Web Sites

Library Maps & Floor Plans : *UCI Libraries Update: A Newsletter for Faculty*   May 29, 2009 Week

UCI LIBRARIES
UNIVERSITY *of* CALIFORNIA · IRVINE

SEARCH
⦿ Libraries' web site ○ UC Irvine
GO»

Home : Online Resources : Services : Libraries - Langson - Science - Grunigen Medical - Gateway Study Center

SCAMP »

━━━━━━━━━━━ NIH GUIDE ━━━━━━━━━━━

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

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

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

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

Principle investigators receiving NIH funds should note the following:

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

The University of California Office of Research and Graduate Studies' Operating Guidance on the NIH Policy:
http://www.ucop.edu/raohome/cgmemos/08-05.pdf

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

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

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

For information on retaining author's rights, depositing your article, or citations, please visit:
http://www.lib.uci.edu/scamp/nih-guide-issues.html

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

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

Other resources for understanding and complying with the mandate:
Complying with the NIH Public Access Policy - Copyright Considerations and Options
A SPARC/Science Commons/ARL joint white paper, by Michael W. Carroll, February 2008
SPARC NIH Public Access Policy Implementation

For UCI research guidelines and policies, please visit:
http://www.rgs.uci.edu/ora/

Documents from the NIH Public Access Policy Workshop:
NIH Public Access Policy (MS PowerPoint presentation)
NIH Public Access Policy Summary (MS Word document)

◀ Back   Top of Page ▲

ASK A LIBRARIAN
Need Help? Click Here

Quick Links

SCAMP

- About SCAMP
- Author's Rights and Copyright
- NIH Guide
- Events and News
- Selected Resources

≈UCSanDiego

NIH Public Access Policy - Tips from BML

How the New NIH Public Access Law Affects UCSD Researchers

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

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

How to comply with the policy:

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

    *In order to comply with this requirement, UC investigators should 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:

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

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

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

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

Important dates:

- As of **April 7, 2008**, all articles arising from NIH funds must be submitted to PubMed Central upon acceptance for publication.
- As of **May 25, 2008**, NIH applications, proposals, and progress reports must include the PubMed Central reference number (PMCID) when citing an article that falls under the policy and is authored or co-authored by the investigator, or arose from the investigator's NIH award. This policy includes applications submitted to the NIH for the May 25, 2008 due date and subsequent due dates.

■ Articles accepted for publication before April 7: If, on May 25 or later, you cite an article that was accepted for publication before April 7, you don't have to include a PMC/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 Medical Center Library Hillcrest. October 29 - workshop at Biomedical Library.

■ Visit the NIH Public Access Policy section of the UCSD Office of Contract and Grant Administration (OCGA) Web site for further detailed information regarding this new policy.

■ The NIH maintains a Public Access website with an FAQ and detailed instructions.

■ To help you become familiar with the step-by-step submission process, illustrated submission tutorials are available.

■ To determine publisher's policies for depositing in PubMed Central search the SHERPA/RoMEO database and the Open Access Directory (OAD) wiki, "Publisher Policies on NIH-funded authors" hosted at Simmons University.

■ For HHMI researchers: information is available about HHMI's publishing policy.

■ For more information or questions about the NIH policy, or to arrange for a training session for your group, contact Nancy Stimson at (858) 534-6321 or nstimson@ucsd.edu.

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

See Also

■ Compliance Flowchart (PDF)

■ Chart: When to Comply (PDF)

CU Home › Libraries Home

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

Publishing Options

Open Access
Manage Your Copyrights

Campus Partnerships

Research Repositories

About

What Is Scholarly
Communication?

Events

Events Calendar
Past Events

NIH Public Access Policy

🖨 Print

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

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

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

Overview

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.

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 FAQ.

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.

Sitemap

Columbia University Libraries/Information Services

Duke University
Medical Center Library

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

Main Page » Overview »

ADD THIS

Overview
Policy Details
Publisher Agreement
Submission By You
Submission By Us
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** must be submitted to the PubMed Central (PMC) repository, where it will be made available to the public within 12 months after the journal article is published. This new policy has several compliance issues that Duke authors need to address.

