

NIH Public Access Policy Checklist

[As of July 1, 2025](#), NIH-funded articles must be deposited to PubMed Central (PMC) with zero embargo upon the date of publication. Below is a 5-step process for researchers to ensure they submit to a journal that aligns with this policy.

Definitions

- **Author Accepted Manuscript (AAM):** "The author's final version that has been accepted for journal publication and includes all revisions resulting from the peer review process." ([NIHMS](#))
- **Article Processing Charge (APC):** A fee paid by the author or institution to make the final formatted version of the article open access.
- **Article Development Charge (ADC):** This is a new fee with some publishers and may have different names. It is paid by the author to allow them to make their AAM publicly available to meet NIH requirements, but not fully open access.
- **Open access journal:** Also called a "gold open access journal", a journal where all articles are immediately and freely available under a [Creative Commons license](#), usually with an APC.
- **Hybrid journal:** A subscription journal that offers an optional article processing charge (APC) for individual articles to be published open access. It may or may not also allow no-fee or fee-based AAM deposit in PMC.
- **Subscription journal:** A journal that requires a subscription to access articles and does not provide an open access option. They may allow no-fee or fee-based AAM deposit in PMC.
- **Zero embargo deposit:** Immediate public access in PMC to NIH funded AAMs upon publication which eliminates the NIH's previous guidelines of a 12-month waiting period for taxpayer-funded research to be accessible.

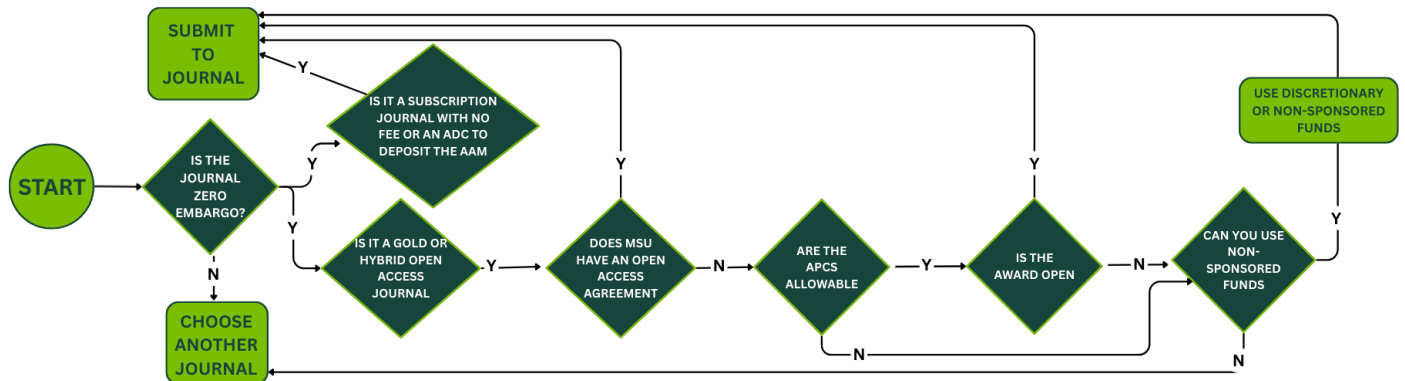
Questions?

Reach out to your [subject liaison librarian](#), contact the MSU Libraries scholarly communications librarian [Susan Kendall](#).

You may want to [review our Frequently Asked Questions about MSU Open Access Publishing Agreements webpage](#) or the [NIH Public Access Policy Frequently Asked Questions webpage](#).

This checklist was adapted from the [Cornell University NIH Public Access Policy Checklist](#).

1. Select a Journal



Read a journal’s policies and check if:

- The journal is zero embargo. The article is available publicly immediately upon publication by either paying an open access APC or the journal allows deposit of the author accepted manuscript (AAM) into PubMed Central with no embargo period.
 - **Open Access/Zero Embargo:** Look in [DOAJ](#) or [JISC](#) lists to see what category a journal falls into and its open access/zero embargo policies.
 - **Types of deposit:**
 - **Author Accepted Manuscript (AAM) Deposit:** Some publishers allow authors to deposit the Author Accepted Manuscript (AAM) in a federal or institutional repository immediately and at no cost. **Always** review the journal’s self-archiving requirements, as they may require specific language or a link to the published version of record.
 - **Auto-deposit to PMC:** In the [PMC journal list](#) with an Agreement Status of Active and Release Delay (Embargo) of Zero Months, your manuscript is auto-deposited in PMC by your journal. No intervention is required by the author to deposit it.
 - **Deposit to PMC by request:** In NIH's [Selective Deposit list](#). Authors usually request this directly from the journal or its publisher. Instructions will be in the journal’s author guidelines.

If the journal is gold open access or hybrid open access, check if:

- [MSU has an agreement with the publisher of your selected journal to cover Open Access costs](#) in the journal. Our agreements allow MSU authors to publish immediate open access with no additional fees and comply with funder requirements. Always check to see how the manuscript is deposited into PubMed Central (see "types of deposit" above for more information).
- If MSU does not have an open access agreement but you still wish to publish in this journal, check if:
 - Article processing charges (APCs) [allowable](#) NIH costs and is the award is open; OR
 - Can you pay APCs with discretionary/other non-sponsored funds.

2. Include NIH Funding Terms In Manuscript

- [Include a clear, public-facing acknowledgement of NIH funding](#) in the Author Accepted Manuscript and Final Published Article, sample text from the NIH for this purpose is:

“This manuscript is the result of funding in whole or in part by the National Institutes of Health (NIH). It is subject to the NIH Public Access Policy. Through acceptance of this federal funding, NIH has been given a right to make this manuscript publicly available in PubMed Central upon the Official Date of Publication, as defined by NIH.”
- Notify the journal/publisher that your article falls under the NIH policy.

3. Submit To Journal

- Submit your manuscript. If you are publishing in a journal [whose publisher has an agreement with MSU to cover open access fees](#) the author submission systems are set up to automatically approve you for coverage of open access publishing fees as long as you:
 - Are the corresponding author
 - Indicate your MSU affiliation on the manuscript
 - Use your MSU email for the submission
 - Select open access and then "my institution will cover the charges" or some similar language. It may be different for different publishers.
- Confirm the final Author Accepted Manuscript has been accepted for publication.

4. Deposit To PubMed Central

- To comply with the NIH Public Access Policy, deposit articles in one of three ways:
 - **PI or Proxy:** You or a proxy (grad students, fellows, co-authors, or others) deposit the AAM to PMC upon the date of publication via the [NIH Manuscript Submission \(NIHMS\)](#) system.
 - **Journal Auto-deposit:** Journals with [agreements](#) auto-deposit the Final Published Article to PMC.
 - **Journal Deposit on Request:** [Selective Deposit journals](#) deposit the Final Published Article to PMC upon author request.

5. Approve Manuscript Deposit

- Submit an [initial and a final approval](#) of the article in the NIH Manuscript Submission (NIHMS) system **for all three deposit methods**.
- (Optional) Update publications tied to your [ORCID](#) with the PMC ID for the article. After three months, confirm the article has a PMC ID. If not, [contact PMC](#).