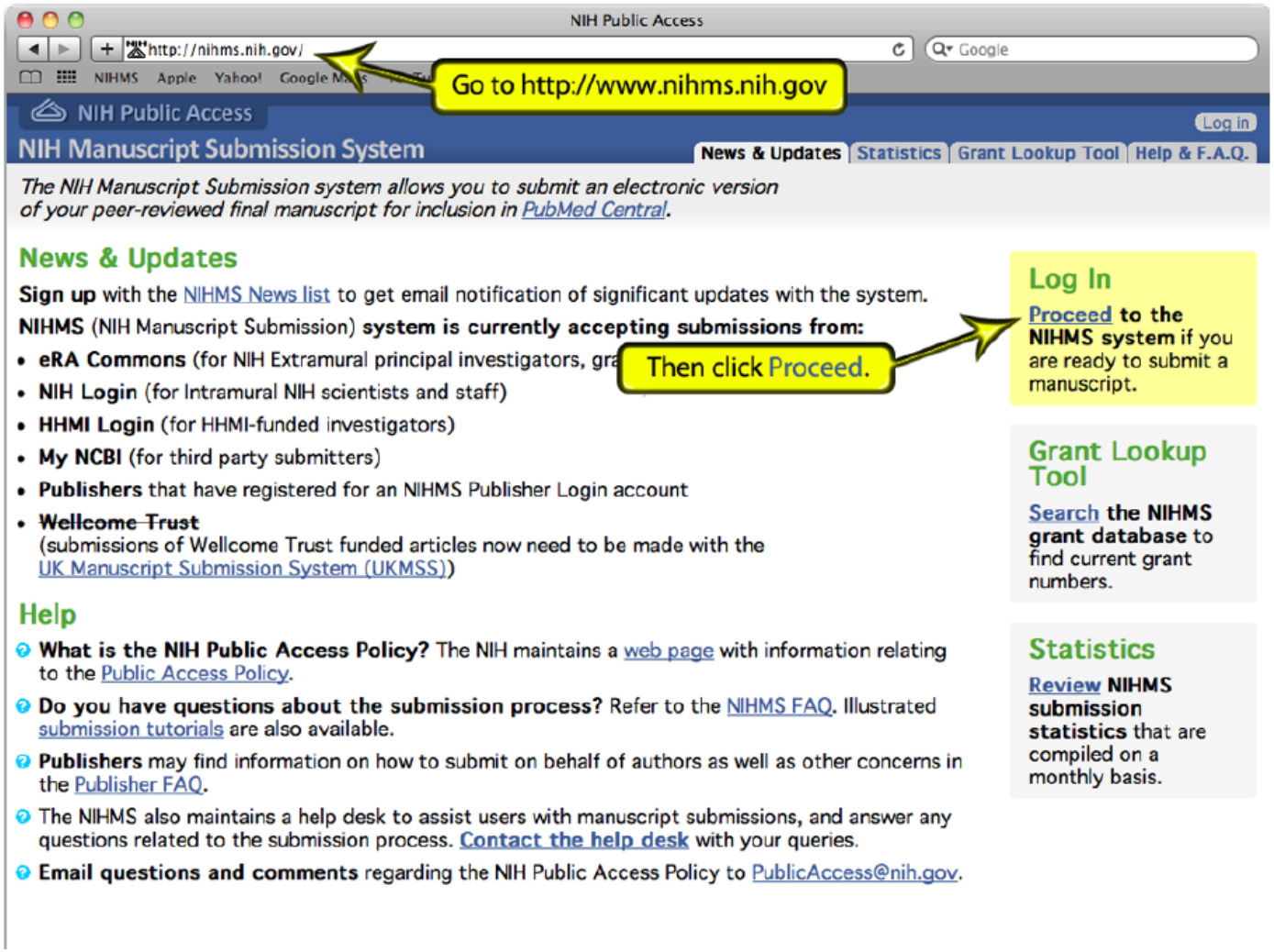
Submitting Initial Approval and Tagging a Manuscript

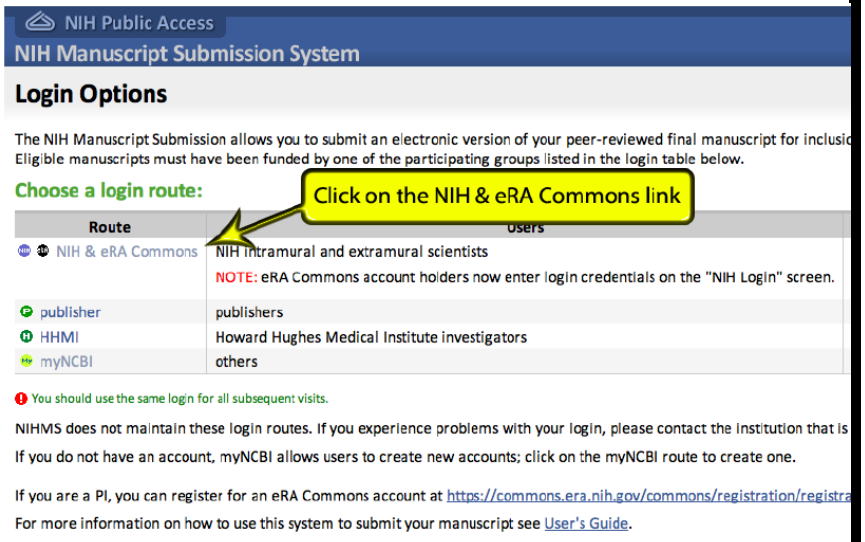
1. Go to the **NIH Manuscript Submission System**: http://www.nihms.nih.gov
2. Click the **Proceed** button in the yellow **Log In** box in the right hand corner.



