

LIBRARY

On April 7, 2008, it became mandatory that all peer-reviewed journal articles based on research funded by the National Institutes of Health (NIH) be submitted to the NIH's online repository, PubMed Central (PMC), and be made publicly accessible no later than 12 months after the date of publication (<http://publicaccess.nih.gov/>).

As of May 25, 2008, every NIH application, proposal, or progress report submitted by a researcher is required to include the PMC reference number (PMCID) when citing any article that falls under the NIH Public Access Policy and is authored or co-authored by that researcher or comes out of a grant for which he or she is the principal investigator.

Researcher Responsibilities

The principal investigator is ultimately responsible for ensuring that all articles that come out of his or her grant are in compliance. The corresponding author of an article is responsible for ensuring that (1) journal copyright or author agreements permit submission to PMC, (2) the journal knows the article is subject to the policy, and (3) the article has been submitted and is publicly available within 12 months of publication.

Article Submission

Articles must be submitted to the NIH Manuscript Submission (NIHMS) System (<http://www.nihms.nih.gov/>) as soon as possible upon being accepted for publication.

Articles may be submitted in one of the three ways:

- **By a PMC journal** (see the list at http://publicaccess.nih.gov/submit_process_journals.htm)
 - These journals have an agreement with PMC to submit the final published version of the article.
 - The researcher is not involved in the submission process.
- **By the corresponding author**
 - The final author version of the manuscript is submitted.
 - The author will receive an email to review and approve the article once it has been formatted by PMC. The author will set the correct embargo or delay period for the article during the submission process. Most journals specify this period in the author agreement.
- **By a third party such as an administrative assistant or a non-PMC journal**
 - The final author version of the manuscript is submitted.
 - The corresponding author will receive one email to review and approve the original files and another email to review and approve the article after it has been formatted by PMC. The corresponding author will also be responsible for setting the correct embargo or delay period for the article. Most journals specify this period in the author agreement.

Once an article has been successfully submitted through the NIHMS, it will be assigned a PMCID. If the article is still being processed when NIH paperwork is due, substitute the NIHMSID. This is the temporary number assigned to an article when the files are first submitted. The corresponding author will receive an email from the system with the NIHMSID. If the article is being submitted by a PMC journal, substitute "PMC Journal - In Process" in place of the NIHMSID.

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