Complying with the NIH Public Access Policy

(Prepared for MRAM 1/16/14)

Preliminary Steps

Which publications must comply with the NIH Public Access Policy?
- Published results of NIH funded research (even if just partially funded by NIH);
- For which you are the Author – or -
- That arise from your award.

How do I make the publications accessible and therefore compliant?
- Must be available in PubMed Central (PMC)
- Submit your paper via PMC. Methods for doing this are found here: http://publicaccess.nih.gov/submit_process.htm

Common Submission Method

The most common method is for the author (UW faculty/researcher) to submit the final peer-reviewed manuscript in PubMed Central following these steps:

1. Upload document into PMC via NIHMS (manuscript system).
2. “Authorize” its availability to the public in NIHMS by confirming that it is consistent with the publisher/copyright agreements that are in place (if applicable).
3. NIHMS “processes” the manuscript for use in PMC. This may take some time.
4. NIHMS e-mails the author to approve the PMC-formatted manuscript.
5. The author/researcher approves the PMC-formatted manuscript in NIHMS.
6. The author receives a PMCID # for that publication and it is displayed in PMC.
7. Once a PMCID # is available, that # is used at the end of each full citation in proposals and reports. Do not use the PMID which is not the same thing. (PMID is a number for the abstract and not the full text.)

Citing Publications in an RPPR

A Research Performance Progress Report (RPPR) asks whether there are publications or manuscripts accepted for publication in a journal or other publication during the reporting period resulting from the subject award. In order to cite a publication in an RPPR, the PI must link his/her eRA Commons account with his/her My NCBI account. The publications(s) can then be reported in the RPPR or, if using PHS 2590 (still used for some non-SNAP NIH progress reports), generate a pdf report of the compliant publications.

This information was found on the NIH Public Access homepage and within the NIH RPPR Instruction Guide.