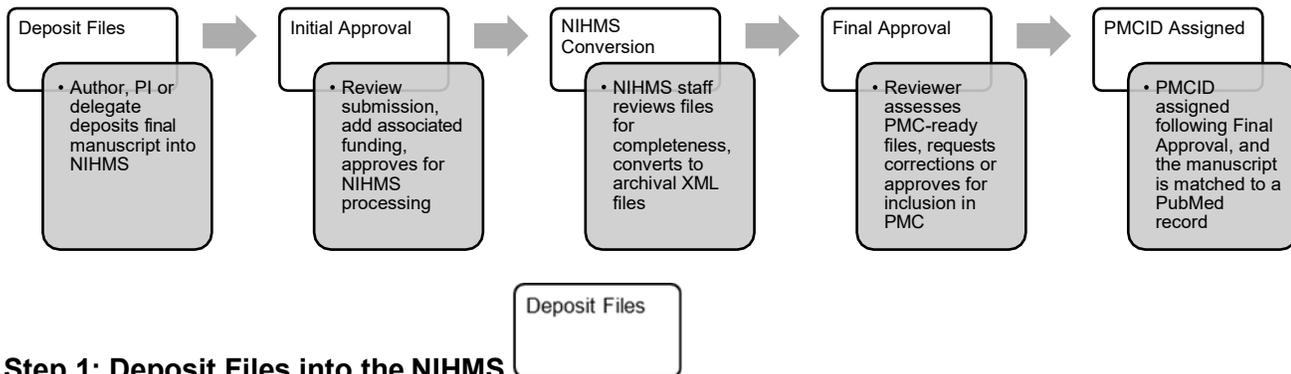


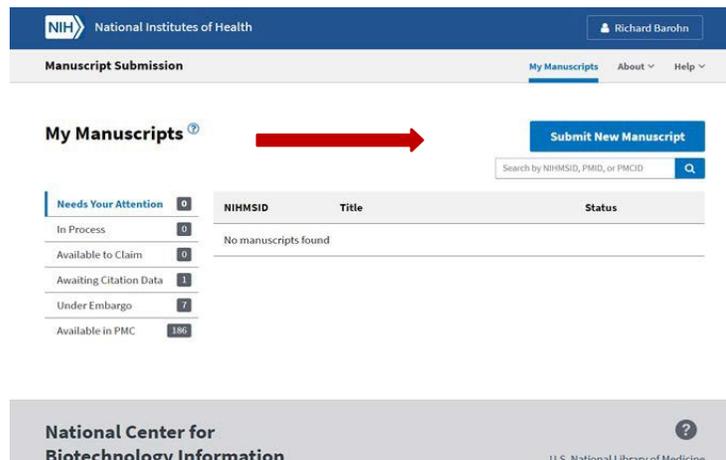
Step-by-Step Guide to Move Manuscripts through the NIH's databases to acquire a PubMed Central Identification (PMCID) Number

National Institute of Health Manuscript Submission (NIHMS) Process Overview



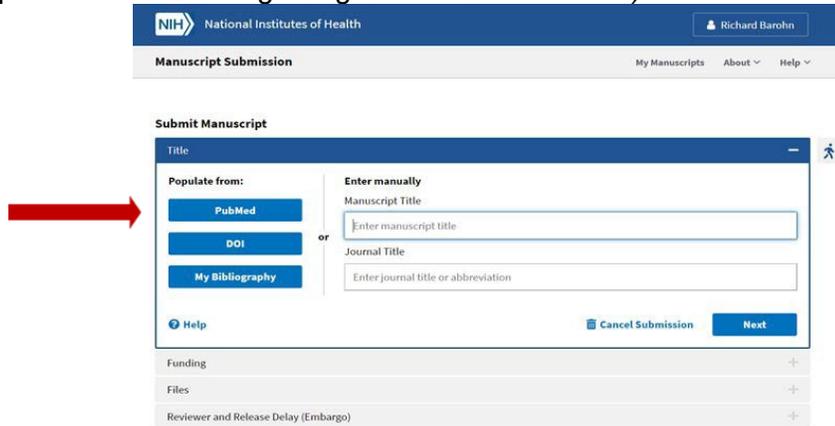
Step 1: Deposit Files into the NIHMS

1. [Log into the NIHMS](#). Can login with eRA Commons credentials. Select Submit New Manuscript – Author, Principal Investigator (PI) or a delegate assigned in eRA Commons of funding mechanism that supported the research can process manuscripts through the NIHMS database. The individual that initiates the process should be prepared to complete all remaining steps. The PI of linked funding can “Claim” the manuscript in NIHMS for processing. Delegates cannot serve as a Reviewer for the Initial or Final Approvals.
 - a. This process should be initiated immediately following official publication. Some journals deposit the paper into the NIHMS for authors, but most indicate a 12-month timeframe for submission, which is not within the three-month compliance window.



