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As a NIH Awardee, the PRCTRC is responsible to ensure manuscript submissions to the NIH Manuscript Submission (NIHMS) System.

PubMed Central:
- Is a free digital archive or repository of full-text, peer-reviewed articles, including those with NIH-grant funding.
- Is developed and managed by the National Center for Biotechnology Information (NCBI).
- Includes more than 3 million articles, most of which have a corresponding entry in PubMed.

Rev. 9/2015

Complying with the NIH Public Access Policy

What is the NIH Manuscript Submission (NIHMS) System?

NIH PUBLICATION POLICY

The Public Access Policy ensures that the community has access to the published results of NIH-funded research. It requires scientists to submit final peer-reviewed manuscripts that arise from NIH funds to the digital archive PubMed Central (PMC). The Policy requires that these final peer-reviewed manuscripts be accessible on PMC to help advance science and improve population health.

PRCTRC PMCID ASSISTANCE

As a NIH Awardee, the PRCTRC is responsible to ensure manuscript submissions to the NIH Manuscript Submission (NIHMS) System.

PREPARED BY:

RESEARCH: THE WAY WE ELIMINATE HEALTH DISPARITIES

NIHMS converts the deposited manuscript files into archival XML format. NIHMS makes papers publicly available in a format that ensures the permanent preservation of these research findings and makes the research results more accessible to the public, healthcare providers, educators, and scientific community.
The Evaluation Core is available to help researchers with the PMCID request process for those publications that acknowledge the PRCTRC (see Method C).

For assistance please submit the following to mariela.lugo@upr.edu:

- Name and email of the author or co-author to be designated as the reviewer to complete NIHMS approval tasks.
- Peer-reviewed manuscript title and journal.
- The final draft of the peer-reviewed manuscript accepted for journal publication.

Diverse submissions methods to PMC:

- Some Journals automatically post NIH supported papers directly to PMC no later than 12 months after publication without the author’s involvement (see Method A).
- Others journals require that the authors make special arrangements to post the paper directly to PMC (see Method B).
- Some publishers deposit the manuscript files into the NIHMS (see Method D).

Though a publisher may make the initial deposit of files under Method D, NIH awardees are responsible for ensuring that manuscripts are submitted to the NIHMS upon acceptance for publication and that all NIHMS tasks are complete within 3 months of publication.

How to know the Journal’s Policy?

- Check the list of journals at: https://publicaccess.nih.gov/submit_process_journals.htm
- If the journal is on this list, it will be deposited by the publisher.
- Make inquiries directly with the journal about their NIH Public Access Policy.
- The Evaluation Core Team is available to explore the journal’s policy.

There are four methods for submission to PubMed Central (PMC): Authors can use whichever method is most appropriate for them and consistent with their publishing agreement.

### Submission Method

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<tr>
<th>Method</th>
<th>Deposit Paper</th>
<th>Initial Approval</th>
<th>Final Approval</th>
<th>Author Participation</th>
<th>Version of Paper Submitted</th>
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<td>A</td>
<td>Publisher directly deposits to PMC</td>
<td>N/A</td>
<td>N/A</td>
<td>Automatic/ No involvement form author</td>
<td>Final Published Article</td>
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<td>Author, via NIHMS</td>
<td>Author, via NIHMS</td>
<td>Authors makes special arrangements with Publisher (Usually for a fee)</td>
<td>Final Published Article</td>
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<td>Author, via NIHMS</td>
<td>Author, via NIHMS</td>
<td>Author is in charge for all NIHMS tasks</td>
<td>Final Peer-Reviewed Manuscript</td>
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<td>D</td>
<td>Publisher, via NIHMS</td>
<td>Author, via NIHMS</td>
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<td>Journal deposits paper in to the NIHMS, author in charge of all other NIHMS tasks</td>
<td>Final Peer-Reviewed Manuscript</td>
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In order to include your manuscript in PubMed Central and obtain a PMCID for your publication, it’s required to have one of the following accounts:

- NIH, eRA Commons, HHS AMS, NIST, My NCBI, or HHMI.

Don’t have an account?

Please register for NCBI account at: https://www.ncbi.nlm.nih.gov/account/register/

Learn more about how to submit:

Final Published Article vs. Final Peer-Reviewed Manuscript

Final peer-reviewed manuscript: The investigator’s final manuscript of a peer-reviewed paper accepted for journal publication, including all modifications from the peer-review process.

Final published article: The journal’s authoritative copy of the paper, including all modifications from the publishing peer review process, copyediting and stylistic edits, and formatting changes.

Need assistance with the PMCID request for your publication?

- Name and email of the author or co-author to be designated as the reviewer to complete NIHMS approval tasks.
- Peer-reviewed manuscript title and journal.
- The final draft of the peer-reviewed manuscript accepted for journal publication.

The Final Peer-Reviewed Manuscript should include:

- Title page with author(s) name and affiliation information
- Main text of the manuscript
- All tables and figures referenced in text
- All table and figure captions
- Any supplemental files referenced in text
- If the title is in a language other than English, please also make sure a translated title is also provided.

Word, Excel, PowerPoint, TIFF, JPEG, PDF document(s) format are accepted.