



Public Access Policy Compliance Guide

For Awardees of HRA Member Organizations

The Health Research Alliance (HRA, www.healthra.org) is a national consortium of non-governmental, not-for-profit funders of biomedical research and training. You are receiving these instructions because your funding agency is a member of the HRA and has a public access policy that requires deposit of final manuscripts accepted for publication, derived from the award, in the National Library of Medicine's (NLM) repository, PubMed Central (PMC). PMC only accepts manuscript deposits from partner organizations. The HRA is one such partner, enabling awardees of your funder to deposit final accepted manuscripts into the PMC repository for public access. The terms of publication access policies for HRA members are specific to each funding organization and are delineated in the terms of the award.

These instructions assume that awardees have reserved all author rights necessary to comply with the funder's public access policy when signing their publication agreements with publishers. For guidance on how to notify publishers of your award requirements and codify access rights when submitting a manuscript for review, check our [FAQs](#).

1. To comply with your funder's public access policy, follow the steps below. This will take at least 24 hrs to complete. Log into the [HRA](#) portal with your Gmail credentials. If you do not already have one, [create](#) a Gmail account first.
2. Find your award, and check the boxes next to the awards that you want to attach to your Gmail account. Click 'Save My Grants' to attach selected grants to your account. After completing this step, wait at least 24h.
 - If you do not find your award, get in touch with the point of contact at the funding agency for that award.
 - We recommend that you check the terms of each award before attaching them to your Gmail account. While you may wish to retroactively enable public access to publications linked to previous awards, this may not be possible unless that is a requirement for those awards. For retroactive compliance, get in touch with the point of contact at the funding agency for those past awards.
3. If the publisher does not deposit publications to PMC, follow [these instructions](#) to use the NIH Manuscript Submission system (NIHMS) to deposit your manuscript. Otherwise skip to the next step, which **must be completed by all awardees**, regardless of whether or not the publisher deposits publications into PMC.
4. Log into [NCBI](#) with Gmail credentials (**not** eRA Commons credentials).
5. Associate the Gmail account with an existing NCBI account. All individuals with an eRA Commons account already have NCBI accounts and should choose the second option shown below.

Signed in to NCBI via a Partner Organization

Congratulations, you have successfully signed in to NCBI via a partner sign in route. You now have the option to create a new NCBI account based on this sign in route OR link it to an existing NCBI account you may already have.

Please choose one of the following options:

Create a new NCBI account

Link to an existing NCBI account NCBI accounts may be linked to one or more partner sign in accounts. Use this option to link this sign in route to an existing NCBI account that you may already have.

NCBI Username:

NCBI Password:

[Forgot NCBI username or password?](#)

6. In the main page of your NCBI account, follow the link to "Manage my Bibliography" and associate each publication with the funding agency award. Your HRA member award should be listed under the "HRA awards" tab. See our [FAQs](#) if you do not see the HRA awards tab. **You must link your publications to your funding, even if the publisher deposits publications in PMC for you.**

Do you need help?

Please check our [FAQs](#) first. If you need further help, first get in touch with the point of contact for your award. Questions regarding linking accounts may be directed to info@ncbi.nlm.nih.gov. Questions regarding manuscript submissions may be directed to nihms-help@ncbi.nlm.nih.gov.