

NIH Public Access Policy Check List

Peer-reviewed journal articles arising from direct funding from an NIH grant, contract, or cooperative agreement must comply with the NIH Public Access Policy.

Step 1: Prepare Manuscript

- ✓ Review the journal's Instructions to Authors for any specific information or instructions related to the NIH Public Access Policy.
- ✓ Designate someone (PI, author, staff member) to ensure that the manuscript moves through the submission process and is deposited in PubMed Central. Ultimately, the PI is responsible.
- ✓ If you are an author but not the PI, notify the PI that you are working on a manuscript so that s/he can plan to follow its progress.
- ✓ [Create a My NCBI account](#). [Link it to your eRA Commons account](#).

Step 2: Establish Agreement with Publisher

- ✓ Communicate your need to comply with NIH's Public Access Policy.
- ✓ Understand who will be responsible for [submitting the manuscript](#) to the [NIH Manuscript Submission system \(NIHMS\)](#). For Methods A, B, and D, the publisher submits the manuscript. For Method C, the author or designee submits.

Step 3: Submit and Monitor Manuscript

- ✓ Regardless of which [submission method](#) is used, take the time to ensure that the submission has occurred.
- ✓ Approve NIHMS submissions when requested. Initial submission approval and approval to display in PubMed Central once formatting is complete.
- ✓ Use the My Bibliography feature of your My NCBI account to [link publications to Awards](#) and to [monitor compliance](#).

Step 4: Use PMCID (PubMed Central ID) Number

- ✓ Use the NIHMSID number or the notation "PMC Journal - In Process" for **up to 3 months** after the article is published.
- ✓ Use the PMCID number when it's available. You can use a PubMed ID (PMID) to find the corresponding PMCID/NIHMSID using the [PMCID Converter](#).
- ✓ Use the My Bibliography feature of My NCBI to [manage your compliance to the NIH Public Access Policy](#). You may [share your My Bibliography collection with a delegate](#) to assist with managing the bibliography. [[video](#)]
- ✓ Use My Bibliography to generate a PDF of publications to submit with Research Performance Progress Reports.