the public access policy by ensuring that articles published as a result of NIH funded research are submitted to PubMed Central. As you will discover throughout this newsletter, we are here to help.

Sandra Franklin

NIH Public Access Policy: What You Need to Know

Effective April 7, 2008

Submit journal articles that result from NIH funds to the digital archive PubMed Central upon its acceptance for publication. Ensure that any publication agreement allows the article to be submitted to NIH in accordance with the new policy.

Effective May 25, 2008

Include the PubMed Central ID number on all the NIH grant applications, proposals, and progress reports when citing an article that falls under the policy and is authored or co-authored by the investigator, or arose from the investigator’s award.

Who is Responsible For Compliance?

The Principal Investigator is responsible for complying with the new NIH Public Access Policy (PI). Even if someone else submits the manuscript on behalf of the PI it is still the responsibility of the PI to ensure compliance.

* Ensure that the publication agreement allows the article to be submitted to PubMed Central
* Submit the article or ensure that the article is submitted to NIH

How We Can Help

Staff in the Health Sciences Center Library are available to assist investigators and their assistants in navigating the submission process. We can:

* answer general questions about the policy and procedures
* help determine if the journal will submit on behalf of the investigator
* assist in submitting final manuscripts accepted for publication to PMC
* help you identify PMC ID numbers of published articles

For assistance, email medref@listserv.cc.emory.edu or contact Christian Noble (cnoble@emory.edu or telephone 404-727-5829) For copyright or publication agreement assistance, email scholcomm@listserv.cc.emory.edu or contact Lisa Macklin of the Intellectual Property Rights Office of Emory University Libraries at 404-727-1535
Complying with the new NIH Public Access Policy

Article submitted for publication on or after April 07, 2008 and resulting from:

**NIH FY 2008 + grant or cooperative agreement
**NIH continuing grant active in FY 2008
**NIH contract awarded after 07 April 2008

Check NIH list of journals
http://publicaccess.nih.gov/submit_process_journals.htm
Compliance is satisfied if the journal is on the list

Check Instructions for Authors
• If journal submits to PMC, compliance is satisfied
• If publication agreement allows submission
  • author/PI submits to PMC within 12 months
  • author/PI approves web version
• If publication agreement does NOT allow submission
  • author/PI contacts Intellectual Property Rights Office
    scholcomm@listserv.cc.emory.edu

Cite PMC ID for the publication in future NIH applications, proposals and progress reports
(for assistance email medlib@listserv.cc.emory.edu)

Author’s Rights

The authors of scholarly publications can and should retain rights to their own work. They can choose to cede only non-exclusive publication rights to publishers and regain control over scholarly communication. Retaining author rights to publications will ensure that published research makes full personal, research and social impact:

• The National Library of Medicine will maintain a digital archive for scholarly publications, ensuring its continuity, standard, and integrity.
• Published research will be open for unmitigated use in teaching, research, and patient care.
• PubMed Central will increase research visibility for scholars and will make NIH funded research more transparent and accessible to the public at large.
• Open linking and future computational developments in this free environment will enable researchers to discover new research methods and relationships between publications and datasets.

April 2008
PubMed Central and NIH Public Access Policy

PubMed Central (PMC) is the free digital archive of biomedical and life sciences journal literature. Developed by the National Institutes of Health (NIH), PMC is a stable repository to permanently preserve and maintain unrestricted access to electronic literature resulting from NIH funding. PubMed Central is managed by the National Library of Medicine (NLM), and is accessible world-wide to health professionals, researchers, and the public.

Effective April 7, 2008, articles resulting from NIH funding should be submitted to PubMed Central within 12 months of publication, according to a new federal law. The NIH Public Access Policy should significantly enhance the collection of articles in PMC. Initially (in 2000), it included content from only two journals: PNAS: Proceedings of the National Academy of Sciences and Molecular Biology of the Cell. It now includes about 1,000,000 articles from a growing list of journals which deposit some or all of their content. Each PMC article is marked in the PubMed database with a link to the full text.

