NIH Public Access Policy Compliance. : A Quick Guide for Harvard Researchers.

Understanding the details and procedures that ensure compliance with the NIH Public Access Policy may seem daunting at first glance. Yet, it needn't be so. There are just a few questions that authors need to think about, and the steps to compliance are quick and simple.

Compliance with the NIH Policy can be separated into the important sections:

- Copyright management
- Manuscript Submission
- Obtaining the PMCID#

Copyright Management
Indeed, authors must pay closer attention to copyright transfer contracts between themselves and journals publishing their work. However, this process is fairly simple, and given that it is required of every researcher who is publishing an article that has been supported by NIH funds, journals realize that they need to anticipate this request and accommodate their authors.

It is important to remember that unless the copyright transfer agreement (CTA) indicates that the journal has committed to depositing your article in PMC on your behalf, the journal bears no responsibility for whether or not you are in violation of the NIH Policy. Responsibility lies first and foremost with the author.

A copyright transfer agreement for NIH funded research articles must answer three questions:

- "Which version of the manuscript can be deposited into PubMed Central?"
- "Who will upload the manuscript to PMC? (journal or author)?"
- "When can it be made publicly available? (What is the embargo period, if any?)"

 If these questions cannot be answered in the publisher's CTA, then the author will need to use an "Author Copyright Addendum" to modify the terms in the publisher's CTA. The Countway Library has a form which can help generate this letter, and provides more instructions at: https://www.countway.harvard.edu/publicaccess/forms.

Manuscript Submission
There are three possible scenarios for answering the question "How does my manuscript get submitted to PMC?"

- Journal deposits article automatically into PMC (manuscript or published version).
    - Check the CTA or Author Guidelines for the specific journal's policy
- Author, or author's assistant deposits the article, using NIH Manuscript Submission System (NIHMS): http://www.nihms.nih.gov
- Author or author's assistant deposits the article, using HMscholar
  http://repository.countway.harvard.edu/hmscholar

Manuscript Submission (continued)

Any of these scenarios could include as much as a 12 month embargo period on public display of the article. If the journal will not be submitting the paper into PMC, then authors must upload the manuscript upon acceptance for publication. Authors can delegate this task to anyone they choose; for example, an administrate assistant. However - Do not delay.

Regardless of whether the submission is through NIHMS or HMscholar, authors have two remaining steps in this process. PMC will notify the author via email when these actions need to be made:

- Approve the manuscript deposit
  - Confirming grant information on the manuscript, and setting the embargo period.
- Finalize the PubMed Central record
  - Once the manuscript has been formatted to the PMC display (within a few weeks after submission), authors need to give a final approval to the PMC representation of the document.

Obtaining the PMCID#
When an author (or designated assistant) uploads a manuscript into PubMed Central or HMscholar, they will be issued an NIHMSID# via email. This is a temporary ID# that may be used until a proper PMCID# has been issued. The NIHMSID# should only be used until the PMCID# is created (This will happen when the author finalizes the PMC record, as mentioned in the step above.) The NIHMSID# will only be valid for 90 days after the publication date.

The PMCID# (or NIHMSID#) will be vitally important for the author's NIH progress reports, and future NIH grant applications. Harvard Medical School also requires that the PMCID# be placed on the relevant citations within the BIOSKETCH, e.g,.

> Cerrato, A., et al., Genetic interactions between *Drosophila melanogaster* menin and Jun/Fos. *Dev Biol*. 2006 Oct 1; 298(1): 59-70. **NIHMSID: NIHMS44135**
> <div align="center">or</div>
> Cerrato, A., et al., Genetic interactions between *Drosophila melanogaster* menin and Jun/Fos. *Dev Biol.* 2006 Oct 1; 298(1): 59-70. **PMCID: PMC2291284**

In cases where the journal will be submitting your published article AND the journal title is included in the PMC Journal Listing here: http://www.ncbi.nlm.nih.gov/pmc/fprender.fcgi, you may use the label "IN-PROCESS" as demonstrated below. (However, once a PMCID# is assigned, you must indicate the PMCID# as in the previous example)

> Sala-Torra, O., et al., Connective tissue growth factor (CTGF) expression and outcome in adult patients with acute lymphoblastic leukemia. *Blood.* 2007 April 1; 109(7): 3080–3083. **PMCID: PMC Journal - In Process**

Questions??
The Countway Library offers 1 hour training sessions to individual departments and research groups on the NIH Public Access Policy and helps ensure compliance from copyright transfer to manuscript deposit. Please contact P. Scott Lapinski for further questions.
paul_lapinski@hms.harvard.edu or 617 432-6784.