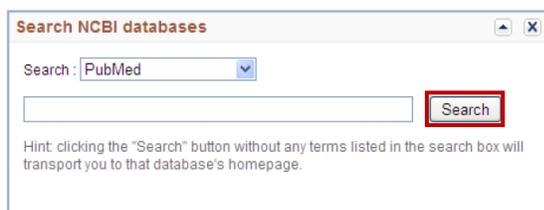


MANAGING NIH PUBLIC ACCESS COMPLIANCE WITH MY BIBLIOGRAPHY

The NIH Public Access Policy requires all peer-reviewed journal articles funded by the NIH be deposited in PubMed Central and assigned a PubMed Central reference number (PMCID). To make managing compliance easier, all researcher bibliography functions in the NIH's grant management system – eRA Commons – have been moved to My NCBI, a free account connected to PubMed and provided by the National Center for Biotechnology Information (NCBI). Once researchers link their My NCBI and eRA Commons accounts, they can assign a delegate such as an administrative assistant to manage their bibliographies and NIH Public Access Policy compliance.

1. When the researcher assigns a delegate, the administrative assistant will receive an email from NCBI with instructions on how to link an already existing My NCBI account or set up a new one. (See *Linking eRA Commons with My NCBI handout for more information.*)



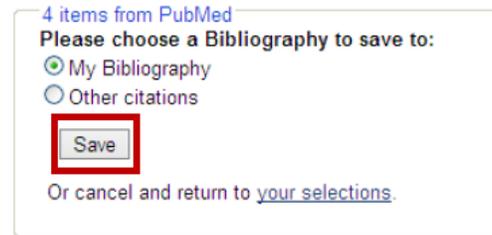
2. To add researcher articles to a My NCBI account, sign in at <https://www.ncbi.nlm.nih.gov/sites/myncbi/> and click on the Search button in the Search NCBI databases box. You will be taken to the PubMed main page.

3. Search PubMed for the researcher's articles. Select the desired articles, choose "My Bibliography" from the "Send to" dropdown, and click on "Add to My Bibliography."

The top screenshot shows the PubMed.gov search results for 'Wigginton, JG[Author]'. The search bar contains the text 'Wigginton, JG[Author]' and the 'Search' button is highlighted. Below the search bar are buttons for 'Save', 'Email', and 'Send to'. The results section shows 38 results, with 1 item selected. The selected item is 'Vagus Nerve Stimulation Paired With Upper Limb Rehabilitation After Chronic Stroke' by Kimberley TJ, Pierce D, Prudente CN, Francisco GE, Yozbatiran N, Smith P, Tarver B, Engineer ND, Alexander Dickie D, Kline DK, Wigginton JG, Cramer SC, Dawson J. The article is from Stroke, 2018 Nov;49(11):2789-2792. doi: 10.1161/STROKEAHA.118.022279. PMID: 30355189. The article is marked as a 'Free article' and 'Clinical Trial'.

The bottom screenshot shows the same search results page, but with the 'Send to' dropdown menu open. The 'Send to' button is highlighted with a yellow circle. The dropdown menu shows options: 'Clipboard', 'My Bibliography' (highlighted in yellow), 'Collections', and 'Citation manager'. Below the dropdown menu is an 'Add' button, also highlighted with a yellow circle, and a 'Cancel' button.

- If your account is linked to multiple researchers, choose the right bibliography and then click on the Save button.



- Go to My Bibliography page by clicking on Edit your bibliography.



- Click on Display Settings and choose the Award option under View. Click the Apply button.



- The compliance status for each article is indicated by the icon in the blue box.
 - Question mark:** The NIH has no information about this article and cannot determine whether it is subject to the Public Access Policy.

Public Access Compliance: [Edit Status](#)
 NIH Funding: No funding has been associated with this citation.

- Red circle:** The NIH knows this article is out of compliance. In other words, it is subject to the Public Access Policy, has been in publication for more than three months, and does not have a PMCID assigned to it. In this example, the article was submitted to PubMed Central (shown by the NIHMS ID), but the researcher never logged in to approve the manuscript.

Public Access Compliance: Non-compliant. No PMCID 3 months post publication. NIHMS ID: [NIHMS288853](#)
 NIH Funding: No funding has been associated with this citation.

- Yellow circle:** The article has been in publication for less than three months and is in the process of having a PMCID assigned to it. The yellow circle is most frequently assigned when a journal submits the final published version of the article under Method A or B.

Public Access Compliance:
 NIH Funding: No funding has been associated with this citation.

- d. **Green circle:** This article has a PMCID assigned.

 Public Access Compliance: Complete. PMCID: [PMC3074505](#)
[NIH Funding:](#) No funding has been associated with this citation.

- e. **N/A:** This article was either published before the Public Access Policy became mandatory or the NIH knows it was not funded by them.

 Public Access Compliance: Not applicable
[NIH Funding:](#) No funding has been associated with this citation.