

# NIH Public Access Policy Checklist for CTSC Investigators and Scholars



## 1 Before you submit to journal

- Acknowledge funding in the manuscript.**
  - **Use complete grant numbers and the approved grant citation language.**

*"This publication was made possible by the Clinical and Translational Science Collaborative of Cleveland, UL1 TR000439 from the National Center for Advancing Translational Sciences (NCATS) component of the National Institutes of Health and NIH roadmap for Medical Research. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the NIH."*

KL2 (K12) Scholars add: *"and linked award KL2 TR00440."*

TL1 (T32) Scholars add: *"and linked award TL1 TR000441."*
- Determine journal's public access policy.**
  - Review journal's copyright transfer agreement and instructions to authors and identify the public access compliance language and determine if the publisher allows posting of manuscripts on PMC.

## 2 Submission to journal

- Determine if target journal deposits articles in PubMed Central (PMC) automatically (Method A) or for a fee (Method B).**
  - Method A journals [http://publicaccess.nih.gov/submit\\_process\\_journals.htm](http://publicaccess.nih.gov/submit_process_journals.htm).
  - Method B journals [http://publicaccess.nih.gov/select\\_deposit\\_publishers.htm](http://publicaccess.nih.gov/select_deposit_publishers.htm)
  - If your journal provides one of these services, *you need not do anything further on this checklist to comply with the NIH Public Access Policy*, other than to verify that the journal has submitted your article to PMC (and pay the fee if you select that service from a Method B publisher).
  - Some journals (**Method D**), if requested, will deposit to PMC on behalf of the authors at no charge. When offered, that option should be selected upon submission of the article.
    - Method D journals <https://publicaccess.nih.gov/Method%20D%20Publishers>
    - Note that the "responsible" author will still need approve the submission and the final web version of the manuscript when notified via email by the NIH Manuscript Submission (NIHMS) System.
- Submit manuscript to journal for publication.**

## 3 Upon acceptance for publication

- Always retain a copy of the final, peer-reviewed manuscript.**
  - This refers to the authors' final version that captures all modifications from the peer-review process.
- Send an email to [ctsc-administrator@case.edu](mailto:ctsc-administrator@case.edu) to notify the CTSC about your publication.**
- If your journal does not submit the manuscript to PMC for you (Method C), upload the final, peer-reviewed manuscript using the NIH Manuscript Submission (NIHMS) System <http://nihms.nih.gov/db/sub.cgi>**
  - Ensure the complete manuscript, including all figures, tables & supplementary materials are submitted.
  - Check to see if your journal requires you to add a link to their version of the published article.
  - Have a list of all supporting grant numbers with associated PIs.
  - Know your journal's embargo policy for posting of manuscripts to PubMed Central.
  - Tutorials are available at <http://www.ncbi.nlm.nih.gov/books/NBK3846/>.
- Approve the PDF receipt of the submission and the final web version of the manuscript (Methods C & D).**
  - The "responsible" author will be asked by the NIHMS via email to approve the original upload as well as the final web version of the manuscript created by the NIHMS staff.

## 4 When your article posts to PubMed Central

- The PMC reference number (PMCID) is assigned when the article is posted on PMC. It is the proof of compliance that you must include when submitting applications, proposals or reports to the NIH.

**Have questions? Need help?** Contact the CTSC at [ctsc-administrator@case.edu](mailto:ctsc-administrator@case.edu)