Workshop Overview

- Overview of Policy
- Complying with Policy
  - Determine Applicability
  - Address Copyright
  - Submit Paper to PMC
  - Include PMCID in Citations
- Managing Compliance using My NCBI
- Additional Resources
- Questions
What is the Policy?

“The Director of the National Institutes of Health shall require that all investigators funded by the NIH submit or have submitted for them to the National Library of Medicine’s PubMed Central an electronic version of their final peer-reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication....”

Division G, Title II, Section 218 of PL 110-161
Implemented by NIH Public Access Policy (11 Jan 2008)
Enacted as law by Omnibus Appropriations Act of 2009
Who Has to Comply?

- All principal investigators who get any funding from:
  - an NIH grant or cooperative agreement
  - an NIH Intramural Program
  - or if NIH pays their salary
- Their institutions
- Compliance is **MANDATORY, NOT OPTIONAL!**
The NIH Public Access Policy applies if your manuscript is:

- Peer-reviewed
- Accepted for publication in a journal on or after April 7, 2008
- Comes from
  - Any direct funding from an NIH grant or cooperative agreement active in Fiscal Year 2008 or beyond
  - Any direct funding from an NIH contract signed on or after April 7, 2008
  - Any direct funding from the NIH Intramural Program

An NIH Employee

**DOES NOT** apply to dissertations, book chapters, conference proceedings, or letters to the editor
What to Submit

**SUBMIT Final Peer-Reviewed Manuscript**
- Author’s final manuscript accepted for publication, which includes all revisions from peer review process
- Those accepted on or after 4/7/08
- Arise from NIH support

**NOT Final Published Article**
- Journal’s authoritative copy of the paper
- Version that appears in journal after copyediting, formatting, etc
• **ARCHIVE**
  • To create a central collection of NIH-funded research publications to preserve vital published research findings

• **ADVANCE**
  • To provide an information resource for scientists to research publications and for NIH to manage better its entire research investment

• **ACCESS**
  • To make research publications resulting from NIH-funded research available to the public
Deadlines

- Submit **upon acceptance** for publication
  - All submission tasks complete **within 3 months** of publication

- Must be made publicly available **NO LATER than 12 months** after (official date of) publication (print)

- Does **NOT** mean you have 12 months to submit papers!
Effective 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 **must use My NCBI** to enter publications into progress reports.

**NIH Notice NOT-OD-13-042**: Changes to Public Access Policy Compliance Efforts Apply to All Awards with Anticipated Start Dates on or after July 1, 2013 (released 2/14/2013)

Where Does It Need to Go?

- Need to be deposited into PubMed Central (PMC)
- Can use NIH Manuscript System to submit your paper into PMC
But My Article is Already in Pubmed…

- Online database of citations, abstracts, links to publisher sites
- Assigns PMID (8 digit number)
- Your articles goes in automatically

≠

- Online database of full-text, peer-reviewed journal articles
- Assigns PMCID (7 digit number and starts with “PMC”)
- You usually have to take an active role
If the Public Access Policy is applicable to your publication:

- Address copyright
- Submit paper to PMC
- Cite PMCID
Copyright

**DO NOT** sign copyright agreement if it does not allow the article to be submitted to PMC
• Which submission method will be used?
• What version of the paper will be made available on PMC?
• Who will submit the paper?
• When will it be submitted?
• Who will approve the submission?
• When will the paper be made public on PMC?
“Journal acknowledges that Author retains the right to provide a copy of the final peer-reviewed manuscript to the NIH upon acceptance for Journal publication, for public archiving in PubMed Central as soon as possible but no later than 12 months after publication by Journal.”
How to Submit Paper to PMC?
Applicable publications

Final Published Article

Method A:
Journal that deposits all final published articles in PubMed Central (PMC) without author involvement

Method B:
Publisher deposits a specific final published article into PMC, usually for a fee

Peer-Reviewed Manuscript

Method C:
Author/delegate deposits via NIH Manuscript Submission System (NIHMS) and completes submission process

