

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.

The screenshot shows the NIH Manuscript Submission System homepage. A yellow callout box points to the address bar with the text "Go to http://www.nihms.nih.gov". Another yellow callout box points to the "Proceed" button in the "Log In" section with the text "Then click Proceed.".

NIH Public Access

NIH Manuscript Submission System

News & Updates | Statistics | Grant Lookup Tool | Help & F.A.Q.

The NIH Manuscript Submission system allows you to submit an electronic version of your peer-reviewed final manuscript for inclusion in [PubMed Central](#).

News & Updates

Sign up with the [NIHMS News list](#) to get email notification of significant updates with the system.

NIHMS (NIH Manuscript Submission) system is currently accepting submissions from:

- **eRA Commons** (for NIH Extramural principal investigators, grant administrators, and reviewers)
- **NIH Login** (for Intramural NIH scientists and staff)
- **HHMI Login** (for HHMI-funded investigators)
- **My NCBI** (for third party submitters)
- **Publishers** that have registered for an NIHMS Publisher Login account
- **Wellcome Trust**
(submissions of Wellcome Trust funded articles now need to be made with the [UK Manuscript Submission System \(UKMSS\)](#))

Help

- **What is the NIH Public Access Policy?** The NIH maintains a [web page](#) with information relating to the [Public Access Policy](#).
- **Do you have questions about the submission process?** Refer to the [NIHMS FAQ](#). Illustrated [submission tutorials](#) are also available.
- **Publishers** may find information on how to submit on behalf of authors as well as other concerns in the [Publisher FAQ](#).
- The NIHMS also maintains a help desk to assist users with manuscript submissions, and answer any questions related to the submission process. [Contact the help desk](#) with your queries.
- **Email questions and comments** regarding the NIH Public Access Policy to PublicAccess@nih.gov.

Log In

Proceed to the NIHMS system if you are ready to submit a manuscript.

Grant Lookup Tool

[Search](#) the NIHMS grant database to find current grant numbers.

Statistics

[Review NIHMS submission statistics](#) that are compiled on a monthly basis.

- 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

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Login Options

The NIH Manuscript Submission allows you to submit an electronic version of your peer-reviewed final manuscript for inclusion in Pub. Eligible manuscripts must have been funded by one of the participating groups listed in the login table below.

Choose a login route:

Route	Users
NIH & eRA Commons	NIH intramural and extramural scientists NOTE: eRA Commons account holders now enter login credentials on the "NIH Login" screen.
publisher	publishers
HHMI	Howard Hughes Medical Institute investigators
myNCBI	others

Click on the NIH & eRA Commons link

You should use the same login for all subsequent visits.

NIHMS does not maintain these login routes. If you experience problems with your login, please contact the Institution that is responsible for your account. If you do not have an account, myNCBI allows users to create new accounts; click on the myNCBI route to create one.

If you are a PI, you can register for an eRA Commons account at <https://commons.era.nih.gov/commons/registration/registrationInstructions>. For more information on how to use this system to submit your manuscript see [User's Guide](#).

MyNCBI login

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Route	Users	Policy
NIH & eRA Commons	NIH intramural and extramural scientists NOTE: eRA Commons account holders now enter login credentials on the "NIH Login" screen.	
publisher	publishers	
HHMI	Howard Hughes Medical Institute investigators	
myNCBI	others	

Click the myNCBI link

You should use the same login for all subsequent visits.

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If you are a PI, you can register for an eRA Commons account at <https://commons.era.nih.gov/commons/registration/registrationInstructions>. For more information on how to use this system to submit your manuscript see [User's Guide](#).

Note: the myNCBI website should open in a new window or tab. Once you login, you will need to return to this window to access your account.

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

The screenshot shows the NIH Login page. A yellow callout box says "Enter User name and Password." with an arrow pointing to the "User Name:" and "Password:" input fields. Another yellow callout box says "If you need password assistance, do not use the above link. Instead, go to the eRA Commons website <http://public.era.nih.gov/commons>." with an arrow pointing to the "Change Password" link. The page includes a "Log in" button and a "Warning Notice" at the bottom.

MyNCBI login

The screenshot shows the MyNCBI login page. A yellow callout box says "If you already have an account Input your username and password" with an arrow pointing to the "Username:" and "Password:" input fields. Another yellow callout box says "...then click Sign In" with an arrow pointing to the "Sign In" button. A third yellow callout box says "If you do not have an account you can register here" with an arrow pointing to the "Register for a NCBI account" link. A fourth yellow callout box says "...or if you would prefer to login through one of the 3rd party partner organizations, click here" with an arrow pointing to the "Sign in with Google" and "Sign in with NIH Login" buttons.

The screenshot shows the MyNCBI dashboard. A yellow callout box says "After logging in, you may get to this page. As previously noted, the NIHMS site should have opened in a different tab/window." with an arrow pointing to the "My NCBI" header. Another yellow callout box says "If you are unable to find the NIHMS site, please return to <http://www.nihms.nih.gov>, click on the myNCBI login route again, and your NIHMS account should load." with an arrow pointing to the "My NCBI" header.

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

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Manuscript List for Robert Barry

[Start Here](#) [Submit New Manuscript](#)

Attention (1) Optional (0) In process (0) Completed (0) Published (0)

1 manuscript that require your attention

#	Title	Status
149957	NIHMS Test Submission	Awaiting author approval of PDF receipt.

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Click on the manuscript title to access the record.

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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](#).

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NIHMS Test Submission
Journal: [Nanotechnology](#) NIHMSID # 149957

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Review → **PDF Receipt**

- What if I need to make corrections to the text of the manuscript?
- Why isn't this the final published version of the manuscript?

