



NORTHERN
ILLINOIS
UNIVERSITY

OFFICE OF
SPONSORED PROJECTS

DEKALB, ILLINOIS
60115-2874


(815) 753-1581

FAX
(815) 753-1631

Memorandum

To: Active NIH Investigators

CC: Rathindra Bose, Vice President for Research; David Stone, Director Office of Sponsored Projects; Rita Yusko, Technology Transfer Manager Technology Transfer Office; Sandra Arntz, Assistant Vice President for Research Office of Research Compliance; Julie Weber Director Grants Fiscal Administration

From: Dara Little, Assistant Director Office of Sponsored Projects 

Date: 4/2/2008

Re: NIH Public Access Policy

On January 11, 2008, NIH adopted a revised Public Access Policy for peer-reviewed journal articles reporting research supported *in whole or in part* by NIH funds. This policy requires that "all investigators funded by the NIH submit an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication, to be made publicly available [through PubMed Central] no later than **12 months** after the official date of publication."

This memo provides an overview of our expectations for complying with this policy at NIU. As a PI, you are expected to review this information carefully.

To Whom Does the Public Access Policy Apply?

The Grantee (NIU) and Principal Investigator are responsible for ensuring compliance with this policy because NIH considers the Public Access Policy a term & condition of receiving NIH support. All authors of NIH funded manuscripts must comply with this policy.

When Does the Public Access Policy Take Effect?

This policy applies to any article accepted for publication on or after April 7, 2008 if the article arose under an NIH Grant or Cooperative Agreement active in federal fiscal year 2008 (October 1, 2007 – September 30, 2008).

What Steps Should You Take to Comply?

Citing your publicly available articles in NIH grant proposals and reports

Effective May 25, 2008, you must include the PubMed Central reference number (PMCID) when citing articles arising from your NIH funded research in applications, proposals, and progress reports submitted to the NIH. The PMCID reference number should be listed at the end of the already-required full journal citation for the article.

If the PMCID number is not yet available, include the NIH Manuscript Submission system reference number (NIHMS ID) instead.

Address Copyright

Make sure before you sign a publication agreement or similar copyright transfer agreement, that the agreement allows the article to be submitted to NIH in accordance with the Public Access Policy.

If the agreement or copyright terms are not in accordance with the Public Access Policy, please include the following NIH suggested language.

“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.”

If the publisher will not accept the above language, please contact Rita Yusko, NIU Technology Transfer Manager for assistance.

Submit the Article to NIH

There are a few ways for you to submit your manuscript to NIH.

1. Publish in a journal that deposits published articles in PubMed Central. These journals sign agreements with NIH to submit final published articles directly to PubMed Central. A list of journals that submit for the author is found at: http://publicaccess.nih.gov/submit_process_journals.htm.

If you publish with one of these journals, it is your responsibility to ensure that the article published is the final version.

2. Publish in a journal that deposits your peer-reviewed manuscript file in the NIH Manuscript Submission System (NIHMS). In this case, you will still need to provide the associated NIH grant number, and review and approve the PubMed Central formatted manuscript.

2. Submit your manuscript directly via the NIH Manuscript Submission System (NIHMS). Either you or your OSP Research Development Specialist (RDS) may deposit a copy of the final peer-reviewed manuscript in the NIHMS system. The NIH grant numbers must be provided that supported the manuscript. Keep in mind that regardless of who submits the manuscript, the author will have to approve the submission and affirm that any copyright agreements they have signed allows deposit to PMC.

To ensure Institutional compliance with this policy, you are required to notify OSP as soon as you receive your NIHMS ID and PubMed Central reference number (PMCID). This information must be provided to your OSP RDS. Your RDS will ensure that these ID numbers are retained in your NIUeRA profile.