First, add your papers into your NCBI ‘My Bibliography’


2) Sign in to NCBI in the upper right hand corner, using your NIH/era Commons log in ID and Password

3) In the search bar choose PubMed and enter in your last name (as it appears on publications) and click on “Search”

4) Your papers will appear, generally sorted by the date that they were entered in to PubMed; however, you can rearrange them and show more papers per page by altering the “Display Settings.” Simply click on the arrow next to those words at the top of the page and a drop-down list will appear.

5) Select all of your papers. It does not hurt to duplicate ones that are already in your NCBI bibliography (if you are unsure), and papers by other authors that are added by mistake can be
removed easily. If there are too many, focus on papers going back through 2008, when the NIH requirements for public access system began.

6) Once the correct paper has been pulled up, at the top of the page click the arrow next to ‘Send to:’ and choose ‘My Bibliography.’ Click ‘Add to My Bibliography’

7) On the next page, click ‘Save’

8) A screen will come up to confirm that you have successfully added papers to your bibliography! On the bottom of the page click ‘Edit your bibliography’
Next: Add grant support to papers in ‘My Bibliography’

Note: When an NIH grant is added to an old paper without a PMCID it will become non-compliant. It may not be advisable to add grants to all of your papers at once, as the process to bring them into compliance takes some time. I recommend adding grants to the most recent papers first, and once they are in compliance, adding grants to older ones.

1) You must be in award view to see the important compliance information. Go to display settings at the top left of the screen, select award view, and click ‘Apply.’

2) In My Bibliography management award view you have the option to add or delete awards for each paper by clicking on the ‘Add or delete award’ link at the bottom of the citation

3) A window will open with the option for you to select or de-select any awards that you are affiliated with. Check or uncheck the appropriate boxes and click ‘Save.’
4) To add a grant not on this list, select the ‘Search/Add other awards’ tab. Here you can search for other grants by entering in the name of the PI or the Grant number (or both). Click Search, select the grant, and click save.
Last: Use ‘My Bibliography’ to check the compliance status of your papers

1) If you are not already in ‘my Bibliography, follow this link:
http://www.ncbi.nlm.nih.gov/sites/myncbi/collections/bibliography/ and sign in using the NIH login as before. Once again, enter into ‘Award view.’ Through the display settings you can choose to view your papers by date, or by ‘Public access compliance’

2) Papers with QUESTION marks generally do not have a grant associated with them, but have not been confirmed as papers that do not have federal funding or require public access. Simply click on ‘Add award’ and follow the directions above or ‘Edit Status’. ‘Edit Status’ will give you the opportunity to claim that no NIH funds were used, or to explain why, if NIH funds were used, the paper does not need to be publically accessible.

3) Papers with RED marks (not shown) are OUT OF COMPLIANCE and some action must be taken. Most likely the paper resulted from federal funding and needs to be added to PubMed Central by the authors. For some papers, however, a federal grant may be added erroneously and needs to be removed- simply click ‘Add or delete award’ to do so.

4) Papers with YELLOW marks are in the process of meeting compliance- they were recently accepted or published, the paper is in the process of being submitted to PubMed Central, they have NIHMS IDs that will temporarily suffice.

5) Papers with GREEN marks are fine!

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   NIH Public Access Compliance: Edit Status
   Funding: No funding has been associated with this citation. Add award

   This paper has not had any grants added to it yet.


   NIH Public Access Compliance: In process at NIHMS [Edit Status] NIHMS ID: NIH5523162
   Add or delete award

   This paper was fairly recently accepted and is going through the process of being published in PMC


   NIH Public Access Compliance: In process at NIHMS [Edit Status] NIHMS ID: NIH5562165
   NIH Funding: P30-41000107 - Center for HIV Identification, Prevention, and Treatment Services; ADMINISTRATIVE CORE: Core - Admin; EARLY DETECTION, PREVENTION, AND TREATMENT OF HIV; HIV Identification, Prevention and Treatment Services; International Core: Intervention Core, Methods Core, Policy Core

   Add or delete award

   This paper was red, it had mistakenly included our grant. It is in the process of being removed.


   NIH Public Access Compliance: Complete. PMCID: PMC1403861
   NIH Funding: R01 DA007033-09S1 - INTERVENTIONS FOR SUBSTANCE USING YOUTH LIVING WITH HIV

   Add or delete award

   This paper is in compliance! Note that it has a PMCID listed.
When you have taken care of all of the papers shown in My NCBI, it is still a good idea to send an email to the librarians and check with them to make sure that you haven’t missed any papers! Send an email to the following address and they can send you a complete list of all papers you have that are out of compliance. Ask about papers on which you are an author or any others that cite you as a PI for the supporting grant. You will not be able to receive new NIH funding until all papers are in compliance.

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