

## Step-by-Step Tutorials for the NIHMS Process

### Step 1: Deposit Files

A manuscript may be submitted by the author, the PI, the publisher, or another third party. Third-party submitters must designate an author or PI to serve as the **Reviewer** for an NIHMS submission. In these cases, the Reviewer will receive notification of the deposit via e-mail.



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#### Supplemental Tips

- If the manuscript already has a citation in PubMed, then populate the manuscript and journal title fields by importing the data from PubMed.
- If you do need to hand-enter the title, be sure to exactly enter the final title used in the published article (if possible).
- When searching to find the CTSI grant(s) you wish to link to the article, search for the name of the correct grant number.
  - Main CTSI Grant – UL1 TR001881
  - CTSI KL2 Grant – KL2 TR001882
  - CTSI TL1 Grant – TL1 TR001883

### Step 2: Initial Approval

The Reviewer reviews the submission, confirms or adds associated funding, and either rejects or approves the material for processing in NIHMS.



#### [Initial Approval Tutorial](#)

#### Supplemental Tips

- If a delegate uploaded the manuscript to NIHMS on your behalf, you may need to add the supporting awards. Refer to Step 1.
- You'll need to know the journal's embargo period for this step.



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NIHMS staff reviews the approved files for completeness, and complete submissions are converted to archival XML. The PMC-ready documents (Web and PDF versions) are checked to ensure they accurately reflect the submitted files. An e-mail notification is sent to the Reviewer when the record is available for final review.



### Step 4: Final Approval

The Reviewer reviews the PMC-ready documents (Web and PDF versions) and either requests corrections or approves them for inclusion in PMC. Final Approval is required to complete manuscript processing in NIHMS.

[Final Approval Tutorial](#)



### Step 5: PMCID Assigned

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- The PMCID provides proof that your article is compliant with NIH Public Access Policy!



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