

## **HRA Open User Guide for Awardees**

**HRA Open** is a web-based service sponsored by the [Health Research Alliance](#) (HRA) that promotes open access by linking your award information with PubMed Central so you can deposit peer-reviewed publications. It goes one step further by providing an additional space to upload and share other materials related to your project, including figures, datasets, preprints, presentations, and other research outputs. One of the benefits of being an awardee of a member of the HRA is access to HRA Open. Thanks to a partnership between NLM and HRA, NLM accepts manuscript deposits from awards made by HRA member organizations with publication access policies. Details about PMC and this partnership can be found [here](#).

To begin, follow the steps below to create an HRA Open profile and link your awards. This linkage is critical. Only when you have linked your awards can your information be sent to the National Library of Medicine (NLM). Once your information is sent to the NLM, publications from your award can then be identified through your My NCBI account and be deposited into the NIH Manuscript Submission System for inclusion into PubMed Central.

The broad steps that you are required to take to use HRA Open to comply with your funder's Public Access policy are summarized in the diagram below. At the time of the award, you are only required to follow Step 1. Steps 2-4 will be required when a manuscript is available for publication, or a research output is ready to be shared publicly.

### **At the time of award**



1. Receive notification that award has been added to HRA's awardee database (HRA Reporter)
2. Sign into HRA Open
3. Search for your awards
4. Select and link awards to your account

### **At the time you submit your manuscript to a journal**



1. Write funding notification cover letter
2. Submit cover letter and manuscript to journal
3. Save a copy of your cover letter

### **At the time your manuscript is accepted for publication**



1. Retain the rights in publisher agreement to make paper available in PMC



1. Sign into My NCBI via gmail
2. Add citation to My Bibliography
3. Add award to citation
4. Ensure paper is submitted to PMC (either by the publisher or via the NIH Manuscript Submission System (NIHMS))

## STEP 1: AT THE TIME OF THE AWARD

### Create an *HRA Open* Profile

Within two months of your award start, your funder will send you an email notification to invite you to use *HRA Open*. The only way to sign up to the *HRA Open* portal is via the unique link sent in this email. If you have not received an email by the time of publication, please get in touch with your program officer. Please note the invitation may go to Clutter, Spam or Junk folders. The link should take you to the screen below and invite you to connect funding and submit data to *HRA Open*.

**New users with an ORCID Record:** Please use the “Signup with ORCID account” button to link your ORCID record as below.

## Welcome to *HRA Open*

You were invited to connect to funding and submit data to HRA Open.

Please note that funders may have specific guidelines or requirements as to what awardees should or are required to make public. Please refer to funders' award agreements or contact them directly if you have questions.



Signup with Orcid account

Using an Orcid account is mandatory before linking funding details. It's important to use the same Orcid account connected with your MyNCBI profile.



Signup with Google account

Sign up with an alternative email address

### Sign in

Email or 16-digit ORCID ID

|

example@email.com or 0000-0001-2345-6789

Password

SIGN IN

[Forgot your password or ORCID ID?](#)

Don't have an ORCID ID yet? [Register now](#)