2. Select submission method. **Use PubMed** - most journals submit abstracts to PubMed upon publication. During the final stage to acquiring a PMCID the connection to PubMed is verified, so it will expedite the process. Enter in the PubMed Identification (PMID) number or manuscript title in the PubMed search field.
 - a. *PubMed is an online, free database comprised of over 30 million published biomedical abstracts and citations. PubMed's aim is to support retrieval of abstracts and citations to improve population health. PubMed was created by and is sustained by the [National Center for Biotechnology Information \(NCBI\)](#) of the NLM.*
 - b. *Most journals submit abstracts and citations to NCBI, which auto populates PubMed. While some links to full text articles are provided, PubMed is not a full-text repository. PubMed Central (PMC) was developed to be a full-text repository for biomedical and life science literature to ensure the public has free access to research outcomes. "The NIH Manuscript Submission (NIHMS) system supports the deposit of manuscripts into PubMed Central (PMC) as required by*

the public access policies of NIH and other participating funders.” (Accessed August 11, 2023, <https://www.nihms.nih.gov/login/?next=/submission/>)



NIH National Institutes of Health Richard Barohn

Manuscript Submission My Manuscripts About Help

Submit Manuscript

Title

Populate from: PubMed DOI My Bibliography

or

Enter manually

Manuscript Title

Journal Title

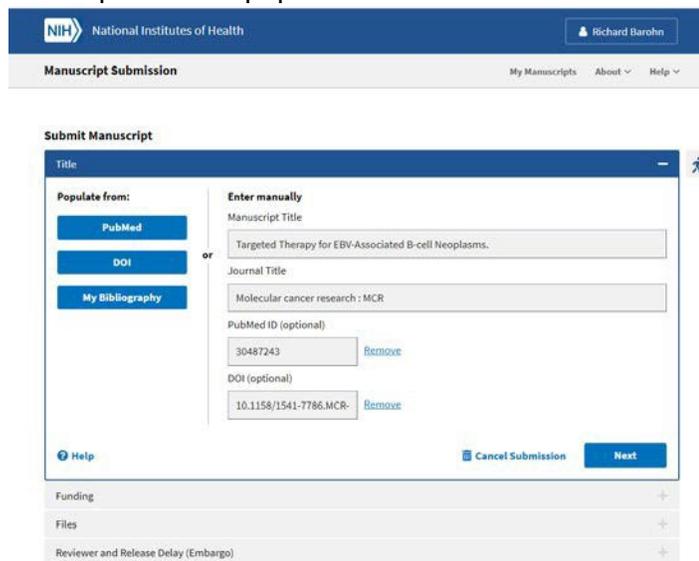
Help Cancel Submission Next

Funding +

Files +

Reviewer and Release Delay (Embargo) +

✓ Manuscript data will populate into the NIHMS. Select Next.



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Manuscript Submission My Manuscripts About Help

Submit Manuscript

Title

Populate from: PubMed DOI My Bibliography

or

Enter manually

Manuscript Title

Journal Title

PubMed ID (optional)

30487243 Remove

DOI (optional)

10.1158/1541-7786.MCR- Remove

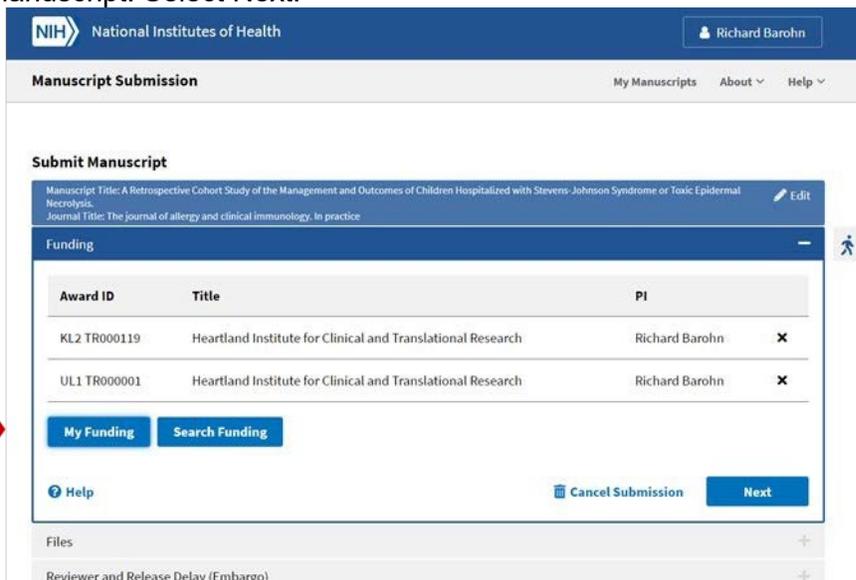
Help Cancel Submission Next

Funding +

Files +

Reviewer and Release Delay (Embargo) +

3. Select “My Funding” to open a list of grant awards. Choose the “Award ID(s)” associated with the manuscript. Select Next.



