

## UTMB and the NIH Public Access Policy

The **NIH Public Access Policy** implements Division G, Title II, Section 218 of PL 110-161 (Consolidated Appropriations Act, 2008) which states:

SEC. 218. The Director of the National Institutes of Health shall require that all investigators funded by the NIH submit or have submitted for them to the National Library of Medicine's PubMed Central an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication: Provided, That the NIH shall implement the public access policy in a manner consistent with copyright law.

### In a Nutshell:

- Awardees required to submit to the PubMed Central (PMC) digital archive those *manuscripts* arising from NIH awards
- The policy does not apply to book chapters, editorials, reviews, or conference proceedings

### Goals:

- Ensure public access to the results of NIH funded research
- Increase the speed of scientific discovery
- Link published work to data sets in other NCBI Entrez systems (Protein, Genome, Structure, etc.)

### Final Manuscript vs. Final Published Article

- *Submit the Final peer-reviewed manuscript* The Investigator's final manuscript of a peer-reviewed article accepted for journal publication, including all modifications from the peer review process
- *Do not submit the Final published article* The journal's authoritative copy of the article, including all modifications from the publishing peer review process, copyediting and stylistic edits, and formatting changes

### Important Dates

#### April 7, 2008

Work arising from NIH funds must be submitted to PubMed Central (PMC) *upon acceptance* for publication

--Includes grants active in FY 2008 (i.e. Oct. 1, 2007) and in the future

#### May 25, 2008

Subsequent NIH applications, proposals, and progress reports must include the PMC reference number when citing an article that falls under the policy

### Steps to Compliance:

1. Upon proposal submission, sign and date the UTMB Non-Exclusive Public Access License document retaining non-exclusive rights for you and UTMB to comply with the NIH policy
2. Upon article submission for consideration for publication, include a copy of the UTMB Non-Exclusive Public Access License document to inform publishers:
  - work is funded by NIH
  - retention by you/UTMB of the non-exclusive rights needed to comply with the NIH policy
3. Once manuscript is *accepted*, submit it to PMC using the "Set Delay" feature to determine date of public availability

### Who is Responsible?

- All Principal Investigators are responsible for ensuring that the terms and conditions of their award are met
- This includes the submission of articles that arise directly from their awards, even if they are not an author or co-author
- Principal Investigators should ensure that the investigators supported on their grants are *aware of and comply with* the NIH Public Access Policy
- A special challenge for PIs of training grants, center grants, program projects, any grant where subcontracts are involved, etc.

### Submission Process

- Manuscript needs to be submitted only once
- Submitters will be notified if a manuscript is already in the system
- Multiple NIH award numbers can be assigned during submission process
- Very similar to process of electronically submitting a manuscript to journal
- Part of the NIH grants management system (eRA Commons) so the interface should be familiar
- Help is available
- Grant numbers can be associated with a manuscript with a simple click

### Submission Process (cont.)

- The submission process can be interrupted at almost any point and then resumed
- “Kill” feature in case of error/mishap
- According to NIH, takes less than 10 minutes to complete

### Submission Process for Non-PMC Journals

- At the end of the submission process, a pdf file is generated that compiles into one document all of the files uploaded (final manuscript, tables, figures, etc.)
- Authors should carefully check the integrity of the document created by the system from the composite files
- May be better to convert the final approved manuscript and figures into pdf format first, since NIH converts the final files to pdf  
--Gives author more up front CONTROL!
- What the author submits and approves is archived!
- Once the web version is approved, a PMC reference number will be assigned  
Example: PMCID: PMC1862644
- PMC reference numbers are available on PubMed abstracts, even if the full-text is still under an embargo period

### Submission Process for PMC Journals

- The submission process is a little simpler if the journal accepting the article already participates in PMC
- Once grant numbers are associated with the manuscript title/journal, the NIHMS system will tell you that file submission is not required and that the journal will submit the files after any embargo period
- pdf receipt is one page and again specifies that the journal will supply the files
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### PMC Reference Numbers:

- Remember, as of May 25, PMC reference numbers must be included at the end of the full citation when citing an article in NIH applications, proposals and progress reports  
--Applies to articles arising from grants awarded in FY 2008 and forward *and* are authored or co-authored *by you* or arose from *your* NIH award  
-- If a PMC ID is needed for NIH applications, proposals and progress reports before the journal posts to PMC, you may state that PMC ID is not yet available

### NIH Policy Friendly Journals

Since the right to place final manuscripts on PMC is retained upfront, it may be helpful to know if a journal complies with the NIH Public Access Policy before submitting a manuscript for submission.

- Consult journal’s web page or instructions to authors:  
Does it allow submission under the NIH policy?
- Consult SHERPA/RoMEO web site  
--Database of publisher copyright agreements/transfer of rights  
--Records contain “NIH Compliant” status

### Contacts

General Questions or Help:

- Linda Crumpler  
Office of Sponsored Programs  
409-266-9431 or [lcrumple@utmb.edu](mailto:lcrumple@utmb.edu)

Publisher Problems or Copyright Questions:

- Contact the Center for Technology Development  
409-772-7952 or [kaperuma@utmb.edu](mailto:kaperuma@utmb.edu)

### Helpful Links

NIH Public Access Policy - <http://publicaccess.nih.gov/>

NIH Manuscript Submission System (NIHMS)-

-- Includes submission tutorials

-- <http://www.nihms.nih.gov/>

NIHMS FAQ - <http://www.nihms.nih.gov/faq.html>

SHERPA/RoMEO - <http://www.sherpa.ac.uk/romeo.php>

PubMed Central Journals -

<http://www.pubmedcentral.nih.gov/fprender.fcgi>

**\*\*UTMB Research Services\*\***

<http://research.utmb.edu/osp/pubaccess.htm>

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