Add grants → Grants (Edit)

Grantee	Grant #	Title
Add grants		

Choose reviewer → Please designate a reviewer for the submission. The reviewer must be an author of the manuscript. The reviewer will be responsible for approving the PMC-ready web version of this manuscript (the 2nd and final approval). If the reviewer's name is not already present as a choice, you may provide contact information for this individual in the last row.

Select	Reviewer						
<input type="radio"/>	Pierce T. Smith						
<input checked="" type="radio"/>	Me (Robert Barry)						
<input type="radio"/>	<table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>E-mail</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	First Name	Last Name	E-mail	<input type="text"/>	<input type="text"/>	<input type="text"/>
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7. On the **Support Information** page, list all NIH funding that supported the manuscript.

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NIHMS Test Submission
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Enter project support information

This is the support information page. List all NIH funding that supported this manuscript.

Grants/Projects

Grantee/Investigator	Grants/Projects	Actions
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What if a grant or project that supported this manuscript is not on this list?
My grant support has multiple years.

Enter the PI's name and/or the grant or contract number.

Search Grants/Projects

First name Last name

ID #

Please note to be used in st. R01 H00123456-01: Nanotech Grant

The dropdown will suggest grant numbers as you type. Select the correct grant from the list or continue typing it manually.

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Journal: [Nanotechnology](#) NIHMSID # [149957](#)

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?](#)
- [My grant support has multiple years. Which/How many years should I choose?](#)

Search Grants/Projects

First name Last name

Search

ID #

Nanotech Grant

i Please note that when searching for a grant using the name of a grantee, "First name" be used in support of "Last name".



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.

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Journal: [Nanotechnology](#) NIHMSID # [149957](#)

Enter project support information

Grants/Projects

Grantee/Investigator	Select	Grant #	Title	Actions
Pierce T. Smith	<input type="checkbox"/>	R01 H00123456-01	Nanotech Grant	X

[What if a grant or project that supported this manuscript is not on this list?](#)

[My grant support has multiple years. Which/How many years should I choose?](#)

Search Grants/Projects

First name Last name [Search](#)

ID #

Please note that when searching for a grant using the name of a grantee, "First name" can only be used in support of "Last name".

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- What if I need to make corrections to the text of the manuscript?
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[Grants](#) (Edit)

Grantee	Grant #	Title
Pierce T. Smith	R01 H00123456-01	Nanotech Grant

Choose reviewer → Please designate a reviewer for the submission. The reviewer must be an author of the manuscript. The reviewer will be responsible for approving the PMC-ready web version of this manuscript (the 2nd approval). If the reviewer's name is not already present as a choice, you may provide contact information for this individual in the last row.

2. If you would like to reassign the manuscript to another author for review, enter their information here.

Select	Reviewer						
<input type="radio"/>	Pierce T. Smith						
<input checked="" type="radio"/>	Me (Robert Barry)						
<input type="radio"/>	<table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>E-mail</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	First Name	Last Name	E-mail	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	E-mail					
<input type="text"/>	<input type="text"/>	<input type="text"/>					

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NIHMS Test Submission
Journal: [Nanotechnology](#) NIHMSID # 149957

Review of NIHMS submission statement

Submission Statement

Manuscript Title: NIHMS Test Submission
Accepted for Publication in: Nanotechnology

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I confirm that:

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Funding — The manuscript is the result of research supported, in whole or in part, by direct costs funded by NIH.

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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.

The screenshot displays the NIH Manuscript Submission System interface. At the top, it shows 'NIH Public Access' and 'NIH Manuscript Submission System'. The user is identified as 'Pierce T. Smith' with a 'Log off' button. The submission is for 'NIHMS Test Submission' in the journal 'Nanotechnology' with NIHMSID # 149957. A green banner states 'Manuscript accepted for NIHMS processing'. Below this, a 'Review Status' table shows the submission was approved by Pierce T. Smith on 2009-10-01 11:52:54. A 'grant Information' table lists Pierce T. Smith as the Principal Investigator, R01 H00123456-01 as the Grant #, and Nanotech Grant as the Grant Title. A 'What's next?' section explains that the PDF Receipt has received final approval and provides a list of next steps: NIHMS will convert the manuscript to a web version, the user will be notified by email when the Web Proof is ready, and the manuscript will be loaded into PubMed Central. At the bottom, there are 'Log Off' and 'Go to Manuscript List' buttons. Yellow callout boxes with arrows provide instructions: one points to the review status table, another to the 'What's next?' section, and a third to the 'Log Off' and 'Go to Manuscript List' buttons.

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Pierce T. Smith Log off
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NIHMS Test Submission
Journal: [Nanotechnology](#) NIHMSID # 149957

Manuscript accepted for NIHMS processing

Review Status

Role	Submitter	Approval	Date
Submitting PI	Pierce T. Smith	Yes	2009-10-01 11:52:54

grant Information

Principal Investigator	Grant #	Grant Title
Pierce T. Smith	R01 H00123456-01	Nanotech Grant

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The PDF Receipt has received final approval from the Corresponding PI.
At this time, **you are done**.

- NIHMS will now send the manuscript to be converted into its web version.
- You will be notified by e-mail when the Web Proof is ready for you to review.
- Once you have approved your manuscript's Web Proof, it will be loaded into PubMed Central following the specified delay period (if any).

Log Off

Go to Manuscript List

Since you are done with the submission for now, you may either **log off** or **return to your manuscript list**.

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The next steps of the process are briefly outlined for you.

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Attention (0) Optional (0) **In process (1)** Completed (0) Published (0)

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