Method D:
Publisher deposits via NIHMS, but author completes the submission process
<table>
<thead>
<tr>
<th>Version of paper submitted</th>
<th>Method A</th>
<th>Method B</th>
<th>Method C</th>
<th>Method D</th>
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<th>Author or designee, via NIHMS</th>
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<th>Author, via NIHMS</th>
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<p>| Who approves paper for PMC display? | Publisher | Publisher | Author, via NIHMS | Author, via NIHMS |</p>
<table>
<thead>
<tr>
<th>Type of Paper Submitted</th>
<th>Final Published Article</th>
<th>Final Peer-Reviewed Manuscript</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission Method</td>
<td>Method A – Journal automatically post NIH supported papers directly to PMC (List of Journals using Method A)</td>
<td>Method C – Authors or designee must submit manuscripts to the NIHMS</td>
</tr>
<tr>
<td></td>
<td>Method B – Special arrangements made by the author for the Journal to post the paper directly to PMC (List of Journals using Method B)</td>
<td>Method D: Some publishers will submit manuscripts to the NIHMS</td>
</tr>
<tr>
<td>Submission Process by</td>
<td>Publisher posts the paper directly to PMC</td>
<td>Awardees are responsible for ensuring that manuscripts are submitted to the NIHMS upon acceptance for publication</td>
</tr>
<tr>
<td>Approve Submission</td>
<td>Publisher</td>
<td>Author – on NIHMS</td>
</tr>
<tr>
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<td>Publisher</td>
<td>Author – on NIHMS</td>
</tr>
<tr>
<td>Responsible for Compliance</td>
<td>NIH Awardee</td>
<td>NIH Awardee</td>
</tr>
<tr>
<td>Cite papers - acceptance-3 months post-publication</td>
<td>PMCID or “PMC Journal – In Process”</td>
<td>PMCID or NIHMSID</td>
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<tr>
<td>Cite papers – +3 months post-publication</td>
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<td>PMCID</td>
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How to Determine Submission Method?

- Check the journal/publisher website in “For Authors” section or call them directly

- Go to the NIH website (http://publicaccess.nih.gov/submit_process_journals.htm)
  - Method B http://publicaccess.nih.gov/select_deposit_publishers.htm#b

- Or check out the SHERPA/RoMEO list (http://www.sherpa.ac.uk/romeo.php)
Publisher copyright policies & self-archiving

Search

- Journal titles or ISSN
- Publisher names
- Exact title
- Starts with
- Contains
- ISSN

Advanced Search • Search • Reset

Use this site to find a summary of permissions that are normally given as part of each publisher's copyright transfer agreement.

RoMEO News

- SHERPA/RoMEO API Version 2.4 has been Closed Down - 26-Nov-2013
- Beta SHERPA/FACT API Announced - 31-Oct-2013
- Important changes to the SHERPA/RoMEO API - 04-Sep-2013

Special RoMEO Pages

- Publishers Allowing use of their PDFs in Repositories
- RoMEO Statistics
- Application Programmers' Interface (API)

Additions and Updates

http://www.Sherpa.ac.uk/romeo.php
• **Example: Springer Publishing/Springer OpenChoice**

...If you choose to publish your article as open access within the Springer Open Choice program, Springer deposits the final published version of your article into PubMed Central and it is made publicly accessible. The copyright will remain with you and the article will be published under the Creative Commons Attribution License. The cost of Springer Open Choice (USD 3000/ EUR 2200) is – as stated on the NIH web site – a permissible cost in your grant.

If you choose to publish your article with the traditional subscription based model (without open access), you can notify Springer to deposit the author’s accepted version of your article into the NIH Manuscript Submission System, from where it will be sent to PubMed Central and made publicly available 12 months after publication...

***

"Authors may self-archive the author’s accepted manuscript of their articles on their own websites. Authors may also deposit this version of the article in any repository, provided it is only made publicly available 12 months after official publication or later. He/ she may not use the publisher's version (the final article), which is posted on SpringerLink and other Springer websites, for the purpose of self-archiving or deposit...
Applicable publications

Final Published Article

Method A: Journal that deposits all final published articles in PubMed Central without author involvement

Method B: Publisher deposits a specific final published article in PMC, usually for a fee

Method C: Author/delegate deposits via NIHMS and completes submission process

Peer-Reviewed Manuscript

Method D: Publisher deposits via NIHMS, but author completes the submission process
How to Submit using Method C


NOTE: Any one can upload/submit a paper in the NIHMS system. It DOES NOT have to be an author (e.g. Admin Assistant, Project Director, Manager, any designee, etc.).
What you will need for your submission:

- the NIH grant number(s)
- Grantee’s full name
- Authors’ full names
- the final peer-reviewed manuscript
- any supporting figures, tables, etc

NOTE: Make sure that you use the same login option each time.
Click on “Submit New Manuscript”
3 Options are available

1) Manually enter the Manuscript Title and Journal Title as it appears in Publication

Option 1:
Enter manuscript info manually

1) Enter journal and manuscript title here
Provide citation information using one of the options below.

