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New NIH Forms

If you are submitting a grant after January 5, 2010, you **MUST** use the new NIH forms and comply with the new requirements. <http://grants.nih.gov/grants/forms.htm>
Changes include:

- Restructured application forms
- Shorter page limits & new instructions
- New format for biosketches
- New resource & facilities pages

To see the full PowerPoint on this topic, [CLICK HERE](#).

NIH Public Access Policy

Introduction

The NIH Public Access Policy is designed to give the public access to published results of NIH funded research. As of **April 7, 2008**, it requires scientists to submit **final** peer-reviewed journal manuscripts that arise from direct NIH funds to PubMed Central **when accepted** for publication. The Policy requires that these papers be accessible to the public on PubMed Central no later than 12 months after publication. *The NIH Public Access Policy implements law Division G, Title II, Section 218 of PL 110-161.* <http://publicaccess.nih.gov/>

Please Note - You MUST comply with this policy, or proposals you submit to the NIH could be in danger of being rejected.

How to Comply with the Policy

All authors (faculty, staff, students, and other researchers) who have received direct funding from an NIH grant in

Fiscal Year 2008 and beyond. **Direct funding means that costs can be specifically identified with a particular NIH-funded project or activity, including sub-awards.**

1. Determine Applicability. The Policy applies to any manuscript that:

- Is **peer-reviewed**;
- And, is accepted for publication in a journal **on or after April 7, 2008**;
- And, arises from:
 - Any **direct funding** from an NIH grant or cooperative agreement **active in Fiscal Year 2008** (October 1, 2007-September 30, 2008) and beyond, or;
 - Any **direct funding** from an NIH contract signed **on or after April 7, 2008**, or;
 - Any **direct funding** from the NIH Intramural Program, or;
 - An NIH employee.

Authors may also submit final peer-reviewed manuscripts accepted before **April 7, 2008** that arise from NIH funds, if they have **appropriate copyright permission**.

2. Copyright Issues. Before you sign a publication agreement or similar copyright transfer agreement, make sure that the agreement allows the paper to be submitted to NIH in accordance with the Public Access Policy. See the following site for a suggested cover letter to use with your journal submissions: <http://www.upenn.edu/researchservices/nihpublicaccesspolicy.html>

3. Submit Papers. Many social science journals require authors to submit their own manuscripts to PubMed Central. There are four methods to submit a paper. You may use whichever method is most appropriate and consistent with the copyright agreement.

Method A: Some journals deposit final published articles in PubMed Central without author involvement.

Method B: Authors can ask the publisher to deposit specific final published article in PubMed Central.

Method C: Author deposits final peer-reviewed manuscript in PubMed Central via the NIHMS (NIH Manuscript Submission system).

Method D: Author completes submission of final peer-reviewed manuscript deposited by publisher in the NIHMS.

See the following link for more detailed descriptions: http://publicaccess.nih.gov/submit_process.htm. If you

are unsure which submission method applies to your article, please contact us for assistance..

psc_library@mailman.ssc.upenn.edu.

4. Cite. When you submit an application, proposal or report to the NIH (and cite NIH-funded papers), you must use one of the following:

- PubMed Central reference number
eg. PMCID: PMC1978414, or;
- NIH manuscript submission system number
eg. NIHMSID: NIHMS69550, or;
- An approved status note
eg. PMCID: PMC Journal - In Process

For further detail, see: <http://pop.sas.upenn.edu/nih-public-access-policy>

Students, the policy applies to you, too!

Being supported as a student on an NIH training award **constitutes direct funding**. NIH requires the PSC to track and report trainees and their publications.

After leaving Penn, all T32 trainees are required to send the GGD full references, including PMCIDs, for all work arising from work that was begun while you were a trainee. In addition, the GGD is required by the NIH to track ALL of your publications for 5-10 years after your graduation.

Are You in Compliance?

We have identified publications for PSC research associates and students that may or may not be in compliance with the NIH Public Access Policy. If you would like us to send you a list of these publications, please contact us at psc_library@mailman.ssc.upenn.edu.

Acknowledging the Funding Source

For each publication that results from NIH grant-supported research, grantees must include an acknowledgment of NIH grant support and a disclaimer. For details see:

http://grants.nih.gov/grants/policy/nihgps_2003/NIHGPs_Part7.htm#_Toc54600132

For two examples, see below:

"This publication was made possible by Grant Number _____ from _____."

OR

"The project described was supported by Grant Number _____ from _____."

AND

"Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the [name of awarding office or NIH]."

PubMed vs. PubMed Central

Q: My article is already listed in PubMed. Do I have to submit the paper to PubMed Central?

A: Yes, you, the journal or the publisher must submit the appropriate version of your paper to PubMed Central. PubMed and PubMed Central are not the same. PubMed includes only citations and abstracts of articles, while PubMed Central carries full text articles and makes them freely available.

PMID, PMCID, NIHMSID numbers: What's the difference?

PMID: A PMID number is the unique number given to any publication indexed and abstracted in the National Library of Medicine's PubMed database.

PMCID: A PMCID is a unique number given to any articles or manuscripts that are made available full-text via the PubMed Central Database, which was established by the NIH to comply with the Consolidated Appropriations Act, 2008.

NIHMSID: An NIHMSID is a temporary number given to articles or manuscripts submitted via the NIH Manuscript Submission System for inclusion in PubMed Central. The NIHMSID number should not be used once the PMCID is available.

Locating the PMCID

The PMCID is posted in PubMed as soon as an article has been successfully processed by PubMed Central, which usually occurs around the time of publication. PMCIDs are listed in the lower right corner of the Abstract view in PubMed (<http://www.ncbi.nlm.nih.gov/PubMed>). If the paper is successfully processed but not yet publicly available in PubMed Central, PubMed will also list the date the paper will become available. NIH provides other methods of finding PMCIDs (e.g. http://www.nlm.nih.gov/pubs/techbull/so08/so08_skill_kit_pmcid.html).

Research Associates Who Use Endnote

The Information Services Staff maintains an Endnote Library (database) for each Research Associate at the Population Studies Center and Population Aging Research Center. In our database we include PMID, PMCIDs, and NIHMSIDs for accepted publications, as well as notes about the status of forthcoming articles, works in progress and presentations listed on your CV. If you would like a copy of the database we maintain for you, please send us an email at: psc_library@mailman.ssc.upenn.edu.

The PSC Information Services newsletter is published once a semester by the PSC Information Services staff. Please contact us at psc_library@mailman.ssc.upenn.edu with any questions.