NIH Public Access Policy Checklist for CTSI 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.**
    Researchers cite grant UL1TR001881, as follows: "*Research reported in this [publication/project/press release] was supported by the National Center for Advancing Translational Science (NCATS) of the National Institutes of Health under the UCLA Clinical and Translational Science Institute grant number UL1TR001881.*"
    K scholars cite grant KL2TR001882, as follows: "*Research reported in this [publication/project/press release] was supported by the National Center for Advancing Translational Science (NCATS) of the National Institutes of Health under the UCLA Clinical and Translational Science Institute grant number KL2TR001882.*"
    TL1 trainees cite grant TL1TR001883, as follows: "*Research reported in this [publication/project/press release] was supported by the National Center for Advancing Translational Science (NCATS) of the National Institutes of Health under the UCLA Clinical and Translational Science Institute grant number TL1TR001883.*"
- ☐ **Determine whether the journal is a Method A, B, C, or D publisher.**
  - o If Method A, the publisher will upload the published version of the article for you. No action is necessary on your part.
  - o 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.
  - o If Method C, the CTSC will provide upload support to get your manuscript into the NIHMS system.
  - o 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

- ☐ **Always 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.
- ☐ **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 CTSI at CTSIPublications@mednet.ucla.edu.