

SUBMITTING A JOURNAL TO PUBMED CENTRAL AND LINKING IT TO AN NIH GRANT

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If you find that the process is different than what is described below, please let me know.

Section I. Definitions and Basic Requirements

A peer-reviewed article that is the result of at least partial NIH funding must be submitted to PubMed Central through NIH's public access system in order to get a PMCID assigned to it. THEN it needs to be associated with the grant(s) that funded the work, including the grants that supported your students (e.g., T32). Ideally of course this should also be in your acknowledgements.

The NIH Public Access Policy requires the submission of articles accepted for publication on or after April 7, 2008. You do not submit material that is not peer reviewed (editorials, commentaries, etc.) or lacks appropriate funding.

You must post your article within 12 months of publication, where 'publication' means the official date as cited by the publisher, not the "epub ahead of print" date. The article is out of compliance if no PMCID number has been assigned within 3 months of publication. They really mean you should 'immediately' upload the article after the final version is accepted for publication.

Note: The PMCID number MUST be cited whenever you submit almost anything to NIH, including but not limited to biosketches and articles cited in progress reports. The University is the official grant holder, and they too are obligated to check, and NIH has provided them a software tool to try to do just that.

Grant awardees who are not in compliance will not receive funds.

PMCID ≠ PMID

The PMCID number is NOT the same as a PMID. The PMID is the number assigned by PubMed, but not by NIH public access. The PMID represents a citation and an abstract. The PMCID is for the entire paper and is the number that gets linked to the grant. The PMCID number is the only way to prove compliance with NIH's policy.

From NIH:

"The Difference Between a PMCID and a PMID

The PubMed Central reference number (PMCID) is different from the PubMed reference number (PMID). PubMed Central is an index of full-text papers, while PubMed is an index of abstracts. The PMCID links to full-text papers in PubMed Central, while the PMID links to abstracts in PubMed. PMIDs have nothing to do with the NIH Public Access Policy."

Assuming your article was indeed at least partially funded by NIH/NSF (including if your student researchers were funded off the grant while they supported this effort), then the process for compliance is as follows.

Section II. Determining the status of your article in PubMed Central.

A. Some journals automatically submit the article to PubMed (e.g., *Epidemiology*). Others don't. See the chart in the box provided by NIH for the kinds of processes journals are now following.

Look here, too:

http://www.cpc.unc.edu/aboutcpc/services/research/library/publish/nih_public_access_mandate/journals

Method A. It may be that your *journal* (e.g., *Demography*, 2008 through 2010) automatically submits your article to NIH: http://publicaccess.nih.gov/submit_process_journals.htm#journals, in which case you don't have to do anything, but note that some journals began this automatic process only recently, in which case you may have to proceed to Method C or D. You will still have to add the grant info.

Method B. It may be that the *publisher*, e.g., has an arrangement with NIH, but you have to contact the publisher directly to make sure this happens, and sometimes there's a fee.

Publishers: http://publicaccess.nih.gov/select_deposit_publishers.htm.

Method D*. The publisher deposits the article itself into PubMed, but the author (any author) has to finish up the details and complete the process in order to have the PMCID assigned. Refer to this document for instructions: <https://publicaccess.nih.gov/Method%20D%20Publishers>. Essentially you follow steps for Method C except the article should already be in the system; you just add the grant info. Elsevier says they do this when the author indicates NIH support.

Method C*. Neither the journal nor the publisher does anything automatically; it's up to the author, any author.

* The Method lettering is per NIH, but I reordered to reflect publisher versus author responsibilities. Here's a summary of the four processes: http://publicaccess.nih.gov/submit_process.htm

B. Use the PubMed search tool to see if there's a PMCID number for your article:

<http://www.ncbi.nlm.nih.gov/pubmed>.

Hint: Search by article title or by author lastname firstname – no comma between names. Use the more obscure co-author name for ease. There are several Ronald Lee's but only one Gretchen Donehower. Of course, from our point of view there's only one Ron Lee ;-)

If there IS a PMCID number – you have to click on the article to see, although it should say PMC Article -- that's good. Then click on the link with Grant Support, and scroll down to see if your grant is listed. If so, you are in compliance. If YOUR grant number isn't there (your co-author may have listed his/hers already) then you will have to associate the paper with the grant. Go to Step 6.

