New NIH Reporting Requirements

Introduction
Recipients of National Institutes of Health (NIH) funding should be aware of a new reporting requirement, “Revised Policy on Enhancing Public Access to Archived Publications Resulting from NIH-Funded Research” (http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-033.html) that goes into effect on April 7, 2008. Principal investigators must ensure that electronic versions of any peer-reviewed manuscripts arising from NIH funding and accepted for publication after that date are deposited in PubMed Central (PMC) (http://www.pubmedcentral.nih.gov/), NIH’s digital archive of biomedical and life sciences journal literature. Full text of the articles will then be made freely available to the public no later than 12 months after publication. The requirement applies to any NIH direct funding, including grants, contracts, training grants, subcontracts, clinical trials, etc. In addition, beginning May 25, 2008, anyone submitting an application, proposal, or progress report to NIH must include the PMC or NIH Manuscript Submission Reference Number when citing applicable articles that arise from their NIH funded research.

Who is Affected?
The Policy applies to you if your peer-reviewed article is based on work in one or more of the following categories:

- Directly funded by NIH grant or cooperative agreement active in Fiscal Year 2008 (October 1, 2007-September 30, 2008) or beyond
- Directly funded by a contract signed on or after April 7, 2008
- Directly funded by the NIH Intramural Program
- If NIH pays your salary

Important Information on Rights
NIH stresses that it is your responsibility, as the author, to ensure that you have the right to deposit your manuscript with PMC. Some publishers require that you transfer copyright prior to acceptance of publication; NIH warns that you should avoid such journals if their contract does not allow you to deposit articles in PMC. Other publishers in their publication agreements ask you to warrant that there are no prior agreements concerning the publication and that the publisher will own all rights. If you submit a manuscript to PMC prior to signing such an agreement, you would be in breach of the agreement and in violation of NIH policy. There are three approaches you can follow to be in compliance:

1. Read your publication agreement carefully. Make sure that you have the right to deposit your article with PMC. The SHERPA/RoMEO (http://www.sherpa.ac.uk/romeo.php) site has information on the policy of many journals regarding PMC deposit.

2. If there is any question about your rights, add the Weill Cornell Medical College of Cornell University Letter to the Publisher to the publication agreement (http://library.weill.cornell.edu/FacPub/lettertopublisher.pdf).

3. Alternatively, attach the Scholar’s Copyright Delayed Access Addendum (http://scholars.sciencecommons.org/) to the publication contract. The Addendum is a legal instrument that acknowledges any prior grants (including those required by funding agencies). It also provides you with other important rights, including the right to use your article in your own teaching and research, the right to build on the article in future publications, and the right to deposit the PDF version from the publisher with PMC. There is an online engine that generates the Addendum. Note that the engine currently creates an agreement with a six-month delay. This can be changed manually if the journal insists that PMC delay access for the full twelve months.
## Submitting the Article to NIH

| Publish with a journal that participates in PMC | Some publishers, while not participating in PMC themselves, will upon request send copies of manuscripts to PMC (fees may apply): Elsevier (http://www.elsevier.com/wps/find/authorsview.authors/.nihauthorrequest) Blackwell Publishing's Online Open (http://www.blackwellpublishing.com/static/onlineopen.asp?site=1) Oxford Journals' Oxford Open (http://www.oxfordjournals.org/oxfordopen/) Springer's Open Choice (http://www.springer.com/open+choice?) If the publisher deposits only your manuscript, rather than the final published version of the article, you will still have to sign onto the NIH Manuscript Submission system (http://www.nihms.nih.gov/) to review and approve release of the article to PMC. |
| Publish with a journal that will deposit manuscripts for you | If the journal in which you are publishing does not deposit either the published or manuscript version of your article, the PI or a third party will have to. Depositing a manuscript takes only a few minutes. Here are some things to keep in mind.  
  - **Copyright/Permissions:** Your first step must be to secure permission from the publisher or other copyright holder to deposit articles in PMC  
  - **What to submit:** An electronic version of the final, peer-reviewed manuscript, including all graphics and supplemental material associated with the article. Note that you will need the permission of the publisher to submit a PDF provided by them.  
  - **When to submit:** Upon acceptance for publication.  
  - **How to submit:** Go to the NIH Manuscript Submission system (http://www.nihms.nih.gov/), label the manuscript with the correct author names, grant #, etc., and then submit. |

## Citing - Preparing NIH Applications, Proposals and Progress Reports

The revised NIH Public Access Policy states as of May 25 2008, PIs will be required to note the PubMed Central reference number (PMCID) on any NIH applications, proposals, and progress reports when citing an article that falls under the policy. To retrieve the PMCID number for use on NIH applications and reports search PMC for the citations, and the PMCID numbers will be listed. If a PMCID Number is not yet available, include the NIH Manuscript Submission system reference number (NIHMS ID) instead. When your manuscript is submitted to NIH, you will receive a NIHMS ID number.

## How the New Reporting Requirement will Help You

When your manuscript is submitted to NIH, you will receive a NIHMS ID number. The new requirement should work to the benefit of Weill Cornell authors. Deposit in PMC ensures that the research results will be preserved in a state-of-the-art digital repository. Free access after twelve months will maximize the visibility of your research and ensure that researchers and students around the world will be able to read and build on your work, regardless of their (or their library’s) ability to subscribe to the journal in which the research is published. Preliminary research suggests that articles that are freely available are cited more often and have a greater impact rating than articles that are locked away behind subscription walls.

## More Information

The WCMC Library has prepared a NIH Public Access Policy page (http://library.weill.cornell.edu/FacPub/nihpolicy.html) on the new reporting requirements. For more information on the NIH reporting requirements, journal practices regarding deposit to PMC, or any other aspect of the new NIH policy please contact library staff at infodesk@med.cornell.edu or 212-746-6055.

*Adapted from information sheets created by Cornell University Library*