

REPRESENTATIVE DOCUMENTS

Web Sites

UNIVERSITY OF CALIFORNIA, IRVINE

NIH Guide

http://www.lib.uci.edu/scamp/nih-guide.html



UNIVERSITY OF CALIFORNIA, SAN DIEGO

NIH Public Access Policy - Tips from BML

http://libraries.ucsd.edu/locations/bml/quides/nih-public-access-policy-tips-from-bml.html



<u>Libraries Home >> > Library Locations >> > Biomedical & Medical Center Libraries >> > Instruction & Guides >> > BML: NIH Public Access Policy</u>

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:

- 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 <u>Public Access Policy</u>.
 - In order to comply with this requirement, UC investigators should enclose 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:
 - You or someone in your organization (e.g., an assistant) may deposit a copy of the peer reviewed manuscript in the <u>NIH Manuscript Submission (NIHMS) system</u>, 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 <u>FAQ on using NIHMS</u>).
 - 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 <u>FAQ on journals that deposit articles</u>).
 For <u>these journals</u>, 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 <u>PubMed Central reference number (PMCID)</u>. This policy includes applications submitted to the NIH for the May 25, 2008 due date and subsequent due dates. (see <u>FAQ on how to cite articles</u>).

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.

UNIVERSITY OF CALIFORNIA, SAN DIEGO

NIH Public Access Policy - Tips from BML

http://libraries.ucsd.edu/locations/bml/quides/nih-public-access-policy-tips-from-bml.html

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/NIHMS 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 <u>Medical Center Library Hillcrest</u>. October 29 workshop at <u>Biomedical Library</u>.
- 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 <u>Public Access website</u> with an <u>FAQ</u> 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 <u>SHERPA/RoMEO</u> database and the Open Access Directory (OAD) wiki, "<u>Publisher Policies on NIH-funded authors"</u> 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.

Friendly URL: http://biomed.ucsd.edu/nihpolicy.htm

See Also

- Compliance Flowchart (PDF)
- Chart: When to Comply (PDF)

COLUMBIA UNIVERSITY

NIH Public Access Policy

http://scholcomm.columbia.edu/nih-public-access-policy



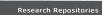
COLUMBIA UNIVERSITY LIBRARIES/INFORMATION SERVICES SCHOLARLY COMMUNICATION PROGRAM

Home > NIH Public Access Policy

NIH Public Access Policy

The Policy and Your Research Retaining Your Rights Complying with the Policy How Columbia Can Help







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 <u>PubMed Central</u> (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.

Articles based on NIH-funded research that are accepted for publication on or after April 7, 2008, must be deposited in PubMed Central, and made available to the public via PubMed Central. within 12 months of publication.

Print

Researchers submitting requests for funding to the NIH must include the PMCID number for all cited articles falling under the Public Access Policy and which they authored or coauthored, or which arose from the researcher's NIH grant.

See the NIH's Public Access site for background on the policy and an FAO.

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.



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Sitemap

Columbia University Libraries/Information Services

DUKE UNIVERSITY

Tutorials: NIH Public Access Policy Overview http://www.mclibrary.duke.edu/nihpolicy



Duke University Medical Center Library



Catalog | All Journals | E-Journals | MEDLINE | Clinical Tools | Ask a Librarian | Se

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ADD THIS # 19 47.

Overview
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NIH Converter
EndNote

PMC ID Numbers
NIH Converter
EndNote
Instructions
Journals that
Support NIH Policy
NIHMS Resources
General Resources
Training

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 <u>must</u> 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 compiliance 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.
- Policy.
 You can review your contract language with Duke's Scholarly Communications Officer, Kevin L. Smith (919-668-4451).
- 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 NIMHS 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 7, 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.

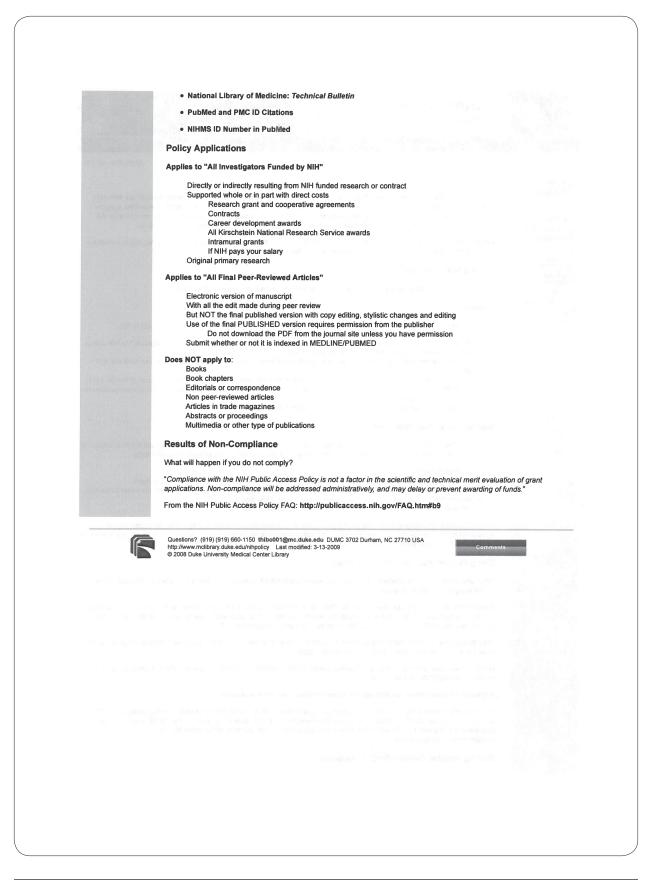
The Medical Center Library can help you find these numbers, if you need assistance.

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

DUKE UNIVERSITY

Tutorials: NIH Public Access Policy Overview http://www.mclibrary.duke.edu/nihpolicy





NIH Public Access Policy

The National Institutes of Health (NIH) has a new Public Access policy passed into <u>law</u> 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
 - o Directly funded by a contract signed on or after April 7, 2008
 - See <u>Public Access FAQ</u> 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

EMORY UNIVERSITY

NIH Public Access Policy

http://web.library.emory.edu/IP_rights/NIH_public_access_policy.html

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 <u>Addendum</u> 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 scholcomm@listserv.cc.emory.edu.

2) Submit the article to NIH

- You can deposit the peer-reviewed article in the <u>NIH Manuscript Submission (NIHMS)</u> 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 <u>list of these journals</u>
- 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.emorv.edu

Where can I find additional information?

- The NIH Public Access Policy FAQ
- The NIMHS Tutorial
- TheNIH Public Access Communications site
- DigitalKoans Select Publisher Policies about the NIH Public Access Policy

Additional links



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 <u>PubMed Central (PMC)</u> 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 <u>home page</u>, <u>FAQ</u>, and <u>Public Access Policy</u>, 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 <u>step-by-step overview</u> of the actions authors need to take in order to comply.