**Option 1. Enter the manuscript and journal titles**

**Option 2. Search for citation in PubMed**

<table>
<thead>
<tr>
<th>Publications</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acute Effects of Foam Rolling, Static Stretching, and Dynamic Stretching During Warm-ups on Older Adults.</td>
<td>J. Sports Rehab. 11/01/2017</td>
</tr>
<tr>
<td>Surface display of synthetic phytochelatins on Saccharomyces cerevisiae for enhanced ethanolate substrates.</td>
<td>Biotechnology 12/01/2017</td>
</tr>
<tr>
<td>Tautomorization and Dissociation of Molecular Peptide Radical Cations.</td>
<td>Chem. Res. 01/01/2016</td>
</tr>
<tr>
<td>Snail maintains metastatic potential, cancer stem-like properties, and chemoresistance in P2Y1 cells.</td>
<td>Stem Res. 09/01/2017</td>
</tr>
<tr>
<td>A tricyclic pyrrolobenzodiazepine produced by Klebsiella oxytoca is associated with cytotoxic effects on cancer cells.</td>
<td>J. Biol Chem. 11/24/2017</td>
</tr>
<tr>
<td>Effect of oil structure on cyclodextrin-based Pickering emulsions for bupivacaine topical application.</td>
<td>Colloids Surf. Biointerfaces 01/01/2013</td>
</tr>
<tr>
<td>Expression of the human telomerase reverse transcriptase gene is modulated by quadruplex formation and thymination.</td>
<td>J. Biol Chem. 12/22/2017</td>
</tr>
<tr>
<td>Morton’s Neuroma (Interdigital Neuroma) Treated with Metatarsal Sliding Osteotomy.</td>
<td>Indian J. Orthop. 11/01/2017</td>
</tr>
<tr>
<td>A gene expression signature of FOXM1 predicts the prognosis of hepatocellular carcinoma.</td>
<td>End. Med. Ment. 01/05/2018</td>
</tr>
</tbody>
</table>

**Option 3. Find citation in My NCBI Bibliography**

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3/2/2018

Center of HIV Identification, Prevention, and Treatment Services (CHIPTS) – Isabelle Chu
Option 3:
Select a citation in “MyNCBI Bibliography”

2) After using your selected option, Click “Add Funding”
1) Enter grant info here

2) Only 3 grants will be shown initially. Click here for more

3) Select the correct grant

4) Click “Upload Files” to continue
Tip: Have all of your files in a folder so that they are easily accessible for upload.

1) Upload files here

2) Click “Check Files” to continue
1) Review your information and files here

2) Click here to continue
1) Select a reviewer. The person MUST be an author on the paper.

2) Enter embargo period

NOTE: The reviewer DOES NOT have to be the first or corresponding author. Any author on the paper can be a reviewer as long as it is agreed upon.
Review of NIHMS submission statement

Submission Statement

**Manuscript Title:** How do I implement an automated screen for high-titer ABO antibody as an inventory management tool for ABO plasma-incompatible platelets?

**Accepted for Publication in:** Transfusion

I am an author of this manuscript, and I am providing it to the National Institutes of Health (NIH) to make publicly available in PubMed Central **1 month** after its official date of publication in the journal.

I confirm that:

**Publication and Copyright Agreements** — In any agreements that I have made with the journal, I have retained the right to deposit this version of the manuscript with PMC, so that it may be appropriately tagged and made available to the public on the PMC web site; or, I otherwise am legally authorized to deposit this manuscript for the purposes described.

**Confidentiality** — The manuscript may contain confidential information that must not be publicly disclosed prior to publication of the paper in the named journal.

**Peer Review** — The version I am depositing has been peer reviewed and accepted for publication, and all modifications resulting from the peer review process.

**Funding** — The manuscript is the result of research supported, in whole or in part, by direct costs funded by .
After you finish your submission, the NIHMS system will send **at least 3 emails** to the assigned reviewer.
Check your email!

The first email is to alert that the manuscript has been submitted into NIHMS and to ask the reviewer to approve upload version.

From: nihms-help@ncbi.nlm.nih.gov (mailto:nihms-help@ncbi.nlm.nih.gov)
Sent: Monday, January 28, 2013 10:29 AM
To: [Reviewer]
Subject: [nihms] NIHMS439295: Approve Submission of Manuscript

"Operational implementation of prospective genotyping for personalized medicine"

[NOTICE: This is an automated message from the NIHMS System. To contact the system administrator, please reply to this email.]