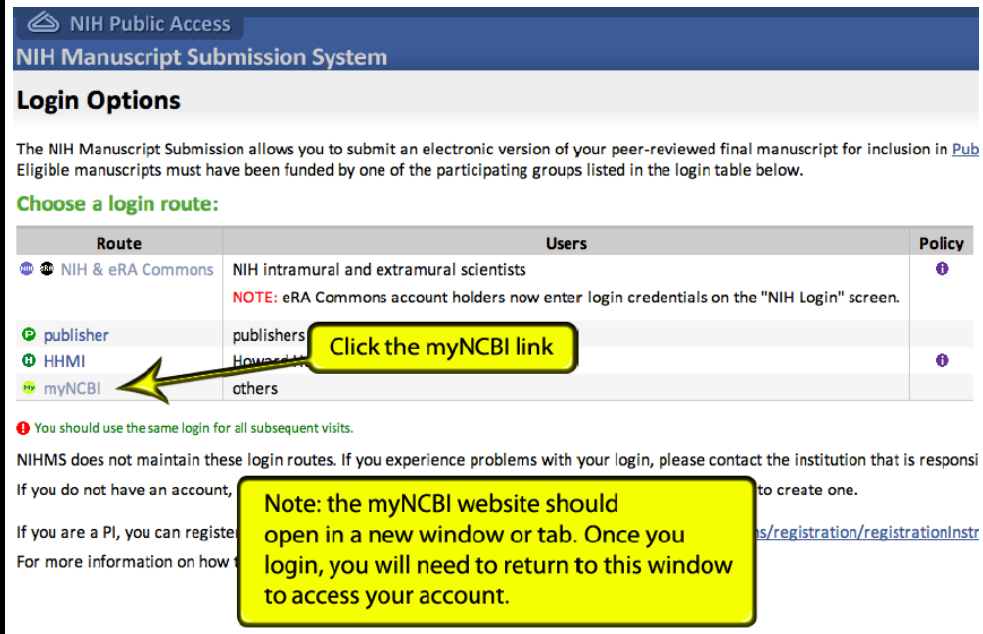
3. Log into **NIHMS** using either your **ERA Commons** login (for NIH PIs, Grantees, or applicants) ***or*** your **MyNCBI** login (for all other scientists).

NOTE: *Please use your ERA Commons login if you have one.*

ERA Commons login



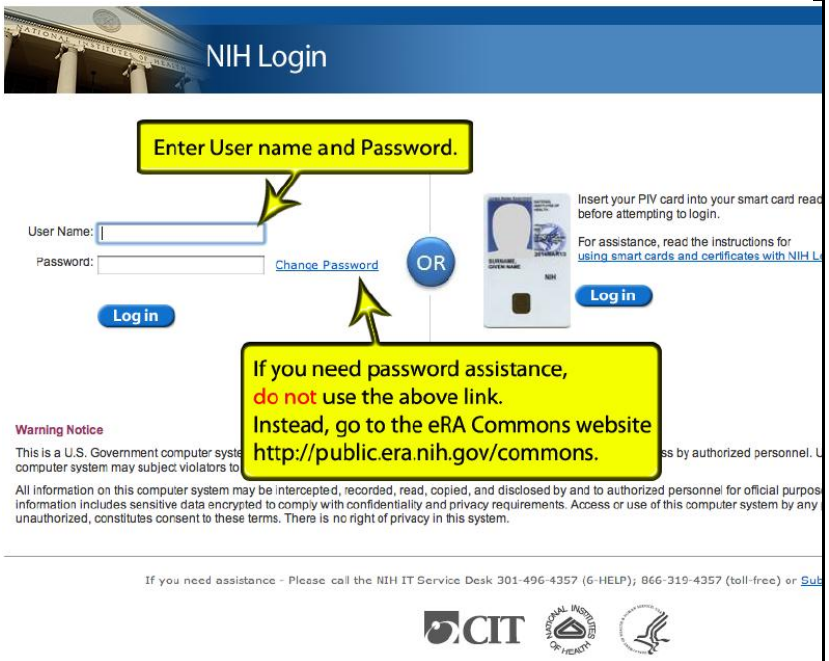
MyNCBI login



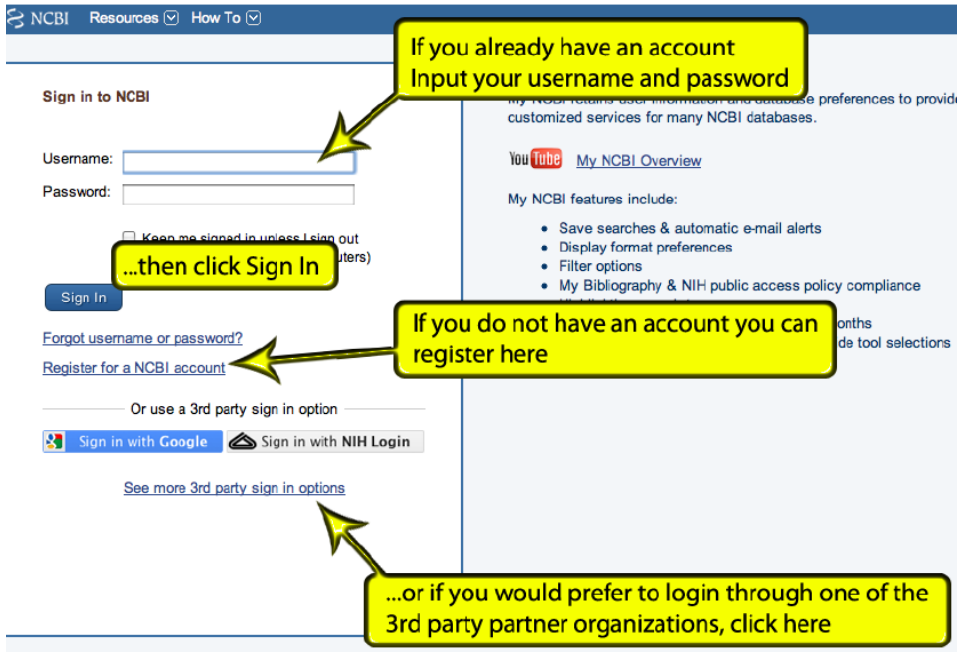
4. Follow the directions on the applicable login screen.

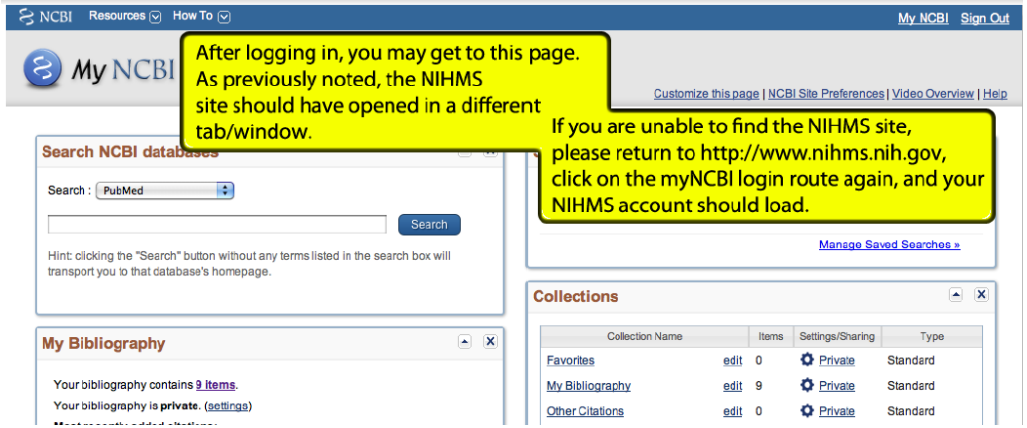
NOTE for MyNCBI users: *After logging in, you may be directed to the* ***MyNCBI*** *page. The* ***NIHMS*** *site should have opened in a different tab or window in your browser. If you are unable to find the* ***NIHMS*** *site, return to http://nihms.nih.gov, click* ***Proceed*** *in the right hand corner, then click the* ***MyNCBI*** *link again on the following page, and the site should load.*

ERA Commons login

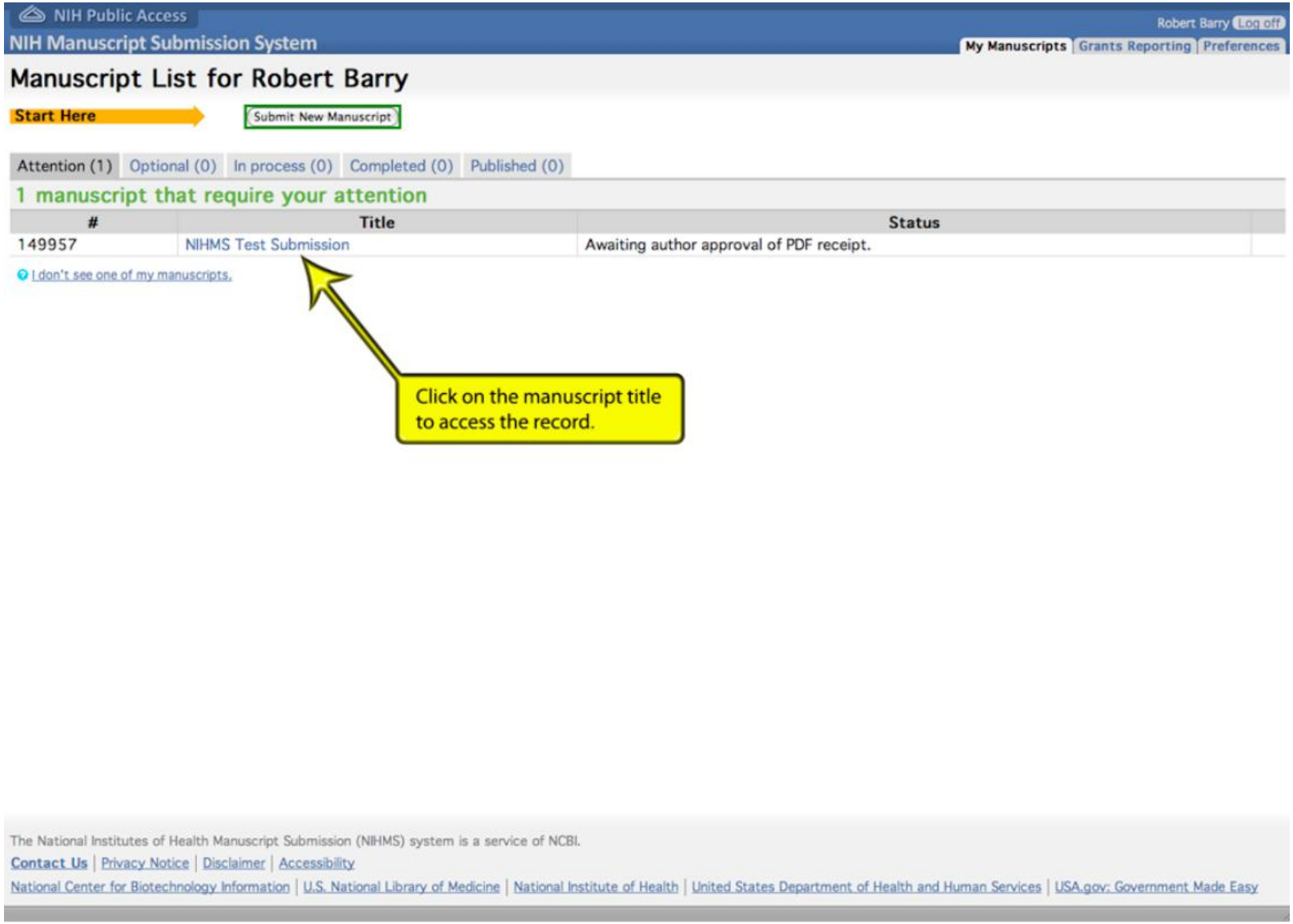


MyNCBI login

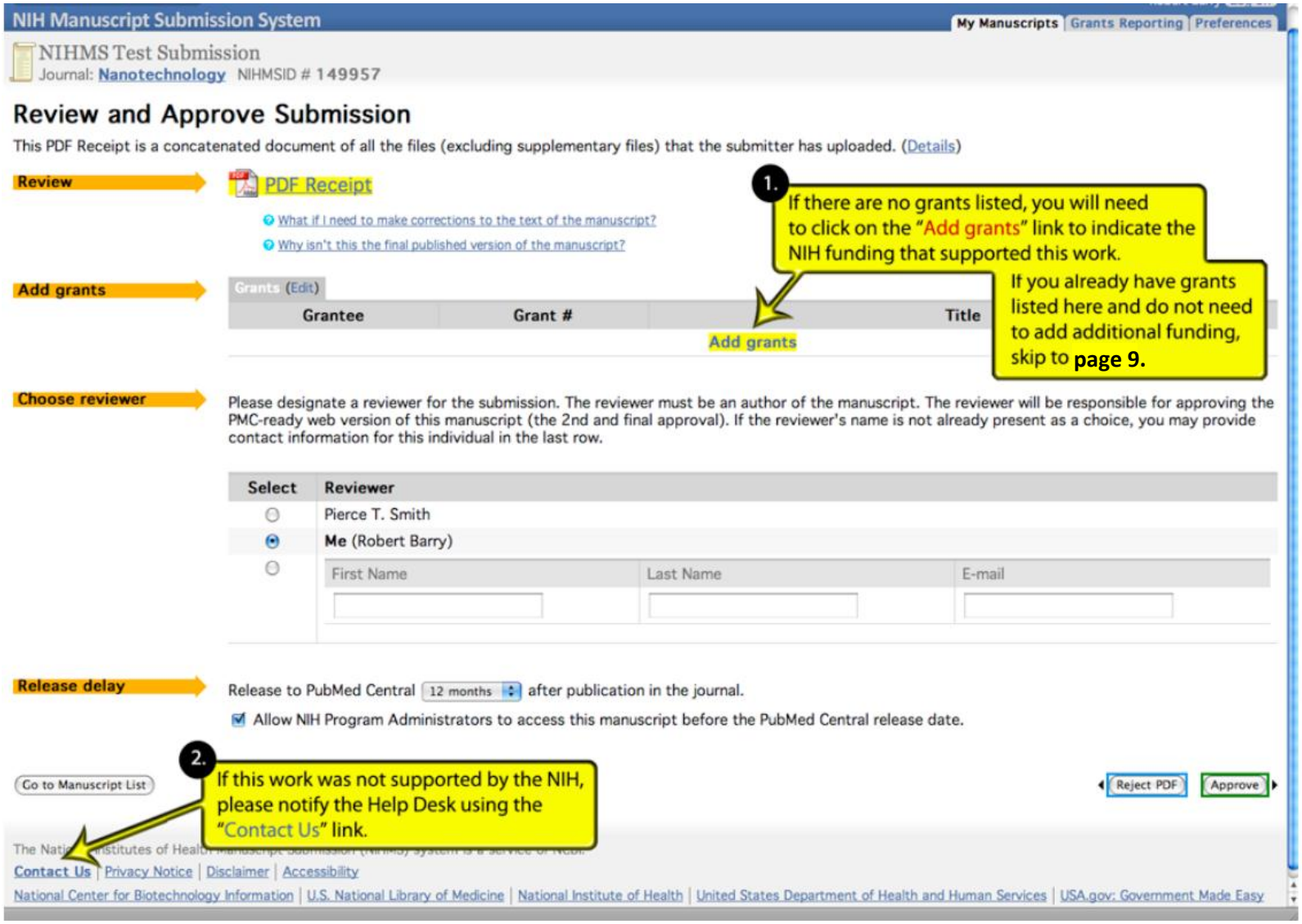




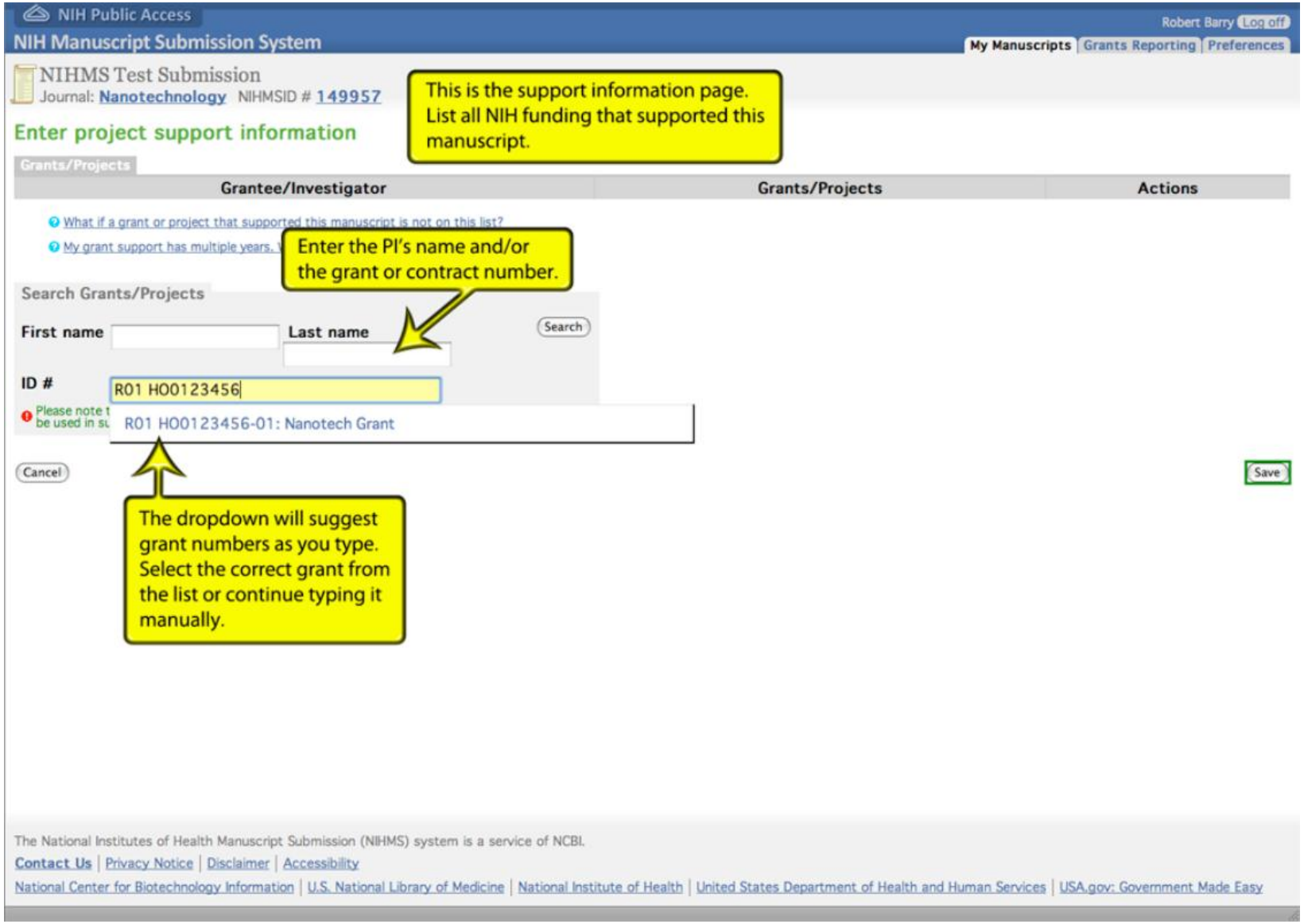
5. On the **Manuscript** page, click the link for the manuscript that you want to approve and/or tag.

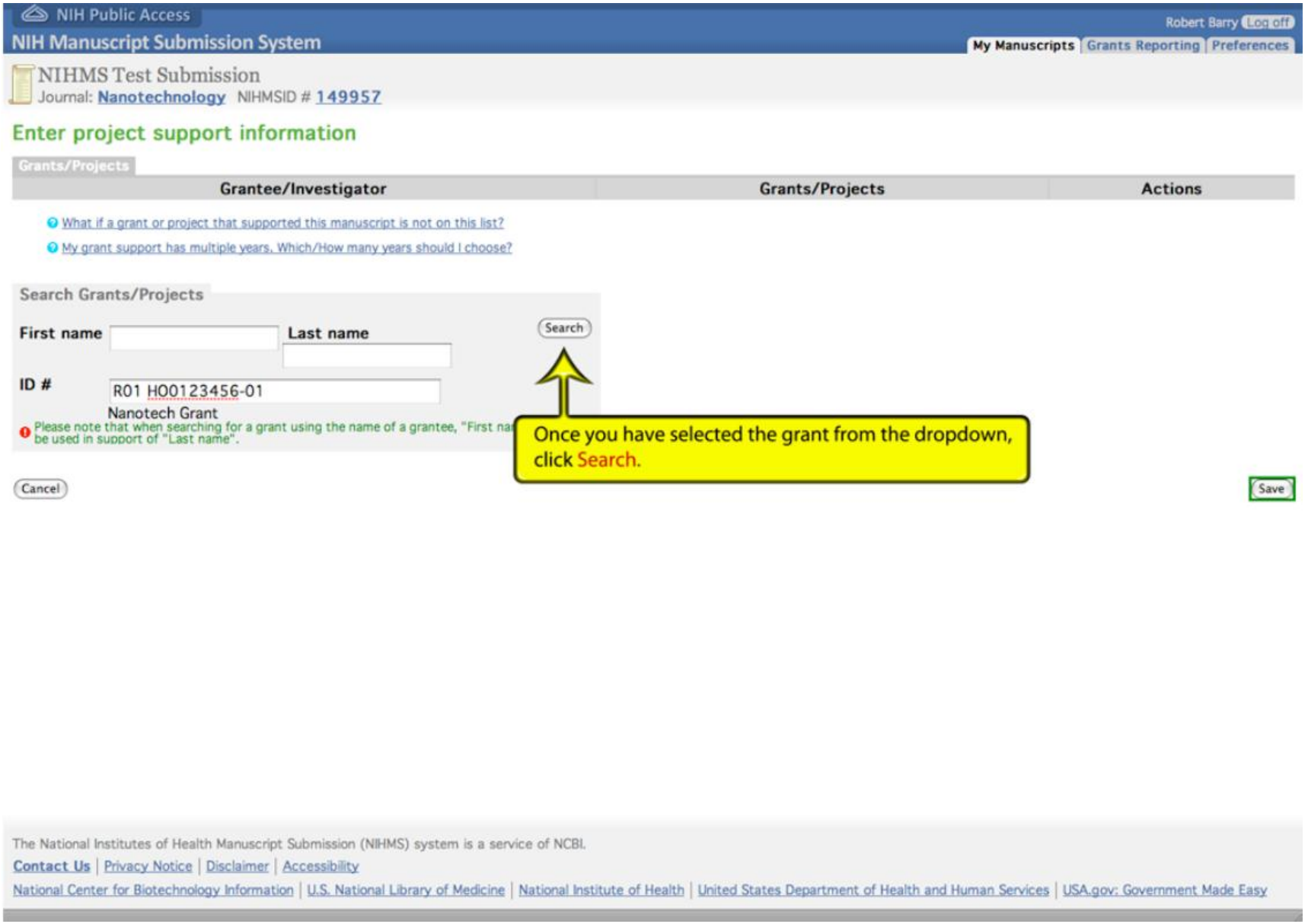


6. On the **Review and Submit** page, if no grants are associated with the publication, click the **Add grants** link. If grants are already listed and no additional funding needs to be added, please skip to page 9.



7. On the **Support Information** page, list all NIH funding that supported the manuscript.

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Enter project support information
Grants/Projects
Grantee/Investigator
Grants/Projects
Actions
What if a grant or project that supported this manuscript is not on this list?
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Search Grants/Projects
First name
Last name
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Please note that when searching for a grant using the name of a grantee, "First na
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Once you have selected the grant from the dropdown, click Search.
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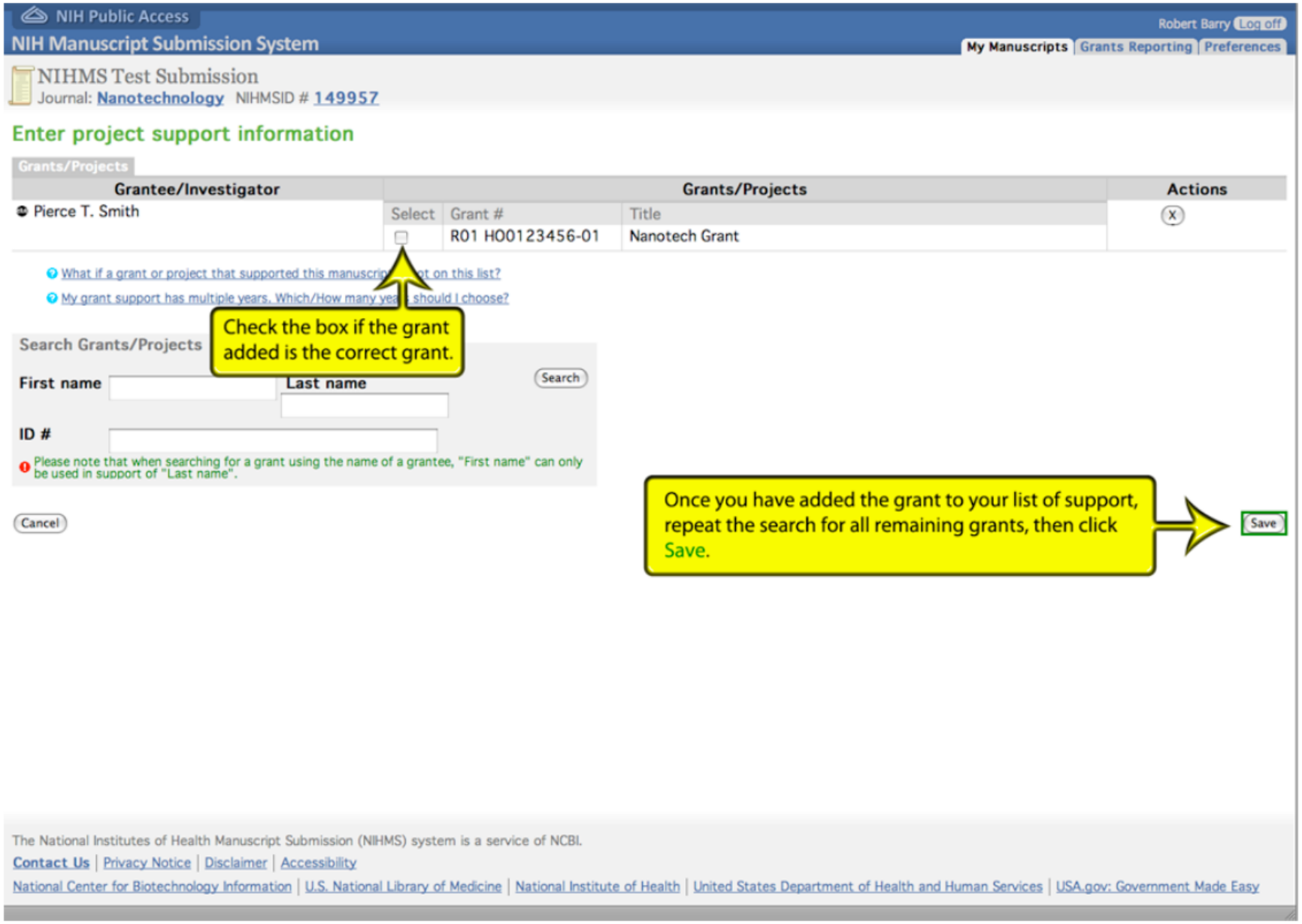
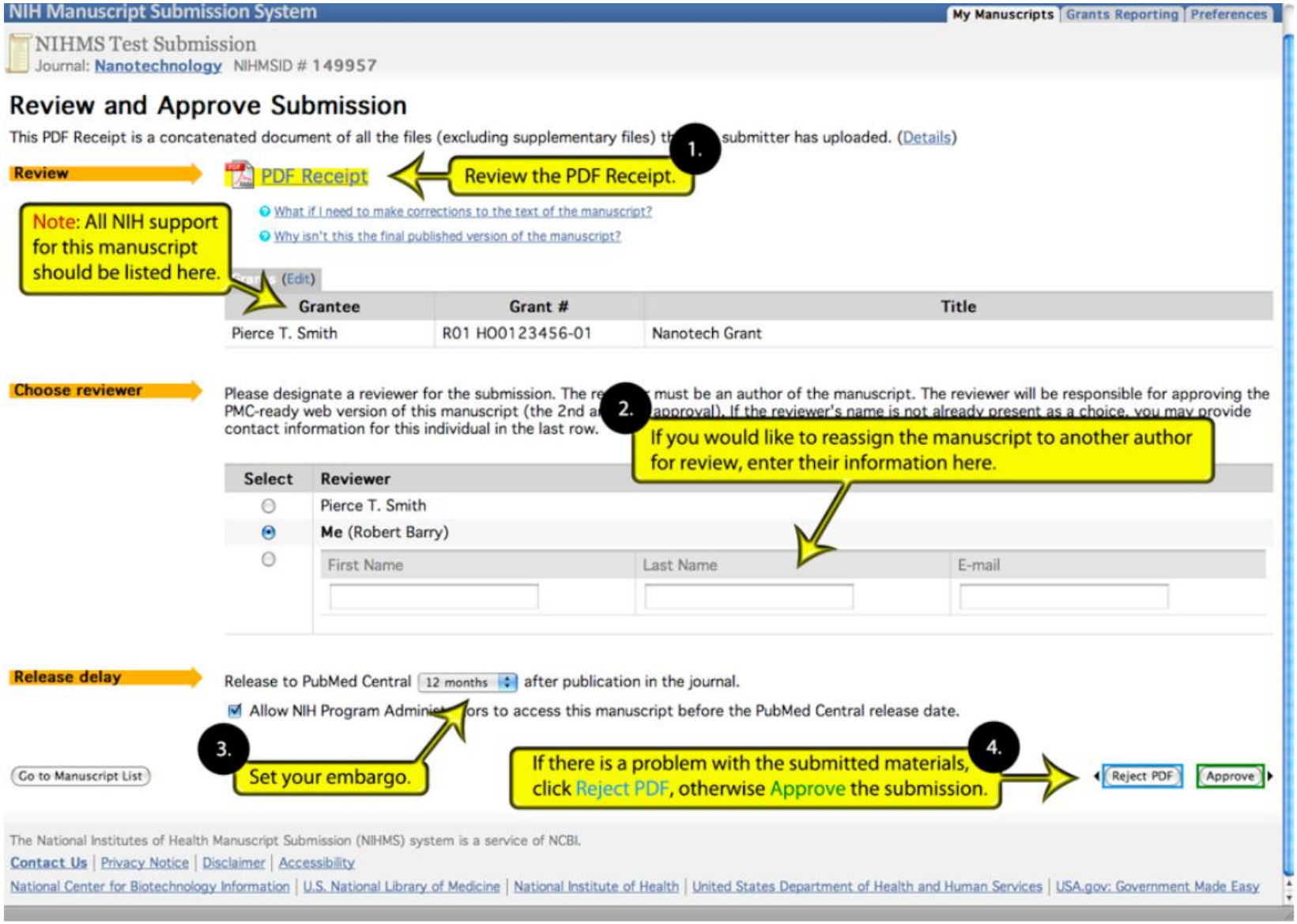
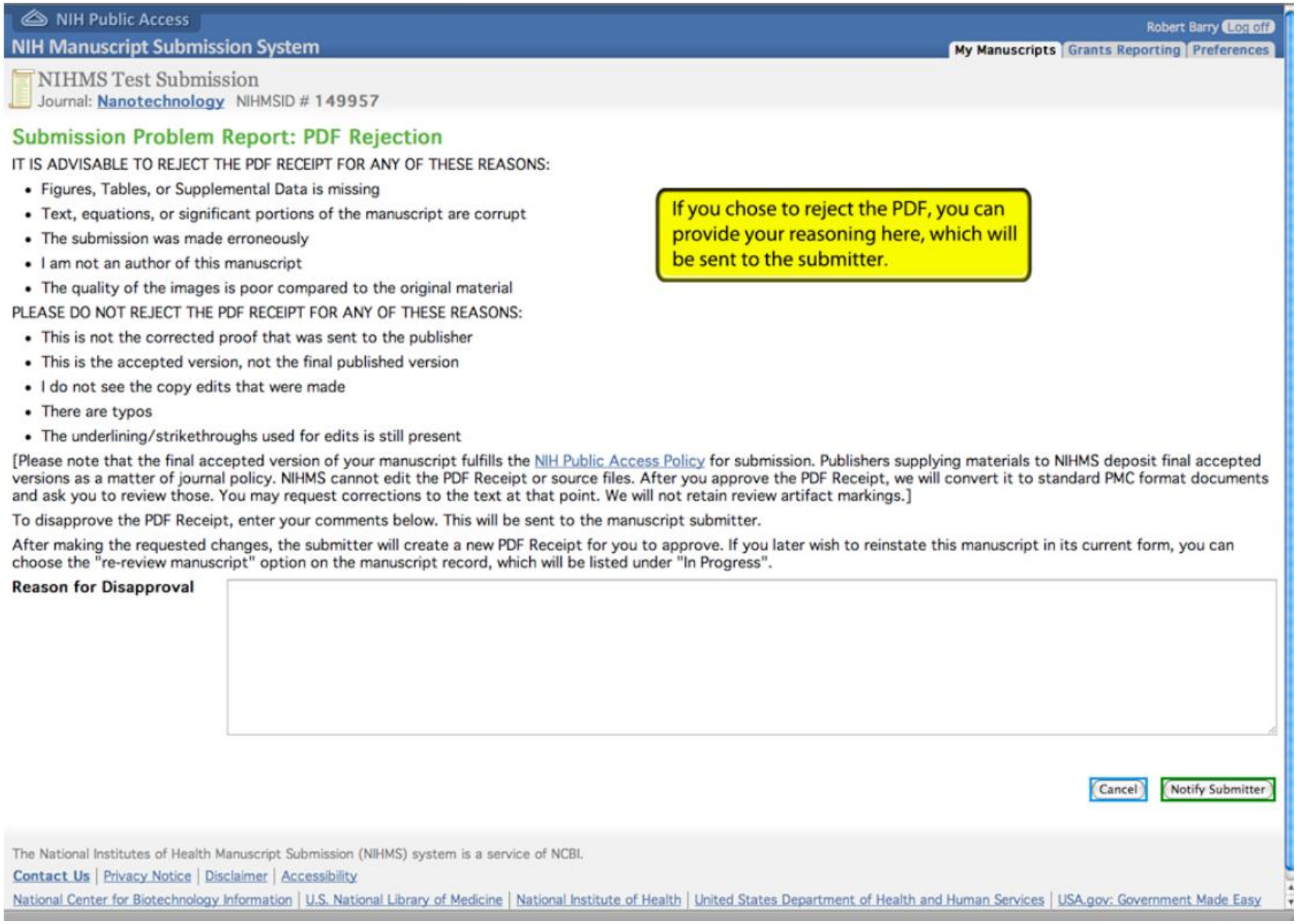
8. Once all funding has been listed, select the checkbox(es) and click the **Save** button.



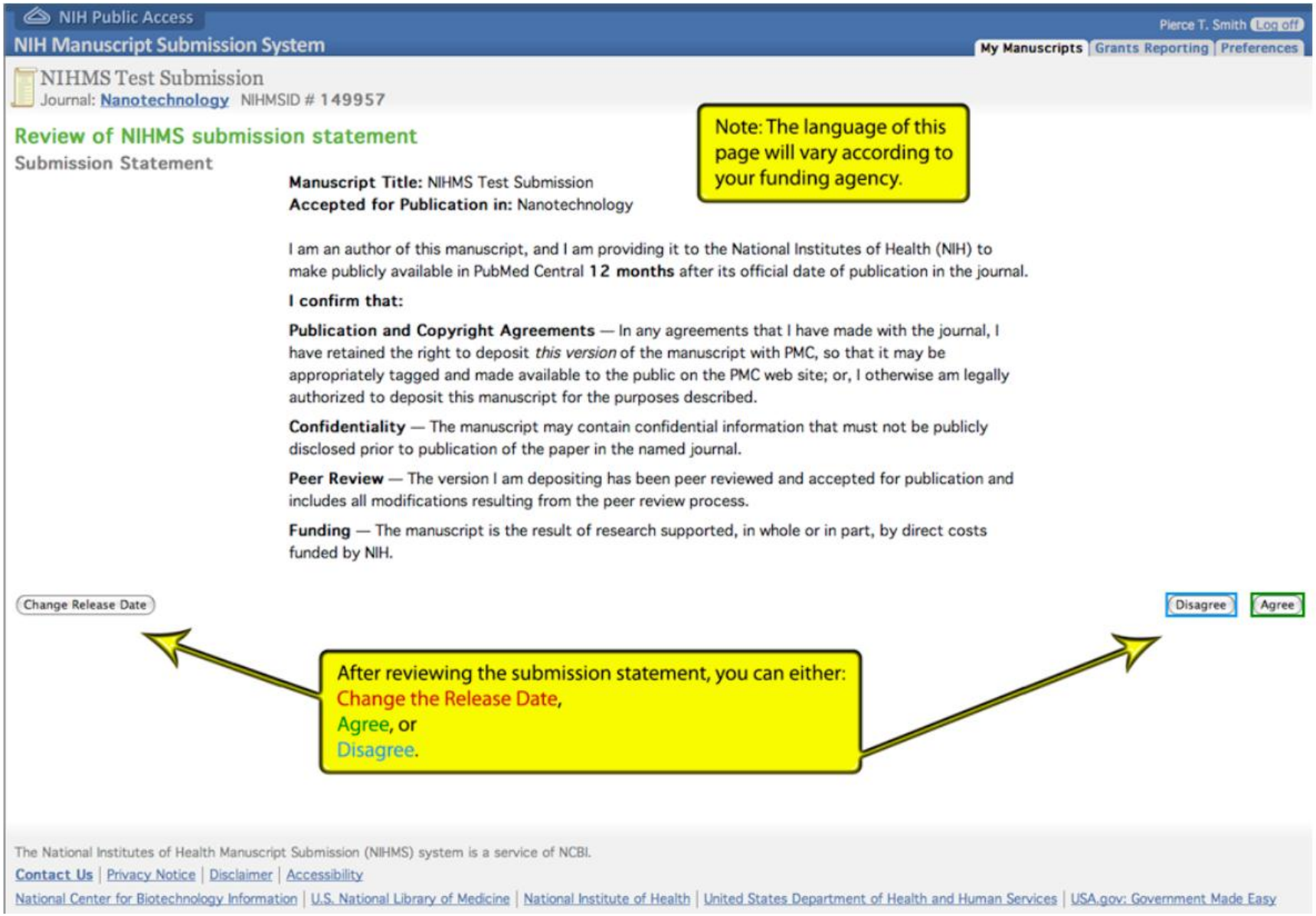
9. On the **Review and Approve Submission** page, review the PDF for any errors, ensure all grants associated with the manuscript are added, and set the embargo period if necessary. If there is an issue with the PDF, click the **Reject PDF** button. If everything looks correct, click the **Approve** button.