Citing Funded Articles in New NIH Applications, Proposals, Progress Reports
1. Go to PubMed
2. Search for the reference
3. Look at the abstract and find PMC ID in lower right corner, OR click on PubMed Central logo near the top of the screen. (See red boxes below)

Patient Drug Information

Dexmethylphenidate (Desmethyl Methylphenidate). Dexmethylphenidate is used as part of a treatment program for attention deficit hyperactivity disorder (ADHD), more difficult focusing, controlling actions, and}

April 2008
Attend an NIH Public Access Policy Brown Bag Discussion
Tuesday April 29: Rita Rollins Room, 8th floor Rollins School of Public Health from 12 noon to 1 p.m.
Wednesday April 30: Whitehead Research Building Auditorium from 12 noon to 1 p.m.
Contact us to schedule a discussion in your department

Additional Resources
The NIH Public Access homepage provides an overview of the policy as well as FAQ’s and a training slideshow:
http://publicaccess.nih.gov/

Submit your manuscript or consult FAQ’s and tutorials:
http://www.nihms.nih.gov/

An overview of PubMed Central:
http://pubmedcentral.nih.gov/about/faq.html

The Emory Libraries NIH page:
http://web.library.emory.edu/IP_rights/NIH_public_access_policy.html

In Their Own Words

Reactions to the new NIH Public Access Policy

“It is clear that authors are the key. They are the creators of the scholarly literature as well as its consumers. They should be the final decision makers as to where and how they will publish.” — Gale Own MILS

“Government legislation mandating open access through a government Web site will, it is feared, result in a reduction of sustainable peer-reviewed journals and a reduction in overall quality as publishers, societies, and authors are forced to hand over their intellectual property or restrict the peer review process.” — Erin McMullan, Lippincott Williams & Wilkins

“Measured by the ferocity of opposition overcome and the volume of literature liberated, it’s the largest victory in the history of the OA movement. It’s only a plateau, not a summit, but it’s an immense success.” — Peter Suber, SPARC

“We believe that public access to research funded by NIH will help advance science and improve human health while preserving peer review and the value of scientific publishing.” — NIH Director Elias A. Zerhouni

“This is a landmark event from several perspectives. Most obviously, it further accelerates the world-wide movement toward greater access to the scientific literature, markedly increasing the number of articles freely available to read online.” — Howard Varma, PLoS Cofounder

The Law

The Director of the National Institutes of Health shall require that all investigators funded by the NIH submit or have submitted for them to the National Library of Medicine’s PubMed Central an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication: Provided, That the NIH shall implement the public access policy in a manner consistent with copyright law.

Division G, Title II, Section 218 of PL 110-161 (Consolidated

April 2008
Presentations
NIH Public Access Policy

Christina Hansen, Assistant Vice Chancellor
Bob Johnson, Research Librarian for Nursing & Allied Health

May 2008

History

• Public Access Policy instituted May 2005
• 12 month embargo
• Policy was not mandatory
• Compliance rate less than 5%

5/29/09
The Law

- The NIH Public Access Policy implements Division G, Title II, Section 218 of PL 110-161 (Consolidated Appropriations Act, 2008). The law states:

  The Director of the National Institutes of Health shall require that all investigators funded by the NIH submit or have submitted for them to the National Library of Medicine’s PubMed Central an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication. Provided, That the NIH shall implement the public access policy in a manner consistent with copyright law.


Details

- Mandatory posting to PubMed Central
- “Each Principal Investigator and Institution is responsible for ensuring that the terms and conditions of their award are met” (http://publicaccess.nih.gov/FAQ.htm#61)
- Final peer-reviewed manuscript
- Up to 12 month embargo from official date of publication
Goals of the NIH Policy

- **ACCESS** – Provide free electronic access to NIH-funded research publications
- **ARCHIVE** – Provide permanent archive of vital NIH-funded biomedical research results
- **ADVANCE SCIENCE** – Expand information resource for scientists to use in innovative ways
- **ACCOUNTABILITY** – Allow NIH to manage research productivity more effectively and transparently

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Does This Mean Me?

