

April 3, 2008

To All NIH Funding Recipients:

This serves as a reminder to all NIH funding recipients that the new NIH Public Access Policy takes effect on Monday, April 7, 2008. Effective on that date, the new NIH policy requires that the final version of any peer-reviewed journal article accepted for publication on or after April 7, 2008, and arising from NIH-funded activities, be submitted to the PubMed Central (PMC) repository in order to be made available to the public within 12 months after the journal article is published. This policy may be viewed at <http://publicaccess.nih.gov/> . You may confirm whether the policy applies to particular articles by referring to the chart available at [http://openaccess.jhmi.edu/nih\\_policy\\_faq.cfm](http://openaccess.jhmi.edu/nih_policy_faq.cfm) .

We recognize that this new policy, while noble in principle, places an additional burden on NIH investigators who are already investing a substantial fraction of their research time and energy to comply with regulations rather than on science. We are developing methods to simplify compliance. In the near term, we will provide all faculty with a legal addendum to add to your copyright form that retains your rights to your papers so that you do not have to seek permission from your publishers to post them with NIH. We are also investigating ways to make it easier to upload papers. Our common goal is to conserve as much of your time as possible to invest in your science while remaining in compliance.

This reminder notice spells out the new NIH requirements, resources available to you, and other avenues for support to which you can turn within the university.

## COMPLIANCE

I. Retaining Adequate Rights to Manuscripts. All recipients of NIH funding must ensure that agreements with publishers permit the submission of affected manuscripts to NIH. Before signing any publisher agreement, you should:

- (1) Notify the publisher in writing that your manuscript is subject to the NIH policy.
- (2) If the publisher's standard agreement does not contain specific language permitting you to comply with the NIH policy, you should insist that the following language be included in the agreement:

“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."

Independent of the new NIH policy, you may wish to insist on a broader addendum from the publisher that will preserve your rights to use the work in other contexts. See attached addendum --

<http://openaccess.jhmi.edu/AddendumToPublicationAgreement.pdf>

(3) For additional information, please feel free to contact Kate Oliver (Welch Medical Library, [koliver@jhmi.edu](mailto:koliver@jhmi.edu)) or Robin Sinn (Eisenhower Library, [rsinn@jhu.edu](mailto:rsinn@jhu.edu)) or visit our Web site [http://openaccess.jhmi.edu/nih\\_policy\\_faq.cfm](http://openaccess.jhmi.edu/nih_policy_faq.cfm)

II. Submission. The submission process is explained on the NIH web site at [http://publicaccess.nih.gov/submit\\_process.htm](http://publicaccess.nih.gov/submit_process.htm). However, should you require any additional information or assistance, please feel free to contact the librarians listed above. Some publishers will submit manuscripts for authors ([http://publicaccess.nih.gov/submit\\_process\\_journals.htm](http://publicaccess.nih.gov/submit_process_journals.htm)). However, some publishers charge fees for this service. Before paying a publisher for this service, please bear in mind that the NIH submission process is relatively straightforward, and that staff in the Welch and Eisenhower Libraries are prepared to assist you with your questions about submission and other aspects of the new policy.

III. Reference Numbers. Beginning May 25, 2008, anyone submitting an application, proposal or progress report to the NIH must include the PMC or NIH Manuscript Submission reference number when citing applicable articles that arise from their NIH funded research. This policy includes applications submitted to the NIH for the May 25, 2008, due date and subsequent due dates.

Once again, we encourage you to take full advantage of the resources and support available to you to comply with this new requirement.

Very Truly Yours,  
Kristina M. Johnson  
Provost and Senior Vice President for Academic Affairs

Scott L. Zeger  
Vice Provost for Research