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Manuscript Submission My Manuscripts About Help

Submit Manuscript

Manuscript Title: A Retrospective Cohort Study of the Management and Outcomes of Children Hospitalized with Stevens-Johnson Syndrome or Toxic Epidermal Necrolysis. Edit

Journal Title: The journal of allergy and clinical immunology, in practice

Funding

Award ID	Title	PI	
KL2 TR000119	Heartland Institute for Clinical and Translational Research	Richard Barohn	✕
UL1 TR000001	Heartland Institute for Clinical and Translational Research	Richard Barohn	✕

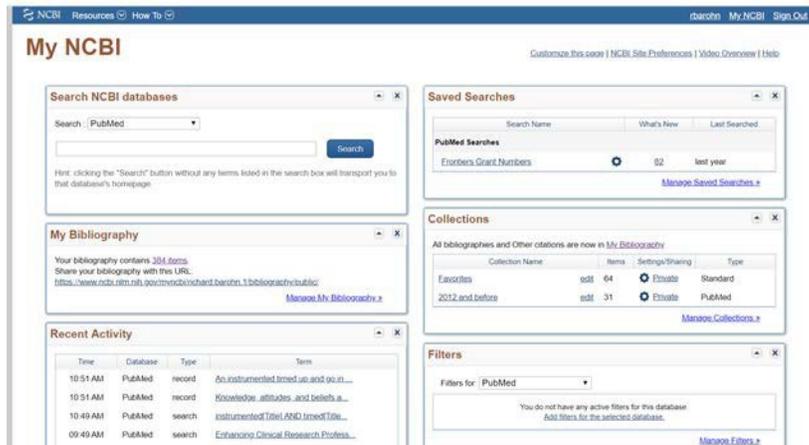
My Funding Search Funding

Help Cancel Submission Next

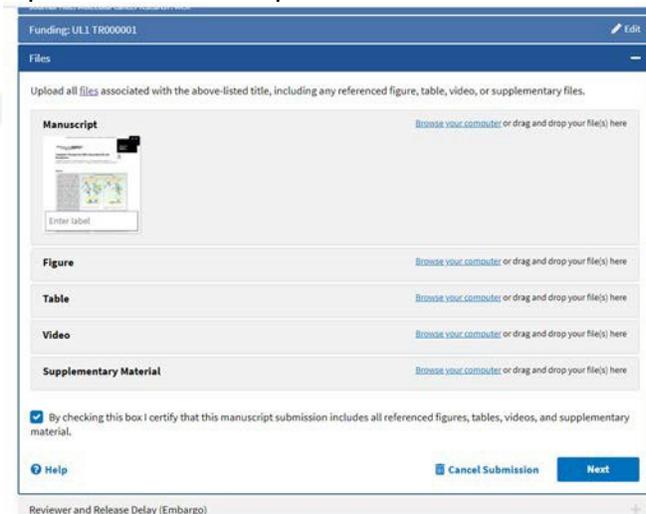
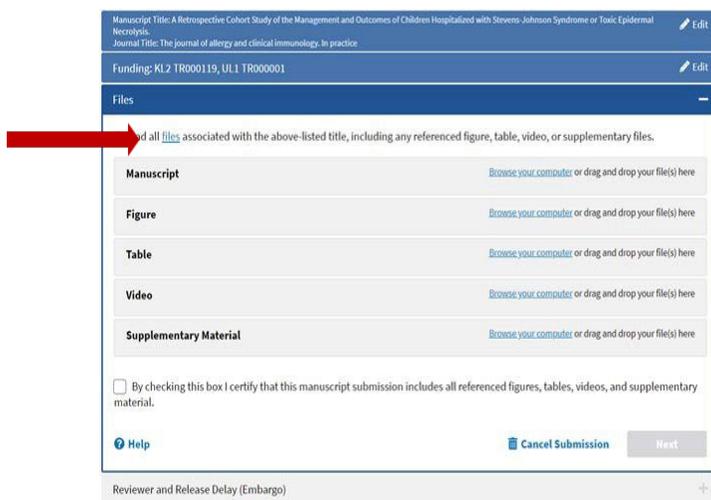
Files +

Reviewer and Release Delay (Embargo) +

- a. Selecting funding links this manuscript to the PI(s) of the funding mechanism. The citation will be added to the PIs “MyNCBI”, the NCBI investigator-specific dashboard for researchers to manage and track their publications. NCBI maintains a series of databases containing biomedical and genomic data for use by scientists, contributing to the mission of the NIH to “uncover new knowledge”.



