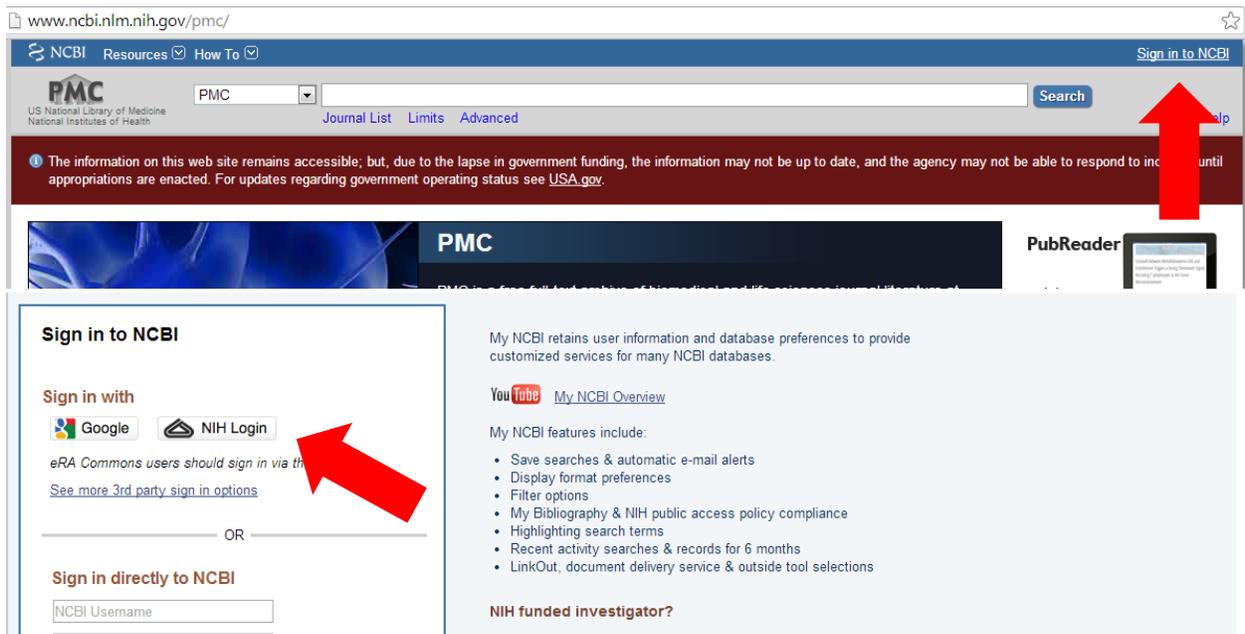
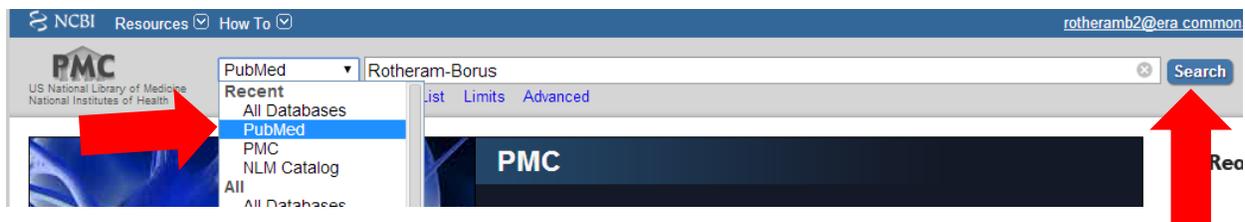


First, add your papers into your NCBI 'My Bibliography'

- 1) Go to Pubmed Central, <http://www.ncbi.nlm.nih.gov/pmc/>
- 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.

