Your Publication is Accepted....Now What?
NIH Public Access Policy Compliance

DAY 1: ARTICLE ACCEPTED

Q1: ***Did I have funding or other support from NIH or an NIH funded entity?***

- If NO, that's it. Nothing to do.

- If YES, answer Q2

Q2: ***Will the journal submit to PMC for me*** **(these are called "Method A" journals)** *OR is it my job?*
Two things must be true for the journal to submit on your behalf. First, it must be a journal that does submit for authors. The journal's acceptance letter will generally say, or you can check publicaccess.nih.gov/submit_process_journals.htm. Second, the corresponding author must have told them that your research received NIH funding. If the journal will submit, it's still a good idea to check the article status in My NCBI / My Bibliography (sign in to NCBI at www.ncbi.nlm.nih.gov) within the first three months post-publication. If the article has a PMCID or status of PMC journal—In process, all is good.

- If the journal says they will not submit for you without a fee or the journal is not on the list linked above, proceed to the next step.

1 - 60 DAYS AFTER THE ARTICLE PUBLICATION DATE

Time to Submit
The sooner you submit, the easier the submission will be because you will have everything on hand.
You will need:

- Journal Name and Manuscript Title

- Grant Project Numbers that funded the research or writing of the article

- Your final peer-reviewed manuscript files (text, tables, figures, etc.)

- An ERA commons account or other means of logging into NIHMS (NIH Manuscript Submission System)

Sign in at www.nihms.nih.gov.
Select the "Submit New Manuscript" button and follow the manuscript submission process.
It should be quick if you have the items listed above; not more than 10 minutes. Done. Easy, right?

14-21 DAYS* AFTER SUBMISSION TO NIHMS

The person set as the designated reviewer for the submitted paper in NIHMS will get an email stating the submission is ready for final review.

The email will have a link to a PDF final draft. Review it, and if they got it right, APPROVE it.
You're done. NIHMS will assign a PubMed Central ID number (PMCID) and put it on Pub Med Central.

A few days later, a PMCID will be attached to your paper citation and it will be marked *Compliant* in My NCBI / My Bibliography (sign in to NCBI at www.ncbi.nlm.nih.gov).

* timeframe is a hopeful estimate

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Frequently Asked Questions
NIH Public Access Policy Compliance

That timeline didn't happen. What do I do?

Your paper is now defined as non-compliant and federal grants will be held up until it is compliant. Go ahead and get started now; just follow the steps listed.

How do I know if I'm compliant?

Your paper will have a PMCID (PubMed Central ID). This is in addition to, but not the same as, a PMID (PubMed ID). Confusing, we know.

You can check in MyNCBI's My Bibliography by signing in at www.ncbi.nlm.nih.gov or sign in at www.nihms.nih.gov and look at the status tabs.

I submitted my paper a month ago and haven't gotten the email for final review.

Sign in at www.nihms.nih.gov to check the status of the paper. Be sure to check the "Stalled" section. If it is not clear what the problem is, or you have questions about the delay, use the "Write to the NIHMS Help Desk" link at the bottom of the home page.

Include your paper's NIHMS ID (assigned when you submitted) in your email.

And if it's not that easy and I want someone to walk me through it?

You can email, IM, phone or text a UNC Health Sciences Librarian (asklib.hsl.unc.edu). They can walk through the process with you step by step and help troubleshoot any problems.

A helpful guide is also available at: guides.lib.unc.edu/nihcompliance.