HRA Open Instructions – June 2023

The HRA Open platform facilitates Open or Public Access policies of HRA member organizations. Open/Public Access policies (such as the current NIH policy) generally require that all journal articles resulting from specific HRA member organization's funding be made freely available in PubMed Central (PMC) and attributed to a specific award within 12 months of publication. It is the responsibility of the awardee to ensure journal articles are deposited into PMC and that all necessary rights are retained in order to do so. Sample text for authors to use to notify publishers of a funder's policy can be found here. Sample text authors can use to request a modification from a publisher to comply with a funder's policy can be found here.

If an organization also has an Open Data policy, HRA Open can facilitate that policy as well. Open Data policies often require that any factual data that is needed for independent verification of research results must be made freely and publicly available in an approved repository within 12 months of the end of the funding period (and any no-cost extension). HRA Open is linked to Figshare, which is a generalist repository that follows the FAIR principles.

Please be sure to follow the steps outlined in the relevant sections of these instructions to ensure you are fully in compliance with your funder's policies.

Open/Public Access Compliance

To fully comply with Open/Public Access Policies, you must complete the steps outlined below, *even if your publisher has already loaded your article in PubMed Central* for you. You should have already received an email invitation to join HRA Open triggered by the HRA member organization who has funded your research. If you have not received an invitation to HRA Open by the time of manuscript acceptance, send an email to your contact at your funding organization. Additional information about the HRA Open platform may be found here.

*Note: Existing and New HRA Open users are now encouraged to sign up/login using their ORCID credentials. For existing HRA Open users who have already connected their ORCID information to their HRA profile, access the HRA Open platform and login with your ORCID credentials. Going forward, if you have completed this process for previous funding from your funder, you still need to complete Step 2 for any subsequent awards. New users and/or existing HRA Open users who have **not** connected their ORCID to their HRA Open profile, please proceed with Step 1 and follow the subsequent steps.*

Step 1: Create an HRA Open profile

Use the unique link in your invitation email to navigate to the HRA Open home screen. New Users click the "Signup with ORCID account" button, then click on the "Register now" link. If necessary, follow ORCID's onscreen instructions to create and set up a new ORCID account. **NOTE: if you do not allow ORCID to share your full name information, you will have to add it manually to your HRA Open account.** If you have already created an ORICID account, you will click the "Signup with ORCID account" button, type in your ORCID credentials, then click on "Sign In". After creating/signing into your ORCID account, the next screen will ask for HRA Open's authorization to access your ORCID information. Click on "Authorize access" to make the link. Your 16-digit ORCID ID should display underneath your account icon, located on the top right when you hover over it. Your ORCID can also be used to sign into your My NCBI account. If you do not have an existing My NCBI account, you will be given the opportunity to create one at Step 3 below. After your initial login, you can access the platform at https://www.hraopen.healthra.org/login.

Step 2: Confirm your award information and link it to your profile

To find your award in HRA Open, use the search and filter functions. You can search by award project title, award code (ID), or awardee name. Click "Link award" to review the award details page. After confirming the award information is correct, select ''Confirm & link'' at the bottom of the page. Repeat this process for each award, if applicable. Once awards are linked to your profile, they will display at the top of your profile page.

Note: If a link is made in error, send an email to the contact at your funding organization to request the link be broken. Once made, a link can only be removed by your funder's HRA Open administrator, or HRA staff.

Step 3: Sign in to My NCBI

New MyNCBI Users: Sign in to My NCBI by clicking on the ORCID option on the provided list and sign in with your ORCID credentials. Once you've successfully signed in, you will be given the option of creating a new NCBI account or linking to an existing NCBI account. If you already have an NCBI account, please *do not* create a new one. Link your existing account using the ORCID account. If you do not have an existing NCBI account, you may create one.

Existing MyNCBI Users, please follow the steps below to link:
1. Sign in directly to NCBI with your username and password.
2. Once signed in, click on your username, 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.

*Existing HRA Open users who have previously linked your NCBI account with a Google account can still sign in to My NCBI with the "Sign in with Google" option, however we encourage you to link your ORCID to your My NCBI account using the steps outlined above.

Step 4: Add citation to bibliography in My NCBI

Once your manuscript is accepted for publication, you will need to add the citation to My Bibliography. To do this, follow the "Manage my Bibliography" link on the main NCBI page. Ensure the HRA indicator is at the top of the page as pictured below.

There are four methods for adding new citations to My Bibliography:

- Adding Citations directly from PubMed
- Adding PubMed Citations in My Bibliography
- Adding Citations from a File
- Adding Citations Manually

Step 5: Determine method of submission to PubMed Central

If you have completed steps 1-4, and your article has already been uploaded to PMC by your publisher, no further action is required on your part.

There are two ways a paper may be submitted to PMC:

1) direct submission by the publisher, and

2) author submission through NIH Manuscript Submission (NIHMS).

1. Publisher Submits Directly to PMC

A few thousand journals have agreements to deposit the final published versions of some or all of their articles directly in PMC. It is the author's responsibility to request at the time of manuscript submission that the publisher deposit the article in PMC. A list of these journals and their level of participation can be found here: PMC Journal List. Authors who publish in journals that note an embargo period of more than 12 months should make special arrangements with the journal to ensure compliance with your funder's Public Access Policy. Sample text for authors to use to notify publishers of a funder's policy can be found here. Sample text authors can use requesting a modification from a publisher to comply with a funder's policy can be found here.

2. Author/Awardee Submits Manuscript via NIHMS System

Many journals do not have any participation agreement with PMC. In that case, the supported author or PI on the grant is responsible for ensuring that the accepted, peer reviewed manuscript is deposited to PMC using NIHMS. Depositing a manuscript in NIHMS for inclusion in PMC is a multi-step process, requiring an author to approve the deposited files and associated funding before conversion and the PMC-ready version after conversion. Information on the process can be found in the NIHMS FAQ and on the NIHMS tutorial page.

Once you have completed Steps 1-3 the first time, it is not necessary to repeat them for subsequent manuscripts. Thereafter, you will begin at Step 4 for each accepted manuscript resulting from funding from an HRA member organization. If you receive subsequent funding from the same funder, you will use your same HRA Open profile to link new awards from that funder by completing Step 2 for each award.

Questions or comments may be directed to the contact at your funding organization, or by emailing info@healthra.org.

Open Data Compliance

If your funder has an open data or data sharing policy, you can also use the Figshare functionality within HRA Open to comply with that policy. Use the HRA Open functionality to deposit your data (or other research outputs) into Figshare, and link that output to your award. If the dataset or other output is cited in a publication, once you have deposited that publication into PubMedCentral and linked that to your award, (as above) you can link the publication to the dataset or other output. There are many repositories that follow FAIR principles, Figshare is only one example. Your funder may prefer you use a different repository. Please check with your funder if you have any questions.