Dear [Reviewer],

[Author] has submitted the following manuscript for publication in PubMed Central in compliance with the requirements of:

Journal name: Clinical pharmacology and therapeutics
Manuscript title: Operational implementation of prospective genotyping for personalized medicine: The manuscript ID for this article is NIHMS439295.

Please approve the submitted materials and confirm that it was supported by NIH and/or NIH-funded activities.

There are three steps:

1. Access the System - Please click on the following URL to access the NIHMS System:

http://www.nihms.nih.gov/db/sub.cgi?ticket=746245a9122e03146df3ba6a1f9bb4e10e336e8d

NOTE: If the above link is broken, please copy and paste the entire URL into your browser.
**You must follow this link to find your manuscript.** This link is a "ticket" that allows our system to track

Ticket Number:
746245a9122e03146df3ba6a1f9bb4e10e336e8d

2. Log in to the NIHMS System - If you need assistance with this step, the following
step-by-step guides will show you how to log into the system:


3. Review "PDF Receipt" and click "Approve" button. If you can provide more appropriate person to curate this manuscript submission, please click corresponding button and follow the instruction.

Please let us know if you have questions.
NOTE: If the reviewer does not login to approve the uploaded version, the process will be stalled.
The second email is to alert the reviewer that the PMC/web version of the manuscript is ready and to ask the reviewer to approve the web version.

NOTE: If the reviewer does not login to approve the web version, the process will be stalled.
1) Review the version that will be uploaded to PMC

1a) If corrections are needed, use the manuscript with Paragraph numbering to identify corrections

2) Select the appropriate response
Submitting Corrections

NIH Manuscript Submission System

How do I implement an automated screen for high-titer ABO antibody as an inventory management tool for ABO plasma-incompatible platelets?

Journal: Transfusion  PubMed # 26448376  NIHMSID 15954

Request Corrections

Please use the following version to report the location of your change(s): Manuscript with paragraph numbering

Corrections List

<table>
<thead>
<tr>
<th>Location (paragraph number)</th>
<th>Correction</th>
<th>Delete</th>
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<tbody>
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</table>

Add another correction

Cancel  Save Corrections  Send Corrections
Check your email!

The third email is to notify that the paper has been uploaded into PubMed Central and that the process is complete.

From: <nihms-help@ncbi.nlm.nih.gov>
Date: March 11, 2013, 7:40:24 PM CDT
To: [redacted]
Subject: [nihms] Manuscript #439295: Your Article is available in PMC

Dear [redacted]:

The manuscript NIHMS439295 "Operational implementation of prospective genotyping for personalized medicine: The design of the Vanderbilt PREDICT project" has been loaded into PubMed Central and made available for public access.

Click the following to see your manuscript(s):
http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3581305/

The submission process is now complete for this manuscript.

We encourage you to make further manuscript submissions as they become eligible. As always, please feel free to contact the NIHMS Help Desk with any questions or comments.

Thank you for using the NIHMS system,

The NIHMS Help Desk

All of these tasks MUST be completed within 3 months of publication!
Thank You!

Status
You have completed the final approval step of the NIHMS process.
Your manuscript will be made available in PMC within 48 hours.

WHAT'S NEXT?

Step 5
A PMCID is assigned. For details, see When will a PMCID be assigned to my manuscript?
Include PMCID in Citations

Anyone submitting an application, proposal or report to the NIH must include the PMC reference number (PMCID) when citing applicable papers that they authored or that arise from their NIH-funded research.

Example: Three authors collaborate on a paper that falls under the public access policy. Author A has no NIH support. Author B worked on the paper using salary support from his mentor’s NIH award, and Author C used her NIH award to support the research reported in the paper. If any of the four scientists (the authors and Author B’s mentor) cite the paper when they apply for an NIH award, they must include the PMCID in the citation. However, when another scientist (anyone other than the three authors or Author B’s mentor) cites this paper in their NIH research application, they are not required to include the PMCID. In addition, when Author B’s mentor and Author C next report on the progress of their respective awards to NIH, they must cite the paper and include the PMCID.

How to Cite

A. For non-competing continuation awards, use My NCBI to report papers

<table>
<thead>
<tr>
<th>Public Access Compliance codes in the RPPR and My NCBI report</th>
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<td>PMC Journal In Process</td>
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<td>In process at NIHMS</td>
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1. Create a Commons linked My NCBI account. A video overview is available [here](http://publicaccess.nih.gov/citation_methods.htm).
Contingency management to reduce methamphetamine use and sexual risk among men who have sex with men: a randomized controlled trial.