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

NIH Publication Policy

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

Copyright

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

- Submit **this letter** with your manuscript alerting the publisher to the fact that the manuscript is subject to the NIH policy and Duke University expects them to comply with the policy.
- There is also **suggested wording** that you can add to a publisher's agreement to ensure that you can fulfill the NIH policy.
- You can review your contract language with Duke's Scholarly Communications Officer, *Kevin L. Smith* (919-668-4451).
- 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

- **National Library of Medicine:** *Technical Bulletin*

- **PubMed and PMC ID Citations**

- **NIHMS ID Number in PubMed**

Policy Applications

Applies to "All Investigators Funded by NIH"

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

Applies to "All Final Peer-Reviewed Articles"

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

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

Results of Non-Compliance

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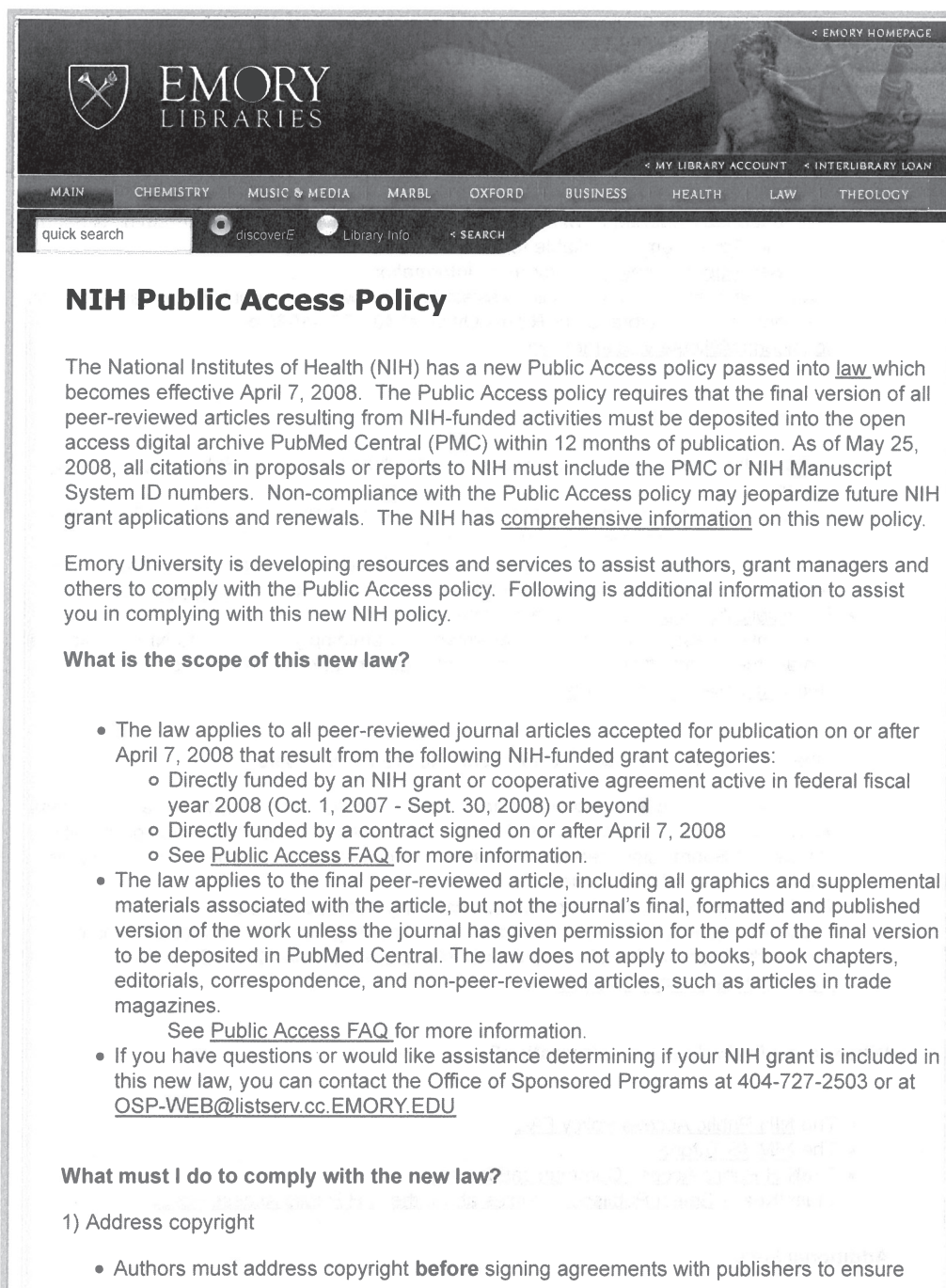
"*Compliance with the NIH Public Access Policy is not a factor in the scientific and technical merit evaluation of grant applications. Non-compliance will be addressed administratively, and may delay or prevent awarding of funds.*"