NIH Public Access Policy: Details for MIT Authors

http://info-libraries.mit.edu/scholarly/open-access-initiatives/nih-2/

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 <u>Step by Step Guide</u> for details.
 - A grid summarizing key publishers' practices in relation to the NIH policy is available by emailing <u>Ellen Duranceau</u>, Scholarly Publishing & Licensing Consultant, MIT Libraries.
 - Authors may also want to read the article <u>PubMed Central Deposit and Author Rights</u>, 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 <u>Step by Step Guide</u> for details.

PubMed Central Reference Numbers

Authors and PIs should be 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

NIH Public Access Policy: Details for MIT Authors

http://info-libraries.mit.edu/scholarly/open-access-initiatives/nih-2/

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 <u>publisher partners</u> 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 (PMCIDs) can be found in three ways:
 - By searching <u>PubMed</u> and looking at the end of the abstract.
 - By searching <u>PubMed Central</u> 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 fulltext of the article, if the article is publicly available.
 - NIH also offers a tool to convert PMCIDs 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

otherwise noted

NIH Submission Policy: Research to Publication

http://www.galter.northwestern.edu/Guides-and-Tutorials/NIH-Submission-Policy



<u>Home</u> > <u>Guides and Tutorials</u> > <u>Research to Publication</u> > NIH Submission Policy

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 publicy available no later than 12 months after the offical 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

NIH Submission Policy: Research to Publication

http://www.galter.northwestern.edu/Guides-and-Tutorials/NIH-Submission-Policy

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 the NIHMS site
- The <u>home page for the Public Access policy</u> is a good starting place to read the policy and to link to other helpful pages
- The NIH maintains a comprehensive FAO 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 (P.I.) thorugh 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. If

NIH Submission Policy: Research to Publication

http://www.galter.northwestern.edu/Guides-and-Tutorials/NIH-Submission-Policy

multiple PIs are involved, one should be designated as corresponding and submitting author.

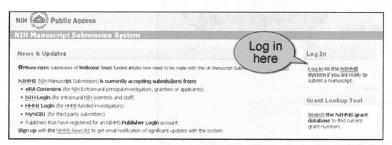
Before submission authors need to determine any stipulations journals may have placed on submission by authors. These stipulations can be found on the publisher's copyright agreement form or on the publisher's web pages for submission. Some considerations and stipulations are:

- 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:

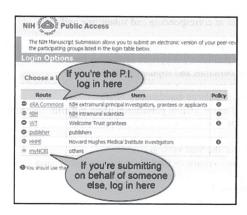
From the NIHMS submission page: (http://www.nihms.nih.gov/)



- Log in to the NIHMS System through the link in the upper right corner of the submission page
- Select the proper category for your submssion type:
 - You need an eRA commons profile to submit as a P.I.
 - 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.

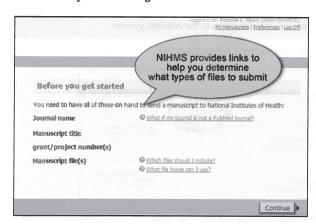
NIH Submission Policy: Research to Publication

http://www.galter.northwestern.edu/Guides-and-Tutorials/NIH-Submission-Policy



• 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.

NIH Submission Policy: Research to Publication

http://www.galter.northwestern.edu/Guides-and-Tutorials/NIH-Submission-Policy

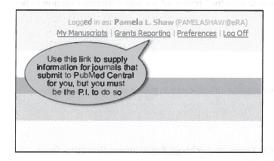
Hit the "Continue" button on each submission page to proceed through the submission process. You will be prompted to supply all the necessary information. If you wish to discontinue the process, you may hit the "Cancel Submission" button on the lower left of each page.

NLM 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:



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

NIH Submission Policy: Research to Publication

http://www.galter.northwestern.edu/Guides-and-Tutorials/NIH-Submission-Policy

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:

 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:

- 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.
- 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

- <u>Revised Policy on Enhancing Public Access to Archived Publications Resulting from NIH-Funded Research</u> (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: <u>Submitting an Article to PubMed Central</u> (for PIs/Authors who self-submit)
- NIHMS Video Tutorial: <u>Approving Submission of an Article to PubMed Central</u> (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

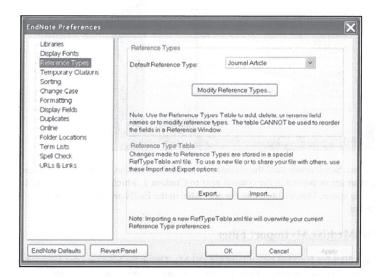
NIH Submission Policy: Research to Publication

http://www.galter.northwestern.edu/Guides-and-Tutorials/NIH-Submission-Policy

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**.

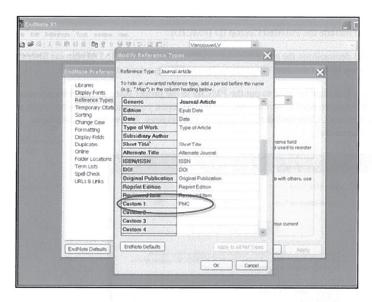


From the list on the left, click on **Reference Types**. The right panel of the window will change to the default selection, **Journal Article**. If the Default Reference Type is *NOT* Journal Article, then use the drop down arrow to select **Journal Article**.

Next click on the button **Modify Reference Types**.

NIH Submission Policy: Research to Publication

http://www.galter.northwestern.edu/Guides-and-Tutorials/NIH-Submission-Policy



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

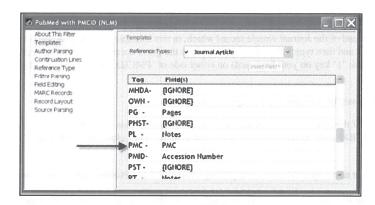
EndNote has an import filter for PubMed called PubMed (NLM). This is the file you want to modify to add the PMCID to your EndNote records. To preserve the integrity of the original file, you will want to rename this file. Choose a name such as "PubMed with PMCID (NLM)". To do this, click on Edit and 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 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.

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http://www.galter.northwestern.edu/Guides-and-Tutorials/NIH-Submission-Policy



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,

NIH Submission Policy: Research to Publication

http://www.galter.northwestern.edu/Guides-and-Tutorials/NIH-Submission-Policy

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:

Author, Title. Journal, Year|. Volume|(Issue)|: p. Pages|. `PMCID:` PMC

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 yourEndNote 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 ENDNOTE WEB.