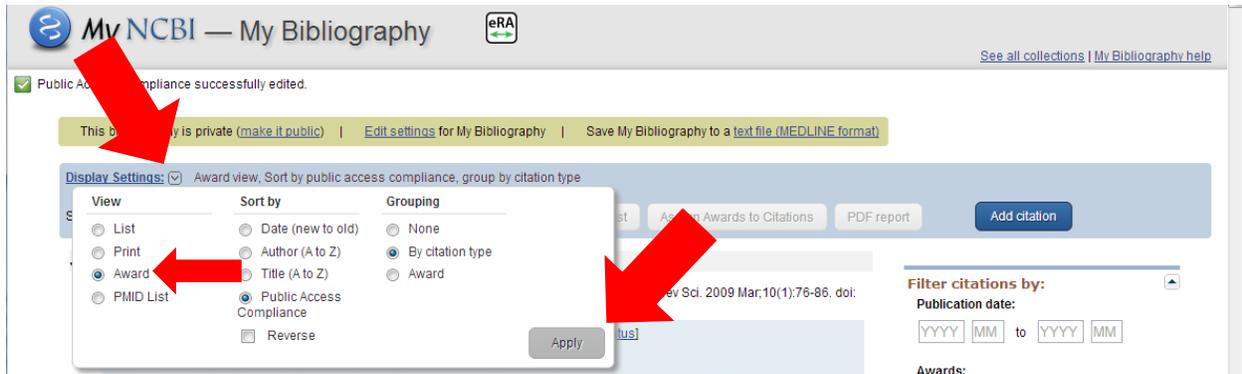
The screenshot shows a web browser window with a search bar containing 'PubMed' and 'Rotheram-Borus'. Below the search bar are links for 'RSS', 'Save search', and 'Advanced'. The main content area displays search results for 'Rotheram-Borus' with 254 results. The first five results are listed, each with a checkbox, a title, authors, journal information, and PMID. A 'Send to' dropdown menu is open over the first result, showing options: File, Collections, Order, Citation manager, Clipboard, E-mail, and My Bibliography. The 'My Bibliography' option is selected. Below the menu, it says 'Add 5 items.' and there is a button labeled 'Add to My Bibliography'. Red arrows point to the 'Send to' button, the 'My Bibliography' option, and the 'Add to My Bibliography' button. On the right side of the page, there are sections for 'Find related data' and 'Search details'.

- 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.

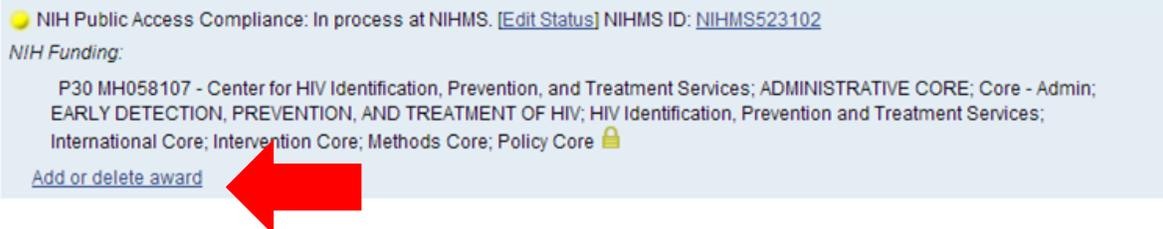
- 1) You must be in award view to see the important compliance information. Got to display settings at the top left of the screen, select award view, and click 'Apply.'



The screenshot shows the My NCBI My Bibliography interface. At the top, there is a navigation bar with the My NCBI logo and the text "My Bibliography". Below the navigation bar, there is a message: "Public Access Compliance successfully edited." Below this message, there is a yellow bar with the text: "This bibliography is private (make it public) | Edit settings for My Bibliography | Save My Bibliography to a text file (MEDLINE format)". Below the yellow bar, there is a "Display Settings" dropdown menu. The dropdown menu is open, showing three columns: "View", "Sort by", and "Grouping". Under "View", there are radio buttons for "List", "Print", "Award", and "PMID List". Under "Sort by", there are radio buttons for "Date (new to old)", "Author (A to Z)", "Title (A to Z)", "Public Access Compliance", and "Reverse". Under "Grouping", there are radio buttons for "None", "By citation type", and "Award". The "Award" option is selected in the "View" column. A red arrow points to the "Award" radio button. Another red arrow points to the "Apply" button at the bottom of the dropdown menu. To the right of the dropdown menu, there are buttons for "Add citation", "PDF report", and "Assign Awards to Citations". Below the buttons, there is a "Filter citations by:" section with a "Publication date:" field and a "Filter citations by:" dropdown menu. Below the "Filter citations by:" section, there is an "Awards:" section with a "No award selected" message.

