Peer-reviewed journal articles written with NIH funding are required to have a PubMed Central reference number (PMCID) assigned to them within three months of publication. The PMCID is only assigned when the full text of an article has been submitted to the PubMed Central database. The process is very different from having a PubMed reference number (PMID) assigned and frequently requires assistance from the principal investigator (PI).

If a progress report is due to the NIH and a PMCID has not been assigned, the PI has not met the terms and conditions of the grant. Non-compliance can delay or prevent future NIH funding. You must figure out where the process of assigning the PMCID was interrupted.

1. To determine the PMCID status of the article, sign in to My NCBI (http://www.ncbi.nlm.nih.gov/sites/myncbi/). Your My NCBI account must be linked to the eRA Commons account of the researcher. (*See the Linking eRA Commons to My NCBI handout if you have not already done this.*)

2. From the My NCBI page, click on My Bibliography in the Collections box.
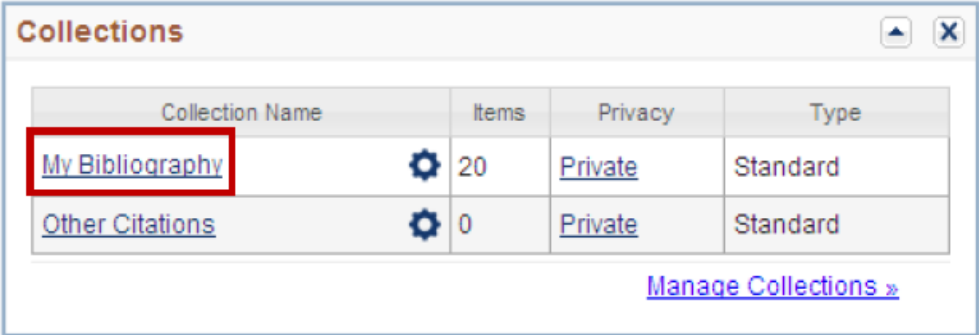
3. Under Display Settings, click on the Award option and then the Apply button to see the public access compliance status of the articles.

Questions? Call 214-648-2001 or click "iHUB" on the Library's website to chat Mon. - Fri. 10:00 a.m. - 4:00 p.m.

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a. A question mark means the NIH has no information on the article, and the PMCID assignment process has probably not begun.

> (?) Public Access Compliance: Edit Status
> NIH Funding: No funding has been associated with this citation.

b. A red circle means the NIH knows the article is not compliant. In the example below, the article was submitted to PubMed Central, but the PI did not log into the NIH Manuscript Submission (NIHMS) System to approve the submitted files.

> ● Public Access Compliance: Non-compliant. No PMCID 3 months post publication. NIHMS ID:
> NIHMS121260
> NIH Funding: No funding has been associated with this citation.

c. A yellow circle means the article has been submitted to PubMed Central, but a PMCID has not been
assigned yet. The yellow circle is most frequently used when the final published article has been submitted by the journal. For these articles, substitute "PMC Journal – In Process" in place of the PMCID.

4. To continue the PMCID assignment process, click on the Public Access Compliance Status icon (either the question mark or the red circle) to edit the article details.

a. The first step is to designate the article as NIH-funded.

> **1. NIH Funding:** Yes (edit)
>
> **2. Choose Your Awards That Funded This Citation** (edit)
>
> **3. Public Access Compliance**
>
> The NIH Public Access Policy requires scientists to submit final, peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PubMed Central upon acceptance for publication. (See Determine Applicability for full details.) Please submit the final manuscript sent to your publisher or indicate that this publication is exempt from the policy.
>
> This citation has been submitted to NIHMS and is being processed. If this has changed, please make a new selection below.
>
> ○ Begin submission in the NIHMS.
> ⊙ This citation has been submitted. NIHMS ID: 121260
> ○ Arrangements have been made for a publisher on this list to send the final article directly to PubMed Central.
> ○ This citation does not need to be submitted under NIH Public Access because:
>   ☐ Publication was not peer reviewed.
>   ☐ Publication was accepted for publication before April 7, 2008.
>   ☐ Publication was written in a script other than Latin (e.g., Russian, Japanese).
>   ☐ Publication was not directly supported by NIH.
>
> [Save & Close]   [Cancel]

1. NIH Funding:

Did the NIH support this citation, in whole or in part?

⦿ Yes
◯ No

[Continue >>]   [Cancel]

b. Then assign the right grant to the article. If your account has been linked to the PI's eRA Commons account, you should be able to pick from a list of his or her grants.

c. Finally, choose the right submission method and step for the article. In this case, the article has already been submitted to the NIHMS. Clicking on the NIHMS ID will open a window to sign in to the NIHMS to approve the article.

Articles within 90 days of their publication date can have the NIHMS ID substituted for the PMCID.

5. If the article has not been submitted to the NIHMS, go to SHERPA RoMEO (http://www.sherpa.ac.uk/romeo/). Search on the journal title to find information about the publisher's instructions for handling NIH compliance. The journal determines who submits the article and how long the article will remain in the NIHMS before it can be seen by the public.

a. If the journal submits the article, contact the journal with the citation information and ask them to submit the article to the NIHMS as soon as possible.

b. If the author submits, contact the corresponding author to get the final author version of the manuscript (the revised version after peer review). This is the version that will be submitted to the NIHMS unless the journal specifically gives permission to submit the published article.

6. Log in to the NIHMS System (http://www.nihms.nih.gov/) to submit and approve articles. Use your eRA Commons log in if you have one; otherwise, use your My NCBI log in.

a. Upload the files.

b. If anyone other than the PI uploaded the files, the PI will receive an email to log in to the system to approve the raw files and set the date the full text of the article will become visible to the public. The waiting period is usually determined by the journal.

c. PMC formatting will be applied to the files, and the PI will receive an email to log in to the system to approve the formatted files. The PMCID will not be assigned until the formatted files are approved.