or



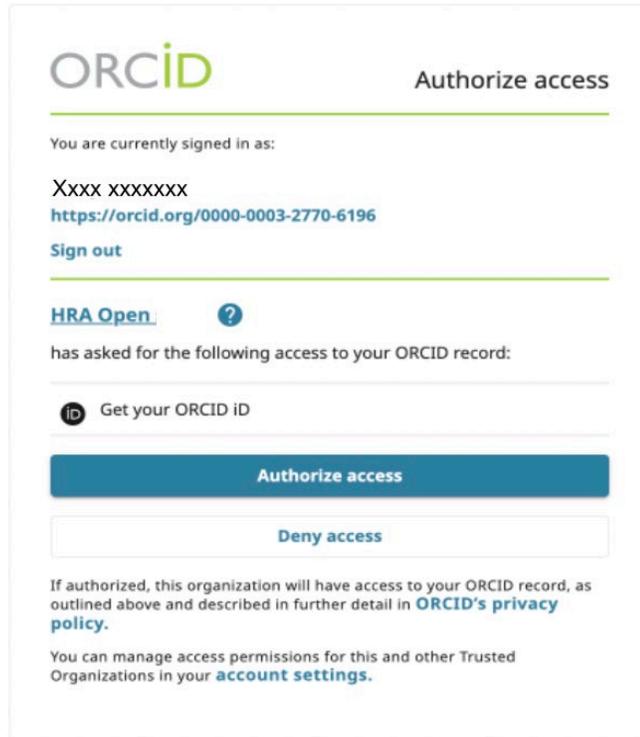
Access through your institution



Sign in with Google



Sign in with Facebook



**New users without an ORCID Record:** Please set up an ORCID account as shown below and then follow the same process as above.



**For Exiting users:** Please link your ORCID account using <https://www.hraopen.healthra.org/login>



Welcome to **HRA Open** - a portal to connect awards made by members of the Health Research Alliance ([www.healthra.org](http://www.healthra.org)) to research outputs from those awards, and to facilitate open access of those research outputs.



Or, log in with alternative email address

Email \*

Password \*

[Forgot your password?](#)



**Once linked:** Users will be taken to the HRA Open awards page, e.g. <https://www.hraopen.healthra.org> where details of ORCID account will display under the account icon in the top right.



Submit data



0000-0002-6874-6576

← Orcid details

Account settings

Logout

## Your awards

Submit the associated research products together with your manuscript to support the research field. Your funder encourages the submission of all figures, datasets, videos, code and others.



Submit data



### Your account settings

Unlink 0000-0003-2770-6196

Connect Google account

First Name

**For users with a My NCBI account:** If you already have a My NCBI account follow these instructions to link your ORCID to [HRA Open](#) via your My NCBI profile.

1. Sign in directly to NCBI with your username and password.
2. Click your username, which is located on the top right of the browser page.
3. Click “Change” in the “Linked Account” portlet.
4. Locate the ORCID option using the search bar.
5. You will be transferred to ORCID’s sign in page. Enter your ORCID credentials there,

**For users without a My NCBI account:** If you are new to My NCBI and [HRA Open](#), you will be prompted to link your ORCID account before you can link grants to your profile.

After your initial login, you can return to [HRA Open](#) using these details at <http://hraopen.healthra.org>.

*Upon logging in, you might see a red button that reads “Submit data”. Please disregard this button.*

## Link Awards to Your Profile

Use the search field and filters to find your award(s). You can search by project title, award/ grant number, or principal investigator. Clicking 'Link award' will load the award details page and allow you to confirm identification. It is highly recommended that you check the details of each award before attaching them to your account.

The screenshot shows a web browser window with the URL <https://www.hraopen.healthra.org>. The page features a search bar with the placeholder text "Search your award(s)". Below the search bar, there are radio buttons for "award project title" (selected), "award code", and "awardee name". Underneath, there is a section titled "Suggested awards" which lists four awards. Each award entry includes the award title, the principal investigator, and the funding amount and dates. A "Link award ..." button is provided for each award.

| Award Title  | Principal Investigator                          | Funding Amount | Year        | Code          | Action         |
|--|---|----------------|-------------|---------------|----------------|
| <b>A Pharmacodynamic Study of Preprostatectomy Rapamycin in Men with Advanced Localized Prostate Cancer</b>                            | to Andrew Armstrong                             | USD 40 000     | 2006 - 2007 | 06-40-11-ARMS | Link award ... |
| <b>Pancreatic Tumor Induction by Activated Notch Signaling</b>   | Pancreatic Cancer Action Network to Brian Lewis | USD 100 000    | 2006 - 2008 | 06-20-25-LEWI | Link award ... |
| <b>YKL-40: A novel serum marker for the detection of epithelial ovarian cancer and a target for tumor directed therapy</b>             | to Catherine Magid diefenbach                   | USD 35 000     | 2006 - 2007 | 06-40-15-DIEF | Link award ... |
| <b>Low Expression of surrogates for mTOR pathway activation predict for resistance to CCI-779 in patients with advanced renal cell</b> | to Daniel Cho                                   |                |             |               | Link award ... |

Once you have identified your correct award(s), click the "Confirm & link" button at the bottom to have the award linked to your profile.

