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)
  o 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”
  o Sign into My NCBI in the upper right corner from within PubMed
  o 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).