

Complying with the NIH Public Access Policy

What You Need to Do

How To Do It

Step 1: Rights

Retain the rights you need to comply with the NIH Mandate

Include a cover letter with each submission informing the journal you need to comply
And

Do one of the following:

- Publish in a PubMed Central (PMC) Partner Journal
- Review publishing contract and journal web site to see if rights are included
- Modify the contract by including NIH-recommended language
- Purchase from the journal the right to deposit

Step 2: Deposit

Ensure that at a minimum your manuscript (MSS), including all peer-review changes and files, is deposited with NIH upon acceptance

Three options are possible:

- PMC Partner Journal deposits the published version for you
- Journal deposits your MSS; PI must approve final formatting
- You deposit the MSS using the NIHMS system; PI must approve final formatting.

Step 3: Cite

Include information on compliance in all progress reports and future grant applications

Three options are possible:

- Provide PMCID if available, *or*
- Provide NIHMS ID if available, *or*
- Report that the article will appear in a PMC Partner journal.