The NIH Public Access Policy ensures that the public has access to the published results of NIH funded research. It requires scientists to submit journal articles that arise from NIH funds to the digital archive PubMed Central. The Policy requires that these articles be accessible to the public on PubMed Central to help advance science and improve human health.
What is the NIH Public Access Policy and what does it cover?

The public has access to the published results of NIH-funded research. It requires scientists to submit manuscripts generated from NIH funds to PubMed Central

http://www.ncbi.nlm.nih.gov/pmc/

The Policy applies to any manuscript that was funded by the NIH if it:

- is peer-reviewed
- was accepted for publication after April 7, 2008

http://publicaccess.nih.gov/determine_applicability.htm

The NIH Public Access Policy does NOT apply to the following:

- Articles accepted for publication before April 7, 2008.
- Articles which resulted from work that was funded by agencies other than NIH.
- Books and book chapters.
- Dissertations.
- Any non-peer-reviewed work, such as conference proceedings or editorials.

What formats are accepted?

Text files must be in MS Word or pdf. Other files in appropriate formats: wav, mp3, etc.

When should they be deposited?

Manuscripts and related files should be submitted AS SOON AS THE PEER REVIEW PROCESS AND CHANGES ARE COMPLETE. Do not wait until actual publication. Do not submit the Publisher’s redacted, published, pdf.
Why should they be submitted before publication?

NIH requires that all cited literature in a report or grant application include the PubMed Central ID numbers ("PMCID") with each citation. This is evidence of compliance with the law. The NIH allows a 3month window beginning at the time a manuscript clears Peer Review, for the submission process to be completed, and the PMCID assigned. If the PMCID is not assigned within this 3month period, the PI is considered "out of compliance" with the law.

What are the consequences of non-compliance?
A report or application without required PMCIDs may not be accepted. The PI's funding may be delayed, or denied.

How do articles become Public Access Policy compliant?
Manuscripts can be deposited into PMC the following ways:

- The author asks the publisher to deposit specific final published article in PMC, usually for a fee
- The publisher deposits the final peer-reviewed manuscript into NIHMS. The Author is responsible for ensuring that the manuscript is deposited into PMC by completing all remaining steps in the NIHMS process in order for the submission to be accepted to PMC.
There are 4 different methods that journals use for submitting articles to PubMed Central (PMC).

- **Method A:** Journal deposits final published articles in PubMed Central without author involvement. [https://publicaccess.nih.gov/submit_process_journals.htm](https://publicaccess.nih.gov/submit_process_journals.htm)
- **Method B:** Author asks publisher to deposit specific final published article in PMC
- **Method C:** Author deposits final peer-reviewed manuscript in PMC via the NIHMS
- **Method D:** Publisher deposits manuscript files in NIHMS. Author or PI are responsible for completing the approval steps.
Methods A and B correspond to “Papers that come directly to PMC” and Methods C and D correspond to “All other papers, which go through NIHMS to PMC.”

https://publicaccess.nih.gov/submit_process.htm

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Publishers' policies on the NIH Public Access Policy

*To determine if a journal participates in PMC, see the PMC Journal List (note the journal's participation level and embargo to ensure that your paper is covered by the agreement) or the NIH Public Access Policy Journal List if you have NIH funding. If you are still unsure whether your journal participates in PMC or if you need further assistance determining the submission method, please contact*.

- **Journals That Submit All NIH-Funded Final Published Articles to PubMed Central**: Many journal publishers submit all NIH-funded final published articles directly to PMC on behalf of their authors. If an author publishes in one of these journals, no further action is needed to comply with the submission requirement of NIH Public Access policy. A complete list is available from PMC.

- **Policies of Journal Publishers That Do Not Submit Final Published Articles to PubMed Central**: Other publishers allow their authors to submit a copy of the author's final manuscript to PMC or will submit a copy for the author if requested. See below for the policies of specific publishers.

NIH Manuscript Submission (NIHMS) System: Processing manuscripts

The NIHMS system is the first step to getting a paper into PubMed Central (PMC).
Articles are generally deposited by the publishers into NIHMS but sometimes must be deposited by the authors.

To check if a paper has been deposited or the status of a deposited paper you can login via an eRA Commons account in the NIH system.