**Note:** Once you link an award to your profile, only the funder can unlink it. Please contact the funder if you need to unlink an award from your profile. Once awards are linked to your profile, they will display at the top of your profile page.

These links will be automatically sent to the National Library of Medicine (NLM) to populate your MyNCBI profile. Your award should be visible in your MyNCBI profile about a day after the link is made. You may wish to retroactively enable access to publications linked to previous awards. If you do, please contact your funder to explore that possibility.

## **STEP 2: AT THE TIME OF MANUSCRIPT SUBMISSION TO A JOURNAL**

We recommend making publishers aware of the access conditions associated with your funded research at the earliest possible juncture. A letter may be included during the manuscript submission process for these purposes. A letter template is provided in Appendix 1 as guidance. This notification should *not* influence acceptance of your article by any reputable journal. Should you write a letter to a publisher, keep a copy in the event of a future copyright dispute.

## **STEP 3. AT THE TIME OF MANUSCRIPT ACCEPTANCE**

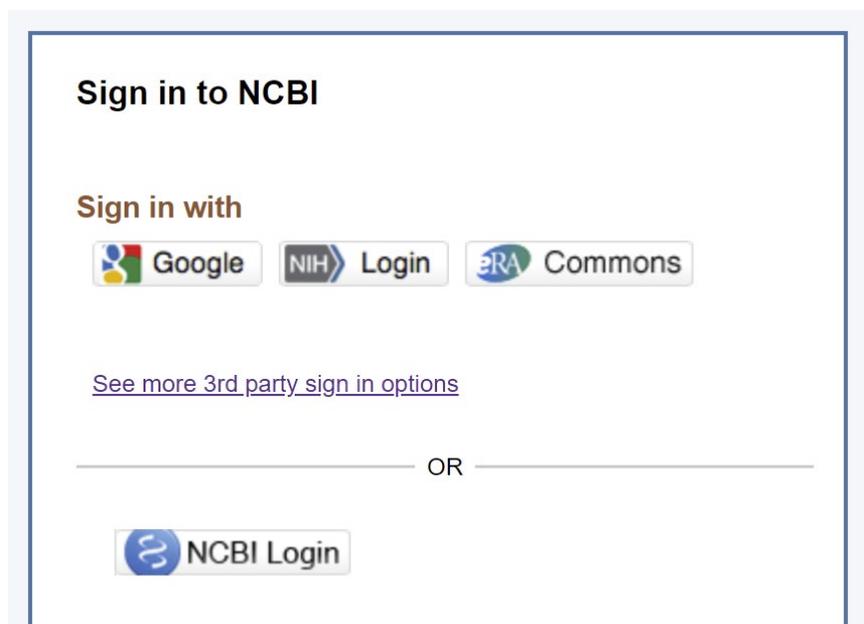
Please retain the right to make your HRA member-funded publications available in PubMed Central. This can be done by ensuring that the publication agreement you sign upon a journal's acceptance of the manuscript is consistent with your funder's public access policy. The terms of such agreements vary widely from publisher to publisher. If the agreement does not provide for your right to make the article publicly available in PubMed Central no later than 12 months after the official date of publication, you can request an adaptation of the publication agreement. Sample language to append to the publication agreement and return to the publisher is provided in Appendix 2.

In the unlikely event the journal refuses a modification of their standard agreement to enable compliance with your funder's policy, contact your program officer.

## **STEP 4: AT THE TIME THAT YOUR PUBLICATION IS INDEXED IN PUBMED**

### **STEP 4.1: SIGN INTO MY NCBI VIA ORCID**

[Log into NCBI](#) using ORCID. Click on the "[See more 3<sup>rd</sup> party sign in options](#)" and type "ORCID" in the search bar.



