

ALERT!
NIH PUBLIC ACCESS POLICY

This memo alerts you to an important new federal requirement contained in the Public Access Policy from NIH that will affect current and future NIH grants and contracts.

This Policy implements a provision in the 2008 federal appropriations act which requires that all NIH investigators "*submit or have submitted for them to the National Library of Medicine's PubMed Central (PMC), an electronic version of their peer reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication...in a manner consistent with copyright law.*" This policy becomes effective **April 7, 2008, but applies to articles arising from grants and cooperative agreements active from October 1, 2007.**

It is the responsibility of the **principal investigator** and institution to ensure compliance with this policy.

Compliance involves three main areas: 1) copyright, 2) manuscript submission to PMC, and 3) citing PMC ID numbers in subsequent grant reports and proposals.

(1) Copyright:

MSU authors/investigators must ensure that all agreements with publishers permit submission to PubMed Central after April 7, 2008.

- We have attached a standard letter for publishers that you should include, *with your manuscript*, indicating your intent to comply with this policy.
- Below, we are providing the NIH standard language for your use that should be inserted into a publisher's copyright agreement:

"The Journal acknowledges that Author retains the right to provide a copy of the final manuscript to the NIH upon acceptance for Journal publication, for public archiving in PubMed Central as soon as possible but no later than 12 months after publication by Journal."

(2) Submission of your manuscript:

MSU principal investigators must ensure that final peer reviewed manuscripts and accompanying data required by the publisher resulting from their funded research are deposited in PMC, upon acceptance for publication on or after April 7, 2008 using the NIH Manuscript Submission System (NIHMS) available at <http://www.nihms.nih.gov/>

- Some journals will deposit manuscripts on behalf of authors. The NIH maintains a list of these at:

**Technology
Transfer Office**
304 Montana Hall
P.O. Box 172460
Bozeman, MT 59717-2460

Tel (406) 994-7868
Fax (406) 994-4152
Email TTO@montana.edu

http://publicaccess.nih.gov/submit_process_journals.htm. In addition, some may charge a fee for this service; but you can avoid the fee by submitting your manuscript yourself. You are not required to pay the publisher to do this for you.

- You can submit your manuscript yourself or have your designee submit it for you.
- The NIH site provides tutorials (<http://www.nihms.nih.gov/web-help/index.html>) that explain each step of the process.
- You, as the author of an article submitted to PMC, always have the final sign-off before it is added, so you can be sure that it is complete and accurate. During the submission process, you also have the right to set an embargo period for your article of up to twelve months before it becomes publicly available, if you so choose.
- PubMed Central has been operational since May, 2005 – their staff is available on-line or by telephone at the “help desk” to assist in the implementation of this policy.

(3) Citing PMC or NIHMS reference numbers:

Effective May 25, 2008, MSU investigators must include the NIHMS Submission # or the PMC ID # when citing articles accepted for publication on or after April 7, 2008 in progress reports, new applications, and renewals.

- These numbers are available by searching PubMed or PubMed Central.
- Campus libraries are available to assist with locating the appropriate reference numbers.

Other Resources:

- NIH Public Access Policy FAQ: <http://publicaccess.nih.gov/FAQ.htm>
- Journals that systematically submit manuscripts to PMC: http://publicaccess.nih.gov/submit_process_journals.htm
- Online tutorial on submitting manuscripts to PMC: <http://www.nihms.nih.gov/web-help/index.html>
- FAQ on PubMed Central: <http://pubmedcentral.nih.gov/about/faq.html>

If you have questions about this memo or the NIH Policy, you may contact:

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