In the NIHMS system you can submit a new manuscript or track the progress of a publication that has been submitted.
NIHMS process - step by step

- Deposit files: title information
- Deposit files: funding information
- Deposit files: upload manuscript files
• Deposit files: check your files by reviewing the PDF receipt file

• Deposit files: set reviewer and embargo

1) Submitter is the reviewer

2) PI is the reviewer
• Deposit files: manuscript summary
**PMCID, PMID and NIHMSID**

- **PubMed ID (PMID):** This is the reference number assigned to all articles in PubMed. The PMID is linked with a paper's abstract in PubMed and is **not** associated with the NIH Public Access Policy.

- **PubMed Central ID (PMCID):** This is the reference number assigned to articles available in PubMed Central. A PMCID is linked to a full-text article available in PMC. It is the ID you want to use when citing papers in NIH documents.

- **NIH Manuscript Submission ID (NIHMSID):** After submitting a manuscript through the NIH Manuscript Submission system (NIHMS) through methods C or D, your manuscript will be assigned a NIHMSID. The NIHMSID can be used to signify compliance less than three months after publication for papers that have not yet been assigned a PMCID.

**Note:** For a given PMID (or list of them), you can use the [PMCID/PMID/NIHMSID Converter](#) to obtain the PMCID or NIHMSID if they exist.

All NIH applications, proposals, and progress reports must include the PubMed Central reference number (PMCID) when citing an article that falls under the NIH Public Access policy and is authored or co-authored by an investigator or arose from an investigator's NIH award.

The PMCID reference number will need to be included on documents such as the Literature Cited section and the Publications List that are included as part of NIH applications, proposals, and progress reports.

**It is important to comply with this policy in its entirety. NIH has indicated that a failure to comply with this statutory requirement may delay a future grant or jeopardize future research funding.**
What is a PMCID Reference Number?
A PMCID is a unique PubMed Central reference number which is assigned to each full-text record made available in PubMed Central.

What is a PMID Number?
The PubMed ID (PMID) identifies a citation record (rather than full-text) in the PubMed database. It is not evidence of compliance with the NIH Public Access Policy because it does not identify a full-text submission of any kind.

What is a NIHMSID Number?
The NIHMS ID is a reference number assigned when a manuscript is submitted to NIHMS. The number indicates that a manuscript has been submitted to PubMed Central in compliance with the NIH Public Access Policy, but that the full text is not yet available.

The NIHMS ID is used temporarily until a PMCID is assigned. NIHMS ID number will be valid with three months the work is published. Once the full text of a paper is available in PubMed Central, a PMCID should be used in place of the NIHMSID.
How to locate a PMCID Reference Number in PubMed

You may perform a relevant literature search in PubMed and view the PMCID reference number by selecting the Abstract Plus display. You will find the PMCID reference number located under the abstract on the lower bottom right of the display. The PMID identifier number can be located under the abstract on the lower bottom left of the display.

PMID and PMCID numbers may also be found in the Faculty Publications List.
How to cite a PMCID Reference Number

Example:


PMID to PMCID Converter

An easy way to convert PMID identifier numbers to PMCID reference numbers can be done by using the PMID : PMCID Converter. This tool on PubMed allows for entry of a PubMed Identifier number (PMID) for a work that may be in PubMed Central in order to find the associated PubMed Central Identifier number (PMCID), or vice versa.
WHAT DO I DO IF THE PUBMED CENTRAL REFERENCE NUMBER (PMCID) HAS NOT BEEN ASSIGNED YET?

I. If a manuscript was submitted on your behalf by the Rockefeller Library and a PubMed Central reference number is not yet available, include the NIH Manuscript Submission System reference number (NIHMS ID) instead. The Principal Investigator and the RU Library (Ilaria Ceglia, extension 8944) may have this number.


II. If you publish in a [journal](#) that deposits all NIH-funded final published articles in PubMed Central (PMC) without author/the Rockefeller Library involvement, a PMCID may not be assigned for some time after publication. During this time, please signify compliance with the policy by indicating "PMC Journal - In Process" at the end of the citation.


Public Access Compliance (PAC) Monitor

A web-based tool that institutions can use to track compliance of publications that fall under the NIH Public Access Policy. If the institution receives awards from NIH, the PAC monitor will identify the journal articles that have been linked to those awards and will show the compliance status of each.

The Monitor is getting this information about the grants, the journals from a different places including PubMed, My NCBI, PMC itself and the NIH manuscript submission system. Access to the Monitor is limited to individuals who have a PACR role.

The Rockefeller University Library has been assigned a PACR role in the eRA Commons and can access the compliance reports for Rockefeller investigators, track the status of publications that have been deposited into NIHMS from the deposit all the way through to final approval, locate and confirm NIHMS IDs.

Institution Details: