**FLOW CHART: MANUSCRIPT PROCESS**



**PROBLEMS**:

1. Non-compliant. No PMCID 3 months post publication.
	1. Click the hyperlinked NIHMS ID number.
	2. Should take you to a new webpage “*Manuscript Summary*” page.
	3. This page should have the NIH Public Access Status
		1. To understand these statuses, refer to the Manuscript Flow Chart Help document, under the NIH CONVERSION section (page 2)
	4. The page should also have the Reviewer’s name.
	5. Contact the reviewer about proceeding with the process
		1. There is a draft of an email saved, please refer to **Manuscript Compliance Sample Emails**.
2. Non-compliant. Citation is not in NIHMS or PMC.
	1. This citation has not been entered in the NIH Pubic Access database yet.
		1. Public Access Status: No records of this citation in NIHMS.
	2. Contact the first author about submitting a manuscript to NIHMS (Public Access)
		1. There is a draft of an email saved, please refer to **Manuscript Compliance Sample Emails**.
3. NIHMS ID - Manuscript has been removed from NIHMS. Please produce an alternate NIHMS ID.
	1. To resolve this issue, you must first log in to the NIH Public Access program, through the eRA commons log in option.
	2. On the homepage [right hand column], there should be “Find a manuscript” option.
		1. Search the older NIHMS ID number.
	3. The search will provide:
		1. The “*Manuscript Summary*” page. Often, it will include the history of the manuscript.
			1. Most often removed from processing.
			2. This is rare and usually occurs because it has been determined that the manuscript does not fall within the scope of the NIH or participating funder’s public access policy and should not have been submitted. The PMCID is no longer valid or compliance purposes.
			3. NEED INSTRUCTIONS ON HOW TO PROCEED
		2. This ID is not recognized at NIHMS.
4. ~~~ In process at NIHMS.
	1. This section is not normally a problem, but it is good to keep an eye on. If there is a publication that has been in the pending section for a while, log onto the NIH Public Access, NIHMS, and check to see if the manuscript is stalled.
		1. If stalled, see the Public Access Status.
			1. Often, waiting initial or final approval from the reviewers.
			2. Draft email, use a draft of the email saved, please refer to **Manuscript Compliance Sample Emails.**