NIH Public Access Policy Checklist (Self-service)

1 Before you submit to journal

- Acknowledge funding in the manuscript.
  - Use complete grant numbers and the grant citation language preferred by the PI of the cited grant.
    Example: "The project described was supported by the National Institutes of Health, through grant number R01 GM987654. The content is solely the responsibility of the authors and does not necessarily represent the official views of the NIH."
- Determine journal’s public access policy.
  - Review journal’s copyright transfer agreement and instructions to authors and identify the public access compliance language. Determine if the publisher allows posting of manuscripts on PMC.
    - If not, provide the publisher with a compliance letter from the University of California.
    - [Link to compliance letter]
- Determine if target journal deposits articles in PubMed Central (PMC) automatically (Method A) or for an optional fee (Method B).
  - Method A journals [Link to submit process journals]
  - Method B journals [Link to select deposit publishers]
  - If your journal uses Method A or B, you need not do anything further on this checklist to comply with the NIH Public Access Policy, other than verify that the journal has submitted your article to PMC (and pay the open access fee if selecting Method B service from the publisher.)

2 Submission to journal

- Some journals (Method D), if requested, will deposit to PMC on behalf of the authors at no charge. When offered, that option should be selected upon submission of the article.
  - Method D journals [Link to Method D publish]
  - Be alert to questions at submission about NIH funding. Answer “yes” to this question, as your positive response informs the journal the manuscript should be uploaded to PMC.
  - Note that the “responsible” author will still need approve the submission and the final web version of the manuscript when notified via email by the NIH Manuscript Submission (NIHMS) System.
- Submit manuscript to journal for publication.

3 Upon acceptance for publication

- Always retain a copy of the final, peer-reviewed manuscript.
  - This refers to the authors’ final version that captures all modifications from the peer-review process but none of the copyedits provided by the journal after acceptance.
- Send an email to the PI of the NIH grant (if not yourself) to notify him or her about your publication.
- If your journal does not submit the manuscript to PMC for you (i.e., Method C), upload the final, peer-reviewed manuscript using the NIH Manuscript Submission (NIHMS) System [Link to NIHMS submission system]
  - Ensure the complete manuscript, including all figures, tables & supplementary materials are submitted.
  - Check to see if your journal requires you to add a link to their version of the published article.
  - Have a list of all supporting grant numbers with associated PIs.
  - Determine your journal’s embargo policy for posting of manuscripts to PubMed Central.
  - Tutorials are available at [Link to NIHMS tutorials] and a user manual at [Link to NIHMS user manual].
- Approve the PDF receipt of the submission and the final web version of the manuscript (Methods C & D).
  - The “responsible” author (usually the corresponding author) will be asked by the NIHMS via email to approve the original upload as well as the final web version of the manuscript created by the NIHMS staff.

4 When your article posts to PubMed Central

- The PMC reference number (PMCID) is assigned when the article is posted on PMC. It is the proof of compliance that you must include when submitting applications, proposals or reports to the NIH.

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