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

EndNote Assistance is available at Galter Health Sciences Library:

<u>Galter Library Education Team</u>

312-503-8109

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

Need some assistance?

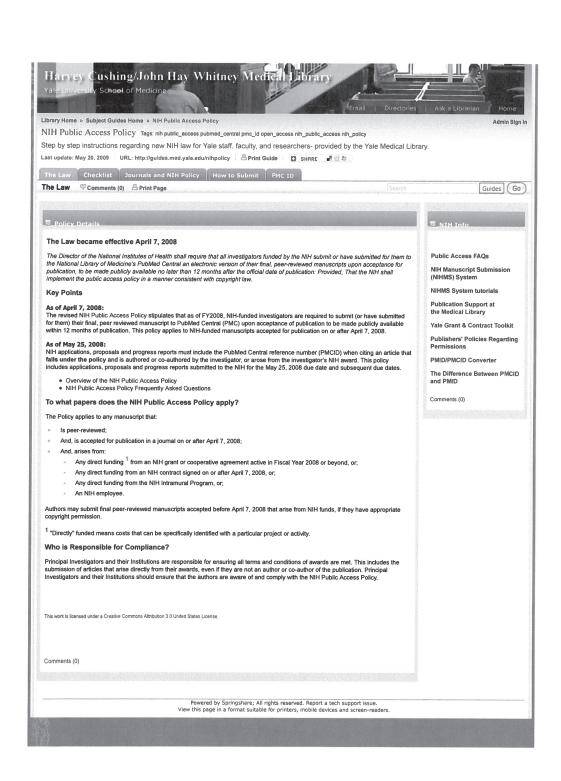
Ask the Biosciences Librarian Pamela Shaw for assistance.

Pamela Shaw, Biosciences Librarian <u>Pamela's Liaison Page</u> 312-503-8689

For further information, contact us

This page last updated Feb 18, 2009.





YORK UNIVERSITY

Information for CIHR Grant Recipients http://scholcom.apps01.yorku.ca/drupal/?q=node/48



Addenda

DUKE UNIVERSITY

Language for Publishers' Agreements/Contracts http://www.mclibrary.duke.edu/nihpolicy/copyright/pubagreementwording.doc

Language for Publishers' Agreements/Contracts

If you are not sure if the publisher's agreement or contract allows submission of your final peerreviewed manuscript you may do the following.

1. Contact Duke's Scholarly Communications Officer

Kevin L. Smith <u>Kevin.l.smith@duke.edu</u> 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.

DUKE UNIVERSITY

Language for Publishers' Agreements/Contracts
http://www.mclibrary.duke.edu/nihpolicy/copyright/pubagreementwording.doc

		M NIH PUBLIC A		
to the NIH upon a	acceptance for Journal	publication, for pub	rovide a copy of the fin lic archiving nonths after publication	_
Author	 	Date		
Publisher		Date		

Instructions to Authors For Use of MIT Amendment to Publication Agreement http://info-libraries.mit.edu/scholarly/wp-content/uploads/mitamendment2008rev1.pdf

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 <u>amend-cip@mit.edu</u>.

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, efinnie@mit.edu, x38483.

MIT amendment to publication agreement rev. 1/27/06

Instructions to Authors For Use of MIT Amendment to Publication Agreement http://info-libraries.mit.edu/scholarly/wp-content/uploads/mitamendment2008rev1.pdf

1.	AMENDMENT TO PUBLICATION AGREEMENT THIS Amendment hereby modifies the attached Publication Agreement concerning the following Article:					
	(manuscript title)	F 7				
	(journal name)					
2.						
	(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.					
or	Notwithstanding any terms in the Publication Agreement licensed by Publisher to Author in the Publication Agreemere that the Author shall also retain the following rights:	to the contrary and in addition to the rights retained by Authornt and any fair use rights of Author, Author and Publisher				
	of the Article, including all modifications from the pe	ution to provide, an electronic version of the final manuscript ser review process and all graphics and supplemental material reviewed manuscript"), to the National Library of Medicine' ticle is accepted for publication.				
		itution to authorize, the National Institutes of Health ("NIH" e Article available for public access in PMC, in any medium cial date of publication.				
		comply with NIH's Revised Policy on Enhancing Public -Funded Research (http://grants.nih.gov/grants/guide/notice-				
	works including update, perform, and display publicly	clusive right to use, reproduce, distribute, create derivative y, the Article in electronic, digital or print form in connection lectures, other scholarly works, and for all of Author's				
	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.					
	exclusive right to use, reproduce, distribute, display, p digital or in print form in connection with teaching, di	cessary to grant to the Author's employing institution the nor publicly perform, and make copies of the work in electronic, igital repositories, conference presentations, lectures, other tivities conducted at the Author's employing institution.				
5.	Final Agreement. This Amendment and the Publication Agreement, taken together, constitute the final agr between the Author and the Publisher with respect to the publication of the Article and allocation of rights a copyright in the Article. Any modification of or additions to the terms of this Amendment or to the Publicat Agreement must be in writing and executed by both Publisher and Author in order to be effective.					
	AUTHOR	PUBLISHER				
	(corresponding author on behalf of all authors)					
	Date	Date				
MIT	T Authors : Please email to <u>amend-cip@mit.edu</u> or fax a copy of the agreement	t to 617-253-8894 MIT amendment to publication agreement rev. 1/27/06				

FAQs

UNIVERSITY OF IOWA

NIH Public Access Policy - FAQ

http://guides.lib.uiowa.edu/content.php?pid=6167&sid=43827



UNIVERSITY OF IOWA

NIH Public Access Policy - FAQ

http://guides.lib.uiowa.edu/content.php?pid=6167&sid=43827

message from NIH to view the PDF document and submit the final approval (PDF overview of
process at http://www.nihms.nih.gov/web-help/PI-PDFAPP/PI-PDFAPP.pdf) before the article will be added to PubMed Central.
Comments (0)
Powered by Springshare; All rights reserved. Report a tech support issue. View this page in a format suitable for printers, mobile devices and screen-readers.

NIH Public Access Policy FAQs

http://becker.wustl.edu/services/scholarly/faqs.html



Home > Services > Scholarly Communications Portal > NIH Public Access Policy > FAOs

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
- >> Submittal 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.htm)

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

NIH Public Access Policy FAQs

http://becker.wustl.edu/services/scholarly/fags.html

under a FY2008 T32 grant. Do I need to comply with NIH Public Access Policy?

Yes

Compliance Scenario:

Dr. Smith is working off of 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 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

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

SPEC Kit 311: Public Access Policies • 99

NIH Public Access Policy FAQs

http://becker.wustl.edu/services/scholarly/faqs.html

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 PMC. This email will also include the PMCID.

PMCID

Where can I find my PMCID reference number?

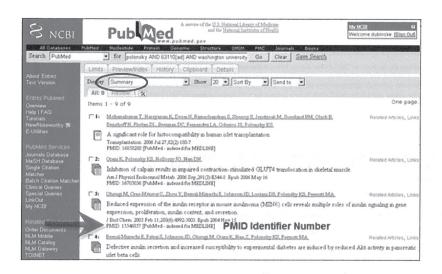
The PMCID reference number can be found in PubMed and PubMed Central.

In PubMed

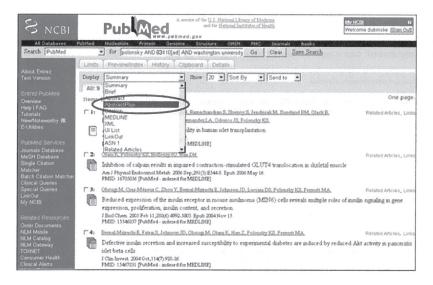
Here is a sample PubMed record using the "Summary" display. Note that this display notes the PMID which is a unique identifier number assigned to each publication as it is added to PubMed. This is not the same as the PMCID.

NIH Public Access Policy FAQs

http://becker.wustl.edu/services/scholarly/faqs.html



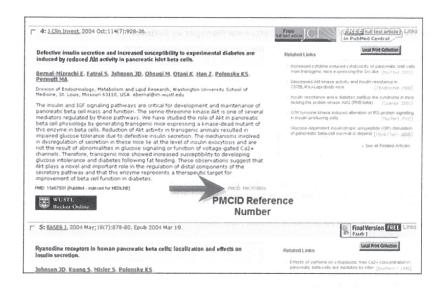
To locate the PMCID reference number, change the Display to "AbstractPlus."



Once on the AbstractPlus display, you will find the PMCID under the citation/abstract on the right side.

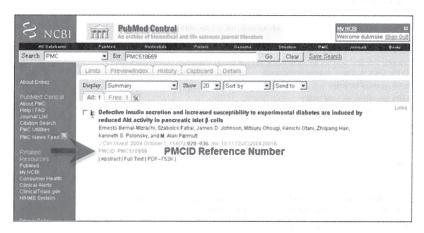
NIH Public Access Policy FAQs

http://becker.wustl.edu/services/scholarly/faqs.html



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.

NIH Public Access Policy FAQs

http://becker.wustl.edu/services/scholarly/faqs.html

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 PMC tag and import the data to bibliographic citation software.

For more details, see:

- · How to Locate and Cite the PMCID
- · PMCIDs 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?

Pls 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.
- 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 PubMed 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 (g&c@msnotes.wustl.edu)
- DANFORTH Campus: Office of Research (resoffice@msnotes.wustl.edu)

"The documentation provided is in response to your email dated (insert date here). Our Institutional Business Official (IBO) is being copied utilizing the office's generic email, (i.e., g&c@msnotes.wustl.edu OR resoffice@msnotes.wustl.edu)."

See: http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-119.html for more information

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

NIH Public Access Policy FAQs

http://becker.wustl.edu/services/scholarly/faqs.html

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 (NIHMS) 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 NIHMS ID reference number. The NIHMS 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 NIHMS ID if the PMCID is not available yet? Or does NIH prefer that PIs respond when they have the PMCIDs for the citations in question that do apply under the policy?

The "PMC Journal – In Process" and the NIHMS ID are intended to be used as temporary means of documentation until the PMCID is available. Pls 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 NIHMS 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 NIHMS 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 (NIHMS) 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 NIHMS informing the PI of a submission and the PMCID. If no corresponding notification is forthcoming from NIHMS for a specific publication by a trainee that was generated from that PI's award, the PI can retroactively add the grant award information.

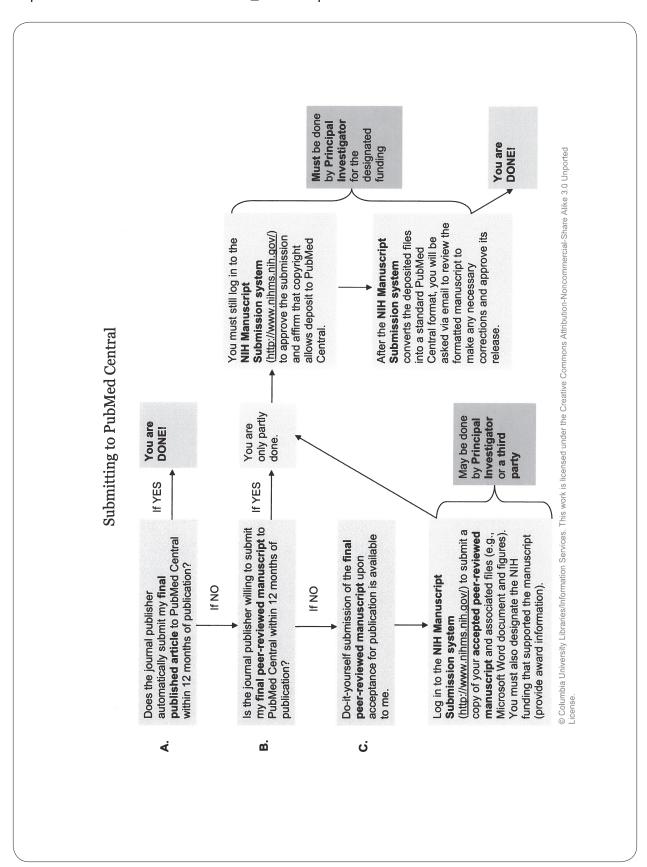
See Demonstration of Compliance for information about how to retroactively add grant award information

NIH Public Access Policy FAQs

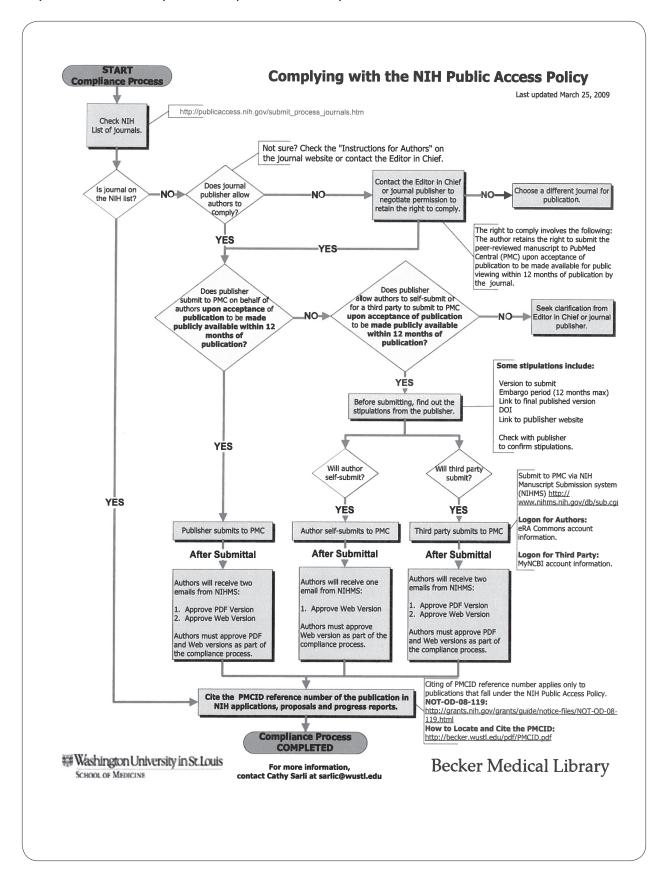
http://becker.wustl.edu/services/scholarly/faqs.html

