

After *Citing* KU Cancer Center Support Grant — Now You Must *Submit*

Be *compliant!*

The NIH Public Access Policy requires scientists (authors, PI's or a designate) to submit final peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PubMed Central upon acceptance for publication. To help advance science and improve human health, **the Policy requires that these papers are accessible to the public on PubMed Central no later than 12 months after publication.**

Why does it *matter?*

- For all NIH awards with anticipated start dates on or after July 1, 2013, **NIH will delay processing of an award if publications arising from it are not in compliance** with the NIH Public Access Policy.
- Investigators will need to use My NCBI to enter papers onto progress reports.
- Investigators are responsible for ensuring all terms and conditions of their awards are met. This includes the submission of final peer-reviewed manuscripts that arise directly from their awards, even if they are not an author or co-author of the paper.

Getting *started*

Step 1: Create a MyNCBI account (if you don't already have one) — go to <http://pubmed.gov>, then “sign into NCBI” located in the upper right corner of the screen. Within MyNCBI is My Bibliography — several features will be of use to you:

- Save PubMed citations to your My Bibliography; you can also manually enter other publications.
- Associate publications to NIH awards and manage compliance for your journal articles.
- Assign others to manage your bibliography via delegate access.

Step 2: Link your MyNCBI account to your eRA Commons account.

- Log into your MyNCBI account and click on your login name at the top right
- Go to the ‘Linked accounts’ section and select ‘Change’
- From the list of ‘Login Account Options,’ select ‘NIH & eRA Commons’

How to *comply*

- 1: **Address copyright** before signing publisher agreement — note NIH-funding and grant number, and verify that the approved peer-reviewed manuscript can be posted to PubMed Central (PMC).
- 2: **Determine submission method** for journal — for Method A, B or D the publisher deposits. Method C — authors or PI's must deposit. Ensure that deposit is made upon acceptance for publication.
- 3: **Use NIHMS** (nihms.nih.gov) to approve publisher deposits or make deposits on your own. Log in with your eRA Commons login.
- 4: **Two steps to compliance** — initial approval of manuscript deposit, then final approval of version released to PubMed Central that generates a PMCID. Both steps occur within NIHMS.

Resources *to help*

- **Research Institute:** Pre-award personnel can assist you or your administration in identifying potential compliance issues. Contact spa@kumc.edu with your questions.
- **Librarian:** They can research publisher policies and submission method, contact publishers to request deposit of your manuscript (where applicable), training, identifying next steps for compliance. Contact Rachel Gyore, MLS; rgyore@kumc.edu, 913-588-7251
- **NIH Public Policy Guide:** guides.library.kumc.edu/nihpublicaccess