NIH Public Access Policy Checklist

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.


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