Have questions or need more assistance? Please contact Cathy Sarli, Becker Library Scholarly Communications Specialist. Last updated: April 28, 2009 Home | Resources | Services | Educ & Tech | Research | About the Library | WUMC Back to Top BERNARD BECKER MEDICAL LIBRARY 660 S. Euclid Ave., Campus Box 8132, St. Louis MO 63110 Phone: 314.362.7080 Fax: 314.454.6606 ©2009 Washington University School of Medicine, St. Louis, Missouri

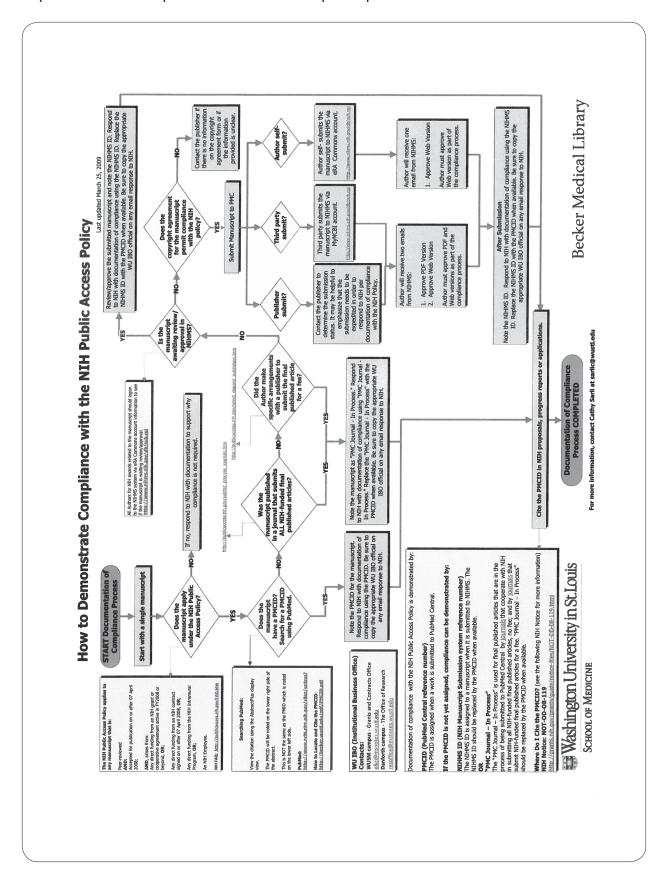
Flowcharts



Complying with the NIH Public Access Policy http://becker.wustl.edu/pdf/NIHComplianceFlowchart.pdf



How to Demonstrate Compliance with the NIH Public Access Policy http://becker.wustl.edu/pdf/Demonstrate-NIH-Compliance.pdf



Handouts

UNIVERSITY OF CALIFORNIA, IRVINE

NIH Public Access Policy Summary

http://www.lib.uci.edu/scamp/docs/NIH-Public-Access-Summary.doc

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.research.uci.edu/ora/sp/NIHopenaccess.htm.



The Public Access Policy requires posting of peer-reviewed articles based on research:

- Funded by an NIH grant or cooperative agreement active in Fiscal Year 2008 (October 1, 2007-September 30, 2008) and beyond;
- Funded by an NIH contract signed on or after April 7, 2008;
- Funded by the NIH intramural program; or
- · As an NIH employee.



Peer-reviewed articles, including all graphics and supplemental materials that are associated with the article, must be posted to PubMed Central within $\underline{12 \text{ months}}$ 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/NIHPubMedPublisherLtr-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 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. 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:

FAQ - http://publicaccess.nih.gov/FAQ.htm

Public Access - http://publicaccess.nih.gov/

Revised Policy - http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-033.html

UCI Libraries Website:

http://www.lib.uci.edu/scamp/nih-guide.html

UCI Office of Research Administration/Sponsored Projects Website:

http://www.research.uci.edu/ora/sp/NIHopenaccess.htm

5/15/2008

CASE WESTERN RESERVE UNIVERSITY

NIH Public Access

http://www.case.edu/chsl/NIHPublicAccess.pdf



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 hclref@case.edu if you need additional information.
- 2. Submit the article to NIH -
 - 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 <u>Journals That Submit Articles To PubMed Central</u> (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 <u>Frequently Asked Questions</u> (http://publicaccess.nih.gov/FAQ.htm).

Cleveland Health Sciences Library, Case Western Reserve University

SPEC Kit 311: Public Access Policies · 113

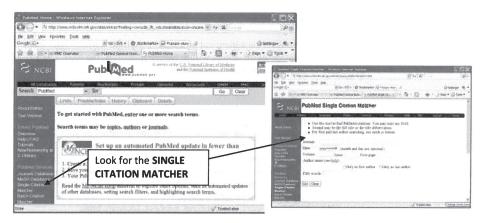


Finding PMCID's

PMCID's are part of the PubMed record.

Please use CHSL's link to PubMed:

 $\underline{\text{http://www.ncbi.nlm.nih.gov/sites/entrez?holding=cwruclib_fft_ndi,ohiolinklib\&otool=ohiolink}}$



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.