- Yes, if any of the following are true:
  - Directly funded by an NIH *grant or cooperative agreement* active in Fiscal Year 2008 (October 1, 2007 - September 30, 2008) or beyond
  - Directly funded by a *contract* signed on or after April 7, 2008
  - Directly funded by the NIH Intramural Program
  - NIH pays your salary

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UCI Libraries and Office of Research Administration
NIH Public Access Policy

http://www.research.uci.edu/ora/forms/sp/NIHPublicAccessPolicy.ppt

Timeline

- Applies to NIH grants and cooperative agreements active as of this date
- Applies to contracts signed on or after this date

Important Dates

- April 7, 2008
  - Submission is required for papers accepted for publication arising from NIH funding on or after this date
- May 25, 2008
  - NIH applications, proposals, and progress reports must include the PubMed Central reference number (PMCID) when citing an article that falls under the policy and is authored or co-authored by the investigator, or arose from the investigator’s NIH award
Timeline

- Applies to NIH grants and cooperative agreements active as of this date
- Applies to contracts signed on or after this date

- October 1, 2007
- April 7, 2008
- May 20, 2008

- Post peer-reviewed publications accepted after 4/7/08 to PubMed Central within 1 year of publication date
- Include PMCID in citations in NIH proposals, applications, and progress reports when publication is subject to Policy (as author or PI)

What You Need to Do to Comply

- **Address the Copyright.** Ensure that your copyright transfer agreement with the publisher allows for submission to NIH’s PubMed Central.
- **Submit to NIH.** Have your article submitted to NIH through the NIH Manuscript Submission system either by yourself, by a third-party, or by the publisher.
- **Cite the PubMed Central Reference.** Use the PMCID when citing your articles in NIH applications, proposals, or progress reports that fall under the policy.
What Happens if You Don’t Comply

- Compliance with this Policy is a statutory requirement and a term and condition of the grant award and cooperative agreement, in accordance with the NIH Grants Policy Statement.
- Compliance with the NIH Public Access Policy is not a factor in the evaluation of grant applications. Non-compliance will be addressed administratively, and may delay or prevent awarding of funds.

How Can UCI Help?

- Advise authors and answer questions on complying with the NIH policy
- Assist in amending copyright transfer agreements
- Research publisher’s policies on PMC or institutional repository submissions
- Identify publishers (in your subject area) that submit to PMC on the author’s behalf
- Locate citation information and PMCID
- Provide group or personal presentations or the NIH policy and/or Open Access issues.
Support From UCI

- Informational websites
  - UCI Libraries
  - UCI Office of Research
    http://www.research.uci.edu/ora/sp/NIHopenaccess.htm
- Email
  - nihgroup@uci.edu
- University of California Letter To Publishers
  Signed by William Tucker, Executive Director, Research Administration and Technology Transfer

Retaining Your Author Rights

- Review your copyright transfer agreements carefully
  - NIH recommends that authors check agreements prior to submitting to a particular publisher for article review
  - Must contain language that allows submission to PubMed Central
- If agreement does not allow NIH submission:
  - Insert NIH suggested language, OR
  - Use the University of California Letter to Publishers

UCI Libraries and Office of Research Administration

UCI Libraries and Office of Research Administration
Retaining Your Author Rights

* Add the following language recommended by the NIH:
  Journal acknowledges that Author retains the right to provide a copy of
  the final 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.
* Sign Copyright Transfer
  Agreement
* Immediately below your
  signature add: Subject to added language

Article Submission

* Submit your article using the NIH Manuscript Submission
  form. The following information is needed for the
  submission:
  • PI name and email address
  • Title of the journal
  • Title of manuscript
  • Grant number(s)
  • Manuscript files (Word, Excel, PPT, TIFF, GIF, JPEG, PDF, etc.)
  • Embargo/Delay Time period
Final Manuscript Vs. Final Article

- **Final Peer-Reviewed Manuscript**: The investigator's final manuscript of a peer-reviewed article accepted for journal publication, including all modifications made by the author from the peer review process.

