NIH Employee Procedures for Complying with NIH Public Access Policy

As of April 7, 2008, all NIH employees must comply with the NIH Public Access Policy. Immediately upon acceptance of any peer-reviewed paper by a journal, you must submit it to PubMed Central (PMC). The Policy applies to all peer-reviewed articles that you author or co-author as part of your official NIH duties, even if the corresponding author or other authors are not supported by NIH. We must have 100 percent compliance.

You must do the following for every article:

Part I - Publishing Agreement

*   In your cover letter to the publisher when you submit the paper, attach a signed copy of the NIH Publishing Agreement & Manuscript Cover Sheet and
http://www1.od.nih.gov/oir/sourcebook/oversight/NIHCover%20Sheet.pdf

*   Inform your co-authors that the manuscript must be submitted to a journal with your signed NIH Publishing Agreement & Manuscript Cover Sheet, and that you will submit the manuscript to PubMed Central (PMC) upon acceptance. Provide the signed NIH Publishing Agreement & Manuscript Cover Sheet to any co-authors who are submitting the manuscript. Make sure that the corresponding author submits this agreement (one per manuscript, signed by the designated NIH contributor) to the journal.

*   If the journal rejects the NIH Publishing Agreement & Manuscript Cover Sheet or wants to change it, recall the manuscript and submit it to another journal or consult with your Technology Development Coordinator (TDC) about whether further negotiations are likely to be fruitful.

*   You must not sign any Publisher's Agreement received from the publisher, but instead attach the signed NIH Publishing Agreement & Manuscript Cover Sheet. It must be used for any arrangement with a publisher done as part of an official duty.

Part II - Submission to PMC

     Publish in a journal that automatically deposits all NIH-funded published articles in PMC. See the list at
http://publicaccess.nih.gov/submit_process_journals.htm

OR

 *   If you publish in any other journal: As soon as the manuscript is accepted for publication, deposit it in PMC via the NIH Manuscript Submission (NIHMS) system. You can specify a delay in appearance in PMC up to 12 months from the date of publication. An Intramural Tip Sheet for Using the NIHMS system is available at
http://www1.od.nih.gov/oir/sourcebook/oversight/pmcinstructions.htm

Part III - Internal NIH Reporting

If you cite one of your articles in your IC's Annual Report or for any IC review, such as a Board of Scientific Counselors review, or a request for competitive funding from the NIH, you must include its PMC ID. See

http://publicaccess.nih.gov/FAQ.htm#c6 for details. (An exception will be made only if the article was accepted for publication prior to April 7, 2008.)

Also included for your use here is:

* the standard form for manuscript submission approval at your IC level, posted at
http://www1.od.nih.gov/oir/sourcebook/oversight/pub-clear-form.htm

* step-by-step instructions to submit your manuscripts to PubMed Central, posted at
http://www1.od.nih.gov/oir/sourcebook/oversight/pmcinstructions.htm

* link to TDCs, at http://ott.od.nih.gov/NIH_Staff/tdc.html

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