For awardees with an existing NCBI account, associate the ORCID account with your existing NCBI account as shown below. *Do not* create a new NCBI account. If you need help at this step, please contact [info@ncbi.nlm.nih.gov](mailto:info@ncbi.nlm.nih.gov)



In the main page of your NCBI account, follow the link to "Manage my Bibliography". Make sure you see the HRA indicator at the top of page on your Bibliography:

[My NCBI » My Bibliography](#)



## STEP 4.2: ADD CITATION TO MY BIBLIOGRAPHY

There are a few options for adding new citations to My Bibliography once you are logged in:

1. [Adding a PubMed citation](#)
2. [Adding a citation manually](#)
3. [Adding citations from a file](#)

### STEP 4.3: ADD AWARD TO CITATION

Detailed instructions to associate funding to your publication can be found under the header “Associating Funding to your Publications” in [this online guide](#).

**Note:** If, in Step 4.2, you added a PubMed citation that is already associated with a full-text archived record in PMC, the Public Access Status for the paper should display as “Complete” and no further action will be required.

### STEP 4.4: ENSURE PAPER IS SUBMITTED TO PMC

Many HRA member organizations’ policies require that manuscripts from the research that they funded be deposited into PMC. A few thousand journals have agreements to deposit the final published versions of some or all of their articles directly in PMC. However, manual author submission through the NIH Manuscript Submission (NIHMS) may be needed when journals will not automatically deposit accepted manuscripts into PMC. This link to [how manuscripts get into PMC](#) has more information to help figure out which actions you may need to take to ensure that your manuscript is submitted to PMC.

For manual manuscript submissions, access the NIHMS by clicking the “Publishers and Others” My NCBI button on the [NIHMS homepage](#).

Publishers and  
Others



More information on the NIHMS process can be found in the [NIHMS FAQ](#) and on the [NIHMS tutorial page](#).

Questions about the NIHMS system or author manuscript submission process should be sent to [nihms-help@ncbi.nlm.nih.gov](mailto:nihms-help@ncbi.nlm.nih.gov).

Your program officer can also help guide you through the steps described above. If you need help identifying your program officer, contact HRA at [info@healthra.org](mailto:info@healthra.org).

## **Appendix 1**

### **Sample language to notify publishers of your funder's public access policy**

Dear [Editor Name],

Enclosed is a manuscript to be considered for publication in \_\_\_\_\_ [Journal Name]. The ABC Foundation has provided funding for the research reported in this manuscript and therefore its publication must comply with the foundation's "Policy on Public Access to Published Research."

In order to ensure compliance with the funder's policy I, as corresponding author on behalf of all the authors, am retaining the rights to:

- Provide a copy of the final manuscript, including all modifications from the publishing and peer review process, to the National Institutes of Health's PubMed Central (PMC) database at the time the manuscript is accepted for publication; and
- To authorize the National Institutes of Health to make such copy of the manuscript available in digital form for public access in PMC no later than 12 months after the date of publication.

By accepting this manuscript for review, \_\_\_\_\_ [Publisher Name] accepts these terms and agrees that the terms of this agreement are paramount and supersede any provisions in any publication agreement for this article, already signed or to be signed at a later date that may conflict.

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(Signature of corresponding author on behalf of all authors)

## **Appendix 2**

### **Sample language to suggest as a publication agreement modification to comply with your funder's public access policy**

As an author whose research is funded in part or in whole by the ABC Foundation, I am obligated as a condition of my award to reserve certain rights. The Journal therefore acknowledges that the Author retains the right to provide a copy of the authors' final manuscript, including all modifications from the publishing and peer review process, to PubMed Central at the NIH upon acceptance for Journal publication for public archiving as soon as possible but no later than 12 months after publication by Journal. \_\_\_\_\_ [Publisher Name] accepts these terms and agrees that the terms of this agreement are paramount and supersede any provisions to the contrary any publication agreement for this article, already signed or to be signed at a later date that may conflict.