- **Final Published Article**: The journal's authoritative copy of the article, including all modifications from the publishing peer review process, copyediting and stylistic edits, and formatting charges.

Submission Process Overview

- Authors or a third party can log on to the NIHMS to submit a copy of the accepted peer-reviewed manuscript and associated files (e.g., Microsoft Word document and figures).
- The submitter designates the NIH funding that supported the manuscript.
- The PI of the designated funding approves the submission, and affirms that copyright allows deposit to PMC.
- The NIHMS will convert the deposited files into a standard PMC format and will email the PI to review the PMC-formatted manuscript to make any necessary corrections and approve its release.
- The NIHMS will automatically send the article to PubMed Central for public posting after the delay period specified during submission.
Contacts

- Office of Research
  - Contract and Grant Officer assigned to your department
  - General information number – 949-824-4768
  - Assistant Vice Chancellor Christina Hansen – 949-824-5677

- UCI Libraries
  - nihgroup@uci.edu
  - Reference Desks
    - Grunigen Medical Library – 714-456-5583
    - Langson Library – 949-824-4976
    - Science Library – 949-824-3705
NIH Public Access Policy Mandate

Background and Action Steps by the University Libraries and Office of Grants and Contracts

OUTLINE

- NIH Mandate: Significance and Implementation
- Author Rights: Resources, Education and Outreach for Faculty and Students
- ScholarWorks@UMass Amherst digital repository
- Resources
NIH Public Access Policy Mandate

NIH Public Access Policy: Significance

- First Open Access (OA) mandate for major US funding agency
- First OA mandate for any government agency in the world adopted by legislature rather than by agency itself
- Sets precedent for other government funding agencies
- NIH is largest non-military funder of scientific research in world


- Took effect April 7, 2008
- Original peer-reviewed articles including graphics and supplemental materials
- Funded by NIH grants, awards or contracts
- Deposited in PubMed Central (PMC) at time of acceptance for publication
- To be posted within one year of publication

http://www.umass.edu/research/ogca/proceuds/UMass%20NIH%20compliance.ppt
NIH Public Access Policy Mandate

- Responsibility rests with grantees (institutions) and to Principal Investigators (PI's) for each grant
- Know your grant recipients
- Library and Office of Research are logical pairing
- Include Administration Folks

- Education program – this is the first of potentially many federal grant funding mandates
- Provide easy-access information sources
- Create tools for authors to use
  - Sample notification letter
  - Sample wording for copyright transfer agreement

Grantees (institutions) and Principal Investigators responsible for compliance

- Make sure publishing agreement allows compliance with NIH policy
- Submit post print version of manuscript to PubMed Central at the time of acceptance for publication
- Include PMC ID number in NIH applications and reports when citing articles covered by policy
1. Make sure publishing agreement allows compliance with NIH policy
   - Inform publisher of NIH requirements when submitting manuscript
   - Ensure transfer of copyright to publisher allows compliance with policy
   - If publisher will not allow compliance, find another publisher

2. Submit post-print version of manuscript to PMC at time of acceptance for publication
   - Author can deposit manuscript in NIH Manuscript Submission System (NIHMSS); author verifies content
   - Publisher can deposit manuscript in NIHMSS; author verifies content
   - Publisher with established relationship with PubMed Central can deposit manuscript in NIHMSS; no author verification needed
**3. Effective May 25, 2008**, anyone submitting application, proposal, or progress report to NIH must include PMC ID Number or NIH Manuscript Submission reference number when citing applicable articles that arise from their NIH funded research.
**UNIVERSITY OF MASSACHUSETTS**

**NIH Public Access Policy Mandate**

http://www.umass.edu/research/ogca/proceeds/UMass%20NIH%20compliance.ppt

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**UMassAmherst**

**Action Steps for Faculty**

- Manage copyright / retain author rights
- Select journals and publishers with access friendly policies
- Self-archive in UMass Amherst’s digital repository http://scholarworks.umass.edu