If there is no PMCID number, then you need to find out about submitting your paper and get one. You must also investigate the copyright requirements of your journal's publisher.


Section III: Submitting an article to PubMed Central.

The submission process for the Author (or delegate):

1. Obtain a copy of the final article, which may be available online at the journal website IFF the journal allows it. You must check your copyright agreement. Very often the website will discuss this policy for authors (see, for example, <http://pubs.acs.org/page/policy/nih/index.html>, ACS Publication's NIH policy. For example, they may let you post your Word document, but with a 12 month wait period. You do not post the publisher's pdf that you download from their website, rather, you post the one you sent as a final copy to the publisher.
2. Go to NIHMS website and use MyNCBI:
 - a. <https://www.nihms.nih.gov/db/sub.cgi>. You need to go to this link even if you are already logged into MyNCBI. Then click on the Submit box. Then under Quick Start, use the menu drop down to select NIH Manuscript submission system. Click Go.
 - b. Do not use Firefox to submit a manuscript (but it can be used to associate a manuscript to a grant), but IE and Chrome work. You can click on the NIH login option and use your eRA commons userid and password. **If you are the PI and you want to associate the article with your grant then you must log in using the eRA commons logon.** Otherwise you can even use your Google, or in some cases, your university has an arrangement (e.g., UCSF), which is nice if you don't have an ERA Commons number (as might be the case for, say, a delegate or non-PI co-author).

On the far right, there is a large blue box that says SUBMIT A MANUSCRIPT. MyNCBI also has a list of articles that are yours and that are related to a research project you might be engaged in. NIH provides a short .pdf of the process here:

<http://report.nih.gov/UploadDocs/Adding%20Publications%20to%20RePORTER.pdf>.

3. Click on **Submit a Manuscript**. If you don't see that button, then click on NLBI at the upper left corner. . Then click on the "Submit" button to begin the process.
4. If you can't find it that way, try this link: <http://nihms.nih.gov/db/sub.cgi>.
5. If the article has not yet been submitted to PubMed Central, then the submission and the association of the grant occur simultaneously. Ideally this is what could be done but of course, there are often more than one applicable grant.

If the paper is already in PubMed Central as evidenced by the PMCID number (as evidence by either the PMCID number or the temporary NHIMS number), then go to (A). If there is no paper and thus no grant number, go to Step 6, below.

6. You will need the following things to submit the article
 - a. Exact manuscript title
 - b. Exact journal title
 - c. Grant numbers (The Popcenter's is P2CHD073964; CEDA's is P30AG01283; the demography and economics of aging training grant is T32AG000246; the NICHD interdisciplinary demography training grant is T32HD007275.).

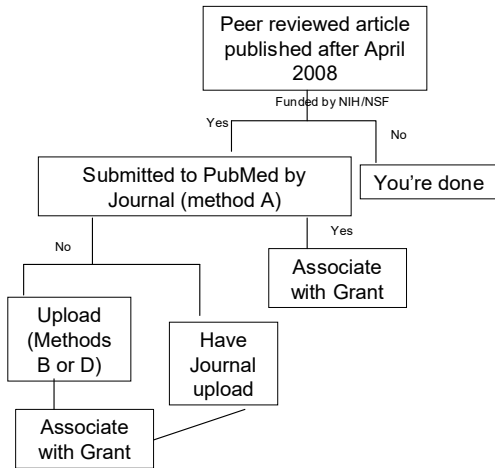
- d. Manuscript file in any format, with all required files (text, drawings, etc.). Again, while it may be available on a website, e.g., through JSTOR, it may violate a copyright agreement to post that version. Check first.
 - e. If the manuscript is already in PubMed Central, then proceed to step 6.
7. Follow the step by step instructions to Upload the Journal Article.
- a. First, recall again that not all publishers allow you to upload the published version (e.g., in JSTOR), but rather you need to use the final version, that is complete with all figures, tablets, etc. Word or PDF works.
 - b. Enter journal name (it'll help you finish the text) and title manually if the journal is already in the PubMed system. Add the title, too.
 - c. Upload the file, and if relevant, figures, etc. Click on Upload.
 - d. Click on the continue button to **Next: Grant Info**. There you should see the grant listed, check the box for the appropriate grant(s).
 - e. Click on **PDF Reporting**
 - f. If you are uploading an article to your grant that is not written by you, then you must designate a reviewer. Note the endorsement guidelines.
 - g. Click on **Send to Author.**
 - h. Click on **Go to Manuscript List.** You should see that it says an article is in progress. It is awaiting reviewer approval.

