

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 become publicly accessible no later than 12 months after the official date of publication (<http://publicaccess.nih.gov>).

Author Responsibilities

The corresponding author 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 NIH Public Access Policy, and (3) the article has been submitted and is publicly available within 12 months of publication. The principal investigator of a grant is ultimately responsible for ensuring that all articles that come out of his or her grant are in compliance.

Submission by a Third Party

If the article is not being submitted by the journal or the corresponding author, a third party such as an administrative assistant may be responsible for submitting the article. Each article needs to be submitted just once. To submit a manuscript to PMC, you will first need the following:

- **Journal name**
- **Manuscript title**
- **Grant number(s)**
- **Manuscript file(s)** — *i.e., the final manuscript version, defined as the version accepted for publication that includes all modifications made in response to peer review*

After gathering these, go to <http://www.nihms.nih.gov/> and log in to the NIH Manuscript Submission (NIHMS) System with your myNCBI login (If you do not have a myNCBI login, you may register for one at <http://www.ncbi.nlm.nih.gov/sites/myncbi/register/>). Follow the directions on each screen of the NIHMS. The NIH estimates that the actual submission process will take about 10 minutes. If you need help, tutorials are available at <http://www.nihms.nih.gov/web-help/> to demonstrate the submission process step-by-step.

After the article has been submitted, the corresponding author will receive an email with instructions to log in to the NIHMS system with his or her eRA (Electronic Research Administration) Commons account and approve the submitted files. 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. The corresponding author will receive a second email with a request to approve the article again once the files have been formatted by PMC.

Other Resources

NIH Public Access Policy Guide: <http://www4.utsouthwestern.edu/library/guides/nih/nih.cfm>

Ask a Librarian: <http://www4.utsouthwestern.edu/library/about/askALibrarian.cfm>

2/3/09