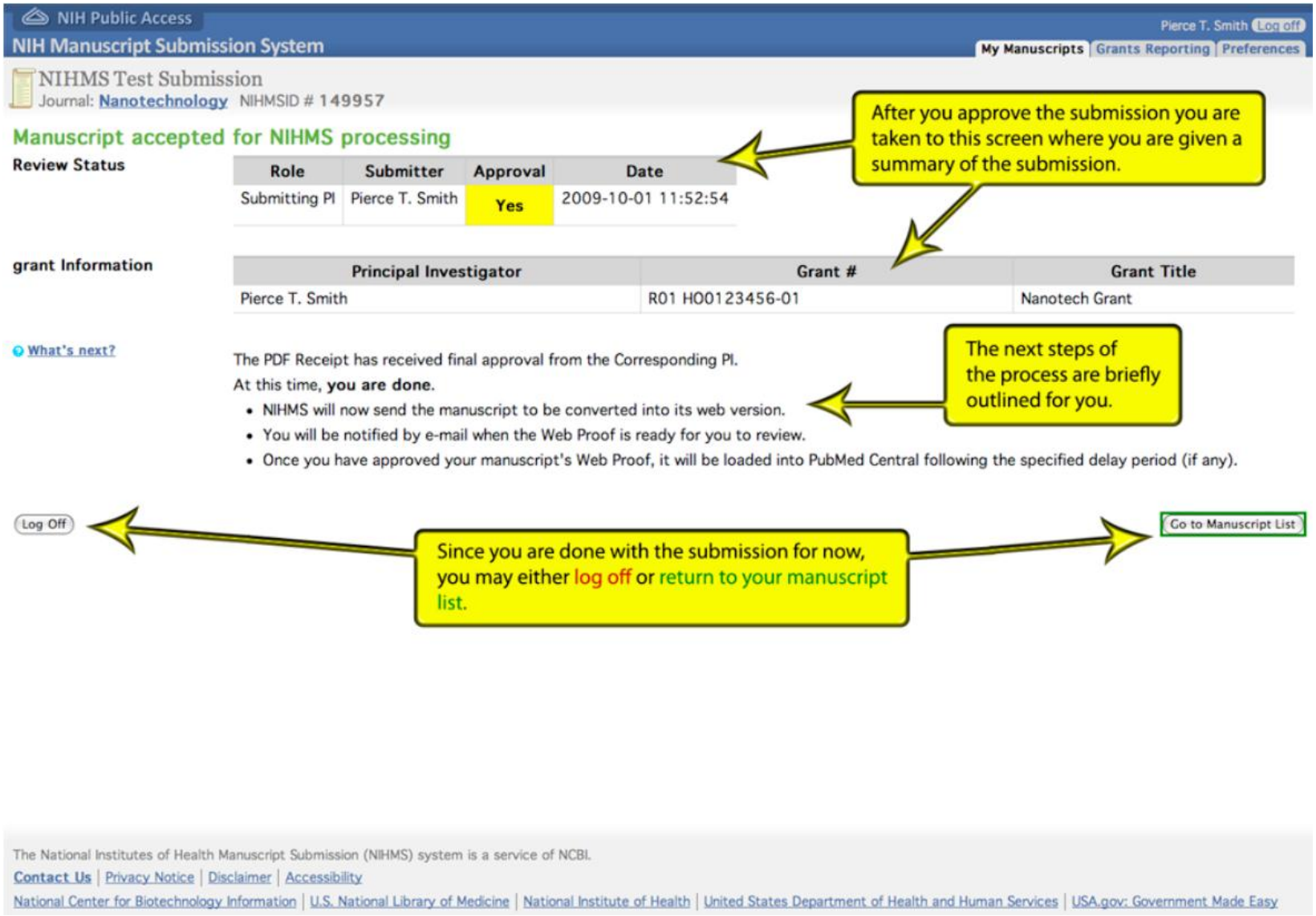
10. If you chose to reject the PDF, please read the information on the **PDF Rejection** screen and submit a reason for the rejection. Click the **Notify Submitter** button once you are finished. If you navigated to this page accidently, click the **Cancel** button.



11. Review the submission statement. Click the **Change Release Date** if there is an error in the embargo period, the **Disagree** button, or the **Agree** button.



12. After agreeing, you will be taken to a summary page where the next steps of the processed are outlined. Click the **Log Off** button to log off the system or the **Go to Manuscript List** to view your Manuscripts.



NOTE: *Your submission is listed in the* ***In Process*** *tab until it needs additional approvals, when it will move to the* ***Attention*** *tab.*