

FOR AUTHORS OF NNE-CTR-SUPPORTED PEER REVIEWED PUBLICATIONS

DIRECTIONS FOR NNE-CTR CITATION AND COMPLIANCE WITH PUBLIC ACCESS POLICY

The following applies to all peer-reviewed publications that were either:

- a) Supported by NNE-CTR pilot, clinical scholar, supplement or other CTR grant funds; or
- b) Received support or services from NNE-CTR core resources, including navigation services, technical services or use of instrumentation facilities for their project.

CITING THE CTR: Include the following acknowledgement at the end of the article:

If author received direct CTR funding via pilot, supplement or scholar award:

The research reported here was supported by NIH grant U54 GM115516, “Northern New England Clinical and Translational Research Network.”

If author received core services from any NNE-CTR for the research project:

The research reported here was supported by the services of the _____ Core of the Northern New England Clinical and Translational Research Network” (GM115516).

NOTE: Cores are:

Biostatistics, Epidemiology and Research Design Core (BERD)

Translational Research Technologies Core (TRTC)

Community Engagement Core (CEO)

Professional Development Core (PDC)

PUBLIC ACCESS COMPLIANCE:

It is required that all NIH-funded peer reviewed articles obtain a Pub Med Central (PMC) number and get deposited in Pub Med Central. The paper must receive the PMC number within three months of publication, and it must be posted on Pub Med Central within 12 months of publication. It is the responsibility of the submitting author who received the CTR funds or support services to ensure this occurs. If your manuscript describes research either supported with CTR funds or that received support from any of the CTR core resources, you must be compliant with the policy.

See the link below for information on how to become compliant with the public access policy:

[Submitting to PubMed Central | Data Sharing \(nih.gov\)](#)

Brief Summary of Steps

1. When you submit your paper, make sure to tell the journal and/or publisher you are NIH-funded and provide the NNE-CTR grant number (GM115516).
2. If accepted for publication, determine which of the four submission methods applies to you. This depends on which journal accepts your paper.

Method A: the Journal will submit for you automatically (see list of these journals) here: [Determine Submission Method | Data Sharing \(nih.gov\)](#)

Method B: Some publishers will deposit the article for you but you must make special arrangements and may need to pay a fee to the journal. See link to see if your publisher is on this list and if so, make sure to inform them you need to be in pub med central: [Selective Deposit in PMC | Data Sharing \(nih.gov\)](#).

Method C: The submitting author deposits the final approved manuscript in the NIH Manuscript Submission system themselves, and follows up by approving the pdf that is emailed to them. This method is the one that must be used if the journal or publisher does not do this for you and it must be done UPON ACCEPTANCE.

Method D: Several publishers have volunteered to submit manuscripts to the NIHMS system for you if you tell them you are NIH funded and give the grant number. You need to discuss with the publisher AND if they deposit for the author, the author is still responsible to review and approve the pdf that will be emailed to them in order to complete the process. Here is the list of publishers who may do the first submission step for you: [Method D Publishers | Data Sharing \(nih.gov\)](#)

Method C: Submitting via NIHMS system (these instructions are for the submitting author though the author may be able to delegate this task):

1. Ensure you have an era commons account and link it to your NCBI account.
<https://www.nihms.nih.gov/login/?next=/submission/> (your sponsored program office can generally give you an era commons account name).
2. Upon acceptance of your manuscript for publication, deposit the final, approved peer reviewed manuscript into the system and list the CTR grant number – GM115516.
3. Make sure you check your emails as the system will generate a proof for you to approve before it can get a PMCID number.
4. Timing: you must submit your manuscript via the NIHMS system UPON ACCEPTANCE; you have three months to obtain the PMCID number; after that, the paper is considered non-compliant.

If the author runs into problems, they should consult the two NNE CTR program managers for guidance (Meredith at MaineHealth or Sheila at UVM); they will be able to refer the author to someone who may assist.