NIH 2024 Public Access Policy: Compliance Checklist

Preparing the Manuscript	✓
1. **Determine if the manuscript is subject to the policy** The NIH 2024 Public Access Policy (NIHPAP) applies to **peer-reviewed manuscripts** accepted for publication, on or after July 1, 2025 that result from NIH funding, in whole or in part, received through: • A grant or cooperative agreement, including training grants • A contract • An Other Transaction • NIH Intramural research • Official work of an NIH employee	
2. **Determine responsibility for compliance** Determine who is responsible for *completing the steps* required to comply with the NIHPAP. Consider the Corresponding Author for this responsibility, as they manage all communication between the journal and authors. • The PI bears ultimate responsibility for compliance.	
3. **Acknowledge funding** Acknowledge NIH funding in the manuscript to alert the journal that the manuscript is subject to the NIHPAP. Consult the journal's Author Guidelines for specific instructions about how and where to provide the acknowledgment. **Acknowledgment example**: "Research reported in this [publication, release] was supported by [name of the Institute, Center, or other funding component] of the National Institutes of Health under grant number [specific NIH grant number in this format: R01GM012345]."	
4. **Confirm that your target journal's policies allow you to comply with NIHPAP** The 2024 NIHPAP requires **immediate** public access via PubMed Central (PMC) to your NIH-funded research output. **No embargo period is allowed**. • Will the journal /publisher make <u>immediate</u> deposit of your article to PMC on your behalf? *See Method B, below*. NOTE: Few publishers are set up to handle this in the near term after the 2024 NIHPAP accelerated implementation date. • If not, will the journal/publisher allow **you** to immediately deposit your Author Accepted Manuscript (AAM) to PMC via the NIH Manuscript Submission (NIHMS) portal**? *See Method C, below*. NOTE: Some publisher copyright transfer and license agreements for non-OA articles expressly prohibit this. Careful review of publisher policies is essential. • Contact Eccles Library for assistance in reviewing publisher policies or identifying publishers and journals compliant with the 2024 NIHPAP. • Consider UU-funded open access publishing options as well as zero embargo publishers when exploring target journals for your manuscript. **Do not sign,** or accept a "click-through", publisher copyright transfer or licensing **agreement that prevents you from complying** with your NIHPAP obligations!	

Upon Acceptance for Publication: Method C Checklist	✓
1.	**Inform your journal publisher** that you are planning to submit using Method C. This prevents the submission of duplicate manuscripts to NIHMS, which can slow down the process of depositing in PMC.	
2.	Determine whether the author or their designee will begin the submission process.	
3.	Submitter: Gather the following materials: • The peer-reviewed, author accepted manuscript (AAM) and all its associated files • The name and email address of the individual who will serve as the **Designated Reviewer** (submitter can self-assign reviewer role)	
4.	Submitter: Access the NIHMS system using the appropriate login method: • PIs– use eRA Commons login option • Use the same login option each time you access NIHMS	
4a.	Click Submit New Manuscript and follow the prompts. Make sure to **agree to the Government Use license**, granting NIH the right to make the AAM publicly available through PubMed Central upon the official date of publication.	
5.	**Add the paper to My Bibliography** Add the paper to your eRA Commons-linked My Bibliography as a forthcoming paper and associate the appropriate funding to it. This lets you track the paper's compliance status via My Bibliography.	
6.	Upon submission completion, a NIHMSID will be assigned to the manuscript. **Record this identifier** to check the status of the submission or **report temporary compliance**.	
NIHMS Initial & Final Approvals	
1.	Within 1-2 weeks of submission, the NIHMS system will send an email to the designated Reviewer with an access link and instructions on how to provide the **initial** approval.	
2.	Follow the prompts to approve or reject the submission.	
3.	Within 1-2 weeks of initial approval, the NIHMS system will send an email to the designated Reviewer with an access link and instructions on how to provide the **final** approval.	
4.	Follow the prompts to approve or reject the PMC-ready documents.	

Upon Final Deposit in PubMed Central		✓
1.	**Find and record the PMCID** Check your Commons-linked My Bibliography for the PMCID. Once it is assigned, it appears at the end of the publication's citation.	
2.	**Find and view the full-text paper in PMC** Go to PMC to find and view the full-text version of the paper.	

Submission Methods Overview

Submission Method	Process	Author Involvement	PMCID
Method A	The journal submits the article directly to PMC.	None.	The PMCID is assigned around the time of publication.
Method B	The journal submits the article directly to PMC when the author chooses to publish open access.	The author must make these arrangements with the journal.	The PMCID is assigned around the time of publication.
Method C	The author or their designee submits the author manuscript to PMC via the NIHMS system.	The author must submit or have submitted for them the manuscript. The author must also provide approvals of the submission.	The PMCID is assigned within 2-3 weeks of the initial approval being provided.
Method D	The publisher submits the author manuscript to PMC via the NIHMS system.	The author must provide approvals of the submission.	The PMCID is assigned within 2-3 weeks of the initial approval being provided.