4. Upload all files associated with the manuscript. The manuscript must be the final, published PDF. Naming convention: *PILastName_et_al_year published_Journal name*. Confirm that all figures, tables, videos and/or supplemental materials are included in the PDF. Some online publishers link to these items instead of including them with the manuscript. If not included upload materials. Select Next.



5. Assign Reviewer and Release Delay (Embargo)
- a. When an article is under an embargo it means that there is a delay, as specified by the publisher, between when the article is published and when its full version can be made freely available in PMC. The default embargo for each journal in PMC can be found under the "Free Access" column on the [PMC Journal List](#). The exact release date for each article under embargo is displayed in PMC search results, on the table of contents for the issue, or in the corresponding PubMed record.

Initial Approval

Step 2: Initial Approval

1. Review Submission Statement. Select Agree.

The screenshot shows the NIH Manuscript Submission Statement form. At the top, the NIH logo and the user's name, Richard Barohn, are visible. The form title is "Manuscript Submission". The submission details are as follows:

Manuscript Title:	A Retrospective Cohort Study of the Management and Outcomes of Children Hospitalized with Stevens-Johnson Syndrome or Toxic Epidermal Necrolysis.
Journal Title:	The journal of allergy and clinical immunology, in practice
Funding:	KL2 TR000119, UL1 TR000001
Files:	1 manuscript

Below the details, there is a statement: "I am an author of this manuscript, and I am providing it to the National Institutes of Health (NIH) to make publicly available in PubMed Central 12 months after its official date of publication in the journal." A small icon of a person is next to this statement.

I confirm that:

- Publication and Copyright Agreements – In any agreements that I have made with the journal, I have retained the right to deposit this version of the manuscript with PMC, so that it may be appropriately tagged and made available to the public on the PMC web site; or, I otherwise am legally authorized to deposit this manuscript for the purposes described.
- Confidentiality – The manuscript may contain confidential information that must not be publicly disclosed prior to publication of the paper in the named journal.
- Peer Review – The version I am depositing has been peer reviewed and accepted for publication and includes all modifications resulting from the peer review process.
- Funding – The manuscript is the result of research supported, in whole or in part, by direct costs funded by the National Institutes of Health.

At the bottom, there are three buttons: "Cancel Submission", "Return to Submission", and "Agree".

NIHMS Conversion

Step 3: NIHMS Conversion

The NIHMS conversion typically takes two weeks. NIHMS converts the deposited manuscript files into archival XML format. In this way, NIHMS makes papers publicly available in a format that ensures the permanent preservation of these research findings and makes the results of this research more readily accessible to the public, healthcare providers, educators, and the scientific community (Accessed January 31, 2020 <https://www.nihms.nih.gov/about/publicaccess/>)

Step 4: Final Approval

The individual that initiated the process in Step 1 will receive an email from nihms-help@ncbi.nlm.nih.gov with the subject line reading [nihms] Manuscript #1031896: Please review the PMC-ready Documents. *See Appendix A. Log into NIHMS to Review and Approve the submission for it to be rerouted to undergo conversion to PMC documents.