Menzo TW, Jamerson DR, Hughes JP, Coffin CH, Shoap SE, Golden MR.
Center for AIDS and STD, Harborview Medical Center, 325 Ninth Avenue, Seattle, WA 98104, USA. menzo@gwu.edu

Abstract

BACKGROUND: Methamphetamine use is associated with HIV acquisition and transmission among men who have sex with men (MSM). Contingency management (CM), providing positive reinforcement for drug abstinence and withholding reinforcement when abstinence is not demonstrated, may facilitate reduced methamphetamine use and sexual risk. We compared CM as a stand-alone intervention to a minimal intervention control to assess the feasibility of conducting a larger, more definitive trial of CM, to define the frequency of behavioral outcomes to power such a trial, and, to compute preliminary estimates of CM's effectiveness.

METHODS: We randomly assigned 127 MSM from Seattle, WA who use methamphetamine to receive a 12-week CM intervention (n = 70) or referral to community resources (n = 57).

RESULTS: Retention at 24 weeks was 84%. Comparing consecutive study visits, non-concordant UAI declined significantly in both study arms. During the intervention, CM and control participants were comparably likely to provide urine samples containing methamphetamine (adjusted relative risk [aRR] = 1.09, 95% CI: 0.71, 1.65) and to report non-concordant UAI (aRR = 0.60, 95% CI: 0.47, 1.36). However, during post-intervention follow-up, CM participants were somewhat more likely to provide urine samples containing methamphetamine than control participants (aRR = 1.21, 95% CI: 0.95, 1.54, P = 0.11). Compared to control participants, CM participants were significantly more likely to report weekly or more frequent methamphetamine use and use of more than eight quarters of methamphetamine during the intervention and post-intervention periods.

CONCLUSIONS: While it is possible to enroll and retain MSM who use methamphetamine in a trial of CM conducted outside drug treatment, our data suggest that CM is not likely to have a large sustained effect on methamphetamine use.
If you have only PMID, then go to
https://www.ncbi.nlm.nih.gov/pmc/pmctopmid/

If available, PMCID will appear here

Enter PMID here and click convert
As 5/25/08, must include PMCID for articles that arise from NIH funded research in:

- progress reports
- renewals
- new grant applications
- biosketches (NIH)

Examples of Citation w/o PMCID

For Methods A and B, use "PMC Journal - In Process":

For Methods C and D, use the NIHMSID number.
Summary of Citation Policy

- **PMCID**, if available or
- Methods A and B: ‘PMC Journal-In Process’
- Methods C and D: **NIHMSID**

3+ months after print
- All methods: **PMCID**
How to Manage Compliance Using MyNCBI

Go to http://www.ncbi.nlm.nih.gov/pubmed

REMINDER: Effective 7/1/13, the policy states that investigators must use My NCBI to enter publications into progress reports.
NOTE: Investigators should use their eRA Commons ID to login to NCBI.

Login Using NIH/eRA Commons ID and password
Search for your papers

TIP: Use My NCBI to manage ALL your papers. Do a search of your papers using PubMed and import all your papers into My NCBI-My Bibliography.
Select and Send to My Bibliography
Select “Edit Your Bibliography”
Track All Your Papers with MyNCBI - MyBibliography

Add citations:
- From PubMed
-Manually

Use Award View to:
- Track compliance
- Start the compliance process
- Link citation with funding
- Create bibliography for progress reports

Center of HIV Identification, Prevention, and Treatment Services (CHIPTS) – Isabelle Chu
3/2/2018
Set Display Setting to “Award” view

1. Award view
2. Sort by Award
3. Select Award view and apply
**Monitor Compliance Status**

**Green**: Compliant

**Yellow**: In-process at NIHMS

**Red**: Non-compliant

**: Need more info

**N/A**: Paper does not apply
Create Publications for Reporting

By using My NCBI, papers can be associated electronically using the RPPR, or included in the PHS 2590 using the My NCBI generated PDF report.
<table>
<thead>
<tr>
<th>NIH Public Access Compliance</th>
<th>Citation</th>
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</table>
Where to Find More Info?

About the Public Access Policy:
- Questions: PublicAccess@NIH.GOV

The NIH Manuscript Submission System

PubMed Central:
- Information for Publishers: [http://www.pubmedcentral.nih.gov/about/pubinfo.html](http://www.pubmedcentral.nih.gov/about/pubinfo.html)
This presentation and related resources can be found on the CHIPTS website at [chipts.ucla.edu/pmcid](chipts.ucla.edu/pmcid).

Isabelle Chu
ichu@mednet.ucla.edu
310-794-0619 x240