UC DAVIS HEALTH | Clinical and Translational Science Center

NIH Public Access Policy Checklist for CTSC Investigators and Scholars

1. Before you submit to journal

- ☐ **Acknowledge funding in the manuscript.**
  - o **Use complete grant numbers and the approved grant citation language.**

    "*The project described was supported by the National Center for Advancing Translational Sciences, National Institutes of Health, through grant number UL1 TR001860. The content is solely the responsibility of the authors and does not necessarily represent the official views of the NIH.*"

    TL1 (T32) Scholars add: "*and linked award TL1 TR001861*"

    KL2 (K12) Scholars add: "*and linked award KL2 TR001859*"

- ☐ **Contact the CTSC (hs-ctscpubs@ucdavis.edu) to determine journal's policy with regard to funding body mandates (NIH Public Access Policy, etc.).**
  - o **The CTSC will review journal's copyright transfer agreement and instructions to authors and identify the public access compliance language and determine if the publisher allows posting of manuscripts on PMC.**
    - ▪ If not, you may provide the publisher with a compliance letter from the University of California. https://guides.library.ucdavis.edu/ld.php?content_id=68053170
  - o **The CTSC will determine whether the journal is a Method A, B, C, or D publisher.**
    - ▪ If Method A, the publisher will upload the published version of the article for you. No action is necessary on your part.
    - ▪ If Method B, it is usually not necessary to pay a fee for this service. The publisher will usually allow you or your delegate to upload a version of your manuscript.
    - ▪ If Method C, the CTSC will provide upload support to get your manuscript into the NIHMS system.
    - ▪ If Method D, the publisher will upload the article for you if you respond affirmatively when they ask if you are an NIH-funded investigator or used NIH funds in the conduct of your research.

2. Submission to journal

- ☐ **Submit manuscript to journal for publication**
  - o **Be hyper-alert to questions about NIH funding. Method D journals use a positive response as a flag to upload the article to the NIHMS system.**
  - o **Retain the names and email addresses of journal editors or staff you interact with during the review process. These contacts are often valuable should you encounter a problem with the journal's role in uploading your article.**

3. Upon acceptance for publication

- ☐ <u>**Always**</u> **retain a copy of the final, accepted manuscript.**
  - o This refers to the authors' final version that captures all modifications from the peer-review process but none of the copyedits provided by the journal after acceptance.
- ☐ **Send a copy of the final, accepted manuscript to hs-ctscpubs@ucdavis.edu if your publisher uses Method C or D.**
  - o Ensure that you send the complete manuscript, including title page, all figures, tables, and supplementary materials. It is preferred that all components of the manuscript are sent as a single PDF document.
  - o The CTSC is willing to upload the article to the NIHMS system on behalf of CTSC scholars and investigators. Alternatively, you can schedule an appointment to go through the upload process with the assistance of CTSC staff.
- ☐ **Approve the PDF receipt of the submission and the final web version of the manuscript (Methods C & D).**
  - o The "responsible" author will be asked by the NIHMS via email to approve the original upload as well as the final web version of the manuscript created by the NIHMS staff.

4. When your article posts to PubMed Central

- ☐ The PMC reference number (PMCID) is assigned when the article is posted on PMC. It is the proof of compliance that you must include when submitting applications, proposals, or reports to the NIH.

Have questions? Need help? Contact the CTSC Quality Assurance Program Manager at hs-ctscpubs@ucdavis.edu.