PMCID Assigned

Step 5: PMCID Assigned

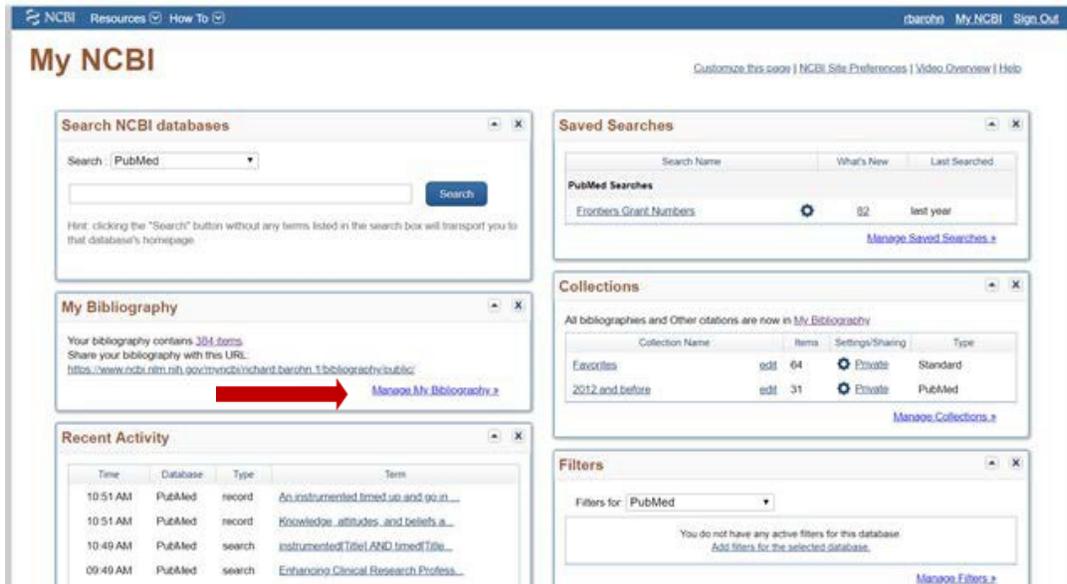
Once approved by the NIHMS the manuscript undergoes conversion to PMC documents. After file conversion the individual that initiated the process will receive an email from nihms-help@ncbi.nlm.nih.gov with the subject line: [nihms] Manuscript #1503085: Your manuscript is available in PMC. *See Appendix B. PI or primary author must again APPROVE the PMC-ready or final manuscript.

Note: PMCID is assigned when the following two criteria are met: 1. Converted materials (i.e., the PMC-ready documents) have been approved by the Reviewer and 2. The manuscript has been matched to a PubMed record for one of the following: a final print publication date or an electronic publication date for a journal that is an electronic publication only or an electronic publication date for a journal where PubMed has not received the

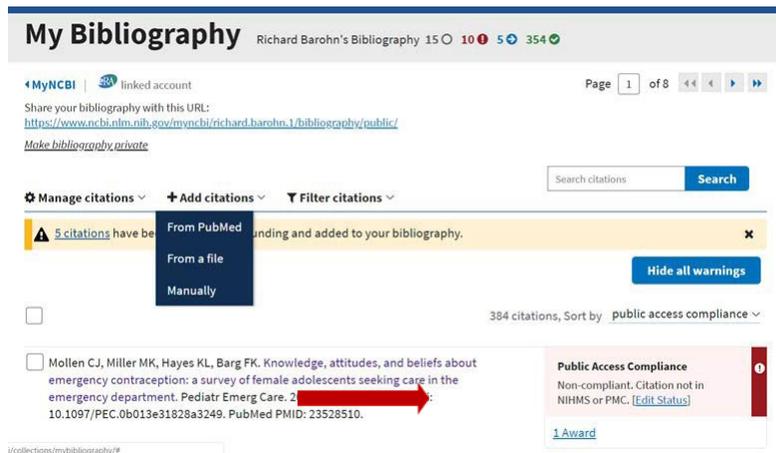
final print publication date within 3 months of the electronic publication date. Steps for Processing Non-compliant Manuscripts Associated with Funding

The following three steps are provided to assist investigators with processing a non-compliant publication linked to their funding. Following completion of the three steps below, proceed to Step 1 above.

Step 1.i: Select Manage my Bibliography



Step 2.i: Select Edit Status.



Step 3.i: Select Begin submission in the NIHMS. Save.

At least one NIH grant is associated with this citation.

Access Policy requires scientists to submit final, peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PubMed Central upon acceptance for publication. (See [Determine Applicability](#) for full details.) Please submit the final manuscript sent to your publisher or indicate that this publication is exempt from the policy.

We do not have a record of this citation in NIH Manuscript Submission system (NIHMS). Please choose from the following:

Begin submission in the NIHMS.

This citation has been submitted. NIHMS ID:

Arrangements have been made for a [publisher on this list](#) to send the final published article directly to PubMed Central. ([Method B](#))

This citation does not need to be submitted under NIH Public Access because:

- Publication was not peer reviewed.
- Publication was accepted for publication before April 7, 2008.
- Publication was written in a script other than Latin (e.g., Russian, Japanese).
- Publication was not [directly supported by](#) NIH funds active in FY08 or beyond.

Step 4.i: Follow Steps 1-5

Step 1: Deposit Files into the NIHMS

Step 2: Initial Approval

Step 3: NIHMS Conversion

Step 4: Final Approval

Step 5: PMCID Assigned