From the NIH Public Access Policy FAQ: **http://publicaccess.nih.gov/FAQ.htm#b9**

Questions? (919) (919) 660-1150 **thibo001@mc.duke.edu** DUMC 3702 Durham, NC 27710 USA
http://www.mclibrary.duke.edu/nihpolicy   Last modified: 3-13-2009
© 2008 Duke University Medical Center Library

Comments

NIH Public Access Policy

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

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

What is the scope of this new law?

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

What must I do to comply with the new law?

1) Address copyright

- Authors must address copyright **before** signing agreements with publishers to ensure

that the agreement allows submission of the peer-reviewed article to PMC.
- Authors may amend the publisher agreement using the following language if the agreement does not have a similar clause:
  - Addendum: Journal acknowledges that Author retains the right to provide a copy of the final manuscript to the NIH upon acceptance for Journal publication, for public archiving in PubMed Central as soon as possible but no later than 12 months after publication by Journal.
  - This amendment can be made by inserting over your signature "Subject to the attached Addendum" with the above wording serving as the Addendum. A pdf of this Addendum is available for your convenience.
  - See Public Access FAQ for more information.
- If you have questions or would like assistance reviewing your publisher agreement, you can contact Emory Libraries IP Rights Office at 404-727-1535 or scholcomm@listserv.cc.emory.edu.

2) Submit the article to NIH

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

3) Cite the PMC or NIH Manuscript Submission Reference Numbers

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

Where can I find additional information?

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

Additional links

THE UNIVERSITY OF IOWA
LIBRARIES

LibGuides Home

Find Resources ▾ | Services ▾ | My Personal Library ▾ | About the Libraries ▾ | Help ▾ | Campus Libraries & Hours ▾ | Contact Us ▾

UI Libraries Home » LibGuides Home » NIH Public Access Policy

Admin Sign In

NIH Public Access Policy

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

Last update: Mar 31, 2009 | URL: http://guides.lib.uiowa.edu/nihpublicaccess | Print Guide | SHARE

| NIH Public Access Policy | Retain your copyright | Submit the article | Cite articles in your grant applications | FAQ |

NIH Public Access Policy Print Page

Search [Guides] [Go]

Learn more

- UI Libraries' Scholarly Communication site
- Take a class
- Request a presentation for your department or lab
- Ask a Librarian

Links

- NIH Public Access
- NIH Public Access Frequently Asked Questions
- NIH Manuscript Submission (NIHMS)
- NIHMS Tutorials
- NIHMS Frequently Asked Questions

Comments (0)

Hardin Library

Hardin Library for the Health Sciences

Overview

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

Are you required to comply?

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

How to comply

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

In all cases, the PI is responsible for ensuring compliance with the NIH Public Access Policy.

Comments (1)

Hardin Library

Hardin Library for the Health Sciences

Online Chat / Networks:

Contact Info:
600 Newton Rd.
Iowa City, IA 52242-1098
lib-hardin@uiowa.edu
319-335-9151
Send Email

Links:
Website / Blog
Profile & Guides

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.

Scholarly Publication - MIT Libraries

Retaining rights & increasing the impact of research

NIH Public Access Policy: Details for MIT Authors

On January 11, 2008, the National Institutes of Health ("NIH") adopted a revised—and now mandatory—Public Access Policy that requires all NIH-funded investigators to submit their final, peer-reviewed manuscripts to the NIH's PubMed Central (PMC) database (the digital archive of biomedical and life sciences journal literature) upon acceptance for journal publication.
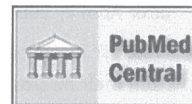
Compliance with the policy is a term and condition of all grants and cooperative agreements active in Fiscal Year 2008 or beyond, and for all contracts awarded after April 7, 2008.