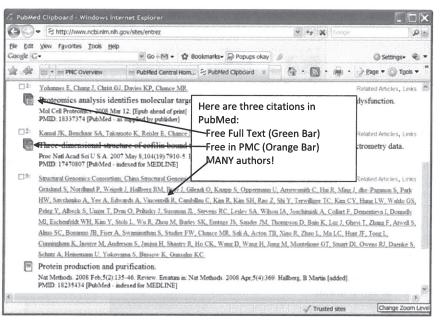
Cleveland Health Sciences Library, Case Western Reserve University

CASE WESTERN RESERVE UNIVERSITY

NIH Public Access

http://www.case.edu/chsl/NIHPublicAccess.pdf





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:

Citing Medicine

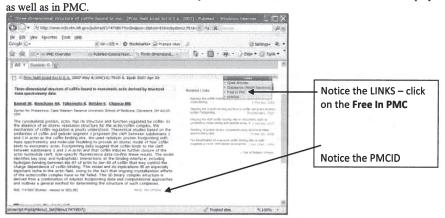
(http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=citmed.TOC&depth=2)

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

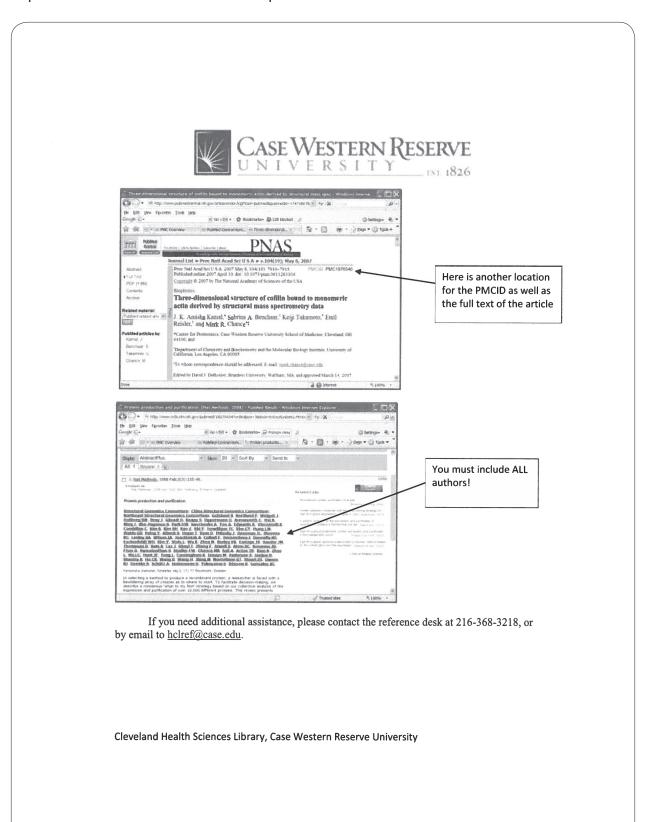


Cleveland Health Sciences Library, Case Western Reserve University

CASE WESTERN RESERVE UNIVERSITY

NIH Public Access

http://www.case.edu/chsl/NIHPublicAccess.pdf





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.htm) 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:

- 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.

UNIVERSITY OF UTAH

New NIH Reporting Requirements http://library.med.utah.edu/km/nihinfo.pdf

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			
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 <u>policy</u> since 2006 to submit articles to PMC on the author's behalf; other examples of such programs are Blackwell Publishing's <u>Online Open</u> , Oxford Journals' <u>Oxford Open</u> , and Springer's <u>Open Choice</u> . 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/) 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: Oto http://www.nihms.nih.gov/, label the manuscript with the correct author names, grant #, etc., and then submit. The voluntary NIH Manuscript Submission System is still in place at 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/. 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 or contact Allyson Mower, amower@lib.med.utah.edu or Mary Youngkin, maryy@lib.med.utah.edu.

SPEC Kit 311: Public Access Policies · 119

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Letters to Publishers

UNIVERSITY OF CALIFORNIA, SAN FRANCISCO

Letter to Publisher

http://www.library.ucsf.edu/sites/all/files/ucsf_assets/ucopletter.pdf

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OFFICE OF THE PROVOST AND EXECUTIVE VICE PRESIDENT --ACADEMIC AND HEALTH AFFAIRS OFFICE OF TECHNOLOGY TRANSFER
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Oakland, California 94607-5200
Web Site: www.ucop.edu/ott/
Tel: (310) 587-6000
Fax: (510) 587-6090

March 6, 2008

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

UNIVERSITY OF LOUISVILLE

Letter to Publisher

http://louisville.edu/research/common/DearPubLtr.pdf



Manuel Martinez-Maldonado, MD, MACP Executive Vice President for Research

University of Louisville Louisville, Kentucky 40292 Office: 502-852-1400 Fax: 502-852-8375 Email: m0mart10@.louisville.edu

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 (https://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

Manuel Martinez-Maldonado, M.D.

Executive Vice President for Research

E-mail to Publishers for Submission Status of NIH-Funded Works

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 (sarlic@wustl.edu).
- 3. Copy Patricia Hart (patricia hart@wustl.edu) and Cathy Sarli (sarlic@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 (sarlic@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

Pixel. Woodruff Health Science Library Newsletter http://www.healthlibrary.emory.edu/files/documents/pixel_v2_issue1_2008.pdf



April 2008

Volume 2. Issue 1

PIXEL





Inside this issue:

Woodruff Health Sciences Center Library Newsletter

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 Pub-Med 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

Pixel. Woodruff Health Science Library Newsletter http://www.healthlibrary.emory.edu/files/documents/pixel_v2_issue1_2008.pdf

Page 2

Complying with the new NIH Public Access Policy

PIXEL

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 medref@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

Pixel. Woodruff Health Science Library Newsletter http://www.healthlibrary.emory.edu/files/documents/pixel_v2_issue1_2008.pdf

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 <u>list of journals</u> which deposit some or all of their content. Each PMC article is marked in the <u>PubMed</u> 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 PMCID in lower right corner, OR click on PubMed Central logo near the top of the screen. (See red boxes below)

1: Pharmacotherapy. 2006 Oct;26(10):1501-10.

Illicit use of specific prescription stimulants among college students: prevalence, motives, and routes of administration

Teter CJ, McCabe SE, LaGrange K,

School of Pharmacy, Northeastern Universit

OBJECTIVES: To explore the illicit use add to our understanding of reasons (r of these drugs. METHODS: A random

A link to the full-text article in PMC will be found in the top right hand corner.