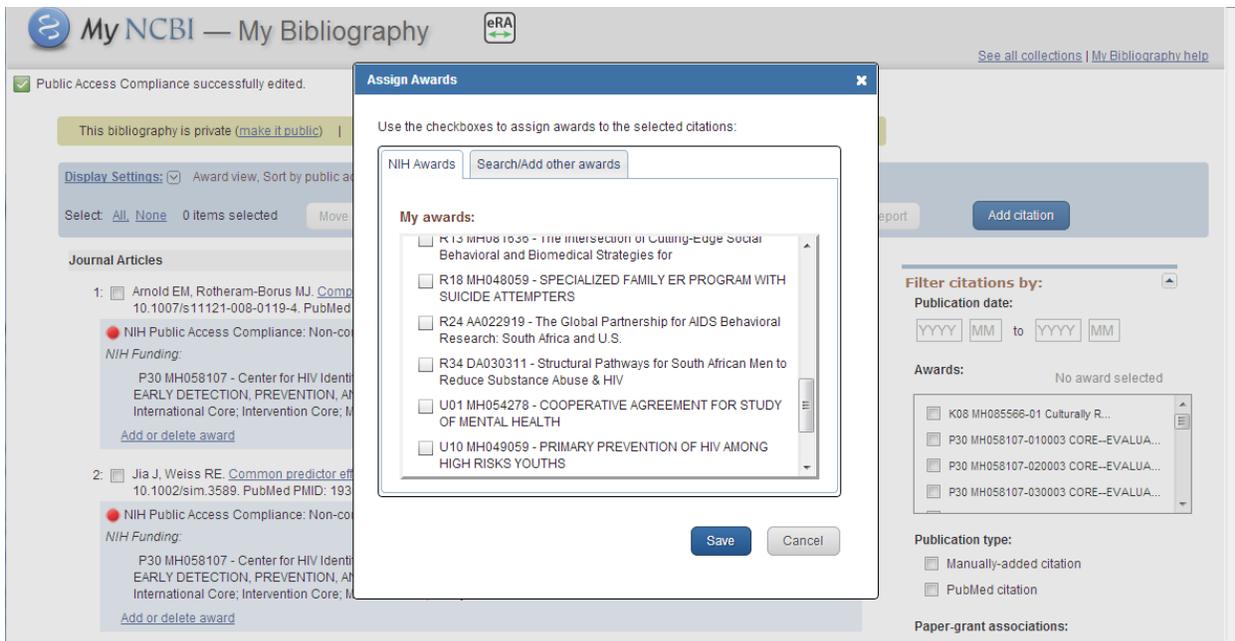
- 2) In My Bibliography management award view you have the option to add or delete awards for each paper by clicking on the 'Add or delete award' link at the bottom of the citation

- 3) Adapting Evidence-based Interventions using a Common Theory, Practices, and Principles. *Journal of clinical child and adolescent psychology : the official journal for the Society of Clinical Child and Adolescent Psy.* [Edit citation](#)

