

How to Get a PMCID



What is a PMCID ([PubMed Central ID](#))?

1. NIH mandates that all peer-reviewed articles it funds be made publicly available through PubMed Central.

Do I Need a PMCID?

(If you answer yes to the following questions, you will need to submit your paper to NIHMS in order to receive a PMCID.)

1. Was the article accepted for publication on or after April 7, 2008?
2. Was the article peer-reviewed?
3. Was the article a result of NIH funding OR CCSG support?

What information do I need in order to submit to NIHMS?

(NIHMS is the NIH Manuscript Submission System which processes manuscripts for PMCID's.)

1. The final peer-reviewed manuscript. *(Non-peer-reviewed materials do not need to be submitted, including editorials, commentaries, dissertations, book chapters.)*
2. The grant numbers attached to the manuscript.
3. An NIH, eRA Commons or NCBI login.
4. Check for an article embargo. *(Some journals will require authors to place an embargo period of 6-12 months on the article before it is released in PubMed Central.)*

Who Deposits Files to NIHMS?

1. Before depositing yourself, [ask the publisher to submit on the author's behalf](#).
 2. If the publisher will not submit, the author, PI or a designee must submit to the NIHMS system.
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How Do I Submit to NIHMS?

1. Sign into [NIHMS](#)
 2. Select the **Submit New Manuscript** button.
 3. Add the **Title Information** by selecting **Search for Citation in PubMed**. *(It's important to search by the PMID. This will attach the PMID to your manuscript so it is easily matched to any duplicate manuscripts.)*
 4. Select **Add Funding**
 5. Search by the PI's name or grant number to add funding. Select **Search**.
 6. Check the box in the **Select** column to add the grant to your list of funding support.
 7. Select **Upload Files**.
 8. Upload the manuscript files. You can submit the manuscript in one file or in separate files for each component.
 9. Select **Check Files**.
 10. Review the PDF Receipt.
 11. Select **Set Reviewer and Embargo**.
 12. Authors will review the submission, set an embargo if required and select **Approve**. Select **Agree** to finalize your approval.
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13. For designees, provide the author's name and e-mail address and Select **Send to Reviewer**.
14. Your manuscript submission will now have a NIHMS ID until the PMCID is assigned.

What Happens After I Submit to NIHMS?

1. The reviewer will receive an e-mail and must confirm or reject the submission to NIHMS. This is called the PDF receipt.
2. NIHMS Staff will review and approve the files for completeness. This can take 2-3 weeks.
3. FINAL APPROVAL: The reviewer will receive an e-mail to approve the final Web version of the submission.
4. You will receive an e-mail with your PMCID.

Approving Files (For Authors & Reviewers)

Authors must approve their NIHMS files at least twice.

1. **Initial Approval** (*Authors will receive this approval notice a few days after the initial submission*)
 - If you are an author and receive an e-mail asking you to login and review a manuscript submission, click on the access link to login to NIHMS. Login using your NIH, eRA Commons or NCBI account. Select the manuscript you need to approve under the **Needs Your Attention** tab. **Approve** or **Reject** the manuscript.
2. **Final Approval** (**Authors will receive this approval 2-3 weeks after the initial approval**)
 - For the final approval, login to NIHMS and select the manuscript you need to approve. This should be under the **Needs Your Attention** tab. Review the documents and **Approve** or **Request Corrections**.

Helpful Links:

- [NIH Public Access Policy – When and How to Comply](#)
 - [Journals that will submit on the author's behalf](#)
 - [Instructions for author's or PI's depositing to NIHMS.](#)
 - [Instructions for delegates depositing to NIHMS on the author's behalf.](#)
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