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**UMassAmherst**

**Manage Copyright**

- **Retain Author Rights**
  http://www.arl.org/sparc/author/
  - Reproduction
  - Distribution
  - Public performance
  - Modification of original work
- **Modify publisher contracts**
  - SPARC Authors Addendum
    http://www.arl.org/sparc/author/addendum.html or http://scholarworks.umass.edu/for_authors.html or
  - Scholar's Copyright Addendum Engine (SCAE) from ScienceCommons http://scholars.sciencecommons.org/
Journals With Access-friendly Policies

- How to determine
  - SHERPA / RoMEO website
    http://www.sherpa.ac.uk/romeo.php
  - Publisher websites
- Journals that submit articles to PMC
  http://publicaccess.nih.gov/submit_process_journals.htm
- Publishers who will submit to PMC upon request
  UMass Library staff can help you determine these journals
- Submit manuscript yourself when accepted for publication http://www.nihms.nih.gov/

SHERPA / RoMEO example

Springer
Pre-print: “tick” author can archive pre-print (ie pre-refereeing)
Post-print: “tick” author can archive post-print (ie final draft post-refereeing)

Conditions:
  * Author’s own final version only can be archived
  * On author’s website or institutional repository or funders designated website/repository
  * Published source must be acknowledged
  * Must link to publisher version
  * Set phrase to accompany link to published version (The original publication is available at www.springerlink.com)
  * Articles in some journals can be made Open Access on payment of additional charge
**NIH Public Access Policy**

- NIH Public Access Policy from NIH
- NII Public Access Policy from ARL
- NIH Extramural Nexus
- NIH Public Access Policy Implementation – Current Details from SPARC
- Alliance for Taxpayer Access – NIH Public Access Policy
  [http://www.taxpayersaccess.org/nih.html](http://www.taxpayersaccess.org/nih.html)

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**Resources: NIH Public Access Policy, more...**

- Complying With the NIH Public Access Policy – Copyright Considerations and Options
  [http://www.arl.org/sparc/advocacy/nih/copyright.html](http://www.arl.org/sparc/advocacy/nih/copyright.html)
- NIH Public Access Site (Includes extensive FAQ)
- Skill Kit NIH Manuscript Submission System – Get the Help You Need
- Complying with the National Institutes of Health Public Access Policy: Copyright Considerations and Options
  [http://www.arl.org/sparc/advocacy/nih/copyright-text](http://www.arl.org/sparc/advocacy/nih/copyright-text)
Office of Grants and Contracts
  • Bruce McCandless, mccandless@ora.umass.edu, 413-545-5283
  • Carol Sprague, sprague@research.umass.edu, 413-545-0698

University Libraries
  • Liaison librarians for academic departments
    www.library.umass.edu/reference/liaisons.html
  • Marilyn Billings, mbillings@library.umass.edu, 413-545-6891
NIH Public Access Policy

What are the implications for Penn State?

Important Dates

- April 7, 2008
  As of April 7, 2008, all articles arising from NIH funds must be submitted to PubMed Central upon acceptance for publication.

- May 25, 2008
  As of May 25, 2008, NIH applications, proposals, and progress reports must include the PubMed Central reference number when citing an article that falls under the policy and is authored or co-authored by the investigator, or arose from the investigator's NIH award. This policy includes applications submitted to the NIH for the May 25, 2008 due date and subsequent due dates.

The Law

The NIH Public Access Policy implements Division G, Title II, Section 218 of PL 110-181 (Consolidated Appropriations Act, 2009) which states:

SEC. 218. The Director of the National Institutes of Health shall require that all investigators funded by the NIH submit or have submitted them to the National Library of Medicine's PubMed Central an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication. Provided, That the NIH shall implement the public access policy in a manner consistent with copyright law.
Does the NIH Public Access Policy apply to me?

The Policy applies to you if your peer-reviewed article is based on work in one or more of the following categories:

- Directly funded by an NIH grant or cooperative agreement active in Fiscal Year 2008 (October 1, 2007 - September 30, 2008) or beyond;
- Directly funded by a contract signed on or after April 7, 2008;
- Directly funded by the NIH Intramural Program.
- If NIH pays your salary.