Web-based survey. The survey contained a variety of items pertaining to the illicit use of prescription stimulants. An extensive list of prescription stimulants was provided, and students were asked to select all the specific prescription stimulants that they had used illicitly. Items were also included to assess the motives and routes of administration associated with illicit use of prescription stimulants. RESULTS: Lifetime and past-year prevalence rates for illicit use of prescription stimulants were 8.3% (382 students) and 5.9% (269 students), respectively. Approximately three fourths ents reported using an

If an article has a PMC ID, the PMC ID can be found in the PubMed citation.

lerall) in the past year, and ate (e.g., Ritalin, Concerta, Metadate, ore than 3 times more likely among 1.5-6.6) and Hispanics (OR 3.8, 95% wice as likely among Caucasians (OR ompared with Asians. The most

commonly reported motives for illicit use were to help with concentration (65.2%), help study (59.8%), and increase alertness (47.5%). Other motives included getting high (31.0%) and experimentation (29.9%). Nearly every illicit user (95.3%) reported oral administration, and 38.1% reported snorting prescription stimulants. CONCLUSION: Illicit use of amphetamine-dextroamphetamine is more prevalent than illicit use of methylphenidate formulations

among college students. PMCID: PMC1794223

PMID: 16999660 [PubMed - indexed for MEDLINE]

Patient Drug Information Dextroamphetamine (Dexedrine®, DextroStat®) Dextroamphetamine is

Related Links

undergraduate student sample

used as part of a treatment program for attention deficit hyperactivity disorder (ADHD, more difficulty focusing, controlling actions, and » read more

> Dextroamphetemine and Amphetemine (Adderall®). The combination of dextroamphetamine and amphetamine is used as part of a treatment program for attention deficit hyperactivity disorder (ADHD; more difficulty

FREE Author Manuscript

[] Am Coll Health, 2005]

[Addiction, 2005]

[Pharmacotherapy, 2003]

[J Psychoactive Drugs, 2006]

» See all Related Articles.

in PubMed Central

Prevalence and motives for illicit use of prescription stimulants in an

Prevalence of illicit use and abuse of prescription stimulants, alcohol, and

Non-medical use of prescription stimulants among US college students prevalence and correlates from a national survey

Micrit methylphenidate use in an undergraduate student sample; prevalence

Medical use, illicit use and diversion of prescription stimulant medication

other drugs among college students: relationshi [Pharmacotherapy, 2007]

Methylphenidate (Concerta®, Metadate®, Methylin®, ...) Methylphenidate is used as part of a treatment program for attention deficit hyperactivity disorder (ADHD, more difficulty focusing, controlling actions, and

> read more

April 2008

Pixel. Woodruff Health Science Library Newsletter

http://www.healthlibrary.emory.edu/files/documents/pixel_v2_issue1_2008.pdf

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 1p.m.

Wednesday April 30: Whitehead Research Building Auditorium from 12 noon to 1p.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

PIXEL



Voodruff Health Sciences Center Librai www.healthlibrary.emory.edu 1462 Clifton Road

Pixel is the smallest, discrete component of an image. "The greater the number of pixels per inch the greater the resolution." With this newsletter, we hope to provide you with a quality picture of who we are and what we are doing to serve you better.

Comments? • Suggestions?

Email to
agetsel@emory.edu

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 Oren 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 Varmus PLoS Co-founder

The Law

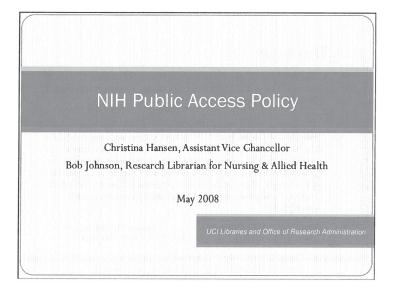
The Director of the National Institutes of Health shall require that all investigators funded by the NIH submit or have submitted for them to the National Library of Medicine's PubMed Central an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication, to be made publicly 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

5/29/09



History

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

UCI Libraries and Office of Research Administration

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NIH Public Access Policy

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

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.

MH Guide Notice for Public Access (January 11, 2008 http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-033.html)

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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#e4)
- Final peer-reviewed manuscript
- Up to 12 month embargo from official date of publication

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5/29/09

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?

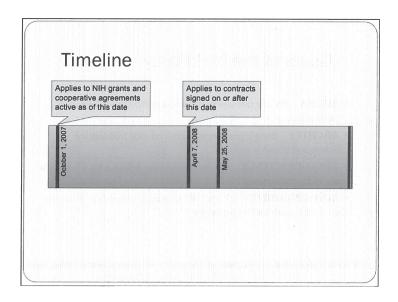
- Yes, if any of the following are true:
 - Directly funded by an NIH grant or cooperative agreement active in FiscalYear 2008 (October 1, 2007- September 30, 2008) or beyond
 - Directly funded by a <u>contract</u> signed on or after April 7, 2008
 - Directly funded by the NIH Intramural Program
 - NIH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

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NIH Public Access Policy

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

5/29/09



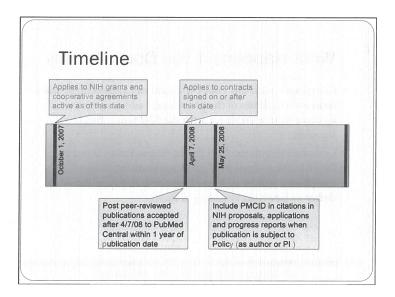
Important Dates

- 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 coauthored by the investigator, or arose from the investigator's NIH award

UCI Libraries and Office of Research Administration

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5/29/09



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.

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NIH Public Access Policy

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

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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. Noncompliance will be addressed administratively, and may delay or prevent awarding of funds.

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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 PMCIDs
- Provide group or personal presentations on the NIH policy and/or Open Access issues.

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Support From UCI

- Informational websites
 - UCI Libraries

http://www.lib.uci.edu/scamp/nih-guide.html

· 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

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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

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NIH Public Access Policy

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

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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
- Attach the <u>University of California</u>
 <u>Letter to Publishers</u> to your copyright transfer agreement
- Sign the Copyright Transfer Agreement
- Immediately below your signature add the following: Subject to attached addendum

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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

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NIH Public Access Policy

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

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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.

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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.

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NIH Public Access Policy

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

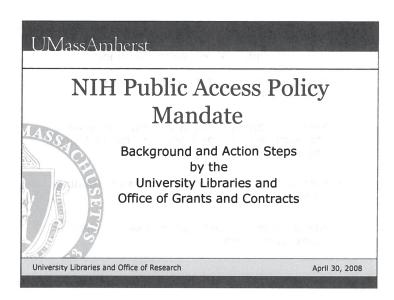
5/29/09

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

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



UMassAmherst

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

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

UMassAmherst

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

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NIH Public Access Policy: When, What, Who

- 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

NIH Public Access Policy Mandate

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

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NIH Public Access Policy Compliance on Campus

- 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

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NIH Public Access Policy Compliance Requirements

Grantees (institutions) and **Principal Investigators** responsible for compliance

Three actions required:

- Make sure publishing agreement allows compliance with NIH policy
- 2. 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

NIH Public Access Policy Mandate

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

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NIH Public Access Policy Publishing Agreement

- 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

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NIH Public Access Policy PubMedCentral (PMC)

- 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

NIH Public Access Policy Mandate

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

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NIH Public Access Policy
PMC ID number

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

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NIH Public Access Policy Opportunities for information and help

Libraries can offer:

