Using HRA Open to Deposit Manuscripts to PMC – PCORI Awardee Guide

PCORI requires all awardees that have published, peer-reviewed articles reporting findings from research funded in whole or in part by PCORI to make articles available in PubMed Central (PMC). This document is a step-by-step guide to submitting a manuscript to PMC in order to comply with this requirement. If you have general questions about PCORI’s public access policy, please email DisseminationQuestions@pcori.org

The National Library of Medicine (NLM) designed the PMC system for federally funded awardees. Thanks to a partnership between the NLM and HRA (Health Research Alliance), NLM accepts manuscript deposits from awards made by HRA member organizations with publication access policies, like PCORI, through the HRA process described here.

To link your award to PMC, you will use a system called HRA Open, a web-based service sponsored by HRA. HRA Open promotes open access by linking your award with PMC so you can deposit peer-reviewed publications.

Overview of compliance steps. More detailed description below

---

**COMPLIANCE GUIDE**

**Step 1: Create your HRA Open Account**

a. You will receive a notification that your award is available in HRA Open.

b. Email DisseminationQuestions@pcori.org to request your invitation to open an account.

c. Follow the link in the email to create your account.

d. Sign-in to HRA Open and search for your award(s).

e. Select your award(s) and link yourself.

f. All set!

**Step 2: Linking your Publications to PubMed Central**

a. Sign into My NCBI.

b. Add citation to My Bibliography.

c. Add award to citation.

**Step 3: Submitting your Publication(s) to PubMed Central**

a. Check with your publisher to see if your manuscript has been uploaded to PMC. Sometimes publishers will do this automatically on your behalf.

   • If this is the case, then you are all set!

   • **Note:** Even if the publisher has submitted your manuscript, you still had to link your award to the manuscript.

b. Submit your manuscript manually via the NIH Manuscript Submission (NIHMS) System
Step 1: Create an HRA Open Account

The only way to sign up to the HRA Open portal is via a unique link sent to your email. If you received a PCORI award prior to October 1, 2017, your award information has already been added to HRA’s awardee database, and you will be able to link it in HRA Open via the instructions below.

For those who received a PCORI award after this date, please email disseminationquestions@pcori.org to request your invitation with your unique link to be sent to your email. Be sure to check your Clutter, Spam, or Junk folders as these emails are sent through an automated system. The link should take you to the screen below and invite you to connect to HRA Open. **Note:** You MUST use a google email account to sign up.

![Welcome to HRA Open](image)

**NOTE:**

*For users with a My NCBI account:* If you have linked a Google account to your My NCBI account already, please use the same Google account to create your HRA Open account.

*For users without a My NCBI account:* If you do not have a My NCBI account, you will have to create one in addition to an HRA Open account. After you create your HRA Open account, use the same email address to create your My NCBI account.

Once you have set up your account(s), you should bookmark [http://hraopen.healthra.org](http://hraopen.healthra.org) to return to the HRA Open system in the future. You will have to use HRA Open to link any future PCORI awards to published, peer-reviewed articles.
Next: Link Awards to Your Profile in HRA Open

Use the search bar and filters to find your award(s). You can search by project title, contract number, or principal investigator’s name. Click **Link Awardee** to load the award details page and confirm identification. We recommend that you check the details of each award you wish to link before attaching them to your account.

Once you have identified your award, click the **Confirm & Link** button at the bottom of the page to have the award linked to your profile (see image below). Once awards are linked to your profile, they will display at the top of your profile page.
If you need to unlink your award, please contact DisseminationQuestions@pcori.org. Only PCORI staff can unlink an award.

As a reminder, you cannot directly deposit publications into PMC through HRA Open. HRA Open serves as a gateway to PMC. Once you have linked your award(s) in HRA Open, your award information will populate in your My NCBI account, where you can then add your award(s) to your citation(s). You may use HRA Open by itself to upload attachments associated with your research award, such as manuscripts, datasets, presentations, and other research products. However, this guide does not cover that process. More information on using HRA Open to deposit additional research products outside of PMC is available on the HRA website.
Step 2: Linking Your Publications in PubMed Central

Having linked your award with HRA Open and published your manuscript, you must submit it to the PMC online archive in accordance with PCORI’s Public Access Policy. You will do this through a My NCBI profile. My NCBI is a tool that can help you save your citations through My Bibliography. Since PCORI is an HRA member organization, HRA Open will automatically send awards linked through it to NLM to populate your My NCBI profile. Awards should be visible in your My NCBI profile about one week after the link is made.

Logging into NCBI and Adding a Citation to My Bibliography

Log in to NCBI via the Google option (see below).