What does this mean?

- The author must ensure the publication agreement allows for submission to PubMed Central. The PI must ensure the article is submitted to PMC within the 12 month time frame.
- Must submit the accepted, peer reviewed manuscript.
- Must include the PubMed Central reference number when citing an article in NIH applications, proposals and progress reports.
This doesn’t sound so bad, what’s the big deal?

• Copyright –
  - Inform the journal that the article is subject to the Public Access Policy when submitting it for publication.
  
  - Make sure that any copyright transfer or other publication agreement allows the article to be submitted to NIH in accordance with the Policy. Authors should work with the publisher before any rights are transferred, to ensure that all conditions of the NIH Public Access Policy can be met.

Continued....

• What is the difference between a final peer-reviewed manuscript and final published article?

  Final peer-reviewed manuscript: The Investigator’s final manuscript of a peer-reviewed article accepted for journal publication, including all modifications from the peer review process.

  Final published article: The journal’s authoritative copy of the article, including all modifications from the publishing peer review process, copyediting and stylistic edits, and formatting changes.
Submit the manuscript

- Submit a copy of the accepted, peer-reviewed manuscript and associated files e.g., Microsoft Word document and figures.
- Authors or someone in their organization (e.g., an assistant or a librarian) can log on to the NIHMS to submit a copy of the accepted, peer-reviewed manuscript and associated files (e.g., Microsoft Word document and figures).
- The submitter designates the NIH funding that supported the manuscript.
- NIHMS will send a notification indicating that the designated funding approves the submission, and affirms that copyright allows deposit in PMC.
- NIHMS will convert the deposited files into a standard PMC format, and will email the PI to review the PMC-formatted manuscript to make any necessary corrections and approve its release.
- NIHMS will automatically send the article to PubMed Central for public posting after the delay period specified during submission.
- Some journals will deposit peer-reviewed manuscript files on behalf of their authors through the NIHMS. When this happens, authors will have to provide the associated award information and review and approve the article. The NIHMS will contact them by email if necessary.
- The Harold Library is offering "How to" classes. Check with the library for time and place.

Must include the PMCID

- Cite. As of May 25, 2008, when citing an article in NIH applications, proposals, and progress reports that falls under the Policy, and was authored or co-authored by you or arose from your NIH award, you must include the PubMed Central reference number (PMCID). This policy includes applications submitted to the NIH for the May 25, 2008 due date and subsequent due dates.
What are we doing?

- Created a Penn State wide website that will support our faculty as they navigate the submission process. http://www.hmc.psu.edu/library/PMC/pmc1.htm
- Developed training sessions that will provide step-by-step instructions for submitting manuscripts. Contact the library for time and place.
- Developed a model addendum agreement that faculty can use to negotiate retention of their copyrights. http://www.hmc.psu.edu/library/PMC/amendment.pdf

Continued

- Working with Dr. Alan Snyder & Dr. Eva Pell to ensure this is a system wide resource that provides consistent information across all campuses.
- Keeping abreast of ongoing changes to the process.
Remember!

- The Principle Investigator or Grantee is responsible, whether or not he/she is an author on a particular manuscript, to make sure personnel, even subcontractors, adhere to the NIH Public Access Policy.

More Info

- For more information visit the NIH Public Access Policy page: http://publicaccess.nih.gov/FAQ.htm
- Chart: When do NIH funded authors need to comply? http://backer.wustl.edu/pdf/NIHChart.pdf
Publisher Policies
NIH Public Access Publisher Policies for Top 100 UC-Authored Sciences Journals

**NIH PUBLIC ACCESS PUBLISHER POLICIES FOR TOP 100 UC-AUTHORED SCIENCES JOURNALS**

UC faculty and researchers should note that all information below relates to publishers' standard author agreements. UC authors can negotiate various elements of these agreements. UC authors can also include The University of California Letter To Publishers with the author agreement to allow the author to deposit into PMC regardless of publisher requirements. UC authors should think carefully before agreeing to any PMC/NIH public-access-related fees, consult University of California Scholarly Communication Policy.

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