- Websites with information, links, people to contact
- Classes on copyright issues, author's rights and the mandate
- Forums on these topics
- Outreach to departments and labs

Office of Research can help:

- Modify formal guidelines for NIH grant recipients
- Offer quality assurance checks in the grant management process

Administration can:

- Set broad guidelines for how the institution will support authors and ensure compliance
- Provide support and resources for educational efforts

NIH Public Access Policy Mandate

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

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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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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/

NIH Public Access Policy Mandate

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

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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.nihi.gov/

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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 Mandate

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

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Resources:

NIH Public Access Policy

- NIH Public Access Policy from NIH http://publicaccess.nih.gov/
- NIH Public Access Policy from ARL http://www.arl.org/sc/implement/nih/quide/
- NIH Extramural Nexus http://grants.nih.gov/grants/partners/0108Nexus.htm
- NIH Public Access Policy Implementation Current Details from SPARC http://www.arl.org/sparc/advocacy/nih/
- Alliance for Taxpayer Access NIH Public Access Policy http://www.taxpayeraccess.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
- NIH Public Access Site (Includes extensive FAQ) http://publicaccess.nih.gov/
- Skill Kit NIH Manuscript Submission System Get the Help You Need (NLM Tech Bulletin) http://www.nlm.nih.gov/pubs/techbull/jf08/jf08 skill kit manuscript.html
- Complying with the National Institutes of Health Public Access Policy: Copyright Considerations and Options" White Paper by Michael Carroll from ARL, SPARC and Science Commons http://www.arl.org/sparc/advocacy/nih/copyright.html
- The NIH Mandate: An Open Access Landmark. CR&L News, February 2008 by Ray English and Heather Joseph http://www.ala.org/ala/acrl/acrlpubs/crlnews/backissues2008/ february08/nihupdate.cfm

NIH Public Access Policy Mandate

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

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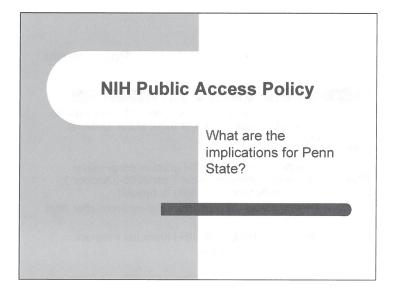
Questions?

- Office of Grants and Contracts
 - Bruce McCandless, <u>mccandless@ora.umass.edu</u>, 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

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150 · Representative Documents: Presentations

NIH Public Access Policy — What are the Implications for Penn State http://www.hmc.psu.edu/library/PMC/NIHPublicAccess1.ppt



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' 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 110-161 (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 MPubMed 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.

NIH Public Access Policy — What are the Implications for Penn State http://www.hmc.psu.edu/library/PMC/NIHPublicAccess1.ppt

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.

NIH Public Access Policy — What are the Implications for Penn State http://www.hmc.psu.edu/library/PMC/NIHPublicAccess1.ppt

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.

NIH Public Access Policy – What are the Implications for Penn State http://www.hmc.psu.edu/library/PMC/NIHPublicAccess1.ppt

Submit the manuscript

- to the NIH Manuscript Submission (NIHMS) system (http://www.nihms.nih.qov/). There are detailed onlininstructions for the NIHMS at https://www.nihms.nih.gov/web-help/index.html. As an overview, here is how the NIHMS is used to collect articles for PubMed Centrals.
 - 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. The Principal Investigator (PJ) 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.

 - Some journals will deposit peer-reviewed manuscript files on behalf of their authors through the NIHMS. When this happens, authors still have to provide the associated award information, and review and approve the article. The NIHMS will contact them by email to do so.
- . The Harrell 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 coauthored 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.

NIH Public Access Policy — What are the Implications for Penn State http://www.hmc.psu.edu/library/PMC/NIHPublicAccess1.ppt

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 stepby-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.

NIH Public Access Policy — What are the Implications for Penn State http://www.hmc.psu.edu/library/PMC/NIHPublicAccess1.ppt

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
- ARL: <u>Guide for Implementing NIH Public Access Policies</u> <u>http://www.arl.org/sc/implement/nih/guide/</u> index.shtml
- Chart: When do NIH funded authors need to comply?

http://becker.wustl.edu/pdf/NIHChart.pdf

Publisher Policies

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APPLIED PHYSICS LETTERS	Yes	Publisher Only	12	Yes	AMERICAN INSTITUTE OF PHYSICS
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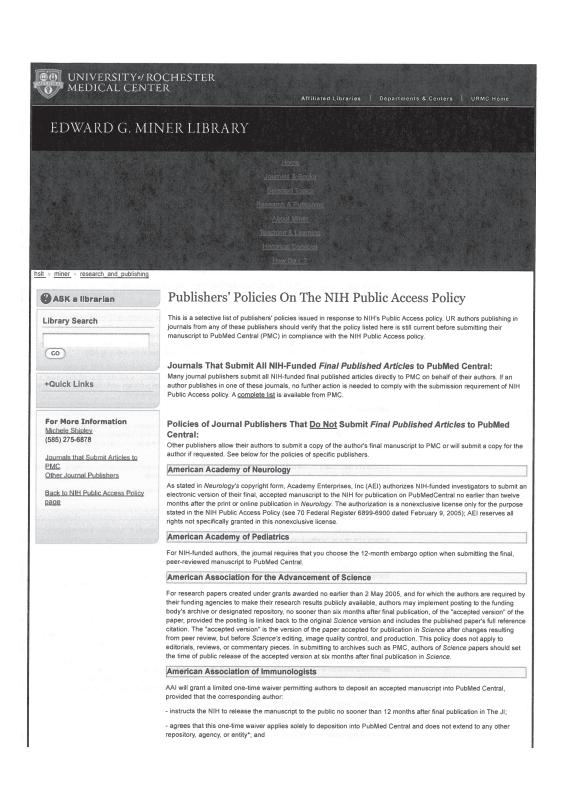
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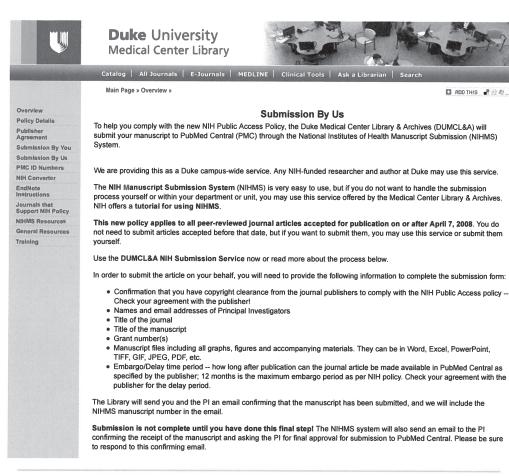
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