NIHPA COMPLIANCE CHECKLIST

For oopsy articles ¹ – those pesky articles which are long overdue for compliance.

What are you going to do first?
• Look at the article.
• Verify that an NIH grant is cited – sometimes there is more than one grant.
• If no grant is cited, was this on a progress report?
• Determine the corresponding author.
• Determine the publisher.
• Determine the NIHMS submission method.
• Contact the publisher to request submission.
• If that does not work, be sure to have copyright clearance from the publisher to submit.
• Find the final, peer-reviewed manuscript – usually with the corresponding author – as a word .doc.
• Find all the tables and figures – usually as pictures - .png. .jpg, .tif, and sometimes as .doc.

So far, this is Method C.
• Upload the manuscript, figures and tables.
• If a nonauthor is doing the upload, approve the. pdf receipt, indicate an author for the approval.
• Both the author and the PI are sent emails to approve.
• Once the approvals are received, the information is forwarded to contractors for processing for PMC. This process takes several weeks.
• When the manuscript is ready for PMC approval, the author receives a total of five (5) emails to login to NIHMS and approve.
• After 5 tries, NIH gives up and the article is still noncompliant.
• Once the approval occurs, there is a PMCID!

But, there is more to do!
• The PI must include the citation at My Bibliography using the eRA Commons login.
• The citation must be associated with the award(s).
• The PMCID must be included with all correspondence with NIH.

¹ Oopsy means “Oops, I forgot,” or “Oops, compliance?,” or “Oops, who cited my grant?’ or “Oops, really?”