Step 6: Associating an existing PMCID paper with your grant.

- a. Start at MyNCBI: <http://nihms.nih.gov>. The only way to link it is if the paper is already in the system and also, in your My Bibliography at MyNCBI. If you can't log in try using the email option. Do not use Firefox. [Note 3/9/2017: I just used firefox and it worked fine.]
- b. Enter the Journal Name and article title. Or, if it's in the system, you can use the PMID number.
- c. At the upper right, there is a small blue link, '**Grants Reporting**'.
- d. You will see the article in question, with a column on the far left called "grants". Click on that, and your grant should be listed below. Check the box to associate the paper with the grant.
- e. Click on update, and you're done.

I recommend adding the PMCID number to your CV and it MUST be cited whenever you submit almost anything to NIH, including but not limited to biosketches and articles cited in progress reports.

PMCID Process



Selected Publisher Copyright Agreements regarding NIH PubMed

ACS: American Chemical Society.

<http://pubs.acs.org/page/policy/nih/index.html>

Elsevier:

<http://www.elsevier.com/authors/funding-body-agreements/elsevier-nih-policy-statement>

Lippincott, Williams and Wilson (*Epidemiology*):

http://journals.lww.com/epidem/_layouts/oaks.journals/nih.aspx

Springer (*Demography*):

<http://www.springer.com/open+access/authors+rights?SGWID=0-176704-12-467999-0>

Wiley: <http://www.wiley.com/WileyCDA/Section/id-321171.html>. (12 month embargo)

It's possible the chart on the next page will help you.
Or not. It's also possible this was a satirical view.
You decide.

Author/PD/PI/Delegate uses linked eRA Commons/My Bibliography (MyBib) account to: 1). **Create bibliographies**; 2). **Confirm/link grant award associations to publications**; and 3). **Track NIH Public Access Policy compliance status for publications**. Source of publication data is PubMed and non-PubMed sources. Grant award associations to publications can be made retrospectively using MyBib. Records in PubMed and PMC are updated when new/revised grant award associations for publications are made in MyBib.



Research Performance Progress Report (RPPR)



MyBib allows users to automatically populate Section C-Products, C.1 Publications of RPPR. Publications cannot be manually added to RPPR. Publication data in RPPR is dynamic until progress report is sent.

My NCBI — My Bibliography

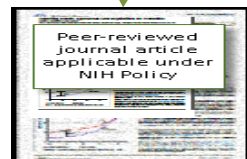


My NCBI/ My Bibliography (MyBib) is primary location for PD/PIs to manage their bibliographies. PD/PIs can assign Delegates to MyBib.

Author/Project Director/Principal Investigator



National Institutes of Health Public Access
The Public Access Policy ensures that the public has access to the published results of NIH funded research to help advance science and improve human health.



Author publishes peer-reviewed journal article applicable under NIH Public Access Policy. Applicable papers must be submitted to PubMed Central (PMC) via **Method A, B, C or D**.

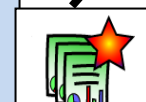
NIH Public Access
NIH Manuscript Submission System



Method C
Author or third party deposits final peer-reviewed manuscript to PMC via NIHMS.
Method D
Journal deposits final peer-reviewed manuscript to PMC via NIHMS. Grant award associations to publications are made after author completes review steps in NIHMS.



Records in PubMed and PMC are updated when new/revised grant award associations for publications are made in MyBib. **HOWEVER**, grant award associations will **NOT** display in the article itself.



PMC
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National Institutes of Health



Method A
Journal deposits final published article to PMC.
Method B
Author requests publisher to deposit final published article to PMC (fee-based). Grant award associations to publications are noted in files sent by publisher.

NIH RePORTER



Grant award associations to publications sent to RePORTER via PubMed. This includes updated grant award associations to publications made in MyBib.

★ Star Indicates where grant award associations to publications are noted.
→ Black arrows indicate flow of data among resources.