The new policy implements a Congressional statutory directive under which:

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

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

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

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

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

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

Timing and Grants Affected

- The policy applies to all peer-reviewed journal articles that are accepted for publication on or after April 7, 2008.

- The policy applies to articles based on work funded by an NIH *grant or cooperative agreement* active in FY08 (10/1/07-9/30/08) or beyond; and articles based on work funded by an NIH *contract* signed on or after April 7, 2008.

- Principal Investigators and their institutions are responsible for ensuring that articles that arise directly from their awards, even if the PI is not an author or co-author, are submitted to PubMed Central in accordance with the policy.

Publisher Agreements and Copyright

- It is essential for authors to ensure that any publication agreement they sign allows the final, peer-reviewed manuscript to be submitted to PubMed Central in accordance with the policy.

- From the NIH FAQ: "Authors should avoid signing any agreements with publishers that do not allow the author to comply with the NIH Public Access Policy."

- If a journal presents an author with a copyright transfer agreement, the author should not sign it if it does not allow the author to submit the final, peer-reviewed manuscript to PubMed Central within 12 months of the publication date.

- Authors should attach an amendment to the publisher's transfer agreement that will allow them to comply with NIH requirements.

  - See the Step by Step Guide for details.

  - A grid summarizing key publishers' practices in relation to the NIH policy is available by emailing Ellen Duranceau, Scholarly Publishing & Licensing Consultant, MIT Libraries.

  - Authors may also want to read the article PubMed Central Deposit and Author Rights, which offers an overview of 12 publishers' agreements in terms of the NIH policy and related author rights (accurate as of 8/8/08; please note, publisher policies do change over time).

Submitting to PubMed Central

- Submitting to PMC is required even if you publish in an open access journal, or if the article is freely accessible on the publisher's website.

- The author's requirements related to submission depend on which journal the author is publishing in: See the Step by Step Guide for details.

PubMed Central Reference Numbers

- Authors and PIs should 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

your NIH award.

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

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

■ **PubMedCentral Reference Numbers (PMCIDs) can be found in three ways**:

  ■ By searching PubMed and looking at the end of the abstract.

  ■ By searching PubMed Central and looking at the end of the citation, if the article is publicly available.

  ■ By searching PubMed Central and looking near the top of the 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.

GALTER
HEALTH SCIENCES LIBRARY
of Northwestern University's Feinberg School of Medicine

Contacts ▾   Sign In / Create Account

Search

- **All About Grants Tutorials**

Home > Guides and Tutorials > Research to Publication > 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

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 **home page for the Public Access policy** is a good starting place to read the policy and to
  link to other helpful pages
- The NIH maintains a comprehensive **FAQ page** for the NIH Public Access policy

Which journals will submit your manuscript for you?

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

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

If you publish with one of these journals, you will still have to assign a grant reporting reference to the
manuscript through the NIHMS system. This can only be done by a principal investigator (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

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/)
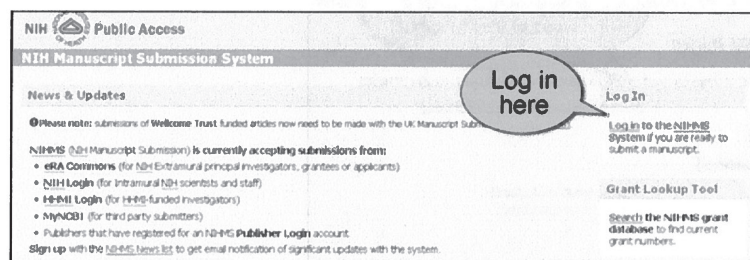

- Log in to the NIHMS System through the link in the upper right corner of the submission page
- Select the proper category for your submssion type:
  - You need an eRA commons profile to submit as a P.I.
  - You need a myNCBI account to submit on behalf of someone else. A pop-up window will prompt you 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.
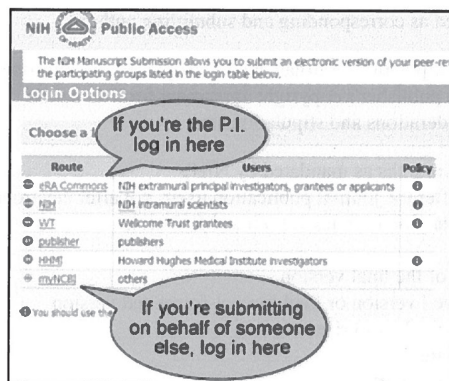
- After logging in via the proper channel, click the button labeled "Submit New Manuscript"

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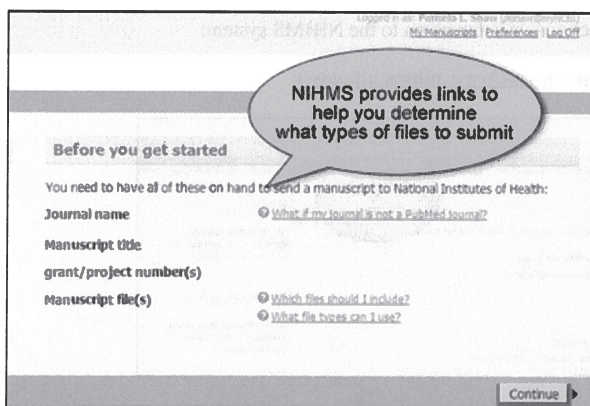
- The name of the journal
- The manuscript title
- Grant number - Because this information is needed, it is recommended that someone familiar with the work submit the manuscript. This is usually either the principal investigator or first author of the paper. **Note**: If the work is funded by several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

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

<u>**NLM Skill Kit: NIH Manuscript Submission System**</u>

<u>**NIH Public Access Submission Process**</u>

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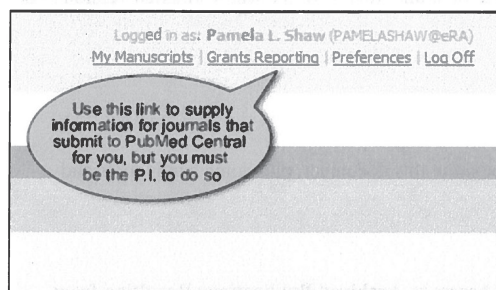
Note: you *must* be signed in to eRA Commons as the principal investigator to do Grants Reporting or to see this link. You cannot do Grants Reporting if you are using the myNCBI submission process to submit for someone else.

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

and enter grant information. NIHMS will then convert the PDF to a web-suitable version.

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

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

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

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

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

Resources

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

NIH Resources

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

NIHMS Resources

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

Modifying EndNote to include the PubMed Central ID (PMCID)

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

There are several steps that must be done to put the PMCID in the proper place in EndNote references. First, the EndNote Preferences need to be modified. To do this, open your EndNote program (with or without an EndNote Library). Click on **Edit** then click on **Preferences**. A new window will open labeled **EndNote Preferences.**
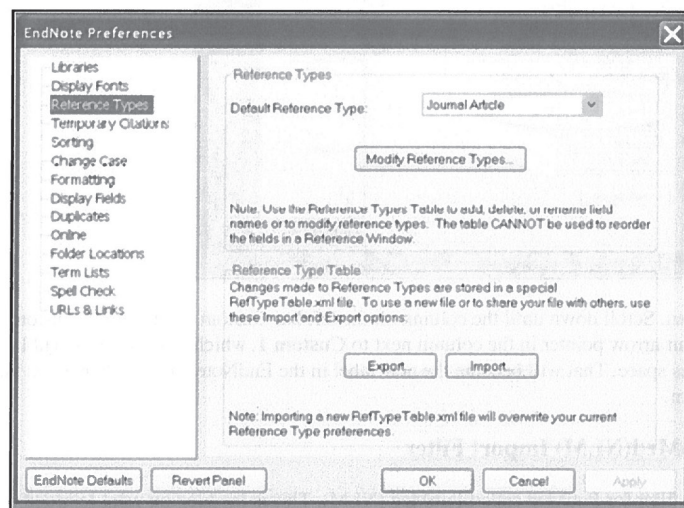
From the list on the left, click on **Reference Types**. The right panel of the window will change to the default selection, **Journal Article**. If the Default Reference Type is *NOT* Journal Article, then use the drop down arrow to select **Journal Article**.

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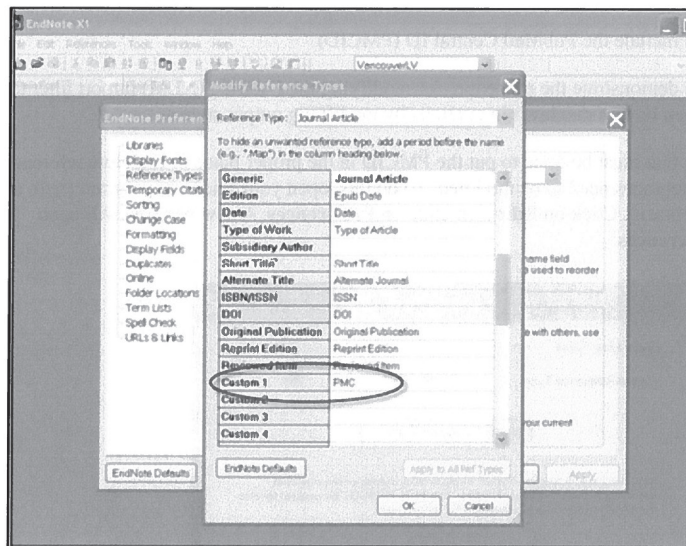
A new window will open. Scroll down until the column on the left has Custom 1, Custom 2, Custom 3, etc. visible. Place your arrow pointer in the column next to **Custom 1**, which in most cases will be blank. Type PMC in this space. That will become the new label in the EndNote record. Then, click the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

Modifying the PubMed(NLM) Import Filter

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

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

Click on Templates in the left column and a two column window will display in the right hand side. You are going to add the PMC field from the PubMed MEDLINE record display in the **Tag** column and PMC in the **Field(s)** column.
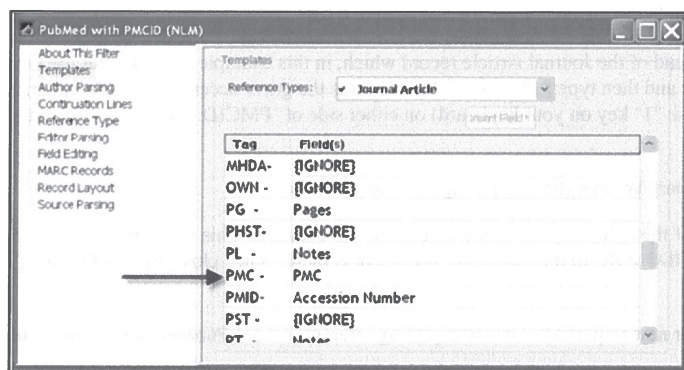
Position your cursor in the box after **{IGNORE}** (later updates of EndNote have **Notes** in this field) next to the PL tag and press . This should give you an empty row between the **PL** and the **PMID** tags. Under the **Tag** column, type **PMC ?** (*Note: there is a space between the C and the dash*) and then press to position your cursor in the **Field(s)** column and type **PMC**. Close the window and, when prompted, save the changes you have made.

Modifying the Output Style(s)

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

After selecting the style you wish to edit, *be sure* to rename the file like you did with the Import Filter. When you have the file selected, just do **File/SAVE AS** and give it a new name (this guide used Numbered with PMCID). It is also a good idea to fill in the **Based On** part of the display in the right hand window to include the name of the EndNote style you are modifying.
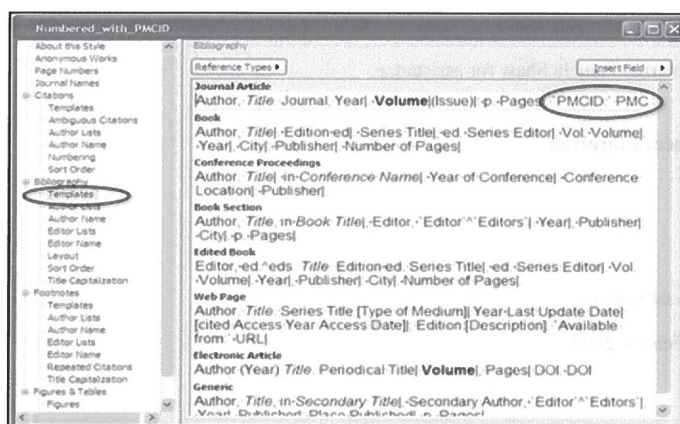
With the new file now selected, click on the **Templates** item under **Bibliography**. The first choice in the window under Reference Types on the right hand display will be Journal Article. For our purposes,

the PMC field will be added to the end of the Journal Article type.

