

NIH Public Access Policy Quick List

Complying with the NIH Public Access Policy begins when a manuscript is submitted to a journal for consideration and continues through to reporting the publication in the NIH progress report.

Submission of a manuscript for publication

- ✓ [Does the policy apply](#) to this manuscript?
- ✓ Ensure that the copyright agreement contains the [appropriate language](#) to allow deposit
- ✓ Determine [which method](#) you will be using
- ✓ If the publisher will *not* upload it, assign one author responsibility to deposit the manuscript in PubMed Central

Depositing manuscripts

- ✓ If you are using the [NIHMS](#), find instructions ([12 min video](#) or [website](#))
 - Recommendation: use your eRA Commons login
- ✓ Be sure to include all appropriate grant numbers in NIHMS (e.g. R01 CA123456)

Starting out in My NCBI

- ✓ [Register](#) for an account if you do not have one
- ✓ Ensure that [your account is linked to your eRA Commons account](#)
- ✓ If desired, [assign a delegate](#) to help manage My NCBI's "My Bibliography"

[Populating My Bibliography](#) in My NCBI

- ✓ Use PubMed searches to add citations to "My Bibliography"
- ✓ Manually add publications not in PubMed

Check and update the Public Access Policy compliance status

- ✓ [Change the view in "My Bibliography"](#) to add NIH Public Access Policy compliance status
- ✓ Understand the [five different statuses](#) of publications
- ✓ [Update the compliance status](#) as necessary or begin the manuscript submission process
- ✓ [Associate awards with publications](#)

Reporting publications in the NIH progress report

- ✓ Search [PubMed](#) using your grant number and add the results to "My Bibliography"
 - Sign into My NCBI in the upper right corner from within PubMed
 - Recommendation: do this at least a month before progress report is due to make sure all are compliant
- ✓ [Check off the relevant publications](#) in the list in the electronic RPPR in the eRA Commons
- ✓ For paper progress reports, [print the publication list](#) from "My Bibliography"

Need help? Contact the College of Medicine Office of Research (comor@osumc.edu) with general issues or the Health Sciences Library for copyright assistance (copyright@osumc.edu).



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