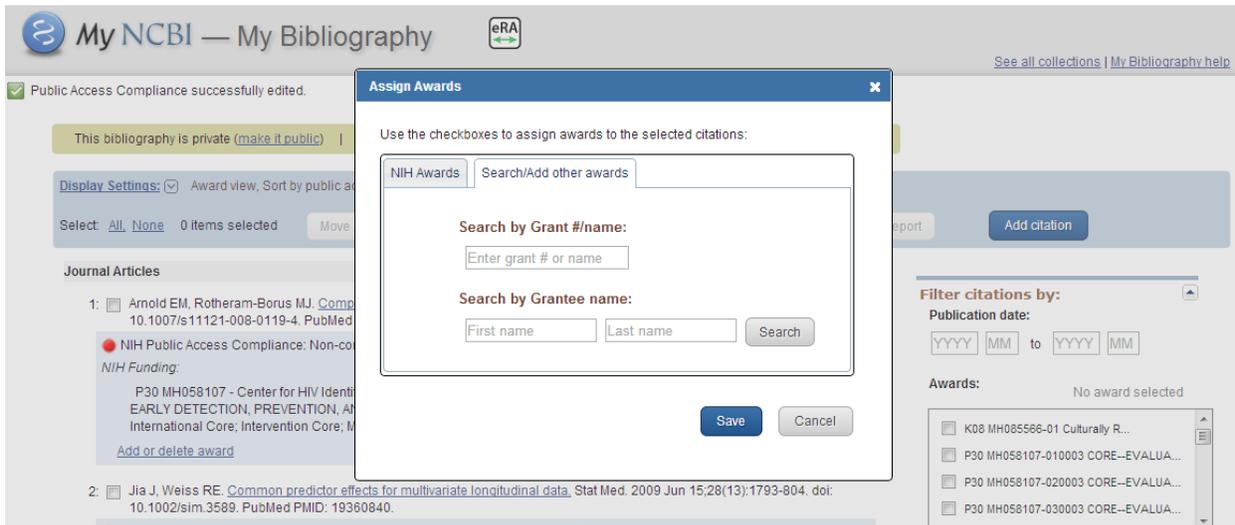


The screenshot shows the NIH Public Access Compliance information for a citation. At the top, there is a yellow circle icon and the text: "NIH Public Access Compliance: In process at NIHMS. [Edit Status] NIHMS ID: NIHMS523102". Below this, there is a section titled "NIH Funding:" followed by a list of funding sources: "P30 MH058107 - 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". Below the list of funding sources, there is a link: "Add or delete award". A red arrow points to the "Add or delete award" link.

- 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.'



- 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!

- 1: Davies HR, Visser J, Tomlinson M, Rotherham-Borus MJ, LeRoux I, Gissane C. [An investigation into the influence of socioeconomic variables on gestational body mass index in pregnant women living in a peri-urban settlement, South Africa](#). *Matern Child Health J*. 2012 Nov;16(8):1732-41. doi: 10.1007/s10995-011-0869-7. PubMed PMID: 21894501.

 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.

- 3: Adapting Evidence-based Interventions using a Common Theory, Practices, and Principles. *Journal of clinical child and adolescent psychology : the official journal for the Society of Clinical Child and Adolescent Psy.* [Edit citation](#)

 NIH Public Access Compliance: In process at NIHMS. [\[Edit Status\]](#) NIHMS ID: [NIHMS523102](#)

NIH Funding:

P30 MH058107 - 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 fairly recently accepted and is going through the process of being published in PMC

- 4: Harm%20reduction%20and%20human%20rights:%20finding%20common%20cause. *AIDS (London, England)*. [Edit citation](#)

 NIH Public Access Compliance: In process at NIHMS. [\[Edit Status\]](#) NIHMS ID: [NIHMS504345](#)

NIH Funding:

P30 MH058107 - 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.

- 5: Song J, Lee MB, Rotheram-Borus MJ, Swendeman D. [Predictors of intervention adherence among young people living with HIV](#). *Am J Health Behav*. 2006 Mar-Apr;30(2):136-46. PubMed PMID: 16533098; PubMed Central PMCID: [PMC1403821](#)

 NIH Public Access Compliance: Complete. PMCID: [PMC1403821](#)

NIH Funding:

R01 DA007903-09S1 - 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.**

Biomed-ref@library.ucla.edu