Upon NIH award acceptance:

1. **Communicate** with all potential authors who may publish as a result of your grant award that they must comply with the NIH Public Access policy. They should keep you informed of their manuscripts resulting from your award.

2. **Designate** someone (PI, author, staff member) to be the point of contact that ensures that the manuscript moves through the PMC submission process.

3. **Ensure** that all potential authors have MyNCBI accounts, linked to eRA Commons. For step-by-step MyNCBI guidance, go to http://spa.columbia.edu/nih-public-access-policy

**THE PI HAS THE ULTIMATE RESPONSIBILITY FOR ENSURING ALL PEER-REVIEWED PUBLICATIONS RESULTING FROM NIH FUNDING BE DEPOSITED INTO PUBMED CENTRAL (PMC). PUBLICATIONS NOT IN COMPLIANCE WITH THE POLICY WILL DELAY ISSUANCE OF THE NOTICE OF GRANT AWARD.**

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1. **Review** the journal’s Instructions to Authors for any specific information related to the NIH Public Access Policy.

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5. **Initiate** the submission process immediately after your manuscript is accepted for publication. **Timing is very important in order to comply with the policy and avoid award delays!**

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