

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.
- Register for 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. [See this sample letter that you can edit and send with your manuscript].
- Agree on 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 verify that the submission has occurred.
- Review and approve NIHMS submissions when requested: 1) approval of PDF receipt, and 2) approval of web version when 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 with 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.

AHSL- NIH Public Access Policy Help Guide: <http://azhin.org/nihpublicaccess>

NIH Public Access Policy Frequently Asked Questions: <http://publicaccess.nih.gov/FAQ.htm>

Thanks to the University of Washington Health Sciences Library for the original checklist from which this was adapted.