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

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:
Galter Library Education Team
312-503-8109

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

Need some assistance?

Ask the Biosciences Librarian Pamela Shaw for assistance.

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

For further information, **contact us**

This page last updated Feb 18, 2009.

Harvey Cushing/John Hay Whitney Medical Library
Yale University School of Medicine

Email | Directories | Ask a Librarian | Home

Library Home » Subject Guides Home » NIH Public Access Policy

Admin Sign In

NIH Public Access Policy Tags: nih public_access pubmed_central pmc_id open_access nih_public_access nih_policy

Step by step instructions regarding new NIH law for Yale staff, faculty, and researchers- provided by the Yale Medical Library.

Last update: May 20, 2009 | URL: http://guides.med.yale.edu/nihpolicy | Print Guide | SHARE

| The Law | Checklist | Journals and NIH Policy | How to Submit | PMC ID |

The Law Comments (0) Print Page

Search [Guides] [Go]

Policy Details

The Law became effective April 7, 2008

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

Key Points

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

As of May 25, 2008:
NIH applications, proposals and progress reports must include the 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, proposals and progress reports submitted to the NIH for the May 25, 2008 due date and subsequent due dates.

- Overview of the NIH Public Access Policy
- NIH Public Access Policy Frequently Asked Questions

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

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

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

Who is Responsible for Compliance?

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

This work is licensed under a Creative Commons Attribution 3.0 United States License.

Comments (0)

NIH Info

Public Access FAQs

NIH Manuscript Submission (NIHMS) System

NIHMS System tutorials

Publication Support at the Medical Library

Yale Grant & Contract Toolkit

Publishers' Policies Regarding Permissions

PMID/PMCID Converter

The Difference Between PMCID and PMID

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.

Scholarly Communications Initiative
scholcom.yorku.ca

Home   Open Access   Author Rights   Metrics   Upcoming Events   Contact Us

▸ Home ▸ For Faculty & Researchers ▸ Information for CIHR Grant Recipients

Welcome

▾ **For Faculty & Researchers**
  ○ **Information for CIHR Recipients**
  ○ **York-based initiatives**
  ○ **Resources**
▸ **For Graduate Students**
▸ **For Librarians**
○ **FAQ**
○ **Log in**

Navigation

▸ **News aggregator**

Information for CIHR Grant Recipients

CIHR Policy on Access to Research Outputs

Policy Summary

Highlights:

* Ensure that all research papers generated from CIHR funded projects are freely accessible through the Publisher's website or an online repository within six months of publication;

* Deposit bioinformatics, atomic, and molecular coordinate data into the appropriate public database (e.g. gene sequences deposited in GenBank) immediately upon publication of research results;

* Retain original data sets for a minimum of five years (or longer if other policies apply);

* Acknowledge CIHR support by quoting the funding reference number in journal publications.

See **FAQ on CIHR Policy on Access to Research Outputs**

Adhering with the new policy - Open access publications

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

1. Submit your manuscript to a journal that offers immediate open access (e.g. CMAJ, PLoS) or offers open access to the paper on its website within six months, such as **New England Journal of Medicine**

2. Submit your manuscript to a journal that does not offer open access, but will permit you to archive the peer-reviewed manuscript in a central repository, such as **Pub Med Central Canada** or within 6 months of publication deposit in an institutional repository, such as **YorkSpace**.

See **Adhering to the CIHR Policy on Access to Research Outputs: Peer-reviewed Publications**

Resources on Publishing in an Open Access Journal

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

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

Resources on Submitting to an Institutional Repository

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

Author Rights

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

Advocate

○   **The issues**
○ ▪ **Get Involved**
○ ▪ **York U. Projects**
○   **Self-archiving**
○ ▪ **York University Links**

Recommended Reading

New! Faculty & Researchers resource update:
Information for CIHR grant recipients

What's the Buzz About Open Access?

Powered by Drupal | XHTML 1.0 | CSS 2.0