Public Access Policy Compliance
NIH Public Access Policy

Instructions and resources to help the UCI research community comply with the NIH Public Access Policy.

How to Get Help @ UCI
Contact us with your NIH Public Access Policy questions: nihgroup@uci.edu

Schedule a Consultation
Digital Scholarship Consultation
Schedule a consultation for assistance with any of your information needs. Receive help with the NIH public access policy (and PMCIDs), literature searches, data management plans, and increasing your research impact.

Schedule a Digital Scholarship Consultation

How to use this guide
Simply follow the tabs to learn how to comply with the NIH Public Access Policy.

NIH Policy
Learn about the NIH Policy and the official repository, PubMed Central (PMC).

Compliance Overview
Understand what it means to comply with the NIH Policy and the steps you need to take.

Submission Methods
Figure out the correct method to use to submit each manuscript to PubMed Central.

Manage Compliance
Create your My NCBI account and learn how to use it to check and maintain compliance.

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Subjects:
Integrative Medicine, Complementary & Alternative Medicine, Evidence-Based Medicine, Medical Education

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NIH Public Access Policy

Submission Methods Overview

There are 4 submission methods:

Method A
Journal deposits final published articles in PubMed Central without author involvement

Method B
Author asks publisher to deposit specific final published article in PMC

Method C
Author deposits final peer-reviewed manuscript in PMC via the NIHMS

Method D
Author completes submission of final peer-reviewed manuscript deposited by publisher in the NIHMS

More details from NIH

Resources for Submission

NIH Manuscript Submission System
Journals List
Publishers List
NIHMS System Slide Show Demonstrations
NIH Public Access: Address Copyright

NIH Manuscript Submission System (NIHMS)

Authors (or someone they delegate) can submit the final peer-reviewed manuscript (not the final published version) to the NIH Manuscript Submission System (NIHMS). Submitting to NIHMS is the only way an author can submit manuscripts to be added into PMC, if the journal publisher doesn't deposit it for them.

NIHMS provides a number of great tutorials and FAQ page to help you get started using the system.

Submission Methods

A. Publisher deposits the published version in PMC

B. Author arranges to have Publisher deposit the published version in PMC

C. Author (or delegate) submits final peer-reviewed manuscript to NIHMS

D. Publisher submits final peer-reviewed manuscript to NIHMS

Next: How to cite using PubMed Central ID numbers
The NIH Public Access Policy ensures that the public has access to the published results of NIH-funded research. Researchers are required to submit journal articles that arise from NIH funds to the digital archive PubMed Central. The policy requires that these articles be publicly accessible in order to advance science and improve human health.

The Law

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

Important Dates

As of April 7, 2008 all peer-reviewed articles resulting from NIH-funded research must be submitted to PubMed Central upon acceptance for publication.

As of May 25, 2008 publications cited in proposals, applications and progress reports must include the PubMed Central reference number (PMCID) for articles that fall under the Policy and are authored or co-authored by the investigator, or arose from the investigator’s award. This policy includes applications submitted for the May 25, 2008, due date and subsequent due dates. If the PMCID is not yet available, the NIH Manuscript Submission system reference number (NIHMS ID) should be submitted.

December 21, 2012 - NIH informs grantees that in Spring, 2013, at the earliest, NIH will delay processing of non-competing continuation grant awards if publications arising from that award are not in compliance with the NIH public access policy. The award will not be processed until recipients have demonstrated compliance.

Who is affected?

The Policy applies to you if your peer-reviewed article accepted for publication on or after April 7, 2008 is based on work in one or more of the following categories:

- Directly funded by NIH grant, cooperative agreement, or contract active in Fiscal Year 2008 or beyond;
- Directly funded by a contract signed on or after April 7, 2008;
- Directly funded by the NIH

Policy Details: http://publicaccess.nih.gov/policy/nih
Welch Informationists

The informationists at the Welch Medical Library are happy to answer any questions you may have about the NIH Public Access Policy. Clicking on a picture below will give you contact information for an individual informationist. Hovering over this larger image will show the departments the informationist covers.

The informationist assigned to your department or affiliation can also be easily found on the Informationist Program web page.

The NIH Public Access Policy and Your Grant

The following video from the NYU School of Medicine outlines the procedures for compliance with the NIH Public Access Policy. It specifically addresses the penalty for non-compliance, what is meant by the "final peer-reviewed manuscript," the difference between PubMed and PubMed Central, and the use of the NIH Manuscript Submission System (NIHMS).

A more detailed examination of these topics is available from this video from the Louise Darling Biomedical Library at UCLA.

What Compliance Requires

Submitting Your Article

- You must retain the right to deposit your article in PubMed Central (PMC).
- There are four methods of submission to PMC:
  - For two of the submission methods, the journal/publisher will submit your article for you.
  - For the other two submission methods, you are required to submit your article to the NIH Manuscript Submission System (NIHMS).
- See the Submission to PMC tab of this guide for more information.

Reporting, Citing, and Managing Your Article

- You are required to provide the PubMed Central ID (PMCID) number when citing your article.
- If you have not been issued a PMCID, use the NIHMS number in reports for the first three months after the article has been published.
- After three months, use the article’s PMCID whenever citing it.
- See the After Submission to PMC tab of this guide for more information.
Compliance Methods for the NIH Public Access Policy

Method A: Author publishes in a journal that submits all NIH-funded final published articles to PMC; no fee. (1)

Publisher submits final published article to PMC.

Who reviews and approves the submission?

Publisher

How to demonstrate compliance for papers in press or within three months of publication?

PMCID or "PMC Journal - In Process"

Method B: Author requests a publisher to submit an individual NIH-funded final published article to PMC (usually fee-based service). (2)

Publisher submits final published article to PMC.

Who reviews and approves the submission?

Publisher

How to demonstrate compliance for papers in press or within three months of publication?

PMCID or "PMC Journal - In Process"

Method C: Author self-submits the final peer-reviewed manuscript to NIHMS; NIHMS prepares manuscript for posting to PMC. (3,4)

Author or third party (non-publisher) such as lab assistant or library submits final peer-reviewed manuscript to NIHMS.

Who reviews and approves the submission?

Author

How to demonstrate compliance for ALL applicable papers three months post publication?

PMCID or NIHMS ID

Use of "PMC Journal - In Process" is NOT allowed for Methods C or D.

Method D: Publisher submits the final peer-reviewed manuscript on behalf of NIH-funded authors (no fee); NIHMS prepares manuscript for posting to PMC. (3,4)

Publisher submits final peer-reviewed manuscript to NIHMS.

Who reviews and approves the submission?

Publisher

How to demonstrate compliance for papers in press or within three months of publication?

PMCID

Method C:
Author self-submits:
One email from NIHMS sent to author:
1. Approve Web Version
Third party submits:
Two emails from NIHMS sent to author:
1. Approve PDF Receipt
2. Approve Web Version

Method D:
Publisher submits:
Two emails from NIHMS sent to author:
1. Approve PDF Receipt
2. Approve Web Version

Questions?
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