



SCIENCE FOR THE BENEFIT OF HUMANITY

April 18, 2008

Dear Colleagues,

On April 7, I sent you a letter alerting you to a new NIH Public Access Policy mandating that within 12 months of journal publication, certain articles reflecting NIH-funded research must be available on PubMed Central. This note and its attachment offer more detail on Rockefeller's plans for implementation of the Policy.

1. Investigators should contact Rockefeller's Markus Library (Carol Feltes) at [pubsubmit@rockefeller.edu](mailto:pubsubmit@rockefeller.edu) when submitting to a journal any manuscript that reflects research funded in whole or in part by NIH. The Library should be told the name of the journal to which the manuscript is being sent.
2. The Library will send you a Note to Publisher to be submitted to the journal along with your manuscript. (See attached memo for a copy of that Note to Publisher.) The Note alerts the publisher to the obligation to conform to the new NIH Policy.
3. The Library will notify the Office of the General Counsel (Terry Solomon) of the name of the journal to which your manuscript was submitted. Ms. Solomon will review the journal's copyright policy. Do not sign the journal's copyright agreement until you have clearance from Ms. Solomon to do so.
4. When a manuscript subject to the Policy is accepted for publication by any journal not on the NIH List of Journals (see attached memo at Point IV), the investigator must send the final peer-reviewed manuscript and associated files (e.g., Microsoft Word document and figures) in electronic form along with the numbers of the NIH grant(s) that supported the research to the Library, and must indicate where and when the article was accepted. The Library will follow up with specific instructions for the investigator to complete the NIH submission process.

The attached memo describes more fully the internal and external process and offers links to tutorials and other sites that provide more detail at the operational level.

With best regards,

Michael Young  
Vice President for Academic Affairs