Once you click on the Google icon, the screen should invite you to sign in to My NCBI via a partner organization. (see below)

For awardees with an existing My NCBI account, do not create a new
**For Awardees with an Existing My NCBI Account:** Associate your Google account (e.g. the same email you used to create your HRA Open account), with your existing My NCBI account as shown above by typing in your current My NCBI login and password. **Do not create a new My NCBI account.** If you have forgotten your password or need help at this step, please contact info@ncbi.nlm.nih.gov.

After you have logged in, follow the link to Manage My Bibliography (at the bottom right hand corner of the page, as shown below). Make sure you see the HRA indicator (as shown below) at the top of your My Bibliography page. If you have linked your award to HRA Open and do not see this indicator, or your award is not visible in your My NCBI account after one week, please contact disseminationquestions@pcori.org

Once you log in, there are a few options for adding new citations to My Bibliography:

1. Adding a PubMed citation
2. Adding a citation manually
3. Adding citations from a file

For help adding citations via these methods, please visit the My NCBI Help page.

**Note:** If the PubMed citation you have added is already associated with a full-text archived record in PMC, the Public Access Status for the paper will display as Complete and no further action will be required.
Associating Your PCORI Award:
Once the citation is added, you may associate your PCORI award to the citation by choosing the Award view option in the Display Settings menu and clicking Apply.

Use the Add or Delete Award hyperlink under the appropriate citation to link the grant.

The HRA Awards tab will show you a list of awards associated with your personal profile. The Other Awards section displays those awards that are not associated with your personal profile but have been linked to citations in your My Bibliography collection.

To add award associations from either list to your citations, check the checkbox next to an award and click the Save button.
Step 3: Submitting Your Publications to PubMed Central

Once you have completed the steps above, you may submit your manuscript to PMC. There are two ways a paper may be submitted to PMC:

**Option 1: Your Publisher May Have Already Submitted Directly to PMC**

Some publishers automatically submit your article to PMC on your behalf. Before initiating the deposit process as described in the instructions below, please first check with your publisher and/or PMC to confirm if your article is already online. Some publishers submit at a later point.

*(Note that even if the publisher has submitted your full-text manuscript, you still need to link your award to the manuscript.)*

**Option 2: You Deposit Your Manuscript via NIH Manuscript Submission (NIHMS) System**

Many journals do not have a participation agreement with PMC.

In that case, **you are responsible** for ensuring that your accepted manuscript is deposited through the NIH Manuscript Submission (NIHMS) system ([https://nihms.nih.gov/](https://nihms.nih.gov/)).

Questions about NIHMS or the author manuscript submission process should be sent to nihmshelp@ncbi.nlm.nih.gov.

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.

*Figure 1: [https://www.nihms.nih.gov/db/sub.cgi](https://www.nihms.nih.gov/db/sub.cgi)*
To initiate deposit, you can access NIHMS by clicking the NCBI button next to Publishers and Others on the NIHMS homepage. Once inside the manuscript submission system, click Submit New Manuscript.

There are three options to provide your citation information:

1. Entering the manuscript and journal title manually
2. Searching for citation in PMC
3. Finding your citation in My NCBI.

Once you complete one of these options, click Add Funding.

Select the correct award from the search results and click Upload Files.
Upload your files to the appropriate sections in the table. Once you have uploaded all the necessary documents, click **Check Files**. You may upload most file types to this system and they will automatically be converted to PDF.

**You must check that your uploaded files are correct before submitting to NIHMS.** If the PDF is correct, click the **Set Reviewer & Embargo** link. This page gives you the opportunity to choose a reviewer besides yourself, if necessary. It is preferable that the reviewer be an author of the manuscript. If an author is not available, the PI on an associated award may fill this role in NIHMS. You may also select an embargo period on this page. If you are not sure what embargo period to select, your publisher’s website may have more information. PCORI does not require an embargo period.

Once you have completed these steps, click **Approve**.

Upon approval, the manuscript will be converted into the standardized digital format used by PMC. This process takes about one to two weeks depending on the manuscript. After the conversion process, a preview of the article as it will appear in PMC will be made available, allowing you to correct any errors if necessary. After final approval, the article will be publicly accessible through PMC after the passage of any embargo period you may have specified.

More information on NIHMS’s process can be found in the [NIHMS FAQ](https://nihms.nih.gov/) and on the [NIHMS tutorial page](https://nihms.nih.gov/).

**Questions about NIHMS or the author manuscript submission process should be sent to**

[nihmshelp@ncbi.nlm.nih.gov](mailto:nihmshelp@ncbi.nlm.nih.gov).