Upon NIH award acceptance:

1. *Communicate* with all potential authors who may publish as a result of your grant award that they must comply with the NIH Public Access policy. They should keep you informed of their manuscripts resulting from your award.

2. *Designate* someone (PI, author, staff member) to be the point of contact that ensures that the manuscript moves through the PMC submission process.

3. *Ensure* that all potential authors have MyNCBI accounts, linked to eRA Commons. For step-by-step MyNCBI guidance, go to http://spa.columbia.edu/nih-public-access-policy

THE PI HAS THE ULTIMATE RESPONSIBILITY FOR ENSURING ALL PEER-REVIEWED PUBLICATIONS RESULTING FROM NIH FUNDING BE DEPOSITED INTO PUBMED CENTRAL (PMC). PUBLICATIONS NOT IN COMPLIANCE WITH THE POLICY WILL DELAY ISSUANCE OF THE NOTICE OF GRANT AWARD.

Manuscript preparation:

1. *Review* the journal's *Instructions to Authors* for any specific information related to the NIH Public Access Policy.

2. *Funded* Make sure the journal knows the manuscript is funded by *NIH funds*.

3. *Clarify* with the journal whether they will deposit the final manuscript into PMC on your behalf or if you need to do this using the NIH Manuscript System (NIHMS). Identify the submission method: http://publicaccess.nih.gov/submit_process.htm

4. *Responsible* for submitting to NIHMS? Learn what *steps* you need to take to complete this process: http://nihms.nih.gov/help/ and http://youtu.be/NROwOdAieG4

5. *Initiate* the submission process *immediately* after your manuscript is accepted for publication. *Timing is very important in order to comply with the policy and avoid award delays!*

6. *Role* you play: If you are an author but not the PI, notify the PI or designated person that you are working on a manuscript so that s/he can plan to follow its progress.

Remember to monitor your manuscript!

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For assistance please contact:
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TIPS ON COMPLYING WITH THE NIH PUBLIC ACCESS POLICY

- ✓ Communicate
- ✓ Designate
- ✓ Ensure

- ✓ Review
- ✓ NIH Funded
- ✓ Clarify
- ✓ Step by Step
- ✓ Initiate
- ✓ Know your role

- ✓ Ensure the manuscript was submitted to PMC
- ✓ Approve NIHMS emails when requested
- ✓ Reminder you MUST have a PMC ID within 3 months of publication date